

CITY OF WEST TORRENS



# Notice of Committee Meeting

**NOTICE IS HEREBY GIVEN** in accordance with Sections 87 and 88 of the *Local Government Act 1999*, that a meeting of the

## **CITY FACILITIES AND WASTE RECOVERY GENERAL COMMITTEE**

Members: Councillor K McKay (Presiding Member), Mayor M Coxon,  
Councillors: D Mugavin, G Vlahos, B Reynolds, J Woodward, S Pal, A McKay

of the

### **CITY OF WEST TORRENS**

will be held in the Mayor's Reception Room, Civic Centre  
165 Sir Donald Bradman Drive, Hilton

on

**TUESDAY, 28 MAY 2019**  
**at 6.00pm**

**Terry Buss PSM**  
**Chief Executive Officer**

#### **City of West Torrens Disclaimer**

Please note that the contents of this Committee Agenda have yet to be considered by Council and recommendations may be altered or changed by the Council in the process of making the formal Council decision.

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**1 MEETING OPENED**

**1.1 Evacuation Procedures**

**2 PRESENT**

**3 APOLOGIES**

**4 DISCLOSURE STATEMENTS**

Committee Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

**5 CONFIRMATION OF MINUTES**

**RECOMMENDATION**

That the Minutes of the meeting of the City Facilities and Waste Recovery General Committee held on 26 March 2019 be confirmed as a true and correct record.

**6 COMMUNICATION BY THE CHAIRPERSON**

**7 OUTSTANDING REPORTS / ACTIONS**

Nil

## 8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

### 8.1 Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) - Request for head lease over Camden Oval premises

#### Brief

This report advises Committee Members that the Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) has written to Council seeking that it be offered a head lease over the Camden Oval facility (west of the soccer pitches and east of the drainage channel).

#### RECOMMENDATION(S)

The Committee recommends to Council that:

1. Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) be advised that Council will offer it a short term licence, for a period of up to 12 months until the duration of the latent building defects period is completed (i.e. until 30 May 2020), to enable further negotiations to proceed regarding the Club's expressed desire for the grant of a head lease over the premises. During this time the club will be required to pay a nominal annual rental of \$1,633 (plus GST), and meet all costs associated with its occupation of the premises, including but not limited to, reimbursement of power, water, gas and insurance premiums.
2. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the grant of licence.
3. A further report(s) be provided to the Committee following negotiations between the parties.

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#### Introduction

Discussions have continued between Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) and the Administration for the proposed grant of a new lease for their use of the premises on a seasonal basis (i.e. winter football season), the Club has now approached Council seeking the grant of a head lease over the clubrooms and Oval, **Attachment 1**.

#### Discussion

The recent request from PHOS requires Council to initially determine whether it has a preference or appetite for such an arrangement or whether it would prefer to retain the existing seasonal and individual arrangements for the users of the facility.

#### *The Case For a Head Lease*

The grant of a head lease over the premises should or may make management of the site easier from a Council perspective, as Council would (arguably) be dealing with only a single entity rather than a number of different user groups. The head lessee would manage the complex and have the capacity to enter into sublease or licence agreements (subject to Council consent) and deal with day to day matters associated with running of the facility e.g. oval and change room usage. The head lessee would also be responsible to meet all user costs of the facility, (rather than them being apportioned on a seasonal basis and separately billed to the seasonal users).

It is also envisaged that the use of the netball courts on the northern side of the complex could be included within the head lease arrangement should funding be obtained to upgrade them, particularly as the intended user of the netball courts is the PHOS Netball Club, (which has an association or relationship with the PHOS).

Year round control of the premises would also result in a consequent and proportional increase in the rental being paid by PHOS to reflect a head lease arrangement and PHOS greater "use".

### ***The Case Against a Head lease***

The downside associated with the grant of a head lease is that the head lessee **may** seek to operate primarily to benefit or enhance its objectives, perhaps to the detriment of other groups using the facility.

For example, the head lessee may amongst other things (seek to):

- exclude users;
- restrict the hours or times which subordinate users may use the facility; and/or
- impose obligations which may be overly onerous on subordinate users.

Council could seek to address any such concerns by including a clause or clauses within the head lease agreement to protect subordinate user group's rights, by restricting the head lessee's ability to deal with the property and/or alternatively by imposing specific requirements to ensure (existing) subordinate user rights. For instance, the agreement could contain a clause(s) requiring the head lessee to seek Council's written consent prior to terminating any arrangement with an existing user group and/or require existing usage times for subordinate users to be retained unless Council's consent to a variation of those times is provided.

It is also suggested that should Council determine that it is in favour of a head lease arrangement a clause(s) be inserted within any proposed head lease agreement to guarantee use of the facility by the Camden Athletics Club for the annual Camden Classic competition, (including preparation, bump in and bump out time).

In regard to the above, the Glenelg ANA Phantoms Cricket Club (a club which is developing an association with PHOS) has also written to Council seeking use of the Oval during the summer cricket season. Should Council in the future grant this request it would mean that the long term cricket user of the facility (the Glenelg District Cricket Club) would be displaced from Camden Oval and would need to seek alternate facilities. At the time of preparation of this report the Administration has not had an opportunity to discuss the matter in detail with the Glenelg District Cricket Club. The Administration anticipates that a report on the tenure of both cricket clubs will be provided to this Committee for its consideration at its meeting of 23 July 2019.

It should also be highlighted that due to the funded works program to upgrade the oval it is anticipated the oval will be unavailable for use during the 2019/2020 cricket season. Further information is provided later in this report.

### ***The Proposed Lease***

Irrespective of whether or not Council determines to proceed with a head lease to PHOS or maintain the previous status quo arrangements there are a number of elements of the lease that would not change. The proposed lease will be for a period of 5 years. Further, the proposed lease retains the general flavour of Council's leases and licences and requires the lessee to pay a rental and meet user costs such as power, water, electricity, gas and rates (where applicable) and reimbursement of insurance premiums related to the property.

In addition to the standard terms and conditions, the proposed lease also requires the club to allow bona fide/genuine community use of the clubroom component of the building premises, when not reasonably required by the club, at a rate to be determined each year by the Council. Whilst this rate could mirror the fees charged by other Council owned and operated community centres, it is suggested that it be determined annually, via a separate report to Council or as part of the fees and charges process (to allow for cost recovery by the lessee or licensee club(s)). It is envisaged that a similar clause/requirement will be included within the lease/licence agreements for the new developments being undertaken at Lockleys Oval, Apex Park and Weigall Oval.

What would change under a head lease arrangement is the rental to be charged. The rental payable by PHOS at expiry of the previous lease, which acknowledges the historical seasonal arrangement which has operated at the premises, was \$1,633pa plus GST. Should PHOS be granted a head lease over the premises it is proposed that the rental increase to reflect this change in circumstances. Whilst formal valuation advice would be obtained to provide a rental range for negotiation it is anticipated that the rental sought would be considerably higher than that previously paid.

There has been general agreement from PHOS to the terms and conditions of a draft lease, other than the rental that would be payable under a proposed head lease arrangement, including the requirement for community use of the clubroom and an acknowledgement that Council will set this fee and review it on an annual basis.

### ***An Alternative Short term/Interim Arrangement***

At the time of preparation of this report, and given the uncertainty regarding the head lease question and other associated matters, it is suggested that the Committee recommend to Council that it allow PHOS to occupy the premises under a short term licence arrangement (of up to 12 months) until those matters have been resolved or determined. The grant of a short term licence will also allow the club to occupy the building from the date of its handover.

During this interim period it is also suggested there will be an amount of rental payable by the Club. The Administration recommends an amount of \$1,633 (plus GST) for this (up to) 12 month licence period. This amount is a continuation of the previous lease fee for the former building/oval. Such a suggestion acknowledges that PHOS has had its income earning capacity significantly impaired and constrained during the rebuilding process and has incurred additional expenditure during this time.

Additional to the annual licence fee, it is also proposed that PHOS would be required to meet all outgoings and user costs of the new facility e.g. utility charges and reimbursement of insurance premiums and would be responsible for cleaning of the building.

Further, and as has been previously indicated to this Committee and its predecessor, (and also to PHOS), Council would play a greater role in management of the facility during the defects liability period following building handover. This will allow the Administration to maintain a closer connection with the new premises and thus be in a position to identify and deal with any issues that arise from a building perspective during the defects liability period and will also provide an understanding of demand for, and usage of, the facilities.

Maintenance of the premises during this time would fall to Council, other than in circumstances where the maintenance arises as a result of a building defect, (in which case the builder would bear responsibility to address/rectify the matter) or where there had been wilful damage to the premises occasioned by PHOS and/or its visitors. (In such circumstances PHOS would be required to reimburse Council to make good.)

### **Conclusion**

PHOS has written to Council seeking the grant of a head lease over the land west of the soccer pitches and east of the drainage reserve within the Camden Oval Complex. It is recommended that a short term interim licence agreement (for a period of up to 12 months) be provided to allow the Club to occupy the premises, for the duration of the latent defects period and for further negotiations to occur between the parties during this period.

### **Attachments**

- 1. Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) - (request for grant of Head Lease)**

**From:** Mike Hamilton []  
**Sent:** Tuesday, 2 April 2019 2:32 PM  
**To:** Steve Watson; Dean Ottanelli; Teresa Desteno  
**Cc:** President <President@phantomsfc.com.au>;  
**Subject:** New PHOSC Lease

Hi Steve, Dean and Teresa,

We have met as a committee to table the information discussed in the new lease draft.

Most of the lease information is standard and we do not see any issues with accepting and compliance.

We will however be requesting to have a head lease over the club rooms, change rooms and oval for 12 months of the year.

Historically we have held this before. I believe in 1999 when the Camden Trust dissolved we were handed head lease control then. Over the years this has changed.

The precedent is there and as discussed this would be a preferred administration position for the council with only one entity to deal with.

With our re focus on being a Sports and Social club not just a Football Club we are in a far better position now to control the full operation of the Camden community complex.

I have attached some relevant readings along with excerpts detailing our our situation and vision. In particular the following clause from previous lease discussions from the council

*It is Council's preference to grant a head lease to a single incorporated body to manage a facility in accordance with the terms, conditions and fees set by Council*

We are keen to meet again to discuss.

Thanks



**Michael Hamilton**

Director Fullhammer

**Beemedede Pty Ltd T/A Fullhammer**

**p:** 1300 736 214

**f:** 08 8363 1988

**a:** **Head Office** 35 Beulah Road | Norwood | SA 5067

**Melbourne Office** U7/73 Tulip St Cheltenham Vic 3192

**QLD Office** Shop 3/120 Sydney St Mackay QLD 4740

**w:** [fullhammer.com.au](http://fullhammer.com.au) **e:**



## 8.2 Camden Oval Masterplan and Facilities Upgrade - Update

### Brief

This report provides Committee Members with an update on the Camden Oval Masterplan and Facilities upgrade.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

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### Introduction

At the City Facilities and Waste Recovery General Committee (the Committee) meeting held on 26 March 2019, Members' were advised that:

- Stage 1 works (provision of a synthetic soccer pitch for the West Torrens (WTB) Birkalla Soccer Club) was complete;
- The construction of a new change room facility for the WTB Birkalla Soccer Club as part of Stage 2 works has been completed;
- The construction of new change room and clubroom facility for the Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) is due to be completed in mid-June 2019;
- A report outlining a proposed draft lease for the Plympton High School Old Scholars & Camden Sports and Social Club (PHOS) will be presented to the Committee in May 2019;
- Additional works outside the scope of the Stage 2 works, including the upgrade of the Oval, recreation area and tennis courts, will commence following completion of the 2019 football season and in negotiation with affected clubs.

### Discussion

#### Football Clubroom and Change room Facility:

The construction of the new football clubroom and change room facility is nearing completion and it is anticipated that the building will be handed over to Council/PHOS by the end of May 2019.

#### Lease/Licence of new facilities:

As the Committee has been previously advised, the Administration commenced discussions with the PHOS regarding the new lease/licence agreement. A further report has been provided in this Agenda to discuss the lease/licence options for the facility.

Following the decision of this Committee regarding the preferred lease/license option for the PHOS, further discussions will take place with additional stakeholders of the site (Cricket and Athletics Clubs) during the coming months.

#### Additional works:

Additional funding was allocated by Council (through the September 2018 Budget Review), to undertake further works outside of the scope of the Stage 2 works. The funds will be used to upgrade the football oval (including irrigation) and improve recreation components on site (resurfacing of the existing courts and improvement of the existing playground). It is anticipated this works will commence in September 2019, following the completion of the football season. Grant funding has been sought to complement Council's contribution, and the Committee will be advised of the outcome once notification has been received.

**Grant Application:**

The Administration wishes to advise that it has lodged a grant application in the recent Community Recreation and Sporting Facilities Program (CRSFP) funding round with the State Government. The application seeks grant funding to undertake the additional components of the Masterplan for Camden Oval facility which were required to be excluded from the original scope of works (i.e. the construction of 4 floodlit netball courts and an associated shelter and storage, and adjacent self-cleaning toilet). These works were excluded at that time of earlier construction works as the tender pricing exceeded the available budgeted funds. In addition, the opportunity was taken to also seek grant funding to upgrade the existing halogen oval floodlighting to LED.

It is anticipated that successful candidates will be informed of the grant funding in early September 2019.

**Official Opening**

It is anticipated that a small opening ceremony for both the WTB Birkalla Soccer Club change room facility as well as the PHOS facility will take place at the end of June.

Details will be discussed with both Clubs prior to confirmation, however it is expected the ceremony can be held late June and will comprise of a 'cutting of the ribbon' ceremony at both facilities followed by light refreshments at the PHOS facility for invited guests only.

Further information will be provided to Members as details are confirmed.

**Conclusion**

Stage 2 works are almost complete, with handover of the facility expected by the end of May 2019.

A lease/licence agreement is currently being negotiated with the Plympton High School Old Scholars and Camden Sports and Social Club (PHOS) and will be finalised following direction from this Committee.

The Administration has also lodged a grant application for additional grant funding to complete the remaining components of the Masterplan for Camden Oval facility.

A small official opening of the football facility, as well as the soccer change room facility, is proposed to take place in late June and will be coordinated in consultation with members of the Soccer and Football Clubs, as well as the Cricket and Athletics user groups.

**Attachments**

Nil

### 8.3 Apex Park, Lockleys Oval and Mellor Park - Update

#### Brief

This report provides Committee Members with an update on the Apex Park, Lockleys Oval and Mellor Park facilities upgrades.

#### RECOMMENDATION

The Committee recommends to Council that the report be received.

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#### Introduction

At its meeting of 26 March 2019, the City Facilities and Waste Recovery General Committee (the Committee) was advised of the following updates to Lockleys Oval, Apex Park and Mellor Park projects, which are part funded by the Commonwealth Government:

##### *Apex Park:*

- Considerable works have been undertaken at Apex Park, and it is anticipated that this component of the project will be completed in mid-2019.
- The Committee agreed that the Administration undertake any necessary procedures to enable demolition of the former Scouts log cabin clubroom, located in the south-western corner of Apex Park.
- Discussions have begun with the Lockleys Guides and Scouts SA regarding a new lease / licence for the community building on site. The Administration has also met with the Lockleys Riding Club to begin negotiations for a site licence. Draft lease/licence agreements will be presented to this Committee in June 2019.

##### *Lockleys Oval:*

- Commencement of works on the new facility was delayed due to an impasse in negotiations between the Administration and SA Water regarding the proposed building's encroachment onto Crown Land. The Administration therefore relocated the building 10 meters south and 6 meters east of the original location in order for the footprint to be located entirely on Council land.
- Subsequently, a number of flow on matters were required to be addressed which resulted in significant and unfortunate delay of works. The dimensions of the playing field have now decreased as the relocated building has encroached onto the existing playing surface. The eastern carpark also required a redesign as the playing field will now extend to the east to compensate for the loss of area on the west.
- Updated car parking plans were necessary which delayed the consideration of the Development Application (DA) for the carpark, tennis courts, lighting and tree removal. The DA was scheduled to be considered at the 9 April Council Assessment Panel (CAP) Meeting.
- Construction of the new community facility has begun with footings excavated and concrete footing slab being completed for the ground floor. Other ancillary services have also commenced on site.
- Due to the substantial slippage of the project timelines, it is not expected that the Lockleys Oval upgrade will be completed until early 2020. The Federal Government has been advised of all delays.

*Mellor Park:*

- Further consultation was undertaken with approximately 300 residents living in close proximity to Mellor Park including necessary public notification in regards to the proposed demolition of the former Windsor Cinema building. Comments received were provided to the Committee for information and of all comments received, none could be considered as "not supporting the reserve/upgrade project".
- The Administration also began investigating the suitability of providing service connection points that provide suitable access to power, water and sewage to enable more equitable access to higher needs festivals, events and community use across the whole City.

**Discussion***Apex Park:*

There has been considerable progress at this site since the previous meeting. The new community facility is 80% complete with internal works (i.e. kitchen and bathroom fitouts, painting and installation of floor coverings) scheduled to advance in coming weeks.

The construction of the equestrian area in the north-western corner of the site and the civil works upgrade to the wetland and ponding basin and the remainder of the site is also anticipated to be completed by late August 2019.

The contractor is currently preparing to complete the bitumen surface of the entry roads, public courts and car parking. The playground is also scheduled to be upgraded.

The Administration continues to provide updates on the progress of the community building and riding arena to relevant stakeholders (SA Scouts, Lockleys Guides and Lockleys Riding Club). The drafting of Lease/Licence Agreements continues to progress and an update will be provided at the next meeting of this Committee.

The completion of the Apex Park upgrade is anticipated in September 2019. A small community event will be planned as an official opening of the site. Due to the requirement to provide the Federal Government with 10-12 weeks' notice of any official opening events (to allow relevant staff and Ministers an opportunity to attend) the Administration is proposing an event be planned for late in September 2019. Details of the event will be developed further, however it is envisaged that an official ceremony will be followed by family activities taking place and refreshments available for guests.

*Lockleys Oval:*

Construction works have progressed at Lockleys Oval with the block work for the ground floor completed and preparation for the pouring of the first floor concrete slab underway. Significant preparatory civil works have also occurred at the northern end of the oval and the new fire main excavation and installation works are near completion.

The second phase of the upgrade (tennis courts, lighting, tree removal and car parking) was considered by the Council Assessment Panel (CAP) on 9 April 2019 and Planning Consent was granted. Works on these elements will commence within the coming months.

Discussions have continued with all stakeholders including preliminary discussions regarding lease/licence arrangements for the site. These will continue to progress and a report will be provided to this Committee late this year.

As has been previously advised, it is expected that the Lockleys Oval upgrade will be completed in early 2020. The Federal Government, as funding body, have been advised of the updated completion date (delayed due to failure to negotiate a Site Licence with SA Water) and the Administration is awaiting their approval of the new timeframes.

**Mellor Park:**

Following the additional community consultation undertaken regarding the Mellor Park upgrade and demolition of the former Windsor Cinema building, Architectural consultants have been working on developing upgraded plans for the site, taking into account feedback received. In addition, discussions have continued with the Heritage Advisor regarding the demolition of the Local Heritage Cinema. It was anticipated that the application for demolition would be considered at the next available Council Assessment Panel (CAP) meeting.

Following the finalisation of the drawings by Consultants and consideration of the demolition at the CAP, a further report will be provided to this Committee in July 2019 for approval to advance the project to detailed design and the procurement stage.

**Upgrades of Reserves for Festivals and Events:**

The Administration has investigated the practicality of including additional power and water points on the reserves currently being upgraded (Mellor Park and Apex Park), to enhance and better facilitate the conduct of festivals and events at the sites, as per the following motion endorsed by Council at its meeting of 11 December 2018:

*"that Urban Services Division prepare a report on upgrading reserve spaces across the City of West Torrens by providing service connection points that provide suitable access to power, water and sewage connection points and where identified natural gas connections to enable more equitable access to higher needs festival events and community use across the whole of City".*

Mellor Park and Apex Park have been deemed appropriate venues for events and festivals by the Administration event staff, who have also identified the importance of adequate ingress and egress of vehicles associated with event activities (such as food trucks, children's ride operators etc.), and strategies for protecting people in crowded places, such as contouring of the landscape and the use of bollards as important elements to consider. As such, the consultants will include the provision of power and water connections on both sites at strategically identified points, and will ensure suitable ingress/egress for vehicles without creating a threat to public safety.

Additional reserves across the City scheduled for upgrades over coming years will be assessed for suitability for community events and festivals, and if considered appropriate, power and water connections, ingress/egress considerations and public safety strategies will be investigated and implemented during the upgrades.

**Conclusion**

The Apex Park upgrade is on track to be completed in September 2019, and due to the requirement to notify the Federal Government 10-12 weeks prior to scheduling an opening ceremony, it is proposed that an event be planned in late September 2019. Further details will be provided at a later date.

Construction works at Lockleys Oval is progressing and following the issuing of planning consent for the second phase of upgrades, work will begin on the tennis courts and car parking in coming months. The Lockleys Oval upgrade is anticipated to be completed in early 2020.

Updated drawings are currently being finalised for the Mellor Park upgrade following community consultation and advice from the Heritage Advisor. It is expected the demolition of the Windsor Cinema building will be considered at the next available meeting of CAP and a report with an updated plan will be provided to this Committee's meeting scheduled for July.

Following discussion with the Administration event staff, reserve upgrades will now involve an investigation as to the suitability of sites for large festivals, events and community use, and if appropriate, upgrades will include water and power connections, access/egress considerations and strategies to ensure public safety.

**Attachments**

Nil

## **8.4 Weigall Oval Masterplan and Facilities Upgrade - Update**

### **Brief**

This report provides Committee Members with an update on the Weigall Oval Masterplan and Facilities upgrade project.

### **RECOMMENDATION**

The Committee recommends to Council that the report be received.

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### **Introduction**

At the City Facilities and Waste Recovery General Committee (the Committee) meeting held on 26 March 2019, Members' were advised that:

- The procurement process for Stages 2 and 3 of the upgrade (shared clubroom facility, playing fields and associated site works and landscaping) was underway and nine tender submissions were received by the closing date;
- Lessees of the site have been informed at all stages of the project. Notice of termination of lease/licence have been provided to the Clubs, however their use of the site will continue until further notice from Council.
- Discussions regarding new tenancy arrangements with the Soccer and Baseball Clubs commenced and key points agreed upon were: an amalgam of a lease and licence for the new facility; the lease/licence term will be for a period of 5 years; Council will retain "control" of the facility during the latent defects period; and given the significant investment in a new facility by Council, community access to the facilities is expected at nominal fees (commercial rates can apply for use by commercial entities etc.)
- Consultation was undertaken regarding traffic concerns along Birdwood Terrace and the Committee resolved that the Administration improve pedestrian signage along the street, messaging be painted on the shared-path and landscape options be investigated through Stages 2 and 3 works.

A further report was provided to Council on 2 April 2019 regarding options for the procurement delivery of the Masterplan for Weigall Oval.

### **Discussion**

Subsequent to the meeting held on 26 March 2019 and Council meeting held 2 April 2019, the Administration has been working with consultants to streamline the tender package for construction and negotiate with a preferred contractor to undertake the works. It is anticipated that a contract will be finalised by the end of May 2019.

All stakeholders continue to be kept informed of the progress. The Adelaide Angels Baseball Club, Adelaide Cobras Soccer Club and Weigall Oval Trainers Association have been advised that although a Notice of Termination of lease/licence has been previously provided, the use of the site can continue until further notice from Council, (when an agreed 4 weeks' notice will be provided before site mobilisation and construction commence). It is anticipated the site works are to commence in July 2019 and will continue for a minimum of 12 months.

As indicated within the report presented to this Committee (regarding the proposed lease to Plympton High School Old Scholars & Camden Sports and Social Club) public use of the clubroom facility will be accommodated within the lease/licence agreement. The Administration will draft a lease/licence document based on discussions and previous advice from Council, and will present details regarding the draft lease to a future meeting of this Committee for its consideration.

**Conclusion**

It is anticipated that a contract will be awarded for the Stages 2 and 3 works at Weigall Oval before the end of May 2019.

The Administration will continue working with the Clubs on lease/licence documentation and will inform all stakeholders of the project timeframes as they are finalised with the construction contractor.

**Attachments**

Nil

## 8.5 Proposed Weekly Green Waste Collection Trial

### Brief

This report outlines a proposal to trial a weekly green bin service for City of West Torrens' households.

### RECOMMENDATION(S)

The Committee recommends to Council that:

1. A weekly green waste collection trial for 750 households to be undertaken in West Beach area be endorsed.
2. Funding for the weekly green bin collection trial of \$43,300 be approved.

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### Introduction

Council resolved on 2 April 2019 that the City Facilities and Waste Recovery General Committee be provided with a proposal to consider the trial of a weekly green bin collection, as follows:

*That the City Facilities and Waste Recovery General Committee is provided with a proposal to consider the trial of a weekly Green bin collection for a period of up to 12 months in a small location or suburb in West Torrens. The trial would not change the collection cycle for Red or Yellow bins. Also, that West Torrens investigate the potential of State Government funding to assist with the cost of a trial.*

This report seeks to trial a weekly green bin service for a sample population of City of West Torrens' households and explore recommendations put forward in the 2018 kerbside audit.

### Discussion

Findings from the 2018 kerbside audit identified that 50 per cent of general waste bins consisted of organic material and estimated that only 6.6 per cent of households regularly use compostable bags to dispose of food waste. Improving diversion of food waste would provide improved environmental and economic outcomes for Council and support the City of West Torrens' Towards 2025 strategic goal to maximise resource recovery.

Limited participation in food waste diversion is considered a national challenge for local government as opportunities exist to improve the performance of waste management services. Waste activity reporting indicates that organics collection and the waste diversion from landfill rate has remained the same over the last two years; indicating that further action is required if the City of West Torrens aims to improve waste diversion from landfill.

Section 4 from the kerbside audit report outlines a number of recommendations under the following headings:

- Increasing FOGO recycling;
- Reducing bin contamination;
- Providing more flexible services for residents.

### *Trial Parameters*

West Beach has been identified as the most suitable location to trial a weekly green bin service, with the kerbside audit data for Airport ward indicating that 43.3 per cent of the content in red bins is organic and green waste contamination is minimal. Operationally, West Beach is less dense than other suburbs where presentation of a third bin at the kerb would become problematic due to increased urban infill and narrow streets.

It is proposed that the City of West Torrens engage households in West Beach to participate in a weekly green bin collection service for twelve months to capture a full season of events and climactic conditions to determine:

- The likely uptake of a future weekly green bin service;
- The impact of increased collection frequency on food waste;
- The likely uptake of a voluntary fortnightly general waste service.

West Beach consists of 750 households who will be invited to participate in a weekly service. All participating households will be provided with education material, kitchen caddies and compostable bags along with a bin sticker to indicate participation in the trial.

Composition and visual audits are critical to allow Council to understand the impact of a weekly green bin service, it is proposed that a simplified audit process be undertaken to capture data for the red and green bins to understand initial behaviour and change over time relating to food waste.

Composition audits are to be undertaken for a sample group of participating households, as follows:

- Pre-trial; to develop baseline data;
- At three months to support corrective actions and focused education;
- At 11 month to understand long-term behaviour.

Visual audits are to be undertaken quarterly to capture participation and contamination information.

A procurement process was undertaken and obtained three quotations for the provision of auditing services to support the proposed trial. Three quotation were received from Rawtec, Waste Reduction South Australia and KESAB.

KESAB has been selected as the preferred supplier to undertake auditing activities.

<b>Supplier</b>	<b>Cost (ex GST)</b>
Rawtec	\$ 31,174
Waste Reduction South Australia	\$ 33,610
KESAB	\$ 25,660

### *Financial*

It is proposed that Solo Resource Recovery support the trial through partial funding for collection services. Current cost for Green bin collection is \$0.98 per lift, total cost to provide 26 weeks of collections is \$19,110. Solo have offered a \$6,110 discount to provide a specific collection run for green bin for the duration of the trial.

The volume of organics material is anticipated to be 2 kilograms per week, per household. Current disposal charges are \$40.6961 per tonne + GST.

Green Industries SA has advised that they are unable to provide grant funding for this trial as priorities are focused on developing solutions to resolve challenges caused by the impact of China sword.

<b>Item</b>	<b>Description</b>	<b>\$</b>
Collection Costs	750 houses per week for 26 weeks	13,000
Disposal charges	Estimate 2kg per household per week	1,588
Marketing material	\$2.00 per bin sticker, two stickers per household	3,000
Audit	KESAB Auditing	25,660
	<b>Total (ex GST)</b>	<b>43,248</b>

**This expenditure is not funded in the 2018/19 budget**

### *Challenges*

It is proposed that clear guidelines be provided to explain the weekly trial and expectations associated with might result. At the completion of the 12 month trial, if Council resolves not to continue with the program, resident expectations may well require management, as service withdrawal could draw criticism.

Properties with more than one green bin, may place out multiple green bins for weekly collection, which might impact on collection and processing costs. Provision of a bin sticker to participants is intended to remind residents that this trial applies to a single green bin and assist collection staff to identify participating households. Solo Resource Recovery will be directed to only collect one green bin from each property on non-standard collection weeks.

Those residents with more than one green bin may also affect the data as to the food volume in the alternative week green bin, as the resident may also be placing food into the other green bins that they place for the fortnightly collection.

### **Conclusion**

A proposed approach to trial a weekly green bin service has been presented in this report for Council consideration

### **Attachments**

Nil

## **8.6 Kerbside wheelie bins sticker: No Parking on bin collection day**

### **Brief**

This report provides information on the outcome of a six month trial of bin stickers advising motorists not to park in front of kerbside bins on bin collection days.

### **RECOMMENDATION**

The Committee recommends to Council that the report be received.

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### **Introduction**

At its meeting on 7 August 2018, the following motion was approved by Council:

*"That Council investigate and prepare a report on the provision of large stickers that can be attached to wheelie bins advising drivers NOT to park and block the collection of the bin contents."*

A report was presented to Council at its meeting held on 18 September 2018, advising Council that the waste bin was considered to be the best bin on which to attach a sticker as it is able to be presented for collection every week.

At this meeting, Council resolved the following:

*"That the Administration initially purchases a quantity of 250 kerbside wheelie bins stickers and conduct a trial for 6 months and provide a report back to Council on the outcome of the trial."*

### **Discussion**

Following Council's meeting on the 18 September 2018, the Administration developed a sticker for each day of the collection week, Monday to Friday and a total of 250 stickers were printed. A "no parking trial diary" and instructions on where, and on which bin, to place the bin sticker was also developed.

Residents who contacted Council to participate in the trial indicated that they became aware of the program from either an article in the Messenger, Council's website or word of mouth. Participants were sent a kit containing a bin sticker for their collection day, a diary and guidelines on how to use the diary. The trial was conducted from 12 November 2018 to 26 April 2019.

129 residents are known to have accessed the kit.

Two weeks before the end of the trial period, participants were sent a letter reminding them to return the diary.

39 residents returned their diary, a return rate of approximately 30 per cent.

29 participants (74 per cent) reported having no bin collection issues when the "no parking" sticker was applied. Five participants (13 per cent) recorded more than two missed collections, one recorded four missed collections and two suggested that they had missed three or more collections.

Missed collections	No. of participants (n=39)	%
None	29	74
1	4	10
2	1	3
> 2	5	13
Total missed overall	> 10	

Those to return diaries were from the following suburbs:

Suburb	Number	Collection day
Brooklyn Park	4	Thursday
Camden Park	2	Monday
Cowandilla	1	Wednesday
Glandore	1	Tuesday
Kurralta Park	5	Tuesday
Lockleys	5	Friday
Marleston	3	Tuesday
Mile End	4	Wednesday
North Plympton	3	Monday
Plympton	2	Tuesday
Richmond	1	Wednesday
Torrensville	3	Thursday
Underdale	1	Friday
West Beach	3	Friday
Suburb unknown	1	

32 participants (82 per cent of received responses) considered the "no parking" sticker to be effective.

Was the trial a success?	Number	%
Yes	32	82
No	2	5
Indeterminate answer	5	13
<b>Total</b>	<b>39</b>	<b>100</b>

Further information provided by respondents indicated that practices contrary to guidelines took place that cloud the outcome of the trial. These practices included:

- Placing bins on the gutter or road to inconvenience motorists and discourage parking (although one reported motorists moving the bins so that they could park);
- Placing bins in their driveway;
- Moving bins, such as when motorists attending the local kindergarten or school park;
- Placing bins either side of a car already parked at the verge;
- Placing bins out during the middle of the day before scheduled collection the following day so that motorists are discouraged from parking on collection day.

Some participants reported that their situation improved when they spoke to motorists and asked them to not park in front of their bins and directed attention to the sticker.

Some comments worthy of mention:

- "It was excellent. Will monitor what happens when four double-storey units at No.6 are completed and the owners' second cars will clog up this narrow street!!! Not happy when this happens. There's already extra cars parking in the street."
- "The real test will be later in the year when the five-storey units are completed and 10+ extra cars will be parked in the street! Let's do the trial again in the first half of 2020!"
- One participant had an issue with cars parking across the driveway before they put their bins out.
- One participant reported that cars ignored the bin sticker on several occasions but the bin was still collected, however they would like to see street signs rather than signs on bins because it is where drivers look.

Overall the "no parking" sticker trial made a difference for the majority of the respondents. However other solutions may be needed for some residents with ongoing issues associated with parking for sustained periods and parking availability.

### **Conclusion**

Having regard to the results of the six month trial, there appears to be clear support for continuing to offer bin stickers to residents for their kerbside wheelie bin to discourage motorists from blocking bin collection.

### **Attachments**

#### **1. No Parking Sticker Trial: Information and Diary**



# NO PARKING 6 month trial

Thank you for taking part in Council's six month 'no parking bin sticker' trial.

As this is a trial, we would appreciate your help in monitoring its effectiveness and we have included a 'diary' for you to record information. **Can you please complete this and return to us by 26 April 2019.** We have also included a pre-paid envelope so you can send your completed information back to us, or, alternatively at the end of the trial, either photograph or scan a copy of the document and email to [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)

It is recommended that the sticker be placed on your red lid bin as this is put out every week for collection.

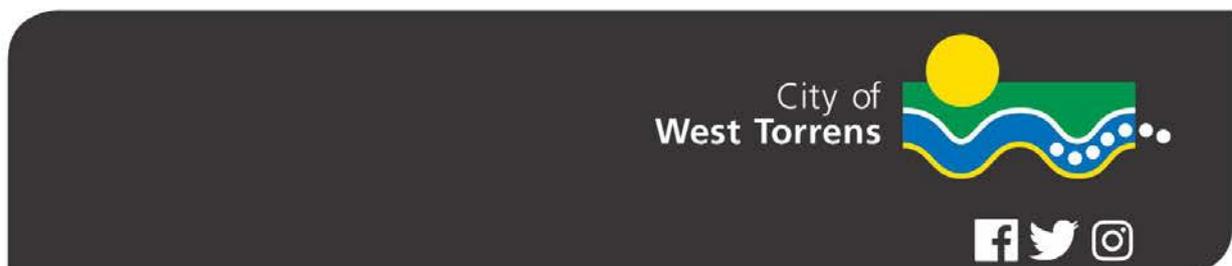
Please note: if you place the sticker on the front of the bin, do not obscure the City of West Torrens' logo.

As this is not a regulated 'no parking' sign, Council officers cannot penalise anyone for parking in front of your bin on collection days. We hope that this will help deter people from parking within one metre of your bins on collection days.

**If your bin is not collected, please contact the Waste Enquiry Line on 8295 5077 between 7am and 6pm.**



Images are for illustrative purposes only to indicate where the 'No Parking' bin sticker should be placed. Either on the front of the bin, not obscuring the City of West Torrens logo, or on the side of the bin that fronts oncoming traffic.





## 8.7 Recyclable Coffee Cups

### Brief

The reports responds to a motion that Council donate recyclable coffee cups to coffee shops in the area in order to promote recycling and reduce waste to landfill.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

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### Introduction

A response is provided in this report to a motion that Council donate recyclable coffee cups to coffee shops in the area in order to promote recycling and reduce waste to landfill.

### Discussion

There are 65 coffee shops and cafes in the City of West Torrens, along with a number of service stations and other outlets that dispense coffee.

Coffee cup prices were arranged and are shown below, in response to the following Council resolution on 6 February 2018:

*"That Council consider the procurement of 1,000 recyclable cups with Council's logo placed upon them, with the cups to be given to 'coffee shops', and in turn customers, in order to reduce waste to landfill and promote recycling. Referral to the Waste Working Party to occur."*

Unit prices indicate a total cost of between \$10,020 and \$11,250, depending on the preferred option, to give effect to the motion. The amount has not been budgeted.

#### For Larger Cups (340ml)

Prices for 1,000 units are as follows:

**1 colour logo:** \$10.95 each + GST

**4 colour logo:** \$11.25 each + GST

Currently the lead-time for a custom printed KeepCup is approximately 4-6 weeks from approval of the sales order and artwork. The quoted cups are manufactured in Melbourne.



For Smaller Cups (227ml)**1 colour logo**

Qty 1,000: \$10.22 each + GST

Qty 1,500: \$10.12 each + GST

Qty 2,000: \$10.02 each + GST

**4 colour logo**

Qty 1,000: \$10.52 each + GST

Qty 1,500: \$10.42 each + GST

Qty 2,000: \$10.32 each + GST

The Waste Working Party discussed this information on 16 August 2018 and resolved not to support the initiative. The Administration proposes likewise that the initiative not be supported for reasons that include:

- The cost is expected to exceed \$10,000;
- The amount is unbudgeted;
- The impact of the initiative is expected to be low.

**Conclusion**

A response is provided in this report to a motion that Council donate recyclable coffee cups to coffee shops in the area in order to promote recycling and reduce waste to landfill.

**Attachments**

Nil

## 8.8 Coffee Cup Recycling and Incentives

### Brief

This reports responds to motions that deal with coffee cup recycling and the introduction of incentives to discourage the use of throwaway containers.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

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### Introduction

A response is provided in this report to motions that deal with coffee cup recycling and the introduction of incentives to discourage the use of throwaway containers.

### Discussion

Council passed the following resolutions on 6 February 2018:

*"That the Waste Working Party Group research a unique waste bin system concept to exclusively receive paper disposable coffee cups and so called compostable coffee cups and other paper liquid holding cups to be placed in high use areas such as café strips and shopping centres. And research the options to have the collected disposable cups transported to a recycling facility in Ballarat that has a successful method of recycling the cups and salvaging the long fibre paper content for recycling."*

*"That the waste working party in conjunction with the administration report on the feasibility of the once off \$500.00 incentive to any Coffee Shop / Café that provides a minimum discount of \$0.50c per cup if they implement "Bring Your Own Cup" and sign up to the Australia Wide Web Site "Responsible Cafes" and display a poster declaring the offer. The \$500.00 incentive payment is paid at the 12 month anniversary of implementation."*

Newly repackaged paper coffee cups are now being marketed in Adelaide by the Detpak / Detmold company, which is based at Brompton. These cups are plastic free and recyclable via a scheme involving specialist collection points at a number of locations.

The motions above have been overtaken by this development, so further action on the two motions is no longer required and they will be closed out as completed. A new motion is expected to be tabled for Council to consider.

### Conclusion

A response is provided in this report to motions that deal with coffee cup recycling and the introduction of incentives to discourage the use of throwaway containers.

### Attachments

Nil

## 8.9 Waste Management Activity Report

### Brief

This report provides information on the activities of the Waste Management Department for March, April and May 2019.

### RECOMMENDATION

The Committee recommends to Council that the report be received.

- **Community session: Camden Park Childcare Centre, Wednesday 6 March**  
A session on Waste and Recycling was provided to 22 staff in the evening.
- **WMRR Waste Educators Network, Thursday 21 March**  
Project Officer Waste and Recycling attended the network meeting.
- **Bin tagging: Brooklyn Park Kurralta Park**  
Visual audits of waste and recycling bins was conducted over three fortnightly cycles at a number of multi-unit developments in Brooklyn Park concluded in March. Visual audits in Kurralta Park commenced in April.
- **Resource Recovery/Recycling Relay sessions, Tuesday 26 March and Tuesday 2 April**

#### Letter of appreciation from Lockleys North Primary School

Late in 2018 Lockleys North Primary School received free kitchen caddies for all classrooms and compostable bags and supported the City of West Torrens to undertake a promotion of kitchen caddies to the school community. The school has been keen to improve source separation within the staff room and student areas, City of West Torrens provided guidance to the school regarding suitable systems. To support a trial of the new bin systems, the Project Officer Waste and Recycling provided two resource recovery presentations and recycle relay games, there were approximately 100 students in attendance. The students presented City of West Torrens with a hand-made thank you card.



- **Compost and Worm Farming Workshops: Cowandilla Community Hall, Thursday 28 March**  
38 participants attended the compost workshop and 36 attended the worm farming workshop. Participation has been strong, where numbers had to be limited. The resident who won the door prize selected a large compost bin. 17 kitchen caddies were distributed at the workshops.



- **Education session: Plympton Primary School**  
 A session entitled 'Go for Green and Gold' was delivered to a Year 2/3 class where 15 kitchen caddies and rolls of compostable bags were provided to Plympton Primary School for use in classrooms. The Project Officer Waste and Recycling also provided some advice regarding appropriate source separation systems for the school.
- **Food recycling: Precious Cargo Lockleys, April - May 2019**  
 A promotion of food recycling systems offered by Council was enthusiastically supported by the Centre. The promotion occurred via a printed flyer and inclusion in the Centre's email newsletter. The Centre also installed a display of waste and recycling information in their foyer. Deadline for registrations was Friday 3 May.
- **WMRR Waste Minimisation Seminar, Wednesday 3 May 2019**  
 Team Leader Waste Management attended a seminar held by WMRR where Dr Peter Kjeldsen from Technical University of Denmark presented strategies and insights on how Denmark achieved 96% diversion from landfill.
- **WMRR Committee Meeting, Wednesday 3 May 2019**  
 Team Leader Waste Management attended the WMRR Committee meeting. Updates received on progression of scoping papers for Container Deposit Scheme and Single-Use Plastics.
- **Performance meeting with Solo Resource Recovery, Tuesday 9 April 2019**  
 Team Leader Waste Management and Waste Administration and Support Officer met with the management team at Solo to review service performance and discuss improvements.
- **LGA Best Practice Showcase, Thursday 11 April 2019**  
 General Manager Corporate and Regulatory and Team Leader Waste Management attended the LGA Best Practice Showcase. LGA provided a separate information stream for waste and recycling to showcase specific projects undertaken by Councils and service providers to support resource recovery or circular economy objectives.
- **Recycling session: The Learning Sanctuary Thebarton Montessori ELC, Wednesday 17 April 2019**  
 An education session was held for 17 children on what goes in the recycle bin. The site expressed interest in promoting the food recycling systems offered by Council to residents.

- **Meeting with Recycling Plastics Australia: Kilburn, Thursday 18 April 2019**  
Team Leader Waste Management and Project Officer Waste and Recycling visited Stephen Scherer, General Manager at the former Plastics Granulating Services site. The meeting was to understand future plans for the revitalised business, explore opportunities particularly for soft plastics and arrange a tour for Elected Members of the upgraded facility.
- **Chatbot 'Speedy'**  
The Waste Management Team assisted IT to fine tune Council's newest Chatbot; 'Speedy', an online automated service to provide information on waste related questions on Council's website. 'Speedy' is available 24 hours a day.
- **Meeting with Visy: Wingfield: Wednesday 15 May 2019**  
The Waste Management Team held a meeting with Steven Evans, State Operations Manager and Paresch Chawada, SQE Coordinator to discuss processing performance and identify improvement opportunities for kerbside recycling. City of West Torrens will prepare a series of social media waste education tips based on information provided by Visy. A new webpage will be developed, with approval from Visy, to provide information regarding what happens to material collected via the yellow bin after sorting. Visy has extended an invitation for Elected Members to tour their facility.
- **Meeting with Peats Soil: Langhorne Creek, Thursday 16 May 2019**  
The Waste Management Team held a meeting with Peter Wadewitz, Managing Director and John Hogarth, Commercial Manager for Peats Soil to discuss processing performance and identify improvement opportunities for kerbside organics. City of West Torrens will prepare a series of social media waste education tips based on information provided by Peats Soil. Peats Soil's Langhorne Creek facility is an impressive facility that operates 100% off-grid. Peats Soil has extended an invitation for Elected Members to tour their facility.

## Conclusion

The Waste Management Activity Report for March, April and May 2019 be received.

## Attachments

Nil

**9 OTHER BUSINESS**

**10 CONFIDENTIAL**

Nil

**11 NEXT MEETING**

23 July 2019, 6.00pm in the Mayor's Reception Room.

**12 MEETING CLOSE**