

## OPERATIONAL SERVICES COMMITTEE

Meeting to be held in the Conference Room, Operational Services Area, Level One of Civic Centre, 10 Watson Terrace, Mount Gambier, on Tuesday 20<sup>th</sup> January 2015 at 7.30 a.m.

### MINUTES

PRESENT: Mayor A Lee  
Crs C Greco, D Mutton, P Richardson and I Von Stanke

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

### COUNCIL MEMBERS

AS OBSERVERS: Cr S Perryman

**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.**

The Chief Executive Officer took the Chair for the following business:

1. **OPERATIONAL SERVICES REPORT NO. 1/2015 - Election of Operational Services Standing Committee Presiding Member - Ref. AF11/858**

*Goal:* Governance

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

**Cr Richardson moved it be recommended:**

- (a) Operational Services Report No. 1/2015 be received;**
- (b) the term of office for the position of Operational Services Presiding Member for the City of Mount Gambier Council be 1 year commencing 20<sup>th</sup> January, 2015;**
- (c) Council determines that the method of choosing a Presiding Member be by an election process undertaken by secret ballot;**
- (d) the successful candidate will be the candidate with the highest number of votes;**
- (e) where two or more candidates have an equal number of votes one of those candidates will be determined as successful from a drawing of lots by the Returning Officer;**
- (f) the Chief Executive Officer be appointed Returning Officer for the election;**
- (g) upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Operational Services Presiding Member;**

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(h) upon the declaration of the Returning Officer the candidate is appointed to the position of Operational Services Presiding Member for the term of office determined by this resolution;

(i) Nominations for the position of Operational Services Presiding Member:

The following nomination was received:

(i) Cr Mutton nominated Cr Von Stanke to be Operational Services Presiding Member.

Cr Von Stanke indicated that he accepts the nomination for the position of Operational Services Presiding Member.

There being only one candidate the Returning Officer declared Cr Von Stanke to be elected to the position as Operational Services Presiding Member.

(j) move a motion to endorse the result of the ballot that Cr Von Stanke has been appointed Operational Services Presiding Member.

Cr Mutton seconded

Carried

Cr Von Stanke took the Chair for the following business:

APOLOGIES: Cr Richardson moved the apology received from Cr F Morello be accepted.

Mayor Lee seconded Carried

MINUTES: Cr Mutton moved the minutes of the previous meeting held on Tuesday, 14<sup>th</sup> October 2014 be taken as read and confirmed.

Cr Richardson seconded Carried

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

**2. OPERATIONAL SERVICES REPORT NO. 2/2015 - Scheduling of Operational Services Committee Meetings - Ref. AF14/283**

Goal: *Building Communities*  
Strategic Objective: (i) *Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*  
(ii) *The identified needs of the community are met, through implementing Long Term Asset Management Plans and Infrastructure Plans*

Cr Mutton moved it be recommended:

(a) Operational Services Report No. 2/2015 be received for the Committee to determine its meeting schedule;

(b) the Operational Services Committee to meet at 7:30 a.m. on the second Tuesday of each month (being the week preceding the Council Meeting week).

Cr Greco seconded

Carried

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**3. OPERATIONAL SERVICES REPORT NO. 3/2015 - Operational Services Terms of Reference - Ref. AF14/283**

*Goal:* Governance  
*Strategic Objective:* (i) Establish measures for Council's performance and continually compare against community expectations  
(ii) Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Councils service deliver and performance

**Cr Mutton moved it be recommended:**

- (a) Report on the development of Terms of Reference for Operational Services Standing Committee be received;**
- (b) this matter be referred to an Elected Members Workshop.**

**Cr Richardson seconded**

**Carried**

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

The Presiding Member reported the following works are to be undertaken/are currently being undertaken by the Operational Services Department, Engineering Division, during the month:

<u>Commenced Tasks</u>	<u>% Completed</u>
• Railway Lands Paving Works	15%
• Commerce Place Redevelopment	95%

Completed Tasks

- Caroline Landfill (Cell construction only)

**Cr Von Stanke moved the report be received.**

**Cr Richardson seconded**

**Carried**

**5. GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 18<sup>th</sup> December 2014 - Ref. AF13/399**

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

**Cr Mutton moved it be recommended:**

- (a) Minutes of the Council Development Assessment Panel meeting held on Thursday, 18<sup>th</sup> December 2014 be received;**
- (b) the decisions made by the Council Development Assessment Panel be noted.**

**Cr Greco seconded**

**Carried**

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**6. PROPERTY MANAGEMENT - Railway Lands Redevelopment Project - Selection of Shortlisted Artists for Major Public Art Commission - AF14/484**

*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*

The Presiding Member reported:

- (a) On the 28<sup>th</sup> November 2014, Members were made aware via a memo published in the Friday Edition that Officers were initiating a process to select a shortlist of artists to design a piece of Major Public Art at the Railway Lands;
- (b) the process was initiated with the assistance of officials from Arts SA and follows closely their guidelines in order to position ourselves for possible partial funding of the artwork in April 2015;
- (c) an Expression of Interest (EOI) phase commenced in late November calling for SA based artists to register an interest. This process closed on 24<sup>th</sup> December 2014 and we had eleven (11) artists apply which is an outstanding response. The following is a table of those who registered an interest;

<b>Artist</b>	<b>Location</b>	<b>Specific Style commonly used</b>
ABC – D'art	Port Elliot, SA	Steel
Ant's Redgum Gallery	Millicent, SA	Wood
Exhibition Studios	Edwardstown, SA	Steel
Gerry McMahon	Prospect, SA	Steel
Greg Johns	Eden Hills, SA	Steel
Groundplay	Thebarton, SA	Steel
Ivo Tadic	Mount Gambier, SA	Limestone
Nicholas Uhlmann	Scott Creek, SA	Steel
Rick Clise	Linden Park, SA	Steel
Trevor Wren & Danica Gacesa McLean	Rosewater, SA	Steel
Wesley Harrop	Kensington Gardens, SA	Steel

- (d) given the very tight timeframes for this project a Project Advisory Panel was assembled and consisted of:
  - Mayor Andrew Lee
  - Mr Simon Klose (Riddoch Art Gallery)
  - Ms Jacqui Porter (Riddoch Art Gallery)
  - Michael Silvy, Manager of Regulatory Services (as the Chair)
  - Alison Brash, Community Development Officer

Mr Steve Dunn (Local Heritage Committee), Meryl de Nys (Country Arts SA) and Marijana Tadic (Arts SA representative) were all asked to be involved but declined due to the timing.

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- (e) the EOI's submitted by each artist were reviewed by the panel in a meeting held on 9<sup>th</sup> January 2015 in the Council offices. Each panel member used the evaluation form provided as a template by Arts SA and the meeting took two (2) hours to complete.

The Panel used the following criteria for assessment of the artist's EOI's:

- Artistic merit as evidenced in the visual material provided
  - Demonstrated ability to work on significant projects within timelines and budget
  - Ability to develop concepts and communicate ideas
  - Demonstrated ability to create work that engages with the broader public
- (f) based on the content of the EOI's and each artists' response to the brief, the following three (3) artists were selected by the Panel to undertake the concept design phase as outlined in the brief:
- Exhibition Studios
  - Greg Johns
  - Trevor Wren & Danica Gacesa McLean
- (g) in accordance with the Project Brief, the selected shortlisted artist's have been formally engaged to carry out the concept design phase. This process will be undertaken at a cost of \$4,000 per artist and will include travel to Mount Gambier for a site visit and presentation of the concept design to a designated Project Advisory Panel in February 2015. The budget for the fabrication of the final product is approximately \$100,000.

**Cr Richardson moved it be recommended:**

- (a) The report be received;**
- (b) Council defers the installation of art work at the Railway Lands site;**
- (c) Council take no further action in regard to art projects for the Railway Lands project at this point in time;**
- (d) the Project Advisory Panel be advised of (b) and (c) above and be thanked for their involvement;**
- (e) Council immediately re-establish a Railway Lands Project Committee to review the status of works under the existing plan and to oversee the remainder of the project. The Railway Lands Project Committee to consist of Mayor Andrew Lee (ex-officio), the Presiding Member of Council's two (2) Standing Committees and the two (2) existing Elected Members involved with the previous Railway Lands Sub-Committee;**
- (f) The Railway Lands Project Committee will report direct to Council;**
- (g) Council ask the Railway Lands Project Committee to investigate and provide recommendations back to Council on the state of repair of the former rail station building, possible future use(s) of the old rail station and costs to restore same;**
- (h) Council to determine at a future time how the amount budgeted for the art project will be re-allocated.**

**Cr Mutton seconded**

**Carried**

**7. SOCIAL, CULTURAL AND COMMUNITY SERVICES - Programme Management - CCTV Cameras - Ref. AF11/1696**

*Goal: Building Communities*

*Strategic Objective: (i) Encourage the development of community facilities and infrastructure, community events, and active and safe community spaces through direct support, seeking funding, facilitation etc*  
*(ii) 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 a network of CCTV cameras within the City Centre which are controlled and monitored by SAPOL. Over the years the cameras have proved successful in identifying anti-social behaviour and allowing Police to respond quickly;
- (b) the equipment in place is quite old (well in excess of 10 years) and has limited capacity to pick up fine detail (e.g. facial recognition);
- (c) the State Government has announced a CCTV Grants Program (\$20,000 to \$100,000, matched dollar for dollar) and this provides an excellent opportunity to firstly replace existing camera stock and secondly expand the network of cameras;
- (d) equipment costs are substantially cheaper than when the system was first installed and the equipment is substantially better;
- (e) this report will recommend that Council apply for an \$80,000 project (\$40,000 from Council, \$40,000 from the State Government) and the outcome will be to replace all existing cameras and to further expand the network (in consultation with SAPOL with regard to location and type of cameras). A further outcome could be for Council to have a monitor (even a recording system) installed at the Civic Centre so we can monitor traffic, people movements etc for the purpose of traffic management (not for anti-social behaviour issues);
- (f) if Council is successful with a grant it is anticipated that all expenditure will occur in the 2015/2016 financial year (projects to be delivered within 12 months);
- (g) SAPOL support an application by Council for this project.

**Cr Von Stanke moved it be recommended:**

- (a) The report be received;**
- (b) Council submit an application under the CCTV Grants Program for an \$80,000 project as outlined in this report and Council refer \$40,000 to the 2015/2016 Budget to meet its share of the project costs.**

**Cr Mutton seconded**

**Carried**

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**8. TRAFFIC MANAGEMENT - Regulating - Parking On-Street - Bay Road Taxi Stand - Proposed Traffic Management Scheme - Department of Planning, Transport and Infrastructure - Ref. AF11/1853**

*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 the Department of Planning Transport and Infrastructure (copy attached to the Operational Services Committee agenda) to request Council implement changes to traffic management on Bay Road (with the introduction of bicycle lanes). The proposal is to reduce the existing four (4) vehicle Taxi Stand to two (2) vehicles and increase the existing one (1) hour parking spaces to four (4) spaces;
- (b) the proposed changes to the parking zones are shown on the aerial map attached to the Traffic Impact Statement.

**Cr Richardson 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 existing resolution numbers 3.3.180 and 2.5.051 as follows:

**Prohibited Area** **1 HOUR PARKING**  
**3.3.180**

**BAY ROAD - western half from 10.0 metres north of the intersection with James Street to 35.50 metres north of the said intersection, to apply from 6.00 a.m. to 10.00 p.m. on all days**

**Prohibited area** **TAXI ZONE**  
**2.5.051**

**BAY ROAD - western half from 35.50 metres north of the intersection with James Street to 47.50 metres of the said intersection, to apply at all times**

**to be effective on the installation of appropriate signage**

**Cr Greco seconded**

**Carried**

**9. TRAFFIC MANAGEMENT - Regulating - Parking On-Street - Watson Terrace Taxi Stand - Proposed Traffic Management Scheme - Department of Planning, Transport and Infrastructure - Ref. AF11/1853**

*Goal:* *Building Communities*

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

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The Presiding Member reported:

- (a) Council has received a letter from the Department of Planning Transport and Infrastructure (copy attached to the Operational Services Committee agenda) to request Council establish a new full time Taxi Stand on Watson Terrace (southern side), adjacent to the Elders Building. Consultation has been undertaken with Taxi operators and Elders Real Estate staff and all parties endorse the proposal;
- (b) the proposed Taxi Zone is shown on the aerial map attached to the Traffic Impact Statement.

**Cr Richardson 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 existing resolution number 3.3.171;**
- (d) The City of Mount Gambier pursuant to Ministerial delegation resolves the following:**

**Prohibited Area  
2.5.057**

**TAXI ZONE**

**WATSON TERRACE - southern half from 10.0 metres east of the intersection with Bay Road to 22.0 metres east of the said intersection, to apply at all times**

**to be effective on the installation of appropriate signage**

**Cr Greco seconded**

**Carried**

**10. OPERATIONAL SERVICES REPORT NO. 4/2015 - Animal Management - Project Management - Enclosed Off-Leash Dog Park - Ref. AF11/138**

*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.*

**Cr Mutton moved it be recommended:**

- (a) Operational Services Report No. 4/2015 be received;**
- (b) Council endorse in principle the project to establish an enclosed off-leash dog park at Hastings Cunningham Reserve and now proceed to public consultation on the project in line with the Public Consultation Policy.**

**Cr Greco seconded**

**Carried**



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**11. TENDER - Asbestos Removal - Wehl Street Classroom - Ref. AF14/471**

The Presiding Member reported:

- (a) Council's Budget, at Account No. 7640.5402-2 has an allocation of \$50,000 to remove asbestos (and make good) from the Wehl Street Classroom (on building immediately east of the Wehl Street Theatre on James Street);
- (b) Council has invited tenders for this project and only one (1) tender was received from Steplen Constructions Pty Ltd for \$58,252.73 (plus GST). This tender amount is above the estimated cost as indicated in the budget but nevertheless the project should still proceed.

**Cr Mutton moved it be recommended:**

- (a) The report be received;
- (b) Council accept the tender of Steplen Constructions Pty Ltd for the removal of asbestos (and make good) from the Wehl Street Classroom as per Tender Specification AF14/471 at a GST exclusive price of \$58,252.73.

Cr Richardson seconded

Carried

**MOTIONS WITHOUT NOTICE - Nil**

**12. CONSIDERATION FOR EXCLUSION OF PUBLIC**

Cr Richardson moved that the following 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 other Council Members and Council Officers now present) be excluded from the meeting in order for the item to be considered in confidence as the Council is satisfied that the item is a matter that can be considered in confidence pursuant to the grounds referenced in Section 90 (3) of the said Act as follows:

- S.90(3)(a) - information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead); and
- S.90(3)(i) - information relating to actual litigation, or litigation that the council or council committee believes on reasonable grounds will take place, involving the council or an employee of the council.

The Council is satisfied that the information to be received, discussed or considered in relation to this item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person. The information that is to be received, discussed or considered in relation to this item relates to the commencement of prosecution proceedings pursuant to the Development Act 1993.

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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 as the matter is of a personal nature.

<u>Item No.</u>	<u>Subject Matter</u>	<u>S90 (3) Grounds</u>
<b>Operational Services</b>		
13.	<b>DEVELOPMENT CONTROL - Illegal Development - Demolition of a Contributory Place - Ref. AF11/304</b>	(a) (i)
14.	<b>CONSIDERATION FOR KEEPING MATTERS CONFIDENTIAL</b>	

**Cr Mutton seconded**

**Carried**

CONFIRMED THIS

DAY OF

2015.

.....  
PRESIDING MEMBER

The meeting closed at 8:15 a.m.  
AF11/866  
SW