

OPERATIONAL SERVICES COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre,
10 Watson Terrace, Mount Gambier, on Tuesday, 11th March 2014 at 7.30 a.m.

MINUTES

PRESENT: Crs M White (Presiding Member), I Von Stanke and B Shearing

APOLOGIES: Cr Shearing moved the apology received from Crs D Mutton and P Richardson be accepted.

Cr Von Stanke seconded Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane
Director - Operational Services, Daryl Sexton
Engineering Manager, Daryl Morgan
Governance Officer, Michael McCarthy
Team Leader - Administration (Operational Services), Sally Wilson

COUNCIL MEMBERS

AS OBSERVERS: Cr A Lee

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, 11th February 2014 be taken as read and confirmed.

Cr Shearing seconded Carried

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

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

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

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

Date of Motion	Subject Matter	Action Required	Responsibility	Status	Comments
CORPORATE AND COMMUNITY SERVICES					
18/10/2011	Strategic Management Plan	Develop Operational Plans	Chief Executive Officer	In Progress	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

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					<p>reflecting roles of Elected Members and Staff</p> <ul style="list-style-type: none"> • Desktop analysis to be conducted • Review of responsibility matrix to be completed • Comments reviewed by 27th November 2013 • Workshop commencing January 2014
20/11/2012	Establishment of City Development Framework		Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • Stage 1 completed • Stage 2 authorised • Additional funding authorised • Workshop conducted with Professor John Martin on 3rd December 2013 • Working group now a sub-committee of Corporate and Community Services • Professor John Martin engaged by Council • Workshops held during February and March
09/07/2013	SELGA Review	Council prepare plans to undertake a review (of SELGA) by the end of the calendar year	Chief Executive Officer	Completed	<ul style="list-style-type: none"> • Waiting for a date from SELGA to arrange an extended Workshop for Elected Members. Facilitator is organised. • SELGA President and Executive Officer informal meeting with Council • SELGA conducting a review of its strategic plans including engagement with constituent Councils (independent of Council's resolution on this matter) • Councillor Workshop conducted 25th February, 2014 with SELGA President Richard Vickery & SELGA Executive Officer Ann Aldersey.

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20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> Expressions of Interest Process Council Report 	Governance Officer	In Progress	Review of leasing options for this and other Council facilities
17/09/2013	China Relationship	Further investigations/ members workshop	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> Initial workshop held Regional workshop scheduled on 5th December Members Informal workshop on 6th December Further workshop scheduled for 19th February 2014.
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Event surveys underway and results to be presented in 2014
15/10/2013	Policy Review	Review process confirmed	Governance Officer	In Progress	Review continuing Report to Corporate and Community Services 11th February 2014
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 planning with Pangula Mannamurna, Burrandies Aboriginal Corporation and Elders Group. Date to be confirmed for May 2014 Ceremony .
28/1/2014	Men's Shed	Further Planning	Chief Executive Officer, Governance Officer	In Progress	Meeting with Men's Shed, Councillors and Staff scheduled for 10 th February, 2014 Report to Corporate and Community Services Sub-Committee 11 th March, 2014.
28/1/2014	Pedal Prix Event	Further Report	Manager Community Services and Development	Completed	Application withdrawn
OPERATIONAL SERVICES					
16/04/2013	Park and Stride - community engagement	Matter left to lie on table pending further re-engagement with the community	Director - Operational Services	In Progress	Referred to Environmental Sustainability Sub-Committee for further action
17/09/2013	Playground Construction - Traditional Playgrounds vs. Natural Playgrounds	Prepare concept designs for a natural playground within the John Powell Drive Reserve, engage with the local community and schools regarding their ideas/ acceptance and contributions towards a natural playground	Engineering Manager	In Progress	Concept being prepared, consultation in process
17/09/2013	Regional Development Assessment Panels	Support the focus of the proposal and review the recommendations at a later date	Strategic Project Officer	Ongoing	Waiting for outcomes of investigation by SELGA

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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	Completed	Scheduled to occur on Sunday, 30 th March 2014 at 11:00am
17/12/2013	12 Canavan Road - fence and retaining walls	Prepare report on condition of the fence	Director - Operational Services	Completed	Refer to item on agenda
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	Completed	Documents signed and forwarded to the Mount Gambier Cemetery Trust for execution
28/01/2014	Installation of Bus Zone - Lady Nelson Carpark	Arrange installation of Bus Zone	Team Leader - General Inspector	Completed	Signage in place
28/01/2014	Rescission of Motorcycle Parking - Railway Terrace Carpark	Arrange for rescission of Motorcycle Parking	Team Leader - General Inspector	Completed	Signage 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	Completed	Refer to item on agenda
11/02/2014	Earth Hour 2014	Arrange for participation in Earth Hour	Environmental Sustainability Officer	In Progress	Arrangements in progress
11/02/2014	Installation of Loading Zone - Lady Nelson Carpark	Arrange installation of Loading Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Installation of 1 Hour Parking Zone - Percy Street	Arrange installation of 1 Hour Parking Zone	Team Leader - General Inspector	In Progress	Signage has been ordered
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	In Progress	Awaiting registration of easements
11/02/2014	Metro Bakery and Cafe - Liquor Licence application	Send letter to the applicant and Office of the Liquor and Gambling Commissioner	Planning Officer	Completed	Letter sent on 19/02/2014
11/02/2014	Lease - 24 Margaret Street	Send letter to Lessee to advise extension of time	Director - Operational Services	Completed	Letter sent on 20/02/2014
11/02/2014	Tender for Provision of Organic Waste Modelling and Advice	Advise successful and unsuccessful applicants	Environmental Sustainability Officer	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply and Delivery of Out Front Deck Mower	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014
11/02/2014	Tender for Supply and Delivery of Tip Truck	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014

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11/02/2014	Tender for Supply of Painting Services (Council Buildings and Structures)	Advise successful applicant	Director - Operational Services	Completed	Letter sent on 19/02/2014
11/02/2014	Tender for Supply of Maintenance Services (Council Buildings and Structures)	Advise successful and unsuccessful applicants	Director - Operational Services	Completed	Letters sent on 19/02/2014

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
• Elizabeth Street road reconstruction	5%
• Caroline Landfill	50%
• Former Hospital demolition	95%
• Rail lands site remediation	95%

Completed

- Wireless Road East Construction (Aramanta Drive to 500m west of Aramanta)
- Bishop Road (Penola Road to 300m east) kerb and channel widening and reshaping of road
- Access ramp program
- Road Reseal Program

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

Cr Shearing seconded

Carried

3. DEVELOPMENT CONTROL - Fence and Retaining Walls - 12 Canavan Road - Ref. AF11/279

The Presiding Member reported:

(a) Council, at its meeting of 17th December 2013 resolved:

“(a) Council prepare a report on the condition of the fence at 12 Canavan Road, Mount Gambier and report back to Council.”

(b) local Consultant Engineers, Tonkin Consulting, was engaged to prepare the report required by Council. A copy of the Engineer’s Report was attached to the Operational Services Committee agenda;

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- (c) based on the advice now to hand, Council will need to proceed to engage with the property owner in relation to the fence. In the first instance this should be by seeking their cooperation to rectify the issue, noting that Council has other powers that could be utilised in the event that a negotiated outcome is not resolved.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **the Director - Operational Services liaise directly with the property owners of 12 Canavan Road to seek their agreement to either remove and/or repair the fence on the property boundary of Canavan Road. A copy of the Engineer's Report (Tonkin Consulting) to be made available to the property owners for their reference.**

Cr Shearing seconded

Carried

4. ANIMAL MANAGEMENT - Agreements - South East Animal Welfare League - Ref. AF11/126

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) *Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support*

The Presiding Member reported:

- (a) The South East Animal Welfare League (SEAWL) has approached Council with a view to seeking an increased annual level of funding to offset their operational costs. The report also suggests the execution of a three way agreement between the City of Mount Gambier, District Council of Grant and South East Animal Welfare League (SEAWL) to "lock in" the funding (subject to annual CPI) for a five (5) year period;
- (b) Council utilises the SEAWL to provide its statutory requirement for pound facilities pursuant to the Dog and Cat Management Act. Council currently provides up to \$19,000 per annum in direct funding, in addition the SEAWL retain impound fees for dogs impounded by the City Council. The District Council of Grant currently contributes \$2,000 per annum. The SEAWL have indicated their current operating deficit is \$40,000 and hence they are seeking a combined annual increase in funding from both Council's of \$19,000;
- (c) the cost to this Council to provide and operate a modern dog pound would far exceed the requested contribution (and a similar scenario applies to the District Council of Grant);
- (d) Officers from the City of Mount Gambier and District Council of Grant have discussed this request and have examined a number of statistics in an effort to provide guidance to Council in dealing with this request. The statistics that appear to be most relevant are population, dog registrations and impoundments.

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	City Of Mount Gambier	District Council of Grant	Totals
Population (Annual Reports)	25,911	7,855	33,766
Number of dogs Registered (average of last 3 years)	4,745	2,782	7,527
Number of dogs Impounded (average of last 3 years)	196	67	263

Each of the above can be expressed as ratios, i.e.:

<u>Population</u>	<u>Funding</u>
CMG 76.7%	\$30,680
DCG 23.3%	\$9,320

<u>Dog Registrations</u>	
CMG 63.0%	\$25,200
DCG 37.0%	\$14,800

<u>Impoundments</u>	
CMG 74.5%	\$29,800
DCG 25.5%	\$10,200

Each of the above ratios has a certain logic which could justifiably be applied to the funding scenarios. All three realise a significant annual increase from the District Council of Grant.

Interestingly, the ratio of impoundments closely reflects the population ratio.

A possible solution is to weight all three ratios equally and take an average i.e.:

City (\$30,680 + \$25,200 + \$29,800) ÷ 3	=	\$28,560
District (\$9,320 + \$14,800 + \$10,200) ÷ 3	=	<u>\$11,440</u>
		\$40,000

- (e) it is understood that the District Council of Grant has formally considered this request and resolved (subject to agreement and endorsement from the City of Mount Gambier and South East Animal Welfare League) to support the above 'weighted' funding.

Cr Shearing moved it be recommended:

- (a) **The report be received;**
- (b) **noting the resolution of the District Council of Grant, Council agree to a funding contribution of \$28,600 in 2014/15 towards the operational costs of the South East Animal Welfare League (the District Council of Grant have agreed to \$11,400);**
- (c) **Council further resolves to enter into a joint funding agreement between the South East Animal Welfare League and the District Council of Grant for a five**

(5) year term, and \$40,000 joint contribution per annum with annual indexation linked to CPI;

(d) the Mayor and Chief Executive Officer be authorised to sign and seal any necessary documents to progress this agreement.

Cr Von Stanke seconded

Carried

5. FINANCIAL MANAGEMENT - Grant Funding - Places for People and Open Space Program - Ref. AF11/757

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) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*
- (iii) Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support*

The Presiding Member reported:

(a) Council, at its meeting of 15th October 2013 resolved:

“(a) The report be received;

(b) Council endorse the pre-application for both the Railway Lands project (Stage 2) and Former Hospital Redevelopment (Stage 2) and authorise staff to submit full applications if invited to do so.”

(b) Council has been advised that its application for \$1 million under the Places for People Program for Stage 2 of the Rail Lands Project has been successful. Council will now be required to allocate \$1 million in the 2014/15 budget to match the grant on a \$1 for \$1 basis;

(c) the Chief Executive Officer has executed the loan agreement documents and returned them to the State Government.

Cr Von Stanke moved it be recommended:

(a) The report be received;

(b) Council endorse the actions of the Chief Executive Officer in executing and returning the grant allocation documentation and now refer the sum of \$1 million to the 2014/15 budget.

Cr Shearing seconded

Carried

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6. FINANCIAL MANAGEMENT - Grant Funding - Premiers Local Government Stimulus Program - Ref. AF11/757

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) *Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*
- (iii) *Support the community's development through nurturing collaborative relationships and partnerships and through direct access to Council for recognition, funding, facilitation, and in kind support*

The Presiding Member reported:

- (a) Council has been successful in gaining \$100,000 from the Premiers Local Government Stimulus Program to go towards the CBD upgrade project, namely Ferrers Street (between Commercial Street and Sturt Street);
- (b) key elements of the project are:
 - the provision of safer crossing facilities for pedestrians through a median island in the centre of the roadway
 - the upgrading of the footpath areas with modern concrete pavers that will provide an aesthetic improvement and also a better surface for pedestrian traffic
 - improved traffic safety by relocating the bus stops away from the Civic Centre car park entrance
 - improved streetscape by the addition of street trees.
- (c) Council had intended to do this project in 2014/15 and Council's matching contribution of \$150,000 will be sourced from within the 2013/14 budget for the CBD upgrade (by adjusting the works program).

Cr Shearing moved it be recommended:

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

Cr Von Stanke seconded

Carried

7. INFRASTRUCTURE - Footpath Construction - Declaration of Shared Path - Penola Road (east side) - Ref. AF11/1253

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 has recently completed the construction of a shared path along the eastern side of Penola Road (from Buronga Avenue to the Marketplace) as part of the 2013/2014 construction program;

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- (b) The location of the shared path is shown on the aerial map attached to the Traffic Impact Statement.

Cr Shearing 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 declare the section of pathway on the eastern side of Penola Road (from Buronga Avenue to the Marketplace) as a shared bike/walking path.**

Cr Von Stanke seconded

Carried

8. PROPERTY MANAGEMENT - City Centre Urban Development Project - City Centre Signage Strategy Implementation and Construction of Commercial Street Nodes - Ref. AF11/857, AF11/1567

Goal: Building Communities

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

Goal: Securing Economic Prosperity

Strategic Objective: (i) Support the development of our local economy, our unique local experiences and our capacity to grow visitation to our City
(ii) Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life

Goal: Environment

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

Goal: Governance

Strategic Objective: (i) Fully integrate long term asset and financial plans with the annual business plan and annual budget

The Presiding Member reported:

- (a) Works have now recommenced on the CBD Redevelopment Project and as Members are aware the section of Commercial Street East, from Hedley Street to Ferrers Street, has been designed to include the "entertainment nodes";
- (b) the creation of the mid block node (similar in size and design to the node adjacent to the OK Pie shop) will require the removal of two (2) car parks on the northern side and two (2) on the southern side of Commercial Street. In addition to the mid block treatment, a total four (4) more car parks will need to be removed to allow for the tree planting - refer to attached diagrams;
- (c) the total project has been subjected to substantial community consultation over an extended period. Prior to construction in this section of Commercial Street East, Council may wish to hold an information session for property owners to explain the

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works and this could include some information from the recent community forums involving Dr Rod Tolley.

Cr Von Stanke moved it be recommended:

- (a) The report be received;
- (b) Council conduct a one (1) hour information session for affected property owners to explain the works to be undertaken in Commercial Street East (between Hedley Street and Ferrers Street), with such forum to be held in the area affected (e.g. South Australian Hotel) with staff and available Members to attend.

Cr Shearing seconded

Carried

9. GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 20th February 2014 - 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, 20th February 2014 be received;
- (b) the decisions made by the Council Development Assessment Panel be noted.

Cr White seconded

Carried

10. COMMITTEES - Mount Gambier Cemetery Trust (Section 41) Committee - Minutes of Meeting held 28th February 2014 - Ref. AF11/1371

Goal: Governance

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

Cr Von Stanke moved it be recommended:

- (a) Minutes of the Mount Gambier Cemetery Trust Committee meeting held on Friday, 28th February 2014 be received;
- (b) the following recommendations (number 1 to 5) of the Mount Gambier Cemetery Trust (Section 41) Committee be adopted by Council:

1. INCOME AND EXPENDITURE AS AT 31ST JANUARY 2014

- the financial statement as at 31st January 2014 be received.

2. TRUST REPRESENTATIVES

- the report be received;
- the Trust record it's appreciation to Byron Harfield for his service to the Mount Gambier Cemetery Trust;

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- the Trust welcome the appointment of Cr Merv White to the Mount Gambier Cemetery Trust.

3. MERCURY EMISSIONS FROM CREMATORIA

- the report be received;
- the Trust endorse the response to the LGA by the Director - Operational Services;
- the Australasian Cemeteries and Crematoria Association (ACCA) be requested to provide advice on the matter.

4. NEXT MEETING

- the next meeting of the Trust be held on Friday 2nd May 2014 at 12.15 p.m.

5. SCALE OF FEES

- the report be received;
- the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for Carinya Gardens Cemetery, such fees to apply from 1st July 2014:

CARINYA GARDENS CEMETERY

BURIALS	2014/15 Fee inc GST	Current Fee inc GST
NOTE: In this Schedule - “single depth” means a depth of 1.67 metres “double depth” means a depth of 2.13 metres “triple depth” means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets NOTE: A surcharge of \$150 will apply if notification of an oversize coffin or casket is received after the grave has been excavated	Nil	Nil
Children under twelve (12) years of age in Children’s Garden	550	540

BURIAL LEASES	2014/15 Fee inc GST	Current Fee inc GST
Lease fees are payable in addition to Burial Fees All burial leases for a period of seventy five (75) years from date lease is issued.		
All burial sites, excluding family allotments and children’s gardens (Boronia & Willow)	1850	1800
Children’s Burial Gardens (Willow Garden & Boronia Garden)	750	720
Family allotments 3.66 metres x 3.66 metres	7400	7300

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CREMATION	2014/15 Fee inc GST	Current Fee inc GST
Basic Cremation Fee (Monday to Friday)		
Adults	930	900
Children under twelve (12) years of age	460	460
Infant under two (2) year of age	250	250
Infants under one year of age (if undertaken on day when other cremations are taking place – otherwise fee to be as per Infant under two (2) years of age)	Nil	Nil
Witnessing charging of coffin in to cremator:		
• No Chapel Service - Additional	125	125
• Chapel Service	Nil	Nil

OTHER CHARGES	2014/15 Fee inc GST	Current Fee inc GST
Use of Chapel - 9.00 a.m. to 3.30 p.m. (excluding weekends & public holidays)	270	260
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) - Extra	410	410
Delivery of cremated remains, including administration, postage and packaging:		
In Australia	135	135
Overseas - to be advised		
Cremated Remains interred in existing grave	420	410
Removal or transfer of memorialised cremated remains	155	155
Cancellation of Lease - Administration Fee	155	155
Brass Flower Vase	36	36
Works on Memorial Plaques – Licence	36	36

- the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the burial section (Section J) of the Lake Terrace Cemetery, such fees to apply from 1st July 2014:

LAKE TERRACE CEMETERY

SECTION J

BURIALS	2014/15 Fee inc GST	Current Fee inc GST
NOTE: In this Schedule - “single depth” means a depth of 1.67 metres “double depth” means a depth of 2.13 metres “triple depth” means a depth of 3.05 metres		
Single Depth Burial	1550	1500
Double Depth Burial	1600	1550
Triple Depth Burial	1700	1650
Exhumation - when authorised	2300	2270
Oversize coffins and caskets	Nil	Nil
NOTE: A surcharge of \$150 plus GST will apply if notification of an oversize coffin or casket is received after the grave has been excavated		

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BURIAL LEASES	2014/15 Fee inc GST	Current Fee inc GST
Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.		
Lease fee for all burial sites	1850	1800

OTHER CHARGES	2014/15 Fee inc GST	Current Fee inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.30 p.m. or after) - Extra	410	410
Cremated Remains interred in existing grave	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
• Single	410	410
• Double	620	620
• Each Additional Inscription	60	60

- the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the vault section (Section H) of the Lake Terrace Cemetery, such fees to apply from 1st July 2014:

LAKE TERRACE CEMETERY

SECTION H

VAULTS	2014/15 Fee inc GST	Current Fee inc GST
Each vault can accommodate two interments Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.		
Concrete Vault Lease	11500	11450
Opening of Vault:		
• First opening without headstone	500	430
• First opening with headstone	800	770
• Second opening without headstone	500	430
• Second opening with headstone	800	750

OTHER CHARGES	2014/15 Fee inc GST	Current Fee inc GST
Saturday Fee - Extra	590	590
Sundays and Public Holidays - Extra	900	900
Monday to Friday (bookings 3.00 p.m. or after) – Extra	410	410
Cancellation of Lease - Administration Fee	155	155
Monument Licence Fee:		
• Single	410	560
• Double	620	870
• Each Additional Inscription	60	80

<p>Extensions for an additional five (5) years for leases to the concrete burial vaults be made available after five (5) years of the original lease has expired, on payment of a prescribed fee as determined by the Trust.</p> <p>Note fees may change if installation of further concrete vaults occurs.</p>	
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- the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the interment of cremated remains and installation of bronze memorial plaques, such fees to apply from 1st July 2014:

GRANITE MEMORIALS

WATERFALL AREA – GARDENS 1,2 & 3

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 nd Interment Reservation	440	430

Cross Area, Boronia Garden

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	620	610
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 nd Interment Reservation	310	300

Rotunda Memorial

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	880	860
Plaque 6 Lines	480	460
Lasting Memories Plaque	1,200	1,050
Life's Memories Plaque	1,300	1,240
2 nd Interment Reservation	440	430

PLINTH MEMORIALS

WATERFALL AREA – GARDEN 1

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	690	680
Plaque 6 Lines	400	380
2 nd Interment Reservation	345	340

CROSS AREA, ROSE GARDENS 1,2,3 & 4

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	580	560
Plaque 6 Lines	400	380
2 nd Interment Reservation	290	280

NICHE WALL MEMORIALS

RUSTIC (GRANITE) WALL

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	460	450
Single Plaque 6 Lines	390	380
Dual Conversion Plaque	600	590
Detachable Plate	260	250

BLOCK WALL

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Licence Fee (25 years)	400	390
Single Plaque 6 Lines	370	360

BURIAL AREA

BURIAL LAWNS

ITEM	20-14/15 Fee inc GST	Current Fee inc GST
Single Plaque 6 Lines (including 2 brass vases)	630	620
Single Plaque 6 Lines	580	570
Dual Conversion Plaque	750	740
Detachable Plate	275	270
Family Allotment Plaque including Granite	590	570
Family Allotment Nameplate	350	330
Lasting Memories Plaque includes 3 photos and a maximum of 75 letters	1,600	1590
Life's Memories Plaque	1,550	1490

MISCELLANEOUS

ITEM	2014/15 Fee inc GST	Current Fee inc GST
Memorial Seat Plaque	370	360
Extra Lines on Plaques	30	30
Plaque Cleaner	30	30
Plaque Refurbishment	140	140
5cm x 7cm 'True to Life' Photo	325	320
Standard Emblem	70	65
5cm x 5cm Ceramic Photo	95	

Cr Shearing seconded

Carried

Operational Services Committee Minutes of 11th March 2014 Cont'd...

11. **GOVERNANCE - Railway Lands Sub-Committee - Minutes of Meeting held 4th March 2014 - Ref. AF11/1373**

Goal: Governance

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

Cr Von Stanke moved it be recommended:

(a) Minutes of the Railway Lands Sub-Committee meeting held on Tuesday, 4th March 2014 be received;

(b) the following recommendations (number 1 to 7) of the Railway Lands Sub-Committee be adopted by Council:

1. **INDICATIVE TIME FRAME FOR PROJECT COMPLETION**

- the report be received and contents noted.

2. **PROPERTY MANAGEMENT - AIR QUALITY MONITORING - RAILWAY LANDS PROJECT AND FORMER MOUNT GAMBIER HOSPITAL PROJECT**

- the report be received and contents noted.

3. **CONSTRUCTION OF WETLAND AND CREEK**

- the report be received and contents noted;
- item be referred to Operational Services Committee for further consideration.

4. **STAGE 1 WORKS**

- the report be received;
- Council accept the tender from Andrae Builders to undertake the construction of the Platform Extension, Access Ramps, Stairs and Platform Balustrading as per Job No 0304-33, Zone A and B plans and Details at the price of \$298,909.10 (excluding GST);
- Council Officers be authorised to negotiate the final price with Gambier Earth Movers to construct the Rail Easement Shared Path within the project budget;
- Council accept the price from JB Irrigation to design and install a fully automated irrigation system, bore and pump station for \$72,895 (excluding GST);
- Council Officers be authorised to negotiate a price with Blue Lake Turf Supplies to remediate the soil and sow seed to the open space of the Railway Lands within the project budget;
- Council appoint Mr Daryl Sexton, Director - Operational Services as the Superintendant to the contracts awarded in accordance with Item 4 for the authorisation of progress claims, including authorisation of defects, variations and issuing of certificates etc.

5. **INVOLVEMENT OF THE ROTARY CLUB MOUNT GAMBIER WEST**

- the report be received;
- Council Officers to continue to liaise with representatives of the Rotary Club of Mount Gambier West with a view to formalising a

partnership between the Club and Council for the completion of various tasks in the Railway Lands redevelopment project.

6. SEED FUNDING APPLICATION TO ARTS SA FOR ARTISTIC BALUSTRADE DESIGN

- the report be received;
- Council Officers await a response from Arts SA regarding the funding application and proceed with the expression of interest if successful.

7. STAGE 2 FUNDING APPLICATION

- the report be received;
- Council refer a figure of \$1,000,000 to the 2014/15 budget process for consideration in order to meet the obligations of the funding application.

Cr Shearing seconded

Carried

12. OPERATIONAL SERVICES REPORT NO. 7/2014 - Strategic Management - Policy - Operational Services Policy Review - 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. 7/2014 be received;
- (b) Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, as follows:
1. C110 Caravans
 2. D200 Dog Control - House Inspections
 3. F125 Fireworks - Schedule 9 Permits
 4. F180 Footways - 'Sale' and 'Special' Banners
 5. B135 Buildings - Rainwater Tanks
 6. A180 Advertising - Home Activity Signs
 7. A190 Advertising - Revolving Wind Powered Signs
 8. D110 Development Act - Amended Applications
 9. D120 Development Act - Application Fees
 10. D130 Development Act - Certificate of Occupancy
 11. D170 Development Act - Payment of Fees
 12. D180 Development Act - Public Inspection of Applications
 13. D195 Development Register - Provision of Information - Monthly Development Approvals
 14. P130 Planning - Isolation Water Valves, Residential Units
 15. H110 Hastings Cunningham Reserve - Memorial Trees
 16. R220 Reserves - Minor
 17. R235 Reserves - Recreation and Sport - Partnerships with Council
 18. R230 Reserves - Miscellaneous Matters
 19. P110 Parking - Private Parking Areas Act 1986
 20. P140 Plant and Equipment - Obsolete, Surplus and Emergency Use
 21. S125 Street Lighting - Public
 22. W130 Works - Council Program

Operational Services Committee Minutes of 11th March 2014 Cont'd...

- 23. W140 Works and Services - General
- 24. R185 Recycling/Reuse of Building Materials
- 25. W110 Waste Management - Litter Bins
- 26. H130 Housing - Sub Standard
- 27. I110 Immunisations

(c) **Operational Services Policies be revoked and removed from the City of Mount Gambier Policy Index, and relevant content incorporated into administrative documentation as specified in Operational Services Report No. 1/2014, as follows:**

- 1. H115 Hastings Cunningham Reserve - Establishment and Occupation of Sheds
- 2. B125 Building - Mandatory Notifications
- 3. S160 Supported Residential Facilities - Enquiries and Disputes
- 4. S165 Supported Residential Facilities - Notification of certain events
- 5. F150 Food Premises Inspection Policy
- 6. D115 Development Act - DAP Code of Conduct
- 7. D125 Development Act - Bed and Breakfast Establishments
- 8. D135 Development Act - Garages

(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.**

Cr Shearing seconded

Carried

13. **OPERATIONAL SERVICES REPORT NO. 8/2014 - Policy Review - Operational Services Policy - D150 Development Act - Inspection of Building Work - Ref. AF11/1746**

Goal:

Governance

Strategic Objective:

(i) Demonstrate innovative and responsive organisational governance

Cr Von Stanke moved it be recommended:

- (a) **Operational Services Report No. 8/2014 be received;**
- (b) **Operational Services Policy D150 - Development Act - Inspection of Building Work, be updated in accordance with the attached amended Policy.**

Cr Shearing seconded

Carried

14. **TENDER - Railway Lands - Construction of Wetland and Creek - AF14/28**

The Presiding Member reported:

- (a) Council has recently called for and received tenders for Construction of the Wetland and Creek works as part of the Railway Lands Stage 1 project - Tender AF14/28;
- (b) this contract deals specifically with the construction of the concrete walled Pond 1, rock lined Pond 2 and rock lined Creek at the western end of the site (referred to previously as the WSUD Wetland Area).

Operational Services Committee Minutes of 11th March 2014 Cont'd...

- (c) The following works form part of this contract:
- placement of site facilities, supervision and administration of construction
 - supply and install clay liner to pond 1 and 2 including testing
 - supply and install concrete walls, foundations and weir to pond
 - backfilling behind concrete wall
 - supply and install of 'elcomax' liner, boulders (referred to as weathered moss rocks) and top soil
 - install of site won (Council supplied) ballast to ponds and creek
 - supply and install of concrete box culvert to creek at easement
 - connection of pond 1 to existing stormwater system in Wehl Street South and creek to existing pit located on site
- (d) the following tenders were received:

Company	Conforming (Y/N)	Total Cost (\$) (exc. GST)
GT Bobcat	Y	\$802,285
Gambier Earth Movers	Y	\$611,533
SMB Civil	Y	\$593,700

**Lump sum figure includes supply and install of moss rocks.

Cr Shearing moved it be recommended:

- (a) **The report be received;**
- (b) **Council accept the tender of SMB Civil for the Construction of Wetland and Creek in accordance with tender specification AF14/28 at a total cost of \$593,700 (exc. GST);**
- (c) **Council appoint the Director - Operational Services, Mr Daryl Sexton to be the Superintendant of the contract and authorise the Mayor and Chief Executive Officer to execute the contract documents.**

Cr Von Stanke seconded

Carried

15. TENDER - Supply and Delivery of Motor Vehicle - AF14/30

The Presiding Member reported:

- (a) Council's Budget, at Account No. 7300 has an allocation of \$21,000 (after GST) to purchase a replacement vehicle for the Lady Nelson Visitor Information Centre. The budget also has an estimated trade in allocation of \$11,000 (after GST) for the existing vehicle (Hyundai I30, MTG-014), giving a net change over price of \$10,000 (after GST);
- (b) quotations have been invited, and received for a replacement vehicle of similar size and these are summarised below:

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Supplier	Make/Model	Cost (after GST)	Trade in (after GST)	Change Over (after GST)	Notes
O.G. Roberts and Co.	Nissan Pulsar ST-L 4 cylinder 1.8 litre Hatch Auto	\$19,941.82	\$10,909.09	\$9,032.73	6.7 litres / 100 km 3 year 100,000 km warranty
	Mazda 300 JAH5N 4 cylinder 2.0 litre Hatch Auto	\$20,469.09	\$10,909.09	\$9,560.00	5.8 litres / 100 km 3 year unlimited km warranty
	Kia Cerato 1.8 litre Hatch Auto	\$17,301.00	\$10,909.09	\$6,391.91	5 year unlimited km warranty
	Holden Cruze CD 1.8 litre Hatch Auto	\$19,538.36	\$10,909.09	\$8,629.27	3 year 100,000 km warranty
	Holden Cruze CD 1.8 litre Auto Wagon	\$21,160.63	\$10,909.09	\$10,251.57	3 year 100,000 km warranty

Private offer: Julie Forgan \$10,490 (\$9,536.36 after GST)

Discussion

From an operational viewpoint the station wagon is the preferred option (the specification required a small wagon) to carry the equipment associated with the events and tourism division.

Cr Shearing moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of O.G. Roberts and Co to supply and deliver one (1) only new Holden Cruze CD Station Wagon as per specification AF14/30 at a GST exclusive price of \$21,160.63, less trade in on existing vehicle (Hyundai I30, MTG-014) of \$10,909.09 (after GST).

Cr Von Stanke seconded

Carried

MOTIONS WITHOUT NOTICE - Nil

CONFIRMED THIS

DAY OF

2014.

.....
PRESIDING MEMBER

The meeting closed at 7:55 a.m.

AF11/866
SW