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 October 2016 at 7.30 a.m.

MINUTES

PRESENT: Cr D Mutton (Presiding Member)

Mayor A Lee, Crs P Richardson, F Morello and I Von Stanke

NOT PRESENT: Cr C Greco

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane

Engineering Manager, Daryl Morgan

Michael Silvy, Manager Regulatory Services

Team Leader Administration (Operational Services), Sally Wilson

COUNCIL MEMBERS

AS OBSERVERS: Nil

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

MINUTES: Cr Morello moved the minutes of the previous meeting held on

Tuesday, 13th September 2016 be taken as read and confirmed.

Cr Von Stanke seconded Carried

QUESTIONS: (a) With Notice - nil submitted.

(b) Without Notice - nil received.

1. <u>COMMITTEES</u> - 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:

Commenced Tasks	% Completed
 Rail Trail - Pick Avenue to White Avenue Carinya Gardens road extension Gray Street (CBD renewal) 	90% 80% 90%
 Harvie Street (concrete footpath construction) Duigan Street (road reconstruction) Footpath resurfacing program 	15% 5% 70%
Railway Lands	
Major art piece tracks (paving works)/signalling changeHeritage elements (fence and stobie poles)	90% 80%

Cr Von Stanke moved the report be received.

Cr Morello seconded <u>Carried</u>

2. <u>CELEBRATIONS AND FESTIVITIES</u> - 2016 Christmas Parade - Street Closure - Ref. AF15/566, AF11/1850

The Presiding Member reported:

- (a) 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);
- (b) 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 19th November 2016;
- (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 Mutton moved it be recommended:

- (a) the report be received;
- (b) Council, being of the opinion that the 2016 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 2016 Christmas Parade on Saturday, 19th November 2016.

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, 19th November 2016:

(a) (i) COMMERCIAL STREET EAST - between East side of Davison Street and Bay Road/Penola Road

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.

COMMERCIAL STREET WEST - between Bay Road/Penola Road and (b) Wehl Street.

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.

CROUCH STREET SOUTH - between Commercial Street East and Sturt (c)

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.

WATSON TERRACE - north south leg adjacent to Jens Hotel/Cave Garden

Between the hours of 6:30am and 5:00pm.

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 How persons must travel in or on a motor vehicle 12. Rule 268

13. **Rule 269** Opening doors and getting out of a vehicle etc

Rule 298 Driving with a person in a trailer 14.

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

3. <u>ENVIRONMENTAL MANAGEMENT</u> - Enquiries - Establishment of Paintback Collection Point at Waste Transfer Centre - Ref. AF11/392

The Presiding Member reported:

- (a) Council has been approached by an organisation called "Paintback". Paintback is a product stewardship scheme whereby participating paint companies charge a levy of 15c per litre on their paint products. This money is then used to fund the recycling of unwanted paints;
- (b) Paintback would like to establish a collection point at Council's Waste Transfer Centre. This would involve keeping 12 small stillages at the Waste Transfer Centre at a time. When 10 are full they would be collected and replaced with 10 empty stillages. The public could drop off paint tins into the stillages for free. The stillages measure 1.1 m w x 1.1m l x 1.1m h, and have a lid, so can be stored outside;
- (c) in order to formalise any arrangement with Paintback they require Council to sign a Site Services Agreement (SSA) copy attached to the Operational Services Committee agenda. The SSA has been reviewed by the Governance Manager and his feedback incorporated into the document;
- (d) further information about Paintback can be found on their website: http://paintback.com.au/.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council approve the Site Services Agreement with Paintback, and establish a Paintback collection point at Council's Waste Transfer Centre.

Cr Von Stanke seconded

Carried

4. <u>ENVIRONMENTAL MANAGEMENT</u> - Reporting - Orchard Road Landfills - Groundwater Monitoring - Ref. AF11/498

The Presiding Member reported:

- (a) Council has received the "Final Report, Orchard Road Landfills, Biennial Groundwater Monitoring Event 2015" (prepared by URS), dated 9th September 2016;
- (b) The complete report was attached to the Operational Services Committee agenda for Members perusal and a direct link provided to the following sections:
 - Executive Summary
 - Section 6 Discussions, Recommendations and Limitations

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council receive the report entitled "Final Report, Orchard Road Landfills, Biennial Groundwater Monitoring Event 2015" (prepared by URS), dated 9th September 2016, and accept the proposed actions detailed in Section 6 of the report;

- (c) a copy of the report referenced in part (b) be referred to the EPA for their records;
- (d) Council continue with biennial monitoring as per the recommendations in the "Final Report, Orchard Road Landfills, Biennial Groundwater Monitoring Event 2015", with the next report due in 2017.

Cr Von Stanke seconded

Carried

5. <u>INFRASTRUCTURE</u> - Street Tree Planting Program 2017 - Ref. AF15/431

The Presiding Member reported:

- (a) Council at its meeting held on Thursday 18th August 2016 resolved to adopt the 2017 Street Tree Program;
- (b) As per Council's Public Consultation Policy, Council notified SA Power Networks, SA Water, Telstra Corporation and the APA Group of the proposed 2017 Street Tree Program, with all comments relating to the program being received up to and including Friday, 23rd September 2016;
- (c) Council did not receive any correspondence from any of the above mentioned utilities in regards to the program, and therefore it can be reasonably assumed that there are no objections by these authorities for the proposed species of trees selected for planting;
- (d) it is also Council's policy to give notification of a tree planting program to all property owners affected by the proposal, with all comments to be received up to three weeks from the date of issue. The responses received are summarised below (copies attached to the Operational Services Committee agenda);
- (e) from the correspondence sent out to all residents affected by the proposed tree plantings, there were a total of 22 residents who made comment upon;
- (f) it should firstly be noted that of the 22 respondents, 3 residents responded to Council expressing their support for the upcoming Street Tree Program. This response was from 28 Lake Terrace East and 11 West Street. The residents from 5 Ridgeview Court do support the program but would prefer a native species planted emphasizing a Eucalypt species;
- (g) 14 of the remaining 22 residents that made comment upon wrote to Council specifically asking that a tree not be planted adjacent to their property for various reasons. These properties include 2 Longmire Terrace, 9 Silverbrook Avenue, 9 and 10 Ridgeview Court (who also do not support the program for the whole of the street), 2, 3, 4, 5, 12 and 13 Mahoney Avenue, 16 Pearce Crescent, 24 West Street, 77 Shepherdson Road and 12 Grange Place. It is therefore recommended that at tree not be planted adjacent to the above listed properties;
- (h) the residents located at 6 and 12 Skyline place, although specifically did not ask for no trees, do not support the Street Tree Program throughout the whole of the street, so it is recommended that Council not plant adjacent to their property but still continue with the plantings for the remainder of the street;
- (i) finally, the residents from 23 Max Young Drive, 16 Warrick Drive and 3 Silverbrook Avenue where enquiring about the positioning of the trees which Council is happy to accommodate at the time of the plantings;

(j) Council has not received any other correspondence in regards to the program from any other residencies as set out in the 2017 Street Tree Program proposal; hence it can be reasonably assumed that there are no objections by the remainder of residents in regards to the program.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council, having considered all submissions in relation to the proposed Street Tree Program for 2017 hereby adopts the following tree planting schedule with the exception of 2 Longmire Terrace, 9 Silverbrook Avenue, 9 and 10 Ridgeview Court, 2, 3, 4, 5, 12 & 13 Mahoney Avenue, 16 Pearce Crescent, 24 West Street and 77 Shepherdson Road, 6 and 12 Skyline Place and 12 Grange Place;

COMMON NAME	BOTANICAL NAME	STREET NAME	TREES BEING RETAINED	PROPOSED REMOVALS	PROPOSED PLANTINGS	NET GAIN
Blackwood	Acacia melanoxylon	Pearce Crescent (South Side)	0	1	14	13
	•	Paull Street (East Side)		0	3	
Blackwood	Acacia melanoxylon	,	0			3
Blackwood	Acacia melanoxylon	Mugford Street (North Side)	0	0	5	5
Capital Pear	Pyrus calleryana 'Capital'	Ayers Street (East Side)	0	0	12	12
Designer Cherry	Prunus fruticosa 'Globasa'	Ayers Street (West Side)	0	0	10	10
Designer Cherry	Prunus fruticosa 'Globasa'	West Street	0	0	32	32
Edgewood Pear	Pyrus calleryana x betulaefolia 'Edgewood'	Grange Place	0	0	18	18
Edgewood Pear	Pyrus calleryana x betulaefolia 'Edgewood'	Skyline Place	0	0	14	14
Edgewood Pear	Pyrus calleryana x betulaefolia 'Edgewood'	Ridgeview Court	0	0	14	14
Gawler Hybrid Bottlebrush	Callistemon viminalis 'Harkness'	Pearce Crescent (North Side)	0	0	18	18
Gawler Hybrid Bottlebrush	Callistemon viminalis 'Harkness'	Paull Street (West Side)	0	0	3	3
Gawler Hybrid Bottlebrush	Callistemon viminalis 'Harkness'	Mugford Street (South Side)	0	1	6	5
Korean Sun	Pyrus fauriei 'Westwood'	Mahoney Street (East Side)	0	1	7	6
Callery Pear	Pyrus calleryana 'Glensform' Chanticleer	Emerald Drive	0	0	52	52
Callery Pear	Pyrus calleryana 'Glensform' Chanticleer	Silverbrook Drive	0	0	24	24
Southworth Dancer Pear	Pyrus betulaefolia 'Southworth' Dancer	Longmire Terrace	0	0	24	24
Southworth Dancer Pear	Pyrus betulaefolia 'Southworth' Dancer	Mahoney Street (West Side)	0	2	12	10
Southworth Dancer Pear	Pyrus betulaefolia 'Southworth' Dancer	Somerset Close	0	4	21	17
Japanese Zelkova	Zelkova Serrata 'Greenvase"	St Martins Drive	0	5	19	14
			0	14	308	294

(c) Council acknowledge and receive additional correspondence from the residents of 7 Emerald Drive and 16 Ridgeview Court, requesting that a tree not be planted adjacent to their property, and exclude these two properties in the tree planting schedule for the 2017 Street Tree Program.

Cr Richardson seconded

Carried

6. <u>PROPERTY MANAGEMENT</u> - Railway Lands Redevelopment Project - Construction of Margaret Street Walkway - Ref. AF13/439

The Presiding Member reported:

(a) Following a report presented in February this year, Council resolved in March 2016 that: "an amount of \$300,000 (already provided for in the draft Budget) be now formally allocated to the Margaret Street (Rail Lands) Walkway/Facilities project as per the report received at Council on 16th February, 2016";

- (b) the works listed were to construct a north-south walkway on land owned at 24 Margaret Street. This allotment currently contains an industrial shed that is listed as a contributory place in the Mount Gambier Heritage Survey. The proposed walkway will connect the Railway Lands Plaza area with Margaret Street and the Olympic Park precinct;
- (c) the existing shed is approximately 170m² (3 bays) with timber wall frames, trusses and an elevated timber floor with galvanised iron external cladding and roof. The roof has a unique curved ventilated ridge. Four original sliding doors also still remain. The overall condition of the shed is quite good other than the external cladding and gutters which have failed or been subject to vandalism in recent years. The roof and wall failures have lead to some minor deterioration of the floor in parts;
- (d) the concept plan (presented in February) was to retain the building by removing the middle section to create the walkway and utilise the bays of the shed either side of the walkway as storage and simple toilet facilities;
- (e) feedback resulting from the numerous events held at the Railway Lands indicates the community's strong desire to have significant toilet facilities, a water point and three phase power for events and activities adjacent to eastern lawn and southern edge of the site;
- (f) a more detailed plan has been developed (attached to the Operational Services Committee agenda) that better reflects the community needs of the site. The revised concept retains the shed by converting it into consolidated toilet facilities (including a cleaners room) on the western side, one large storage room on the eastern side and clearing out the centre bay walls and floor to enable the walkway through the building (as per the original concept);
- (g) the increased number of toilets will provide a much better facility (similar to the James Street facilities) to the site and reduce the number of toilets required to be hired by event managers. This toilet facility will complement the toilets that exist in the Railway Station building (earmarked for further restoration) and the new dual disabled toilets located at the western end of the site in the former Signal Box;
- (h) the proposed cost to refurbish this shed including toilets, a new electrical system, lighting, security, water points, removal of asbestos and ramps for access was estimated at approximately \$152,000. The urban realm works to complete the walkway as per the attached concept was estimated at approximately \$148,000. Council Officers believe the revised concept is a much more practical design solution and does not significantly alter the original scope of works so therefore the original cost estimate is still relevant.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council proceed with the Margaret Street Walkway project in accordance with the revised concept to the amount of \$300,000 as per the 2016/2017 budget allocation.

Cr Richardson seconded

Carried

7. <u>PROPERTY MANAGEMENT</u> - 18 Ferrers Street (Former Red Cross) - Demolition of Building - Ref. AF16/288

The Presiding Member reported:

- (a) Council resolved on the 16th August 2016 to 'proceed with the demolition of the former Red Cross building located at 18 Ferrers Street, with costs to be debited to Account 7900.3999':
- (b) tenders were advertised on 6th September 2016 and closed on 30th September 2016. Two (2) tenders were received for the demolition of the building at 18 Ferrers Street and these are summarised in the following table:

Tenderer	Cost (ex. GST)	Notes	
GT Bobcat	\$25,550	 28 years with demolition experience documented; Demolition risk assessment provided – but not specific to this project; Commitment to timeframe included in quotation; Project management plan template provided; Traffic management policy provided but no traffic management plan; Subcontracting asbestos removal to South East 	
SMB Civil	\$20,230	 Subcontracting asbestos removal to South East Asbestos (local). 9 years with desired experience documented; Only blank generic risk assessment provided; No firm commitment to timeframe; Site set-up details not provided; Traffic management plan not provided; Subcontracting asbestos removal to AAA Asbesto Solutions (local). 	

- (c) as per Council's P420 Procurement and Disposal of Lands and Assets Policy, each tender submission was assessed against a pre-determined and documented set of criteria and was undertaken individually by a panel comprising three Council Officers of which one was not involved in the development of the Tender specification or will be involved in the management of the Tender Contract;
- (d) the following is the summary of these assessments:

Name of Tenderer	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
SMB Civil	65	69	60	65	2
GT Bobcat	61	71	69	67	1

(e) although the average score of the tender assessments ranked GT Bobcat higher than SMB, the result of the analysis was very close. On this ranking alone it is difficult to justify the 25% cost difference between the two tenders.

Cr Mutton moved it be recommended:

- (a) The report be received;
- (b) Council accept the tender of SMB Civil for the demolition and removal of the building at 18 Ferrers Street (former Red Cross building) in accordance with

the requirements of tender documents AF16/288 at a price of \$20,230 (excluding GST) and confirm in writing their commitment to meeting the project completion deadline of 25th November 2016.

Cr Von Stanke seconded

Carried

8. <u>PROPERTY MANAGEMENT</u> - Advisory Group - Report of the Aquatic Centre Management Advisory Group meeting held Wednesday, 28th September 2016 - Ref. AF11/1370

The Presiding Member reported:

- (a) The Aquatic Centre Management Advisory Group met on Wednesday, 28th September 2016 at 7:00 a.m. This meeting was attended by:
 - Cr Mark Lovett, City of Mount Gambier
 - Daryl Sexton, Director Operational Services
 - Peter Collins, Manager Aquatic Centre
- (b) the matters discussed were as follows:

Pre Season Works

1. <u>Pool</u>

- New inflatable now on site.
- New roller covers now in place.
- Wet deck gutter sealing epoxy to seal gutters has not had the coverage anticipated.
- Shade covers back on the pools and shade area.
- Manual vacuuming as commenced.

2. Heat Exchanger

• Needs to be replaced, source a new one.

3. Auto Vac

To be sent away for servicing.

4. Boiler Maintenance

Maintenance repairs due 9th - 15th October, 2016.

5. Wood Chips

Delivery to start next week.

6. Solar Panels

Still waiting on the anti-islanding device.

7. Staffing

Very stable this year.

8 Swim School

• Enrolments now online - significant change in operational procedures but a good investment (UDIO).

9. Painting

Still a couple of ceilings to be painted.

Cr Mutton moved it be recommended:

(a) The report be received and contents noted.

Cr Von Stanke seconded

Carried

MOTIONS WITHOUT NOTICE - Nil

9. CONSIDERATION FOR EXCLUSION OF PUBLIC

Cr Von Stanke moved that the following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of Councillors - Mayor A Lee, D Mutton, P Richardson, F Morello and I Von Stanke and Council Officers - M McShane, D Morgan, M Silvy and S Wilson) be excluded from the meeting in order for the Agenda Item (Financial Management - Caroline Landfill - Economic Analysis - Ref. AF16/159) to be considered in confidence.

The Committee is satisfied that, pursuant to section 90(3)(b) of the Act the information to be received, discussed or considered in relation to this Agenda Item is information the disclosure of which could reasonably be expected:

would prejudice the commercial position of the Council.

In forming the abovementioned position the Council has considered that the operations to be considered relate to a business unit of Council with commercial clientele and, if the information contained in the item were disclosed prior to the making of an informed decision, it would be anticipated that such clientele would lobby and attempt to influence deliberations and decision making to the detriment of the commercial business position of Council in relation to the matter.

In addition, the disclosure of this information would, on balance, be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from withholding the information outweighs the benefit to it of disclosure of the information. The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the communities interests (particularly current and future ratepayers who will effectively underwrite any loss/risk associated with the business operations) must be considered ahead of any others commercial operators that may benefit from the business operations and any financial decisions.

Item No.	Subject Matter	S90 (3) Grounds
10.	FINANCIAL MANAGEMENT - Caroline Landfill -	(b)
	Economic Analysis - Ref. AF16/159	

Mayor A Lee seconded

Carried

12. CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Cr Von Stanke moved that the following Agenda Item be received, discussed and considered in confidence by excluding the public pursuant to Section 90 (2) of the Local Government Act 1999, and an order be made that the public (with the exception of Councillors - Mayor A Lee, D Mutton, P Richardson, F Morello and I Von Stanke and Council Officers - M McShane, D Morgan, M Silvy and S Wilson) be excluded from the meeting in order for the Agenda Item (Operational Services Report No. 7/2016 - Tender AF16/277 - Caroline Landfill Development (Stage 3), Construction of Cell 3 (B & C) and Leachate Pond 4 - Ref. AF16/277) to be considered in confidence.

The Committee is satisfied that, pursuant to section 90(3)(k) of the Act the information to be received, discussed or considered in relation to this Agenda Item are tenders for:

the carrying out of works.

The tender relates to the construction of sub cells 3B and 3C as well as an additional leachate pond at the Caroline Landfill.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered contains tender pricing from local contractors including for separate staged (unfunded future) works that may be the subject of further negotiations before a final decision is made and a contract entered into for the future works.

<u>ltem</u>	Subject Matter		S90 (3)
No.			<u>Grounds</u>
13.	OPERATIONAL SERVICES REPORT NO. 7/2016 - Tender	(k)	
	AF16/277 - Caroline Landfill Development (Stage 3)	. ,	
	Construction of Cell 3 (B & C) and Leachate Pond 4		

Cr Mutton seconded Carried

The meeting closed at 8:01 a.m. AF11/866 SW

CONFIRMED THIS DAY OF 2016.

PRESIDING MEMBER