

OPERATIONAL SERVICES COMMITTEE

Meeting held in the Conference Room, Operational Services Area, Level One of Civic Centre,
10 Watson Terrace, Mount Gambier, on Tuesday 9th September 2014 at 7.30 a.m.

MINUTES

- PRESENT: Cr M White (Presiding Member)
Crs I Von Stanke, P Richardson and D Mutton
- APOLOGIES: Cr Richardson moved the apology received from Cr B Shearing be accepted.
- Cr Von Stanke seconded Carried
- COUNCIL OFFICERS: Acting Director - Operational Services, Daryl Morgan
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, 12th August 2014 be taken as read and confirmed.
- Cr Mutton 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 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		Chief Executive Officer	In Progress	<ul style="list-style-type: none">• City Development Framework Sub-Committee established December 2013 to oversee project.• Professor John Martin engaged by Council• Draft Futures Paper being prepared, Professor John Martin in Mount Gambier 12 - 16th May, 2014.

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					<ul style="list-style-type: none"> • May/June 2014 - consultation to commence to develop strategies. • Final Draft completed in July and desktop published for community consultation commencing 1st August - 29th August. • Integration of community feedback and completion of final document for Council endorsement October 2014.
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.
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. • Work completed September, 2014.
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
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

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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	Completed	Signage has been ordered and received, will be installed upon completion of Redevelopment Works
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	Completed	Signage has been installed
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	Completed	Tender process has been completed and awarded
12/08/2014	Street Tree Removal - 250 Jubilee Highway West - Donahue's Leisure	Advise Donahue's of tree removal	Director - Operational Services	Completed	Letter sent to Donahue's Leisure on 21/08/2014, tree will be removed within the next month
12/08/2014	Request for alterations to on-street parking - Bailey Street	Advise Courtney Jones of parking amendments, arrange for installation of amended parking restrictions	Team Leader - General Inspector	In Progress	Letter sent to Courtney Jones on 22/08/2014, signage has been ordered
12/08/2014	Request for alterations to on-street parking - Subway - Mitchell Street	Advise Subway of parking amendments, arrange for installation of amended parking restrictions	Team Leader - General Inspector	In Progress	Letter emailed to Subway on 25/08/2014, signage has been ordered
12/08/2014	Lake City Rod and Custom Club - Shed Extension - Hastings Cunningham Reserve	Advise Lake City Rod and Custom Club of Council's consent	Governance Officer	Completed	Lake City Rod and Custom Club have been advised and Crown Land approval has been obtained
12/08/2014	Policy Review - A170 Advertising and Signage	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
12/08/2014	Policy Review - Footways and Crossovers	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
12/08/2014	Policy Review - D160 Inspection and Copying of Documents	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website
12/08/2014	Policy Review - Encroachments / Protection of Public During Building / Maintenance Work	Adopt new Policy and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policy updated on Council's website

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12/08/2014	Policy Review - Operational Services Policies	Adopt new Policies and make the necessary amendments to Council's Policy Manual Index	Planning Officer	Completed	Adopted Policies updated on Council's website
12/08/2014	Tender - Supply and Delivery of a Lease-to-own Photovoltaic System on Roof of the Mount Gambier Library	Advise successful and unsuccessful tenderers	Director - Operational Services Environmental Sustainability Officer	Completed	Correspondence issued on 20/08/2014

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:

Commenced Tasks

% Completed

- 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 75%
- Kennedy Avenue concrete footpath construction 10%
- Commerce Place Carpark Redevelopment 15%

Completed Tasks

- Bike lane linemarking
- Ferrers Street streetscape upgrade
- Commercial Street (Ferrers Street to Compton Street) protuberance kerbing works

Cr Richardson moved it be recommended the report be received.

Cr Mutton seconded

Carried

3. GOVERNANCE - City of Mount Gambier Building Fire Safety Committee - Minutes of Meeting held 27th August 2014 - Ref. AF13/420

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

Cr Von Stanke moved it be recommended:

- (a) Minutes of the City of Mount Gambier Building Fire Safety Committee meeting held on Wednesday, 27th August 2014 be received;
- (b) the decisions made by the City of Mount Gambier Building Fire Safety Committee be noted.

Cr Mutton seconded

Carried

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4. **GOVERNANCE - Council Development Assessment Panel - Minutes of Meeting held 21st August 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, 21st August 2014 be received;
- (b) the decisions made by the Council Development Assessment Panel be noted.

Cr Richardson seconded

Carried

5. **GOVERNANCE - Railway Lands Sub-Committee - Minutes of Meeting held 27th August 2014 - Ref. AF11/1373**

Goal: Governance

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

Cr Richardson moved it be recommended:

- (a) Minutes of the Railway Lands Sub-Committee meeting held on Wednesday, 27th August 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. **UPDATE OF BUDGET**

- The report be received and contents noted.

3. **RELOCATION OF THE ROTARY MARKET**

- The report be received;
- Council Officers to continue to liaise with the Rotary Club of Mount Gambier to proceed with the planning of the market relocation to the identified site east and/or west of the Railway Station building including any accommodation / site works and leasing arrangements.
- Funding for any accommodation / site works associated with the relocation of the market to be borne by the Rotary Club of Mount Gambier.

4. **SEED FUNDING APPLICATION TO ARTS SA - ARTISTIC BALUSTRADE DESIGN**

- The report be received;

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- **The Manager - Regulatory Services to continue to liaise with the shortlisted artists/artist groups for the duration of the concept design phase and coordinate the Project Advisory Panel to select a preferred concept at the conclusion of the concept design phase.**

5. RAILWAY LANDS STAGED OPENING

- **The report be received.**
- **Council to investigate staged openings of completed areas as sections of the site are made safe and operational.**
- **The initial opening of the area to the community be accompanied by a Community Celebration.**

6. DESIGN OF PAVED AREAS

- **The report be received.**
- **Superintendent of the tender contract be authorised to proceed with the purchase of pavers (and issue of variations if necessary) in line with the final design, budget allocation and specified finishes.**

7. SUPPLY OF SOLAR PATH LIGHTS

- **The report be received.**
- **Council Officers be authorised to purchase the preferred light fittings upon completion of the trial period and within the budget allowance.**

Cr Von Stanke seconded

Carried

6. PROPERTY MANAGEMENT - Committees - Report of the Aquatic Centre Management Advisory Group meeting held at 7:00 a.m. Wednesday, 27th August 2014 - Ref. AF11/1370

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

The Presiding Member reported:

(a) The Aquatic Centre Management Advisory Group met on Wednesday, 27th August 2014 at 7:00 a.m. This meeting was attended by:

- Cr Merv White
- Daryl Sexton, Director - Operational Services
- Peter Collins, Manager - Aquatic Centre

(b) the matters discussed were as follows:

1. Pre-Season

- Pools now empty, preparation for painting well advanced (weather conditions have to be right to paint the pools).

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- Shade structures are nearly cleaned, large shade to be pulled down to allow for repairs.
- Wood chip - large stock at Depot.
- Pre-season pump tests have been completed.
- Council has allocated money for the outdoor change station to be built by the Independent Learning Centre at end of September.
- Noted that this is the fifth year of the five year contract management term.
- Staffing nearly in place for coming season.
- Council to check integrity of external fence.

2. VacSwim

- 2014/2015 Program will be organised under the VacSwim banner, this will attract a State Government subsidy to run the program.

3. Opening Date

- Opening date is Monday, 13th October 2014.

4. Next Meeting

- To be held on Wednesday, 19th November 2014

Cr Mutton moved it be recommended:

(a) The report be received and contents noted.

Cr Richardson seconded

Carried

7. INFRASTRUCTURE - Street Tree Planting Program 2015 - Ref. AF11/1259

<i>Goal:</i>	<i>Environment</i>
<i>Strategic Objective:</i>	<i>(i) Support initiatives that value and preserve our unique environment and contribute to environmental sustainability</i>
	<i>(ii) Support the preservation and enhancement of the City's unique natural and built heritage for future generations</i>

The Presiding Member reported:

- (a) In order for Council to receive specific tree species and cultivars for the 2015 Street Tree Program, it is necessary to reserve selected trees in advance. Without pre-ordering certain trees, there is no guarantee from nurseries that specific species, varieties or cultivars will be available in their preferred size and numbers when required;
- (b) section 2.1 of Council's Street Tree Policy, outlines that Council has currently adopted to plant streets with the same species of tree, but tree species may vary from one side of the street to another. As a result of this, the removal of some trees may be necessary to gain street uniformity;
- (c) it is proposed to remove a total number of twenty nine existing street trees and retain three existing street trees as part of the 2015 Street Tree Program. The two Gawler Hybrid Bottlebrush trees adjacent to 8 Mark Street and 33 Sturt Street are of the same species of trees to be planted and given the trees are healthy and structurally sound, there is no reason to have them removed, and hence will be

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retained. Having liaised with the property owner of 2A Shelley Crescent, he advised that he would like the large spotted gum to remain as a feature tree for his future development. Given the tree is structurally sound and healthy; It is recommended that the tree remain;

- (d) the twenty nine trees flagged for removal are for varying reasons. The two Crab Apple trees located along Krummel Street are in poor health and will require removal sometime in the near future. The three Willow Myrtle trees in Jenkins Street are located under powerlines and have poor structure due to the continual lopping of these trees by SA Power Networks. The Bottlebrush tree in Montebello Drive does not conform to the uniformity Policy for the newly selected type of plantings proposed for the street. Of the eleven trees proposed for removal along Lake Terrace East three are Hawthorns, whose sharp woody thorns prohibit them from being suitable as street trees. The four Queensland Box trees and Pyramid tree are too large for the footpath area and are causing damage to both the footpath and water table nearby. The Paperbark, Bottlebrush and Eucalypt trees are in decline and have poor structure and will also require removal sometime in the near future. The remainder of the proposed removals in Mark Street and Shelley Crescent do not conform to Council's uniformity Policy and should be removed so uniformity in the street is maintained as per Councils Street Tree Policy.

Cr Richardson moved it be recommended:

- (a) The report be received;
- (b) Council approves the proposed schedule of trees that have been selected for removal to allow for uniformity in the 2015 Street Tree Program as outlined in policy T120;
- (c) Council notifies all residents and utilities affected by the plantings, and invite comment on same (in accordance with Councils Public Consultation Policy);
- (d) Council adopts the following program for the 2015 Street Tree Program so that the proposed species of trees selected may be pre-ordered.

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>STREET NAME</u>	<u>TREES BEING RETAINED</u>	<u>PROPOSED REMOVALS</u>	<u>PROPOSED PLANTINGS</u>	<u>NET GAIN</u>
Gawler Hybrid Bottlebrush	Callistemon Viminalis 'Harkness'	Jenkins Street	0	4	20	16
Gawler Hybrid Bottlebrush	Callistemon Viminalis 'Harkness'	Mark Street	2	2	29	27
Gawler Hybrid Bottlebrush	Callistemon Viminalis 'Harkness'	Shelley Crescent	1	4	63	59
Crepe Myrtle	<i>Lagerstroemia indica</i> x <i>L. Faurei</i> 'Natchez'	Krummel ST (WEST SIDE)	0	2	14	12
Purple Leaf Cherryplum	<i>Prunus cerasifera</i> 'Nigra'	Lake Terrace East (NORTH SIDE)	0	5	28	23
Purple Leaf Cherryplum 'Crimson Spire'	<i>Prunus cerasifera</i> 'Oakville Crimson Spire'	Lake Terrace East (SOUTH SIDE)	0	11	26	15
Southworth Dancer Pear	<i>Pyrus betufoia</i> 'Southworth Dancer'	Colonel Light Place	0	0	15	15
Southworth Dancer Pear	<i>Pyrus betufoia</i> 'Southworth Dancer'	Stuart Court	0	0	16	16
Southworth Dancer Pear	<i>Pyrus betufoia</i> 'Southworth Dancer'	Hill Crescent	0	0	15	15

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Callery Pear	Pyrus calleryana " Glensform' Chanticleer	Heathfield Way	0	0	22	22
Callery Pear	Pyrus calleryana " Glensform' Chanticleer	Houston Drive	0	0	12	12
Callery Pear	Pyrus calleryana " Glensform' Chanticleer	King Grove	0	1	45	44
Callery Pear	Pyrus calleryana " Glensform' Chanticleer	Krummel ST (EAST SIDE)	0	0	14	14
Greenvase Japanese Elm	<i>Zelkova serrata</i> 'Greenvase'	Bodey Court	0	0	35	35
			1	29	354	325

Cr Von Stanke seconded

Carried

MOTION WITHOUT NOTICE

8. PROPERTY MANAGEMENT - Railway Lands Redevelopment Project - Selection of Artist for Artistic Balustrade Design - AF13/439

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 15th July 2014 Council resolved that "The Manager - Regulatory Services to continue to liaise with the shortlisted artists/artist groups for the duration of the concept design phase and coordinate the Project Advisory Panel to select a preferred concept at the conclusion of the concept design phase";
- (b) concept designs by the three (3) shortlisted artists were presented to the Project Advisory Panel on 5th September 2014;
- (c) the Project Advisory Panel consisted of Cr Richardson, Cr White, Mr Simon Klose (Riddoch Art Gallery), Mr Steve Dunn (Local Heritage Committee), Marijana Tadic (Arts SA representative) and the Manager of Regulatory Services as the Chair;
- (d) concepts presented by all three (3) artists were of a high quality and demonstrated the application of their designs as a 'woven wire' feature within the balustrade panels on the railway platform;
- (e) the Project Advisory Panel followed a set agenda for the day where each artist was given twenty (20) minutes to present their concepts and ten (10) minutes of question time from the Panel. Each member of the Panel completed an evaluation form which covered the following elements:
 - 1. Clear conceptual response to the site and brief - 20%
 - 2. High quality artistic and aesthetic concept design - 20%
 - 3. Response to the physical specifications of the brief - 10%
 - 4. Capacity to meet the proposed budget and timeline - 10%
 - 5. Response to stakeholder information - 10%

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6. Consideration of public safety, risk management and maintenance - 20%
 7. Capacity to project manage the fabrication and installation of the proposed work - 10%
- (f) the Project Advisory Panel discussed each of the artists conceptual presentations and were unanimous in selecting Laura Wills' concept as the preferred design (attached to the Motion Without Notice). Her design incorporated the use of human scale figures waiting on the platform (to mimic its former use) plus other railway elements in different locations along the platform - images were attached. These human figures have a variety of clothing types to indicate certain layers of history of the site and its former use. Laura's design response was well presented, well researched and had an element of fun and playfulness that the other design concepts lacked;
- (g) in accordance with the Project Brief, the selected artist's design will need to go through a 'refinement' phase in order to convert the design concept into a 'woven wire' or 'lace fence' solution. This process will be undertaken as part of a design development commission at an approximate cost of \$8,000 - \$12,000. This commission will include project management of the fabrication and installation of the final product. The budget for the fabrication of the final product is \$40,000.

Cr Von Stanke moved it be recommended:

- (a) The report be received;**
- (b) Council engage Laura Wills under a new contract as the preferred artist to carry out detail design and manage the installation of the artistic balustrade for the Railway Lands project;**
- (c) the Manager - Regulatory Services write to each of the artists thanking them for their design concepts and liaise with Arts SA to remunerate each artist for the concept design phase as per the contract and seed funding agreement;**
- (d) the Selection Panel approve the final refined design for fabrication purposes.**

Cr Richardson seconded

Carried

CONFIRMED THIS

DAY OF

2014.

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PRESIDING MEMBER

The meeting closed at 7:44 a.m.

AF11/866
SW