

OPERATIONAL SERVICES COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre,
10 Watson Terrace, Mount Gambier, on Tuesday 12th August 2014 at 7.30 a.m.

AGENDA

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

APOLOGIES: Nil

COUNCIL OFFICERS: Director - Operational Services, Daryl Sexton
Engineering Manager, Daryl Morgan
Planning Officer, Jessica Porter
Environmental Sustainability Officer, Aaron Izzard
Governance Officer, Michael McCarthy
Team Leader - Administration (Operational Services), Sally Wilson

COUNCIL MEMBERS

AS OBSERVERS: Crs A Lee and A Smith

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, 8th July 2014 be taken as read and confirmed.

Cr Mutton seconded

Carried

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

PROCEDURE FOR VOTING EN BLOC:

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

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

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

Operational Services Committee Minutes of 12th August 2014 Cont'd...

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

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

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

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

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

MATTERS TO BE CONSIDERED EN BLOC

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

The consensus at the meeting was that the following items be considered En Bloc:

Item No's: 1 and 2

RECOMMENDATIONS ADOPTED EN BLOC

Cr Richardson moved that the recommendations as contained in items 1 and 2 as detailed in this agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc and that the said recommendation be adopted as the recommendation of the Operational Services Committee.

Cr Mutton seconded

Carried

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 Richardson 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					
20/11/2012	Establishment of City Development Framework	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Chief Executive Officer	In Progress	<ul style="list-style-type: none"> • City Development Framework Sub-Committee established

Operational Services Committee Minutes of 12th August 2014 Cont'd...

					<p>December 2013 to oversee project.</p> <ul style="list-style-type: none"> • Professor John Martin engaged by Council • Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014. • May/June 2014 - consultation to commence to develop strategies. <p>Final Draft completed in July and desktop published for community consultation commencing 1st August - 29th August.</p>
20/08/2013	Umpherston Sinkhole	<ul style="list-style-type: none"> • Expressions of Interest Process • Council Report 	Governance Officer	In Progress	Negotiations continuing with potential operator.
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. • Council Report and resolution in March to proceed to further investigation. • Members Workshop with Sean Keenihan - 12th June, 2014
17/09/2013	Smoke Free areas	Implementation of	Operational Services, Governance Officer, Manager Community Services and Development	In Progress	Internal Review and report to be developed.
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	<ul style="list-style-type: none"> • Statement of Commitment presented to Council • Ongoing planning with Pangula Mannamurna, Burrandies, Aboriginal Corporation and Elders Group. • 1st September date fixed for Ceremony in Council Chamber.
18/3/2014	Men's Shed	Convene Project Group to finalise arrangements for Men's Shed at Council Depot Site.	Chief Executive Officer, Governance Officer, Director - Operational Services	In Progress	<ul style="list-style-type: none"> • Project Group convened. • Lease document finalised. • Work to commence July pending 2014/2015 Budget.

Operational Services Committee Minutes of 12th August 2014 Cont'd...

OPERATIONAL SERVICES					
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
11/02/2014	Grant of easement - Botanic Park	Consent be given to the granting of easements	Governance Officer	Completed	No further action required by Council
18/03/2014	South East Animal Welfare League	Enter into a joint funding agreement with South East Animal Welfare League and District Council of Grant for a five (5) year term	Director - Operational Services	In Progress	Joint Funding Agreement Drafted - with SEAWL
17/06/2014	Civic Centre maintenance - external cladding	Release Expression of Interest (in conjunction with Country Arts SA)	Director - Operational Services	In Progress	Not started as yet
17/06/2014	Parking restrictions - Commerce Place Carpark	Arrange for rescission and installation of parking restrictions at Commerce Place Carpark	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Parking restrictions - Commercial Street East and West	Arrange for rescission and installation of parking restrictions on Commercial Street East and West	Team Leader - General Inspector	In Progress	Signage has been ordered
17/06/2014	Grant of easement - Calula Drive	Consent be given to the granting of easement	Governance Officer	Completed	No further action required by Council
08/07/2014	Establishment of bicycle lanes - Suttontown Road	Advise N.F. McDonnell and Sons of alterations to bicycle lanes on Suttontown Road	Engineering Manager	Completed	Letter sent on 16/07/2014
08/07/2014	Policy Review - C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - C355 Council Land - Irrigation Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - W125 Waste Management - Refuse Collection	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Policy Review - T120 Tree Policy	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
08/07/2014	Tender - Supply and Delivery of Concrete Pavers for Railway Lands	Advise successful and unsuccessful tenderers	Engineering Manager	Completed	Correspondence issued on 16/07/2014

Operational Services Committee Minutes of 12th August 2014 Cont'd...

08/07/2014	Tender - Supply and Installation of Blue Lake Lighting	Set aside original Tender AF14/155 and retender by invitation (Tender AF14/277) to the tenderers who responded to AF14/155	Manager - Regulatory Services Environmental Sustainability Officer	In Progress	New tender process to commence 06/08/2014
------------	--------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------	-------------	-------------------------------------------

Cr Mutton 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>
• Caroline Landfill (Cell construction only)	on hold
• Streetscaping / Paving City Centre (Krummel Street to Compton Street)	80%
• O'Leary Road (Calula Drive to Wireless Road West) kerbing and widening	65%
• Bike lane linemarking	80%
• Ferrers Street streetscape upgrade	60%
• Kennedy Avenue concrete footpath construction	10%
• Commercial Street (Ferrers Street to Compton Street) protuberance kerbing works	5%
• Commerce Place Carpark Redevelopment	5%

Completed Tasks

- Sutton Avenue - Jubilee Highway West concrete footpath
- Valley Lake Carpark tree removal and replacement (stage 3)

Cr Richardson moved it be recommended the report be received.

Cr Mutton seconded

Carried

3. CELEBRATIONS AND FESTIVITIES - 2014 Christmas Parade - Street Closure - Ref. A13/402, AF11/1850

Goal: Building Communities

Strategic Objective: (i) Recognise and support our volunteers, community organisations and their sustainability as they continue to be the foundation of the community

The Presiding Member reported:

- Since the introduction of the Australian Road Rules in late 1999, the power to close roads for special events is now contained within the Road Traffic Act 1961 (Section 33);
- the Minister for Transport has delegated the powers of Section 33 to Council, and Council should make an appropriate order to close Commercial Street for the Christmas Parade on 15th November 2014;

Operational Services Committee Minutes of 12th August 2014 Cont'd...

- (c) the order should:
 - (i) close the required section of Commercial Street for the required period of the Christmas parade (including any adjacent or adjoining road); and
 - (ii) exempt the persons taking part in the parade on the closed portion of the road/s from a duty to observe an enactment, regulation or by-law prescribing a rule to be observed on roads by pedestrians or drivers of vehicles;
- (d) Police Officers are given wide ranging powers by the order (as set out in Section 33 of the Road Traffic Act 1961) to ensure orderly conduct;
- (e) a copy of the order is to be published in a local newspaper at least two (2) clear days prior to the event.

Cr Von Stanke moved it be recommended:

- (a) the report be received;
- (b) Council, being of the opinion that the 2014 Christmas Parade is an event to which Section 33 of the Road Traffic Act applies to, pass the following order in relation to road closures for the purpose of the 2014 Christmas Parade on Saturday, 15th November 2014.

ORDER

Council, pursuant to Section 33 of the Road Traffic Act 1961 and instrument of Delegation from the Minister of Transport makes the following order to close the following roads on Saturday, 15th November 2014:

- (a) (i) **COMMERCIAL STREET EAST - between East side of Davison Street and Bay Road/Penola Road**
WATSON TERRACE - north south leg adjacent to Jens Hotel

Between the hours of 7.00am and 1:00pm.

With the exception of the Ferrers Street/Mitchell Street intersection, north/south traffic will be permitted to cross Commercial Street East until 8.30am.

The portion of Commercial Street East between Crouch Street and East side of Davison Street may remain open to 10:30am.

- (b) **COMMERCIAL STREET WEST - between Bay Road/Penola Road and Wehl Street**
WATSON TERRACE - east west leg off Bay Road.

Between the hours of 8.30am and 1:00pm.

North/South bound vehicles will be permitted to access Commercial Street West intersection until 10:55am.

- (c) **CROUCH STREET SOUTH - between Commercial Street East and Sturt Street**
WEHL STREET NORTH - between Commercial Street West and Wyatt Street/Eglington Terrace.

COMMERCIAL STREET WEST - between Wehl Street and Bertha Street

Between the hours of 10:50am and 1.00pm.

- (d) **WATSON TERRACE - north south leg adjacent to Jens Hotel/Cave Garden**

Between the hours of 12:30pm and 5:00pm.

- (e) **COMMERCIAL STREET EAST - between Bay Road and Ferrers Street**

Between the hours of 1:00pm and 3:00pm.

- (f) **COMMERCIAL STREET WEST - between Bay Road and Gray Street**

Between the hours of 1:00pm and 3:00pm.

Council further orders that persons attending and taking part in the event are exempted from the following Road Rules when on roads (or section of road) closed pursuant to this Order:

1. Rule 221 Using hazard warning lights
2. Rule 230 Crossing a road – general
3. Rule 231 Crossing a road at pedestrian lights
4. Rule 232 Crossing a road at traffic lights
5. Rule 234 Crossing a road on or near a crossing for pedestrians
6. Rule 237 Getting on or into a moving vehicle
7. Rule 238 Pedestrians travelling along a road (except in or on a wheeled recreational device or toy)
8. Rule 250 Riding on a footpath or shared path
9. Rule 264 Wearing of seat belts by drivers
10. Rule 265 Wearing of seat belts by passengers 16 years old or older
11. Rule 266 Wearing of seat belts by passengers under 16 years old
12. Rule 268 How persons must travel in or on a motor vehicle
13. Rule 269 Opening doors and getting out of a vehicle etc
14. Rule 298 Driving with a person in a trailer

Conditions on Exemptions from Australian Road Rules

1. Rule 237 Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5km/h
2. Rule 264 Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25km/h
3. Rule 265 Wearing of seat belts by passengers 16 years old or older – provided the speed of the vehicle does not exceed 25km/h
4. Rule 266 Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25km/h
5. Rule 268 How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25km/h
6. Rule 269 Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5km/h
7. Rule 298 Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25km/h

Cr Mutton seconded

Carried

Operational Services Committee Minutes of 12th August 2014 Cont'd...

4. INFRASTRUCTURE - Maintenance - Damaged Street Tree Maintenance and/or Removal 2014 - Letter from Donahue's Leisure - Ref. AF13/386

Goal: Environment
Strategic Objective: (i) Support the preservation and enhancement of the City's unique natural and built heritage for future generations.

The Presiding Member reported:

- (a) The tree in question is a healthy tree (as assessed by Council's Engineering Technical Officer) and therefore does not fall within the scope of delegated authority to authorise removal;
- (b) this tree has lost some limbs over time but being a large Eucalypt it is not an ideal street tree and would not be planted in this location if a tree scheme was intended for the area;
- (c) given the history and circumstances of the request, the removal of this tree is supported by staff.

Cr Von Stanke moved it be recommended:

- (a) The report be received;
- (b) Council grant approval for the removal of the street tree (Eucalypt) adjacent to Donehue's Leisure, 250 Jubilee Highway West, Mount Gambier.

Cr Mutton seconded

Carried

5. PROPERTY MANAGEMENT - Arrangements - Temporary Closure of Valley Lake to Powered Water Craft - 2014 Carpathon Event - Ref. AF11/1880

Goal: Building Communities
Strategic Objective: (i) 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) Council are again partnering with the Department of Environment, Water and Natural Resources (DEWNR) for Water Week 2014. One of the activities involves running the Carpathon at the Valley Lake on Sunday the 2nd of November 2014. DEWNR have requested to have the Valley Lake closed to powered water craft during the period of the Carpathon, 9:00 a.m. to 3:00 p.m..

Cr Richardson moved it be recommended:

- (a) The report be received;
- (b) Council approve the closure of the Valley Lake to powered water craft on Sunday the 2nd of November 2014, 9:00 a.m. to 3:00 p.m.

Cr Shearing seconded

Carried

Operational Services Committee Minutes of 12th August 2014 Cont'd...

6. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Bailey Street - Ref. AF11/1880

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 received a letter from Courtney Jones (copy attached to the agenda) advising of concerns regarding traffic congestion around the kindergarten and school on Bailey Street;
- (b) this report will recommend Council amend the current resolutions in place to extend the 'No Parking Zone' and minimise the '15 Minute Zone', to allow traffic to flow more freely;
- (c) the proposed amended areas on Bailey Street are 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 to amend the following:**

**Prohibited Area
1.1.461**

No Stopping

BAILEY STREET - northern half from 76.5 metres west of the intersection with Wimmera Street and following the kerb line of the cul-de-sac to 134 metres of the said intersection

**Prohibited Area
3.5.086**

15 Minute Parking

BAILEY STREET - northern half from 68.0 metres west of the intersection with Wimmera Street to 76.5 metres west of the said intersection

to apply between 8.00 a.m. and 4.00 p.m. on school days

to be effective on the installation of appropriate signage

Cr Shearing seconded

Carried

Operational Services Committee Minutes of 12th August 2014 Cont'd...

7. TRAFFIC MANAGEMENT - Regulating - Request for alterations to On-Street Parking - Mitchell Street - Ref. AF11/1880

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 received a letter and a signed petition from all of the Mitchell Street businesses (copy is attached to the agenda) with a proposal to change the existing timed zones in Mitchell Street from '1 Hour Parking' to '15 Minute Parking', which will increase the turnover of parking spaces in the street;
- (b) the proposed '15 Minute Parking' areas on Mitchell Street are shown on the aerial map attached to the Traffic Impact Statement.

Cr Mutton 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) Council rescinds resolution numbers 3.3.162 and 3.3.163;
- (d) the City of Mount Gambier pursuant to Ministerial delegation resolves the following:

**Prohibited Area 15 Minute Parking
3.5.097**

MITCHELL STREET - eastern half from 10.0 metres south of Percy Street to 26.2 metres south of Percy Street

**Prohibited Area 15 Minute Parking
3.5.098**

MITCHELL STREET - western half from 10.0 metres south of Percy Street to 33.3 metres south of Percy Street

to apply between 8.00 a.m. and 4.00 p.m. Monday to Friday and 8.00 a.m. to 12 noon Saturdays

to be effective on the installation of appropriate signage

Cr Von Stanke seconded

AMENDMENT

Cr Richardson moved it be recommended:

- (a) The report be received;

Operational Services Committee Minutes of 12th August 2014 Cont'd...

- (b) the Traffic Impact Statement attached to the Operational Services Committee agenda be endorsed by Council;
- (c) Council rescinds resolution numbers 3.3.162 and 3.3.163;
- (d) the City of Mount Gambier pursuant to Ministerial delegation resolves the following:

Prohibited Area 30 Minute Parking
3.5.097

MITCHELL STREET - eastern half from 10.0 metres south of Percy Street to 26.2 metres south of Percy Street

Prohibited Area 30 Minute Parking
3.5.098

MITCHELL STREET - western half from 10.0 metres south of Percy Street to 33.3 metres south of Percy Street

to apply between 8.00 a.m. and 4.00 p.m. Monday to Friday and 8.00 a.m. to 12 noon Saturdays

to be effective on the installation of appropriate signage

The amendment lapsed for want of a seconder

The motion was put and

Carried

8. OPERATIONAL SERVICES REPORT NO. 19/2014 - Property Leasing - Hastings Cunningham Reserve - Lake City Rod and Custom Club - Proposed Shed Extension - Ref. AF11/1442

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 19/2014 be received;**
- (b) Council consent (as custodian) to the extension proposed by the Lake City Rod and Custom Club to its shed located at Hastings Cunningham Reserve, subject to:**
 - 1. the consent of the Crown Lands division of the Department of Environment, Water and Natural Resources (Landowner);**
 - 2. the granting of a Development Approval for the proposed shed extension;**
 - 3. Special Conditions to control the works being annexed to the Lake City Rod and Custom Club Licence documentation.**

Cr Mutton seconded

Carried

RECOMMENDATIONS ADOPTED EN BLOC

Cr Shearing moved that the recommendations from the Operational Services Committee Meeting as contained in items 9, 11, 12 and 13 as detailed in the agenda and moved En Bloc be adopted as these identified agenda items can be dealt with En Bloc in compliance with Councils adopted Policy and Procedure for voting En Bloc as the resolutions of Council.

Cr Mutton seconded

Carried

The consensus at the meeting was that the following items be considered En Bloc:

Item No's: 9, 11, 12 and 13

9. OPERATIONAL SERVICES REPORT NO. 20/2014 - Policy Review - A170 Advertising and Signage - Ref. AF11/1950

Goal: Governance

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

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 20/2014 be received;**
- (b) Council hereby adopts new Council Policy A170 - Advertising and Signage as attached to this report;**
- (c) Council revoke existing Council Policies C325 Council Land - Advertising Signage and R250 Reserves - Sponsorship and Advertising Signs;**
- (d) Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Mutton seconded

Carried

10. OPERATIONAL SERVICES REPORT NO. 21/2014 - Policy Review - Footways and Crossovers - Ref. AF11/1950

Goal: Governance

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

Cr Von Stanke moved it be recommended:

- (a) Operational Services Report No. 21/2014 be received;**
- (b) Council hereby adopts new Council Policy ##### - Footways and Crossovers as attached to this report;**
- (c) Council revoke existing Council Policies F160 - Footways - Crossing Places, F165 - Footways - Maintenance of Flexible Seal Vehicle Crossovers, F170 - Footways - Landscaping by Residents and S150 - Streets - Procedures for New Invert/Crossovers;**
- (d) Council makes the necessary amendments to Council's Policy Manual Index.**

Cr Mutton seconded

Carried

Operational Services Committee Minutes of 12th August 2014 Cont'd...

11. OPERATIONAL SERVICES REPORT NO. 22/2014 - Policy Review - D160 Inspection and Copying of Documents - Ref. AF11/1950

Goal: Governance

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

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 22/2014 be received;
- (b) Council hereby adopts new Council Policy D160 - Development Act - Inspection and Copying of Documents as attached to this report;
- (c) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Mutton seconded

Carried

12. OPERATIONAL SERVICES REPORT NO. 23/2014 - Policy Review - Encroachments / Protection of Public During Building / Maintenance Work - Ref. AF11/1950

Goal: Governance

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

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 23/2014 be received;
- (b) Council hereby adopts new Council Policy ##### - Encroachments / Protection of Public During Building/Maintenance Work over Public Places, as attached to this report;
- (c) Council revoke existing Council Policies B120 - Buildings - Encroachments over Public Places, B160 - Building - Verandah Posts, F200 - Footways - Protection Of Public - Building Work and F210 - Footways - Protection of Public - Maintenance Works;
- (d) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Mutton seconded

Carried

13. OPERATIONAL SERVICES REPORT NO. 24/2014 - Policy Review - Operational Services Policies - Ref. AF11/1950

Goal: Governance

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

Cr Shearing moved it be recommended:

- (a) Operational Services Report No. 24/2014 be received;

Operational Services Committee Minutes of 12th August 2014 Cont'd...

(b) Council hereby adopts new Council Policies:

- **E240 - Expiation Notice - Cancellation and Waiver as attached to this report;**
- **F110 - Fencing Costs - Contributions by Council as attached to this report;**
- **F190 - Footways - Requests for Paving - Works within the City Centre Zone as attached to this report;**
- **P135 - Planning - Entertainment Venues as attached to this report;**
- **R270 - Road Pavement - Excavation and Reinstatement of as attached to this report;**
- **S115 - Strategic Management - Engineering Works - Fencing of Stormwater Retention Basins as attached to this report;**
- **S120 - Street Signs - Directional, Tourist and Other Scenic Facility Signs as attached to this report;**
- **S135 - Streets - Naming of as attached to this report;**
- **W115 - Waste Management - Reveal of Waste - Caroline Landfill as attached to this report;**

(c) Council makes the necessary amendments to Council's Policy Manual Index.

Cr Mutton seconded

Carried

14. TENDER - Supply and Installation of a Lease-to-own Photovoltaic System on Roof of the Mount Gambier Library - Ref. AF14/129

CHAT Result (average): 73% "Good"

*Completed by: Engineering Manager
Environmental Sustainability Officer
Project Officer*

Pursuant to Division 3 - Conflict of Interest, Sections 73 and 74 Part 4 of the Local Government Act 1999, Cr Mutton disclosed an interest in Item 14 (*Grandson has a financial interest in Quark Consulting*) and did not:-

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

Cr Mutton and Cr Smith vacated the meeting at 7:47 a.m.

The Presiding Member reported:

- (a) At the Council meeting held on 20th May 2014 Council resolved to release an open tender for a lease to own solar system for the Mount Gambier public library. The tender was released on Tuesday, 10th June 2014 and closed on Monday, 14th July 2014;

Operational Services Committee Minutes of 12th August 2014 Cont'd...

(b) Council received nine (9) submissions to the tender, from the following companies:

Tenderer	System Size (kW)	Total Cost (exGST & SAPN costs)	Final Cost (less STCs*)	Per kW Cost	Notes
Braemac Energy	59.67	\$115,709	\$77,019	\$1,290	Live educational display inside Library not included.
Gambier Electronics	63.18	\$141,700	\$102,300	\$1,619	Remote monitoring included.
Keppel Prince Engineering	57.5	\$112,649	\$73,148	\$1,203	Live educational display inside Library included.
Keystones Solar Group	70	?	\$133,300	\$1,904	Live educational display inside Library not included.
Metro Solar	55.8	\$137,642	\$102,957	\$1,845	Live educational display inside Library not included.
Nu Energy	86.4	?	\$300,000	\$3,472	Live educational display inside Library included, on existing screen.
Solar Depot	51	\$109,606	\$77,896	\$1,527	Live educational display inside Library included.
Solgen Energy	52.5	\$110,778	\$75,791	\$1,377	Live educational display inside Library included.
ZEN Energy	60	\$131,003	\$89,962	\$1,499	Live educational display inside Library included.

**STCs "Small-scale technology certificates", are a tradeable commodity attached to eligible installations of renewable energy systems (including solar panels). These are generally assigned to the solar company, who sell them on the STC market.*

(c) the Assessment Criteria for Tender AF14/129 were listed in section three (3) of the Specification of the Tender document. The Assessment Criteria included the following:

- Experience in delivering similar installations
- The total price of the system
- The annual solar electricity production of the photovoltaic system
- Warranties, guarantees and life expectancy of the system
- Local content

(d) following the close of tenders the nine (9) submissions were assessed by members of an internal assessment panel. The submissions were also assessed by an independent solar expert at Quark Consulting. The internal assessment panel consisted of:

- Cr Ian Von Stanke
- Director Operational Services
- Manager Regulatory Services

Operational Services Committee Minutes of 12th August 2014 Cont'd...

- Manager Finance
 - Environmental Sustainability Officer
- (e) initially the submissions were assessed independently by each member of the panel against the assessment criteria. Following this, the assessment panel convened to discuss their results and select a preferred tenderer;
- (f) this process, in conjunction with a recommendation from Quark Consulting, resulted in a unanimous decision to recommend Keppel Prince Engineering as the preferred tenderer. This solar system will supply approximately 23% of the Library's annual electricity usage. The entire available space on the sawtooth sections of roof will be covered with solar panels;
- (g) Quark Consulting recommend Council to award the tender "Subject to appropriate approvals from SA Power Networks being obtained, and grid integration costs (e.g. Network Protection) not exceeding \$20,000";
- (h) given the cost effectiveness of the Keppel Prince submission (i.e. total contract cost of \$73,148) it was the view of the panel that the 2014-2015 budget should be reviewed with a view to funding the installation internally. This could be done via an 'internal loan' (from CAD), whereby the savings in electricity costs from the Library pay off the internal loan over a period of five years, and this is clearly shown in the next budgets to ensure the value of the solar system is not lost.

Cr Von Stanke moved it be recommended:

- (a) **The report be received;**
- (b) **Council accept Keppel Prince Engineering as the successful tenderer for Tender AF14/129 Supply and Installation of a Lease-to-Own Photovoltaic System - Roof of Mount Gambier Library at a total contract cost of \$73,148, subject to appropriate approvals from SA Power Networks being obtained, and grid integration costs (e.g. Network Protection) not exceeding \$20,000;**
- (c) **review the 2014-2015 Council Budget, with a view to funding the installation internally.**

Cr Richardson seconded

Carried

Cr Mutton and Cr Smith returned to the meeting at 8:54 a.m.

MOTIONS WITHOUT NOTICE - Nil

CONFIRMED THIS

DAY OF

2014.

.....
PRESIDING MEMBER

The meeting closed at 7:54 a.m.

AF11/866
SW