



LIGHT
REGIONAL
COUNCIL

VISION & ASPIRATIONS

A vibrant and growing community to be supported by quality infrastructure, a sustainable environment and excellent services that meet everybody's needs and maintains our unique lifestyle.

MINUTES

from the Meeting of

**LIGHT REGIONAL COUNCIL
INFRASTRUCTURE & REGULATORY
SERVICES COMMITTEE**

*held in the
KAPUNDA COUNCIL CHAMBERS
93 Main Street, Kapunda*

TUESDAY, 1 FEBRUARY 2011

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**MINUTES OF THE MEETING OF LIGHT REGIONAL COUNCIL
INFRASTRUCTURE & REGULATORY SERVICES COMMITTEE
HELD ON TUESDAY, 1 FEBRUARY 2011,
IN THE KAPUNDA COUNCIL CHAMBERS, 93 MAIN STREET, KAPUNDA**

1. PRESENT

Mr Brian Carr	Chief Executive Officer
Cr Mike Skevington	Laucke Ward
Cr Lynette Reichstein	Light Ward
Cr Peter Kennelly	Laucke Ward
Cr Des Ellis	Dutton Ward
Cr Deane Rohrlach	Dutton Ward
Mr James Miller	General Manager, Development & Regulatory Services
Mr Richard Dodson	General Manager, Infrastructure & Works
Ms Tanya Chapman	Administration Officer, Infrastructure & Works

2. OPENING

Cr Mike Skevington declared the meeting open at 5.00pm.

3. APOLOGIES

Nil

4. MINUTES

4.1 CONFIRMATION OF COMMITTEE MINUTES

IRS1/2011

Moved Cr Reichstein
Seconded Cr Rohrlach
That the Minutes of the meeting of the Light Regional Council Infrastructure and Works Committee meeting held Tuesday, 31 August 2010 be confirmed as a true and correct record of that meeting.

CARRIED

5. COMMUNICATIONS

5.1 COMMITTEE MEMBERS' REPORTS

5.1.1 Delegate / Representative Reports

5.2 PRESENTATIONS TO COUNCIL

6. HEARING OF REPRESENTATIONS

Nil

7. PETITIONS, DEPUTATIONS

Nil

7.1 PETITIONS

Nil

7.2 DEPUTATIONS

Nil

8. **BUSINESS ARISING**

Nil

9. **REPORTS FOR DECISION**

10.1 CHIEF EXECUTIVE OFFICER

10.1.1 **Establishment & Terms of Reference of the Light Regional Council's Infrastructure & Regulatory Services Committee**

IRS2/2011

Moved Cr Ellis

Seconded Cr Rohrlach

That it be recommended to Council that as a standard practice that all Questions Without Notice and answers at the Committee meeting be recorded in the minutes and that management attain advice on the preferred procedure to effect this approach.

CARRIED

IRS2A/2011

Moved Cr Reichstein

Seconded Cr Kennelly

That the Light Regional Council Infrastructure & Regulatory Services Committee recommends to Council that the following be adopted as the Committee's operational Terms of Reference:

CARRIED

**ESTABLISHMENT & TERMS OF REFERENCE OF THE
LIGHT REGIONAL COUNCIL'S**

***INFRASTRUCTURE & REGULATORY
SERVICES COMMITTEE***

1. **Establishment of the Infrastructure & Regulatory Services Committee**
2. **Committee**

Pursuant to Section 41 of the Local Government Act 1999 ("the Act") the Council establishes a Committee to be known as the **Infrastructure & Regulatory Services Committee** ("the Committee").

3. Functions

3.1 Subject to compliance with all legislation, policies, plans and procedures of the Council, the functions of the Committee are to be focused on Servicing and Operational Matters relative to:

- **Transport Infrastructure**
- **Sealed Roads**
- **Unsealed Roads**
- **Kerb & Water Table**
- **Footpaths**
- **Drainage**
- **Bridges**
- **CWMS – Maintenance of the System**
- **Traffic Safety**
- **Plant replacement**
- **Waste Management**
- **Council Land and Buildings**
- **Infrastructure Deeds (land division and handover process)**
- **Statutory Matters (ie Land Management Agreements etc)**
- **Communications**
- **Policy Matters**

3.2 Any other matter which is within the powers and functions of the Council and which is referred to the Committee by the Council.

3.3 Pursuant to Section 41 (7) a Committee may establish a sub-committee to assist in a **matter**. Membership of the Sub-Committee may comprise any elected member and independent expertise as determined by Council.

4. **Composition of the Committee:**

Members:

- One (1) Presiding Member (an elected member)
- One (1) Deputy Presiding Member (an elected member)

- Three Elected Members

Ex-officio

- Mayor may attend as ex-officio pursuant to Section 41(6) of the Act.

Administrative Support:

- General Manager, Infrastructure & Works
- General Manager, Development & Regulatory Services or delegated officer

4.1 A Member of the Committee will, subject to Section 41(5) of the Act and Clause 4.3 of these Terms of Reference, hold office as a Member of the Committee for a period of up to two (2) years, or until the conclusion of the next general election of the Council.

4.2 The office of a Member of the Committee shall become vacant upon the Council removing that person from office as a Member of the Committee or upon the Member ceasing to hold office as an Elected Member of the Council.

4.3 In the event of a vacancy in the office of a Member of the Committee, the Council shall, if it deems fit, appoint another person as a Member of the Committee on the same basis as, and for the balance of the term of, the original appointment.

4.4 No additional allowance will be paid to the elected member representative over and above the allowance already received by the elected member in accordance with the Local Government (Members Allowances and Benefits) Regulations 2010.

5. Office Bearers

5.1 The Presiding Member of the Committee shall be appointed by the Council for a period of two (2) years.

5.2 The office of the Presiding Member shall become vacant if:

5.2.1 the Council removes the Presiding Member from office; or

5.2.2 the Presiding Member ceases to be a Member of the Committee.

6. Meetings

6.1 Meetings of the Committee will be conducted in accordance with the Act, Part 3 of the Local Government (Procedures at Meetings) Regulations 2000, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee.

6.2 Insofar as the Act, the Local Government (Procedures at Meetings) Regulations 2000, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.

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- 6.3 In accordance with, and subject to, the Act and the Local Government (Procedures at Meetings) Regulations 2000 all meetings of the Committee shall be open to the public unless the Committee has resolved to exclude the public from a meeting or part of a meeting pursuant to the Act.
- 6.4 The Committee shall meet on the first Tuesday of each month at a time set down by Council.
- 6.5 Minutes together with corresponding Agenda and Appendices of a meeting of the Committee shall be presented for consideration of its recommendations and/or discussion to the next meeting of the Council.
- 6.6 In accordance with the Act, the minutes of a meeting of the Committee shall be provided to all Council members within five (5) days after the meeting of the Committee.
- 6.7 A quorum for a meeting of the Committee shall be one half of the total number of Members of the Committee in office (ignoring any fraction) plus one. No business can be transacted at a meeting of the Committee unless a quorum (being three (3)) is present.
- 6.8 All recommendations to the Council of the Committee shall be made on the basis of a majority decision of the Members present.
- 6.9 All members of the Committee, including the Presiding Member, shall have a deliberative vote, and in the event of an equality of votes, the Presiding Member shall have a casting vote.
- 6.10 If the Presiding Member of the Committee is absent from a meeting of the Committee, the Deputy Presiding Member will preside at the meeting.
- 6.11 If both the Presiding Member or Deputy Presiding Member of the Committee are absent from a meeting, a member of the Committee shall be chosen from those present to undertake the role of Presiding Member at that meeting.
- 6.12 The General Manager, Infrastructure & Works shall be responsible for ensuring that accurate minutes are kept (to be confirmed at the next meeting of the Committee) of all proceedings of the Committee.
- 6.13 In all of its dealings and activities the Committee shall have regard to the Guiding Principles under Local Government (Proceedings at Meetings) Regulations 2000 Part 1 Regulation 5.
7. **Review**
- These Terms of Reference will be subject to review by the Council on a two (2) year basis or as determined by Council.
8. **Tenure**
- The Committee will continue in existence until wound up by resolution of the Council.

9. **History**

- *The Infrastructure & Regulatory Services Committee established pursuant to a resolution of Council dated 14 December 2010 (Minuted Item 5.3.2 Page 2010/311)*

CARRIED

Reasons for the decision

To establish the terms of reference and focus of the Committee.

10.2 GENERAL MANAGER, BUSINESS & GOVERNANCE

Nil

10.3 GENERAL MANAGER, DEVELOPMENT & REGULATORY SERVICES

10.3.1 **Grant of Easement over Allotment 6 of Deposited Plan 72980, Hundred of Kapunda for M B & K M Johnson**

File: VG 3155685554
VG 3155664550

Author: Tara Kneebone, Team Leader – Administration, Development and Regulatory Services

IRS3/2011

Moved Cr Reichstein
Seconded Cr Kennelly

That the Infrastructure and Regulatory Services Committee recommend to Council that pursuant to Section 38 and 44 of the Local Government Act 1999, the Council delegate authority to the Mayor and Chief Executive Officer to execute under common seal the Grant of Easement over Allotment 6 comprised in Deposited Plan 72980, Hundred of Kapunda for the transmission of electricity by underground cable to Allotment 4 comprised in Deposited Plan 71503, Kapunda-Hamilton Road, Allendale North.

CARRIED

Reasons for the decision

To allow the property owners, M B & K M Johnson, access to electricity supply to their property at Allotment 4 Kapunda-Hamilton Road, Allendale North.

10.4 GENERAL MANAGER, STRATEGY, PROJECTS & ENGINEERING

Nil

10.5 GENERAL MANAGER, INFRASTRUCTURE & WORKS

Nil

11. **REPORTS FOR INFORMATION**

Item No. and Subject	
11.1	Plant & Vehicle Acquisition and Disposal
<u>File:</u>	210-2-4 & 210-2-5
<u>Author:</u>	Richard Dodson, General Manager Infrastructure & Works
<u>Report Presenter:</u>	Richard Dodson, General Manager Infrastructure & Works
11.1.1 Plant & Vehicle Acquisition and Disposal	
Questions Without Notice by Cr Rohrlach:	
Have whole of life cost been considered for the items purchased such as -	
<ul style="list-style-type: none">• Given that an upgrade of trucks is occurring, is there an increase in operational costs such as<ul style="list-style-type: none">○ Insurance○ Registration○ Maintenance○ Tyres○ Running costs and the like?• Given there is an upgrade of trucks, are staff currently trained and licensed to drive such?• Given there is an upgrade of trucks, will it be more or less difficult sell or dispose of these trucks in the future?• What is the purpose of the third utility?• Has operational costs been considered for a third vehicle?• How did the single cab utility prices stack up against space cab or dual cab utilities?• How did they compare in resale value?• Were space cab or dual cab utilities considered for keeping staff belongings separate to chemicals or the like in the tray?• Are there any identified risks or OHS&W considerations in changing over these vehicles?	
Resolved that the questions without notice from Cr Rohrlach at Item 11.1.1 <i>Plant & Vehicle Acquisition and Disposal</i> be recorded in the Minutes of the meeting of the Infrastructure & Regulatory Services Committee of Tuesday 1 February 2011.	
As a result of the questions tabled in Item 11.1.1, clarifying answers from the General Manager, Infrastructure & Works, Mr Richard Dodson were provided as follows:	

- Yes, registration, insurance and tyres are expected to be similar to existing while maintenance and fuel costs are expected to be less.
- Staff all have licenses for these new vehicles but as part of the delivery process all field staff will be given an overview of the operation of the vehicles.
- The type of trucks are likely to be more attractive upon disposal due to the additional features that have been incorporated into the build of the vehicles.
- The vehicle is an existing fleet item. It was more beneficial for Council to purchase the third vehicle at this time, as the quotation received was more than sufficient for Council to bring forward the extra vehicle at a lower cost this financial year.
- Operational costs are currently within the existing budget.
- Single cab price was significantly cheaper than the space cab option however, the space cab did not have the option of an automatic transmission. Dual cab utilities are not required in the fleet and also have reduced tray capacity.
- Resale value is difficult to predict until trade in negotiations are underway, due to significant wear and tear that occurs with regional work, odometer readings and general condition of the vehicle.
- As per previous answer, single cab utilities will have toolboxes constructed that have separate sealed compartments for personal belongings, tools and chemicals.
- All new plant is assessed for risk before being utilized within the workplace..

11.2 Status of Flood Cleanup and Funding Submission

File: N/A

Author: Richard Dodson, General Manager Infrastructure & Works

Report Presenter: Richard Dodson, General Manager Infrastructure & Works

11.3 Development and Regulatory Services Department Update

File: 200-1-4

Author: James Miller – General Manager – Development and Regulatory Services

Report Presenter: James Miller – General Manager – Development and Regulatory Services

IRS4/2011

Moved Cr Kennelly
Seconded Cr Rohrlach

That the reports on delegated authority and information items be received and the contents therein be noted by Council.

CARRIED

12. PROCEDURAL MATTERS

12.1 QUESTIONS WITHOUT NOTICE

12.1.1 **Litter Dumping**

Question by Cr Reichstein:

- In relation to litter dumping do Council staff go through litter to find offenders?
- How many dumpings have occurred over the last 12 months?
- How many convictions have we had?

12.1.2 **Flammable Growth**

Question by Cr Reichstein:

- What is the identifying method with regard to flammable growth on private property, how do we go about ensuring compliance and is there a consistent approach?

Resolved that the questions without notice from Cr Reichstein at Item 12.1.1 *Litter Dumping* and Item 12.1.2 *Flammable Growth* be recorded in the Minutes of the meeting of the Infrastructure & Regulatory Services Committee of Tuesday 1 February 2011 and the Answers thereto be provided at the next meeting of the Committee.

12.2 QUESTIONS ON NOTICE

Nil

12.3 DEFERRED MOTION

Nil

12.4 NOTICE OF MOTION

Nil

12.5 MOTIONS WITHOUT NOTICE

Nil

13. CONFIDENTIAL ITEMS

Nil

14. **MEETINGS**

The next meeting of the Light Regional Council Infrastructure & Regulatory Services Committee will be held on Tuesday, 1 March 2011 commencing at 5.00pm in the Kapunda Council Chambers, 93 Main Street, Kapunda.

15. **CLOSURE**

The meeting was declared closed at 6.29pm

PRESIDING MEMBER (CHAIRMAN) _____