



Camden Council

Business Paper

Ordinary Council Meeting
12 June 2018

Camden Council
Administration Centre
70 Central Avenue
Oran Park



COMMON ABBREVIATIONS

AEP	Annual Exceedence Probability
AHD	Australian Height Datum
BCA	Building Code of Australia
CLEP	Camden Local Environmental Plan
CP	Contributions Plan
DA	Development Application
DCP	Development Control Plan
DDCP	Draft Development Control Plan
DoPE	Department of Planning & Environment
DoT	NSW Department of Transport
EIS	Environmental Impact Statement
EP&A Act	Environmental Planning & Assessment Act
EPA	Environmental Protection Authority
EPI	Environmental Planning Instrument
FPL	Flood Planning Level
GSC	Greater Sydney Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
MACROC	Macarthur Regional Organisation of Councils
NSWH	NSW Housing
OEH	Office of Environment & Heritage
OLG	Office of Local Government, Department of Premier & Cabinet
OSD	Onsite Detention
REP	Regional Environmental Plan
PoM	Plan of Management
RL	Reduced Levels
RMS	Roads & Maritime Services (incorporating previous Roads & Traffic Authority)
SECTION 149 CERTIFICATE	Certificate as to zoning and planning restrictions on properties
SECTION 603 CERTIFICATE	Certificate as to Rates and Charges outstanding on a property
SECTION 73 CERTIFICATE	Certificate from Sydney Water regarding Subdivision
SEPP	State Environmental Planning Policy
SREP	Sydney Regional Environmental Plan
STP	Sewerage Treatment Plant
VMP	Vegetation Management Plan
WSROC	Western Sydney Regional Organisation of Councils

General Manager
Ron Moore Mayor
Lara Symkowiak

Director Customer and Corporate
Strategy
David Reynolds
Director Sport Community and
Recreation
Sandra Kubecka
Chief Financial Officer
Paul Rofe
Manager Governance and Risk
Charles Weber

Director Planning and Environment
Nicole Magurren

Director Community Assets
Vince Capaldi

SEATING DIAGRAM

Camden Council Meeting

Councillor
Rob Mills

Councillor
Theresa Fedeli

Councillor
Peter Sidgreaves

Councillor
Michael Morrison

Councillor
Ashleigh Cagney

Councillor
Eva Campbell

Councillor
Paul Farrow

Councillor
Cindy Cagney

Public Address

Public Seating

Media



ORDINARY COUNCIL

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ORDINARY COUNCIL

SUBJECT: PRAYER

PRAYER

Almighty God, bless all who are engaged in the work of Local Government. Make us of one heart and mind, in thy service, and in the true welfare of the people we serve: We ask this through Christ our Lord.

Amen

Almighty God, give thy blessing to all our undertakings. Enlighten us to know what is right, and help us to do what is good: We ask this through Christ our Lord.

Amen

Almighty God, we pause to seek your help. Guide and direct our thinking. May your will be done in us, and through us, in the Local Government area we seek to serve: We ask this through Christ our Lord.

Amen

AFFIRMATION

We affirm our hope and dedication to the good Government of Camden and the well being of all Camden's residents, no matter their race, gender or creed.

We affirm our hope for the sound decision making by Council which can improve the quality of life in Camden.

Either – “So help me God” or “I so affirm” (at the option of councillors)

We pledge ourselves, as elected members of Camden Council, to work for the provision of the best possible services and facilities for the enjoyment and welfare of the people of Camden.

Either – “So help me God” or “I so affirm” (at the option of councillors)

ORDINARY COUNCIL

SUBJECT: ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land on which we meet and pay our respect to elders both past and present.



ORDINARY COUNCIL

SUBJECT: RECORDING OF COUNCIL MEETINGS

In accordance with Camden Council's Code of Meeting Practice and as permitted under the *Local Government Act 1993*, this meeting is being audio recorded by Council staff for minute taking purposes.

No other recording by a video camera, still camera or any other electronic device capable of recording speech, moving images or still images is permitted without the prior approval of the Council. The Council has not authorised any other recording of this meeting. A person may, as provided by section 10(2)(a) or (b) of the *Local Government Act 1993*, be expelled from a meeting of a Council for using or having used a recorder in contravention of this clause.

ORDINARY COUNCIL

SUBJECT: APOLOGIES

Leave of absence tendered on behalf of Councillors from this meeting.

RECOMMENDED

That leave of absence be granted.

ORDINARY COUNCIL

SUBJECT: DECLARATION OF INTEREST

NSW legislation provides strict guidelines for the disclosure of pecuniary and non-pecuniary Conflicts of Interest and Political Donations.

Council's Code of Conduct also deals with pecuniary and non-pecuniary conflict of interest and Political Donations and how to manage these issues (Clauses 7.5-7.27).

Councillors should be familiar with the disclosure provisions contained in the *Local Government Act 1993*, *Environmental Planning and Assessment Act, 1979* and the Council's Code of Conduct.

This report provides an opportunity for Councillors to disclose any interest that they may have or Political Donation they may have received relating to a Report contained in the Council Business Paper and to declare the nature of that interest.

RECOMMENDED

That the declarations be noted.

ORDINARY COUNCIL

SUBJECT: PUBLIC ADDRESSES

The Public Address session in the Council Meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper.

The Public Address session will be conducted in accordance with the Public Address Guidelines. Speakers must submit an application form to Council's Governance team no later than 5.00pm on the working day prior to the day of the meeting.

Speakers are limited to one topic per Public Address session. Only seven speakers can be heard at any meeting. A limitation of one speaker for and one speaker against on each item is in place. Additional speakers, either for or against, will be identified as 'tentative speakers' or should only be considered where the total number of speakers does not exceed seven at any given meeting.

Where a member of the public raises a question during the Public Address session, a response will be provided where Councillors or staff have the necessary information at hand; if not, a reply will be provided at a later time. There is a limit of one question per speaker per meeting.

Speakers should ensure that their statements, comments and questions comply with the Guidelines.

All speakers are limited to four minutes, with a one minute warning given to speakers prior to the four minute time period elapsing. The commencement and conclusion of time shall be advised by the Mayor/Chairperson.

Public Addresses are recorded for administrative purposes. It should be noted that speakers at Council meetings do not enjoy any protection from parliamentary-style privilege. Therefore they are subject to the risk of defamation action if they make comments about individuals. In the event that a speaker makes potentially offensive or defamatory remarks about any person, the Mayor/Chairperson will ask them to refrain from such comments.

The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker continues to make inappropriate or offensive comments about another person, or make a point of order ruling if a speaker breaches the Guidelines.

RECOMMENDED

That the public addresses be noted.

ORDINARY COUNCIL

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Ordinary Council Meeting held 22 May 2018.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 22 May 2018, copies of which have been circulated, be confirmed and adopted.



ORDINARY COUNCIL

SUBJECT: MAYORAL MINUTE

Consideration of Mayoral Minute (if any).



ORDINARY COUNCIL

ORD01

SUBJECT: HERITAGE ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS

FROM: Director Planning and Environment

TRIM #: 18/142405

PREVIOUS ITEMS: ORD07 - Heritage Advisory Committee - Draft Terms of Reference - Ordinary Council - 10 Oct 2017 6.00pm
ORD06 - Options for Heritage Protection Committee - Ordinary Council - 09 May 2017 6.00pm
ORD11 - Notice of Motion - Heritage Protection Sub-Committee - Ordinary Council - 25 Oct 2016 6.00pm

PURPOSE OF REPORT

This report details the outcomes of the expression of interest (EOI) process seeking nominations to form the Camden Council Heritage Advisory Committee (Committee).

It seeks a Council resolution to appoint membership to the Committee. It also seeks Council endorsement of a revised Terms of Reference (TOR) that would amend the Committee membership, in response to membership nominations.

BACKGROUND

Council's notice of motion from its meeting on 25 October 2016 required, in summary, a report outlining possible frameworks for a Heritage Protection Committee to be prepared for Council's deliberation.

On 9 May 2017, Council resolved to endorse the formation of a Heritage Advisory Committee (Committee) and to receive a report to consider and endorse the TOR.

On 10 October 2017, Council endorsed the draft TOR. Councillors were advised that a further report would be prepared following the EOI to endorse membership to the Committee.

The initial EOI for nominations to the Committee was advertised from 22 November to 29 December 2017. The EOI sought nominations for community member representatives and heritage expert representatives to the Committee.

Insufficient nominations were received during this period and a second nomination period was advertised from 22 January to 25 February 2018. At the conclusion of the second advertising period, Council did not receive sufficient nominations to form the Committee as per the adopted TOR.

A Councillor briefing on this matter was held on 24 April 2018.

MAIN REPORT

Committee Terms of Reference (TOR)

The TOR describes the function of the Committee, its membership and how meetings of the Committee will operate.

The Committee’s role will be to advise Council on heritage matters and contribute to policy, advise on heritage listings and items, identify possible heritage grant opportunities and promote heritage in the community.

The Committee has been endorsed to be advisory only and will not have delegations to act on behalf of Council.

The TOR identifies that all members are appointed on a voluntary basis, with no remuneration or expenses payable to them. The TOR provides membership as follows:

- a) Two Councillors (and one alternate Councillor);
- b) One representative of the Camden Historical Society;
- c) Two community representatives from Camden’s Aboriginal and Torres Strait Islander community (ATSI);
- d) Three community representatives, one resident in each of the North, Central and South Wards of the Camden Local Government Area; and
- e) Two heritage experts or other experts as Council determines.

Outcome of the Expression of Interest Process

Nominations were sought by the following methods:

- Letters were sent to the Camden Historical Society, Tharawal Local Aboriginal Land Council and Cubbitch Barta Native Title Claimants Corporation.
- Community representatives were invited to nominate through Council’s website and Facebook page, advertisements in the local paper and by media release.
- Heritage experts were invited to nominate through Council’s website, media release, advertisement in the Australia ICOMOS newsletter, and NSW Heritage Network’s Facebook page.

A total of eight nominations were received, leaving three committee membership positions vacant (two heritage expert positions and one ATSI community representative position). Copies of the nominations are provided as a **supporting document**.

A summary of the nominations received are detailed in the following table.

Community Representatives	Nominations Received	Positions required by TOR	TOR met
Camden Historical Society	1	1	yes
Organisations representing Camden’s Aboriginal and Torres Strait Islander Community (ATSI)	1	2	no
North Ward Community Representative	1	1	yes
Central Ward Community Representative	1	1	yes
South Ward Community Representative	4	1	yes
Heritage Experts	0	2	no

The nominations from the Camden Historical Society and Cubbitch Barta Native Title Claimants Corporation meet the assessment criteria.



Community Representatives

The selection criteria for community representation to the Committee were advertised as follows:

- Ability and commitment to meet the objectives of the Committee and the TOR.
- Residence in the Camden Local Government Area.

Officer Comment

At least one nominee has been received from each of the wards and they meet the assessment criteria.

In the North and Central Wards, the nominees (Ian McIntosh and Michael Kennedy) are considered to meet with selection criteria.

In the South Ward, four nominations were received. Council officers have considered the four South Ward nominations against the criteria, including Committee purpose, appointment of members and comprehensiveness of application.

Laura Jane Aulsebrook is the recommended South Ward community member. Ms Aulsebrook's application demonstrated a strong interest in local heritage issues and community involvement.

Ward / Organisation	Recommended Community Member
North Ward Community Representative	Ian McIntosh
Central Ward Community Representative	Michael Kennedy
South Ward Community Representative	Laura Jane Aulsebrook
Organisations representing Camden's Aboriginal and Torres Strait Islander Community (ATSI)	Glenda Chalker (Cubbitch Barta)
Camden Historical Society	Dr Ian Willis

Forming the Committee

Members are appointed to the Committee until the next ordinary Council election.

As advised above, there were insufficient nominations received to complete the membership of the Committee in accordance with the TOR. Council officers have considered alternatives to form the Committee, including:

- Form the Committee without heritage experts and a second ATSI representative;
- Heritage expert members be offered remuneration; or
- Heritage experts be engaged and remunerated for their services as required.

Officer comment

The Committee could be formed with one ATSI representative. The second ATSI position can remain open and may be filled subject to a nomination coming forward.

It is recommended Council grant delegation to the General Manager to enable appointment of a second ATSI representative to the Committee. The TOR is recommended to be amended to permit 'up to' two community representatives from Camden's ATSI community. The Committee could therefore function with none, one or two ATSI representatives. In the event there were no ATSI representatives, it is recommended that Council consult with the ATSI community to recruit ATSI representative(s) to the Committee.

In relation to heritage experts, the Committee may require heritage expertise to meet its purpose. Payment for heritage expertise as needed would mean removing heritage experts as voting members of the Committee.

Under this option, experts could be appointed that specialise in the heritage discipline the Committee is seeking advice on (such as heritage architecture or heritage landscape). Payment for heritage expertise as needed would provide value for money.

In addition, Council's Heritage Officer is available to provide advice to the Committee. This is the recommended option to form the Committee however it would require amendment to the TOR, as discussed below.

Revised Terms of Reference

If the Committee is formed with only one ATSI member and no heritage expert members (with heritage expertise to be engaged as required), the TOR would need amending to remove heritage experts from the Committee membership, to insert details of when and how the Committee can request and engage heritage expertise and outline the responsibility of heritage experts providing advice to the Committee.

The Committee can be formed with one ATSI representative and the TOR amended to permit 'up to' two community representatives from Camden's ATSI community.

A summary of the recommended amendments to the TOR is outlined below:

- Section 6 Membership – enable 'up to' two community representatives from Camden's Aboriginal and Torres Strait Islander community and delete heritage experts;
- Section 6 Membership, Section 7 Appointment of Members, Section 8 Member Vacancy – delete reference to heritage experts;
- Insert a new Section 12 Heritage Experts to set out:
 - The circumstances in which the Committee may seek heritage expertise;
 - The Committee is to nominate and vote to seek heritage expertise;
 - Engagement of heritage expertise;
 - Payment of heritage expert;
 - Responsibility of heritage expert.

Following Council officer review, Sections 7.6 and Section 11 of the TOR is recommended to be amended to delete reference to 'objectives' of the Committee and insert 'purpose' of the Committee.

The revised TOR showing mark ups of the proposed amendments to the document is provided as an **attachment to this report**.

It is recommended that Council endorse the revised TOR.



FINANCIAL IMPLICATIONS

Council's heritage advisory service has an annual budget of \$17,900. It is recommended that this budget be utilised to pay for heritage expertise and Committee administration costs. If additional funding is required, this can be addressed as part of a future quarterly budget review.

CONCLUSION

Following Council's decision to form a Heritage Advisory Committee, Council officers have assessed nominations for membership to the Committee.

As detailed in this report, it is recommended that Council appoint three community representatives to participate on the Committee (one from each ward) and a representative of each of the Camden Historical Society and Cubbitch Barta Native Title Claimants Corporation. Council is also required to determine Councillor membership.

The report also recommends amendments to the TOR in response to the membership nominations received.

RECOMMENDED

That Council:

- i. determine Councillor membership to the Camden Heritage Advisory Committee (two Councillors and one alternate Councillor);**
- ii. appoint the following representatives to the Camden Heritage Advisory Committee:**
 - a. Ian McIntosh – North Ward community representative;**
 - b. Michael Kennedy – Central Ward community representative;**
 - c. Laura Jane Aulsebrook –South Ward community representative;**
 - d. Glenda Chalker – Cubbitch Barta Native Title Claimants Corporation;**
 - e. Dr Ian Willis – Camden Historical Society;**
- iii. adopt the revised Heritage Advisory Committee Terms of Reference;**
- iv. advise all nominees in writing of the outcome of their application;**
- v. publish the Committee members and the Committee Terms of Reference on Council's website; and**
- vi. delegate authority to the General Manager to appoint a second community representative from Camden's Aboriginal and Torres Strait Islander community to the Committee.**

ATTACHMENTS

1. Heritage Advisory Committee - Adopted Terms of Reference with Track Changes 5/6/18
2. Supporting document HAC Members 23/5/18 - *Supporting Document*

ORDINARY COUNCIL

ORD02

SUBJECT: MARCH REVIEW OF THE 2017/18 OPERATIONAL PLAN (BUDGET)
FROM: Director Customer & Corporate Strategy
TRIM #: 18/85207

PURPOSE OF REPORT

This report presents the March Quarterly Operational Plan (budget) Review for the 2017/18 financial year in accordance with Part 9, Division 3, Clause 203 of the *Local Government (General) Regulation 2005*.

Its purpose is to inform Council of the necessary changes to the 2017/18 Operational Plan since the adoption of the 2017/18 - 2020/21 Delivery Program and Operational Plan, and to consider other changes put forward for determination.

SUMMARY OF BUDGET POSITION

In adopting the 2017/18 Operational Plan, Council approved a balanced budget position. Budget adjustments identified at the March Review represent a projected budget surplus for the 2017/18 financial year of \$196,100.

The projected surplus is above Council's minimum working funds level of \$1,000,000.

The improvement in the projected surplus is predominantly a result of Council's annual workers compensation rebate, easement income and additional interest on investments.

ALLOCATION OF THE 2017/18 BUDGET SURPLUS

It is recommended that the projected surplus of \$196,100 be allocated as follows.

Budget surplus allocation		
Budget Surplus Available for Allocation		\$196,100
Less: Allocation to Oran Park Water Play Facility	\$232,800	
Add: Transfer from Capital Works Reserve – Oran Park Water Play Facility	(\$36,700)	
Total - Allocation of Budget Surplus		\$196,100
Balanced Budget Position		\$0

Oran Park Water Play Facility

Additional funding of \$232,800 is required for accessible amenities at the Oran Park Waterplay Facility. This will ensure that the facility is consistent with that provided at the Curry Reserve Water Play Facility in Camden. The increased capacity of the amenities will enable the facility to be considered for "Changing Places" accreditation as well as provide larger change spaces for families. The "Changing Places" accreditation will enable Council to provide a place for people of all abilities to attend and enjoy the basic necessities that are often taken for granted. The surplus at this



review (\$196,100) and a transfer from the Capital Works Reserve (\$36,700) is recommended to be allocated towards this project, this will increase Council's contribution from \$500,000 to \$732,800 and increase the total budget for the project from \$1,200,000 to \$1,537,900 (This includes a developer contribution of \$805,100 for this project). The additional funding required was discussed at a **Councillor Workshop 22 May 2018**.

CURRENT RESERVE BALANCES

Capital Works Reserve

The Capital Works Reserve is predominantly used to fund capital works or to match grant funding as part of a capital grant funding agreement. The balance of the Capital Works Reserve is as follows:

CAPITAL WORKS RESERVE	
Balance - 1 July 2017	\$8,956,751
Add: Quarterly Budget Surplus Transfers	\$1,482,963
Proposed Balance of Reserve	\$10,439,714
Committed Funds Held in Reserve	
Less: 2016/17 Revotes	(\$2,591,807)
Less: 2017/18 Budget Allocations	(\$3,060,000)
Less: 2018/19 Budget Allocations	(\$3,491,900)
Less: 2019/20 Budget Allocations	(\$250,000)
Less: Council contribution towards the 2018/19 Active Transport Program. Council Resolution – 219/17 - 26/9/17	(\$20,000)
Less: (Replacement of the Roof and Electricals) Camden Sports Club Repairs Council Resolution – 30/18 - 27/2/18	(\$150,000)
Less: Bio-diversity Stewardship Agreement Council Resolution – 30/18 - 27/2/18	(\$36,000)
Less: Proposed allocation towards additional amenities cost to accommodate disabled access at the Oran Park Waterplay Facility.	(\$36,700)
Total Allocated	(\$9,636,407)
Uncommitted Balance – Capital Works Reserve	\$803,307

The balance of this reserve can be used to fund new or existing projects unable to be funded as part of considering the 2017/18 Operational Plan (budget).

Asset Renewal Reserve

Council approved the creation of the Asset Renewal Reserve as part of adopting the 2013/14 - 2016/17 Delivery Program. The balance of the Asset Renewal Reserve is as follows:

ASSET RENEWAL RESERVE	
Balance - 1 July 2017	\$1,900,681
Add: 2017/18 Budget Transfers	\$555,700
Add: Year End 2016/17 Budget Surplus Transfer	\$230,000
Proposed Balance of Reserve	\$2,686,381
Less: Funding Allocated in 2017/18	
Less: 2016/17 Revotes	(\$1,176,381)
Less: 2017/18 Capital Works Program Funding	(\$1,250,000)
Total Allocated	(\$2,426,381)
Uncommitted Balance – Asset Renewal Reserve	\$260,000

Funds from this reserve are primarily used for the replacement and/or maintenance of existing assets.

MAIN REPORT- MARCH REVIEW OF THE 2017/18 BUDGET

Further information and explanation of the increase in the projected budget surplus for 2017/18 is detailed below:

PROPOSED VARIATIONS TO BUDGET

Below are the proposed variations between the adoption of the 2017/18 Budget and the March Review for 2017/18 which have led to a projected budget surplus of \$196,100.

March review of the 2017/18 budget proposed variations	Budget Impact Increase / (Decrease)
Income adjustments	
<i>Note: Increase in income is an increase to the budget</i>	
<i>Shortfall in income is a decrease to the budget</i>	
1. Work Health Safety System Rebate	\$100,000
2. Easement Compensation Income Increase	\$53,600
3. Interest on Investment Income Increase	\$50,000
Variations under \$15,000 - Various Income Increases	\$12,000
Sub Total - Income Adjustments	\$215,600
Expenditure adjustments	
<i>Note: Increase in expenditure is a decrease to the budget</i>	
<i>Saving in expenditure is an increase to the budget</i>	
Variations under \$15,000 - Various Expense Increases	(\$19,500)
Sub Total - Expenditure Adjustments	(\$19,500)
TOTAL - proposed variations to budget	\$196,100

1. WHS Systems Rebate – Increase in Income of \$100,000

The rebate is payable to members as an incentive for meeting KPIs relating to performance, self-audit and the renewal of membership to qualify for the payment of the rebate.



2. Easement Compensation Income - Increase in Income of \$53,600

Council has received easement income relating to drainage works required for developing areas and easements required for new overhead powerlines. This income is difficult to estimate and can vary substantially from one year to the next.

3. Interest on Investments Income – Increase in Income of \$50,000

Interest on Council's Investments is expected to be higher in 2017/18. The primary reason for this is Council's investment portfolio is higher than originally budgeted.

COUNCIL AUTHORISED VARIATIONS

Council has authorised 5 budget variations since the adoption of the 2017/18 Budget. A list of these approved variations is provided in the following table:

Council approved variations	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
RMS Funding for the Anderson Road/Camden Valley Way intersection design. Council Resolution - 32/18 - 27/2/2018	\$50,000	\$50,000	\$0
NSW Special Infrastructure Contribution - Raby Road Upgrade. Council Resolution - 33/18 - 27/2/2018	\$100,000	\$100,000	\$0
Seniors Festival Grant Funding Council Resolution - 44/18 - 13/3/2018	\$3,000	\$3,000	\$0
Funding from the NSW Environmental Protection Agency: Funding for Cleaner Car Parks at Sporting Grounds Round 2. Council Resolution - 75/18 - 24/4/2018	\$33,100	\$33,100	\$0
Savings from the Mount Annan Leisure Centre project.	(\$501,245)	\$0	(\$501,245)
Allocate savings from the Mount Annan Leisure Centre to Harrington Park Youth Play	\$141,821	\$0	\$141,821
Allocate savings from the Mount Annan Leisure Centre to and Sedgewick Reserve Youth Play Council Resolution - 83/18 - 8/5/2018	\$359,424	\$0	\$359,424
TOTAL - Council approved variations	\$186,100	\$186,100	\$0

CONTRA ADJUSTMENTS

This section deals with all offsetting adjustments between income and expenditure or a transfer of funds between allocations. These adjustments have no impact on Council's projected budget result or ability to complete Council's existing works program.

During the period 1 January 2018 to 31 March 2018, a number of contra adjustments have taken place amounting to a total of \$8,671,540. A detailed list of the adjustments is an **attachment to this report**.

COUNCILLOR CONSOLIDATED WARD FUNDS

The balance of Consolidated Ward Funds is \$61,225 which includes the re-voting of the remaining 2016/17 Ward Funds of \$31,225. At this point in time Council has not allocated Ward Funds to projects in the 2017/18 budget.

It should be noted that the balance of Consolidated Ward Funds is over and above the projected budget surplus of \$196,100 as advised in this report.

SUMMARY OF MARCH REVIEW ADJUSTMENTS

The following table is a summary of budget adjustments up to 31 March 2018.

Summary of budget adjustments	Expenditure Increase / (Decrease)	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2016/17 Carry-Forward Working Funds			\$1,000,000
2017/18 Adopted Budget Position			\$0
LESS: Minimum Desired Level of Working Funds			(\$1,000,000)
TOTAL Available Working Funds 01/07/2017			\$0
2017/18 September Review Adjustments	\$10,478,783	\$10,478,783	\$0
2017/18 December Review Adjustments	\$419,780	\$419,780	\$0
2017/18 March Review Adjustments			
NOTE 1: Proposed Variations	\$19,500	\$215,600	\$196,100
NOTE 2: Authorised Variations	\$186,100	\$186,100	\$0
NOTE 3: Contra Adjustments	\$8,671,540	\$8,671,540	\$0
TOTAL – March Review Adjustments	\$8,877,140	\$9,073,240	\$196,100
TOTAL available working funds (uncommitted cash)			\$196,100

STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER

The following statement is made in accordance with Clause 203(2) of the *Local Government (General) Regulation 2005*:

It is my opinion that the Quarterly Budget Review Result for Camden Council for the period ending 31 March 2018 indicates that Council's projected financial position is satisfactory. No remedial actions are required based on the financial position presented within this report.

ON-TIME PAYMENT POLICY REPORTING

At the end of each quarter, Council is required to report on compliance with its adopted on-time payment policy. This policy requires Council to pay interest where an invoice received from small business (turnover less than \$2 million p.a.) has been held by Council for more than 30 days and the interest payable is more than \$20.

Council processes approximately 11,000 invoices each year. As at the 31 March 2018, Council had processed 7 invoices from registered small businesses for the quarter. No invoices were overdue during the reporting period, resulting in no interest being payable under Council's policy.

CONCLUSION

The March Budget Review surplus is \$196,100. The surplus is predominantly a result of Council's annual workers compensation rebate, easement income and additional interest on investments. If endorsed by Council the surplus will allow further funds to be allocated towards accessible amenities at the Oran Park Waterplay Facility.

RECOMMENDED

That Council:

- i. approve the necessary budget adjustments as identified in the categories of 'proposed variations' and 'contra variations' of this report;**
- ii. approve the allocation of the projected surplus for 2017/18 of \$196,100 as follows; and**

Budget surplus allocation		
Budget Surplus Available for Allocation		\$196,100
Less: Allocation to Oran Park Water Play Facility	\$232,800	
Add: Transfer from Capital Works Reserve – Oran Park Water Play Facility	(\$36,700)	
TOTAL - Allocation of Budget Surplus		\$196,100
Budget Surplus Balance After Allocation		\$0

- iii. transfer \$36,700 from the Capital Works Reserve to the Oran Park Water Play Facility project.**

ATTACHMENTS

1. 2017-18 March Review - Budget Appendix
2. 2017-18 March Review - QBRs Statement

ORDINARY COUNCIL

ORD03

SUBJECT: DELIVERY PROGRAM SIX MONTH PROGRESS REPORT (JULY TO DECEMBER 2017)

FROM: Director Customer & Corporate Strategy

TRIM #: 18/41267

PURPOSE OF REPORT

To report Council's progress on the four-year Delivery Program 2017/18 to 2020/21 for the period July to December 2017.

BACKGROUND

In accordance with the *NSW Local Government Amendment (Planning and Reporting) Act 2009*, all councils are required to undertake their planning and reporting activities using the Integrated Planning and Reporting (IPR) framework. The framework requires councils to develop a suite of plans that reflect the vision and aspirations of their community. The IPR framework also requires councils to report every six months on the progress of the Delivery Program.

The suite of documents includes:

- **Community Strategic Plan (10 year +)**
This Community Strategic Plan is the highest level of plan, which stretches beyond the next ten years, identifying the community outcomes and strategies.
- **Four Year Delivery Program and Operational Plan (Budget)**
The Delivery Program is Council's commitment to progress the Community Strategic Plan in its Council term, which is aligned with the six Key Directions. The Delivery Program shows how the community's aspirations are developed into objectives (community outcomes).
- **Resourcing Strategy: Executive Summary**
The Resourcing Strategy ensures the community's long-term objectives are met. It integrates the strategies and plans listed below in accordance with the IPR framework:
 - Asset Management Strategy and Plans
 - Workforce Plan
 - Long Term Financial Plan

The Resourcing Strategy also includes the following plans which are not mandated by the IPR framework, but provide additional detail:

- Technology Solutions Strategic Plan
- Plant Equipment and Fleet Management Plans and Procedures

Council adopted the above-listed suite of documents in June 2017, and this report provides the progress on the Delivery Program for the period July to December 2017, as per the IPR framework. The format of the report has been revised following

Councillor engagement during the 2017/18 budget process, where Councillors attended workshops and provided feedback which has been incorporated into the report.

MAIN REPORT

The four-year Delivery Program and Operational Plan (Budget) was adopted in June 2017.

This is the first progress report of the four-year reporting cycle on the 39 Performance Indicators adopted under the Delivery Program 2017/18 to 2020/21. The IPR framework requires Council to report the progress on the four-year Delivery Program.





This progress report is for July to December 2017, and is provided as an **attachment** to this report. The report includes the status on Performance Indicators under each of the six Key Directions and provides overall highlights.

Council monitors its progress in achieving the objectives stated in the Community Strategic Plan through the implementation of the Delivery Program under six Key Directions:

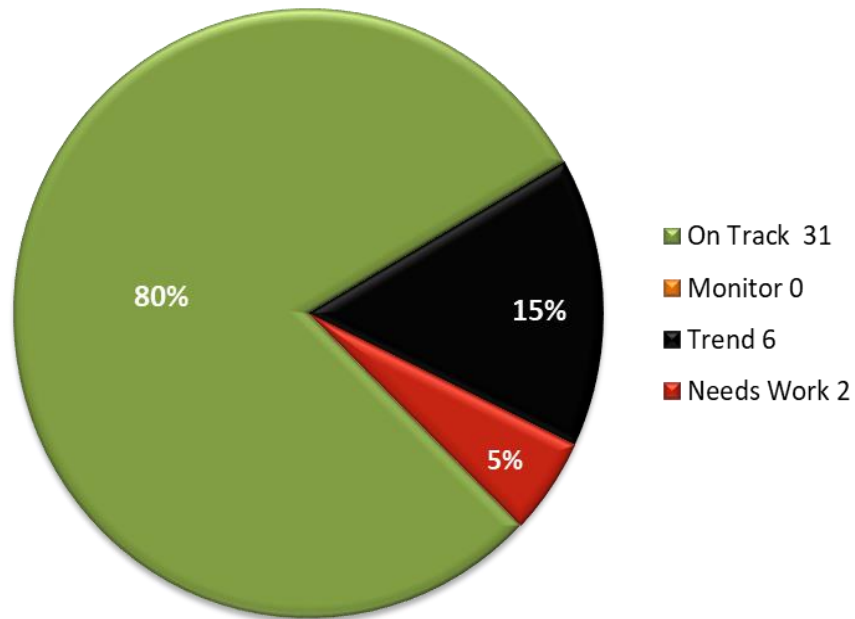
1. Actively Managing Camden LGA's Growth
2. Healthy Urban and Natural Environment
3. A Prosperous Economy
4. Effective and Sustainable Transport
5. An Enriched and Connected Community
6. Strong Local Leadership

Each Key Direction has a set of individual performance indicators. Council utilises a rating scale to ensure consistency, accountability and transparency, when assessing the status of each performance indicator under the six Key Directions and associated symbol descriptors.

The rating scale is:

Rating Scale	Symbol	Description
• "On Track"		When the 'actual' is either equal, less or greater than the set target.
• "Monitoring"		Corporate variance of $\pm 10\%$ applies to the set target and is considered achievable, feasible and realistic for performance improvement, with the exception of Legislative requirements.
• "Needs Work"		When the 'actual' is either below or above the corporate variance
• "Trend"		Shows a pattern of change data over time where setting a target is not possible

Below is the six monthly progress summary of Council's overall performance for the July to December 2017 reporting period against 39 Performance Indicators.



In brief, of the 39 Performance Indicators, 31 Indicators (80%) were assessed as 'On Track', two Indicators (5%) as 'Needs Work', six Indicators (15%) as 'Trend' and there were no Indicators (0%) as 'Monitoring'.

FINANCIAL IMPLICATIONS

There are no direct financial implications for Council as a result of this report.

CONCLUSION

The report highlights that 80% of the Performance Indicators are 'On Track', which demonstrates that Council is progressing towards delivering the commitments as stated in its Delivery Program 2017/18 to 2020/21 in order to meet the objectives as per the Community Strategic Plan.

RECOMMENDED

That Council note the report and the attachment.

ATTACHMENTS

1. Delivery Program Progress Report - July to December 2017



ORDINARY COUNCIL

ORD04**SUBJECT: MACROC UPDATE****FROM:** Director Customer & Corporate Strategy**TRIM #:** 18/158050

PURPOSE OF REPORT

To provide Councillors with an update on recent events regarding the membership of the Macarthur Regional Organisation of Councils (MACROC) and to recommend that Council commence the process to withdraw from membership of MACROC and consider alternative regional local government collaborative models, which is consistent with the decision of Wollondilly Shire Council.

BACKGROUND

MACROC was formed in 1986 with membership comprising Camden, Campbelltown and Wollondilly councils. MACROC is established as a committee under section 355 of the *Local Government Act 1993*.

MACROC has been effective in facilitating and promoting economic and social development and protection of the environment for the mutual benefit of member councils. However, during the past few years, with substantial growth and accelerated change in the region, there has been considerable discussion about potential revised options for regional collaboration.

Since its inception, MACROC has successfully completed many projects and undertaken strong advocacy on many issues affecting the region including leading cooperative work on waste management, consolidating regional submission on key initiatives and regularly holding MACROC CEO Forums to enable key decision makers in the region to network.

In more recent years, there has been an accelerated rate of change and growth in the South Western and Western Sydney areas including the cooperative efforts of the eight Councils involved in the City Deal.

The matter was also discussed with Councillors at the last Councillor briefing held on 22 May 2018.

MAIN REPORT

On 22 February 2018, MACROC resolved to consider its structure and membership through a working group of mayors and general managers. This has not been convened formally, but preliminary discussions have taken place.

Additionally, on 4 March 2018, Camden Council, together with the other MACROC councils of Campbelltown and Wollondilly, and the other Western Sydney councils of Blue Mountains, Fairfield, Hawkesbury, Liverpool and Penrith, and the Australian and NSW Governments, signed the Western Sydney City Deal. The work undertaken as part of the formation of the Deal has demonstrated and strengthened the successful cooperation between all 8 Councils in the Deal.

Additionally, these 8 Councils now, together, form the Western District from a planning perspective as part of the work undertaken by the Greater Sydney Commission.

The City Deal is a 20-year agreement between the three levels of government to deliver a once-in-a-generation transformation of Sydney's outer west – creating the 'Western Parkland City'.

Most recently, on 21 May 2018, Wollondilly Shire Council considered a report titled 'Transitioning from MACROC', and resolved:

1. *That Council commence the process to withdraw from MACROC.*
2. *That Council write to MACROC acknowledging the Organisation's excellent contribution over many years, and advising of this decision.*
3. *That once greater details on potential governance structures for the Western Sydney City Deal are known a further report come to Council on possible options going forward including remaining standalone or any possible collaborative arrangements including with (but not limited to): - Wingecarribee – Other periurban councils such as Hawkesbury and Blue Mountains – The newly formed Canberra Region Joint Organisation.'*

The withdrawal of Wollondilly Shire Council will leave only Camden and Campbelltown remaining in MACROC.

Councillors are also advised that Campbelltown Council currently has a resolution on record from its Ordinary meeting of 13 June 2017:

1. *That Council commence discussions with other member Councils of MACROC regarding the future direction for regional collaboration.*
2. *That Council reaffirm its commitment to continue to seek opportunities for regional collaboration.*

Recognising the changing circumstances, including the reduced membership of MACROC and the Western Sydney City Deal, it is proposed that Camden Council also give notice of our intention to withdraw from its membership of MACROC to consider alternative regional local government collaborative models relative to the City Deal and the Western District.

Further information will be presented to Council on future collaborative models as it becomes available.

FINANCIAL IMPLICATIONS

Council's current annual membership fee for MACROC is \$78,500. These funds would be available to be put towards alternative collaborative arrangements or City Deal resourcing.

CONCLUSION

Given the decision of Wollondilly Shire Council to withdraw from MACROC, the current Campbelltown resolution and the commencement of the Western Sydney City Deal which has demonstrated a new level of successful cooperation between councils, it is proposed that Camden also commence the process to withdraw from membership of MACROC and consider alternative regional collaborative models.

**RECOMMENDED****That Council:**

- i. commence the process to withdraw from membership of the Macarthur Regional Organisation of Councils (MACROC);**
- ii. write to MACROC advising of this decision and acknowledging MACROC's commitment and contribution over many years; and**
- iii. investigate alternative regional collaborative models and report back to Council for consideration; and**
- iv. write to Campbelltown and Wollondilly Councils advising of Council's decision.**

ORDINARY COUNCIL

ORD05

SUBJECT: DETERMINATION OF COUNCILLOR FEES - 2018/19 LOCAL GOVERNMENT REMUNERATION TRIBUNAL

FROM: Director Customer & Corporate Strategy

TRIM #: 18/131887

PURPOSE OF REPORT

To advise Councillors of a determination by the Local Government Remuneration Tribunal (the Tribunal) for the range of councillors' and mayors' fees payable for the 2018/19 financial year, and to request Council to determine the fees for the Councillors and the Mayor for the 2018/19 financial year.

BACKGROUND

The Tribunal sets the range of annual fees payable to councillors and mayors in NSW each year. Under the *Local Government Act 1993* (the Act), Council may fix the annual fees paid to the Councillors and the Mayor. The annual fees must be in accordance with the range determined by the Tribunal. Under section 249 of the Act, the Mayor must be paid an annual fee in addition to the fee paid to the Mayor as a Councillor. Section 249 also provides that Council may pay the Deputy Mayor a fee for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid, which is determined by Council, must be deducted from the Mayor's annual fee.

Should Council decide not to fix the annual fees payable to the Councillors and the Mayor, it must pay the appropriate minimum fee determined by the Tribunal.

Council, at its Ordinary meeting held on 23 May 2017, resolved:

'that the level of fees payable to Councillors and the Mayor for the 2017/18 financial year be increased by 2.5% as recommended by the Local Government Remuneration Tribunal.'

MAIN REPORT

The Tribunal's decision

The Tribunal has concluded its annual review and determined that an increase of 2.5% will be applicable to each category. The increases are effective on and from 1 July 2018, subject to Council's adoption.

A copy of the full decision is **attached**.

Section 239 of the Act requires the Tribunal to determine the categories of councils and to place each council in a category at least every three years. The Tribunal found that the criteria and the allocation of councils into categories will remain unchanged. The current model was introduced in 2017 and the Tribunal will next consider the model and the allocation of councils into that model in 2020.



Camden's Classification

Camden Council is categorised as a Metropolitan Small council, which is described as having a typical population less than 100,000 and total operating revenue less than \$150M per annum. The Tribunal only had population data as of 2016 available to it at the time of making the determination.

In its 2017 decision, having considered submissions on categorisation from councils including Camden Council, the Tribunal specifically acknowledged:

*In determining the allocation of councils into these categories the Tribunal found that that there were certain councils that could warrant categorisation into another category based on additional criteria. The Tribunal notes that a number of metropolitan and non-metropolitan councils have or are expected to experience significant development and population growth in the future. A number of these local government areas have been identified in the State Government's key planning strategies and include **Camden** and **The Hills** councils. The Tribunal acknowledges the additional responsibilities these and other councils may face now and in the future, however for the initial categorisation these councils have been categorised primarily on the basis of their population. The Tribunal will continue to monitor these and other councils to determine the appropriateness of the allocation of councils and the categorisation model for future determinations.*

It is pleasing to note that the Tribunal deliberately included content acknowledging the role that growth plays in assessing the nature of a council's classification. This matter will be raised again by Council officers at the next opportunity.

The revised fees payable for a Metropolitan Small council for 2018/19 are as follows:

COUNCILLORS	MAYOR
Minimum \$8,970 - Maximum \$19,790	Minimum \$19,100 - Maximum \$43,150

The current fees are \$15,962.94 per annum for Councillors and \$34,850.21 per annum for the Mayor.

Based on the present level of fees payable to the Mayor and Councillors, a 2.5% increase would amount to an increase of \$399.07 per annum for each Councillor, bringing the total to \$16,362.01 per annum, and an increase of \$871.26 for the Mayor, bringing the total to \$35,721.47 per annum. Alternatively, Council could adopt an amount up to the maximum amount payable in each case which would result in increases of up to \$3,827.06 and \$8,299.79 respectively.

FINANCIAL IMPLICATIONS

A 2.5% increase to Councillors' and Mayor's fees would result in additional expenditure totalling \$4,462.89. The 2018/19 Operational Plan (including budget) includes a provision for an increase of expenditure of 3.0%, which represents an amount of \$5,355.52. If Council elects to increase Councillor fees by 2.5%, this will represent a saving to the 2018/19 Operational Plan of \$892.63 which could be adjusted at the September Quarterly Budget Review.

CONCLUSION

Council is requested to determine the fees for the Councillors and the Mayor for the 2018/19 financial year.

RECOMMENDED

That Council determine the level of fees payable to Councillors and the Mayor for the 2018/19 financial year.

ATTACHMENTS

1. Local Government Remuneration Tribunal Annual Determination 2018



ORDINARY COUNCIL

ORD06

SUBJECT: ACCEPTANCE OF FUNDING - AUSTRALIAN GOVERNMENT SAFER COMMUNITIES FUND ROUND 2 - NARELLAN URBAN FOREST UPGRADE

FROM: Director Community Assets

TRIM #: 18/159437

PURPOSE OF REPORT

To advise Council of the successful grant funding application of \$258,500 (excl. GST) through Round 2 of the Australian Government's Safer Communities Fund for improvements to the Narellan Urban Forest, and seek Council acceptance of funding.

BACKGROUND

The Safer Communities Fund provides grants through the Department of Industry, Innovation and Science to community organisations and local governments for local crime prevention and security infrastructure activities.

MAIN REPORT

The Australian Government's Department of Industry, Innovation and Science offers 100% funding for crime prevention initiatives such as improved lighting and crime prevention through environmental design (CPTED).

Council has been advised that an application for the Narellan Urban Forest Upgrade has been successful in securing funding from the Safer Communities Fund Round 2.

The Narellan Urban Forest is a playground and recreation area bordered by the Narellan Library and the Narellan Town Centre. The Narellan Urban Forest was developed for daytime use by the community. With the growth of the area, inappropriate use of the park has increased at night time over recent years. Council and Police have worked together to try and reduce the incidence of anti-social behaviour and malicious damage. Improved lighting and other works covered under this grant will significantly assist in reducing the opportunity for these behaviours.

The project scope includes upgrade works to the Narellan Urban Forest in the park area plus the public spaces adjacent to the Library and the Narellan Town Centre. These improvements will include increased and improved lighting, and landscape improvements. These works will be undertaken with the aim of increasing visibility around these areas to reduce the likelihood of crime, malicious damage and anti-social behaviour. This project is supported by the Narellan Police Area Command.

The project must be completed by 30 June 2020.

FINANCIAL IMPLICATIONS

Grant funding of \$258,500 (excl. GST) has been secured for design and works. As this is 100% funded, there is no impact on current budgets. The grant is payable over 2 years: \$155,100 in 2018/19 and \$103,400 in 2019/20.

It is proposed to complete these works in the 2018/19 financial year by using the Capital Works Reserve to forward fund the 2019/20 grant payment. Upon receipt, the 2019/20 grant payment will reimburse the Capital Works Reserve.

CONCLUSION

Council has been successful in securing grant funding under the Safer Communities Fund Round 2. The grant funding will enable upgrade works to be undertaken at the Narellan Urban Forest, with the aim of increasing visibility, undertaking landscape improvements and reducing the likelihood of crime, anti-social behaviour and malicious damage in the area.

RECOMMENDED

That Council:

- i. accept Australian Government funding of \$258,500 (excluding GST) under the Safer Communities Fund Round 2 for the Narellan Urban Forest Upgrade and allocate the funding to the 2018/19 budget;**
- ii. forward fund the 2019/20 allocation of \$103,400 from the Capital Works Reserve and repay the reserve upon receipt of the 2019/20 grant payment; and**
- iii. write to The Hon. Alex Hawke MP, Assistant Minister for Home Affairs, and The Hon. Angus Taylor MP, Federal Member for Hume, thanking them for their support.**



ORDINARY COUNCIL

ORD07

SUBJECT: ACCEPTANCE OF FUNDING - NSW GOVERNMENT FAMILY AND COMMUNITY SERVICES - LIVEABLE COMMUNITIES GRANT - EXPLORE AND SCOPE CATEGORY - ROUND THREE

FROM: Director Sport, Community and Recreation

TRIM #: 18/152825

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application of \$23,190 (excl. GST) through Round Three of the NSW Government Liveable Communities Grant Program, and to seek Council's endorsement to accept the funding.

BACKGROUND

The Liveable Communities Grant Program is an initiative of the NSW Ageing Strategy 2016-2020 and is part of the NSW Government's Commitment to supporting innovative ideas and approaches that foster liveable communities for older people.

The funds provided under the Explore and Scope category will enable Council to develop the Café Connect Camden project that will host a series of Connection Cafes for older people of all abilities.

MAIN REPORT

NSW Family and Community Services has advised Council that it was successful in its application for \$23,190(excl. GST) to fund a series of monthly Connection Cafes for older people of all abilities across the various locations in the Camden LGA for a period of twelve months.

The Café will:

- Promote different activities to scope interest for further social and affordable activities;
- Deliver art workshops, tai chi demonstrations, photography, technology, healthy and affordable cooking;
- Allow participants to attend the café anytime between 10am and 11.30am to meet and socialise with other residents and engage with services.
- From 11.30am to 1:00pm, allow participants to attend the demonstrations, workshops or activities.
- In its catering, provide residents with healthy food options and refreshments.

The focus of the Café will be a one-stop shop that provides information and links to facilities and opportunities for older people that promote inclusion, health and well-being.

The program will also increase opportunities for residents to participate in recreational initiatives and affordable exercise programs and workshops.

The Café will support older residents to remain engaged and receive connections to beneficial services to optimise their quality of life.

FINANCIAL IMPLICATIONS

Council has been successful in its application for \$23,190 (excl. GST) through round three NSW Government Liveable Communities Grant Program.

The grant will support the use of facilitators to deliver activities and workshops, as well as an additional seven hours per week to fund Council's part-time Ageing and Disability Officer to plan, implement and deliver the project.

CONCLUSION

Council has been successful in its application for \$23,190 (excl. GST) through Round three of the NSW Government Liveable Communities Grant Program to deliver the Café Connect Camden project.

It is therefore requested that Council accept the grant funding of \$23,190 (excl. GST) administered by NSW Family and Community Services.

RECOMMENDED

That Council:

- i. accept grant funding of \$23,190 (excl. GST) from NSW Government Liveable Communities Grant Program for inclusion in the 2017/18 budget to deliver the Café Connect Camden project;**
- ii. write to the Hon. Tanya Davies, Minister for Ageing, thanking her for the grant; and**
- iii. write to Chris Patterson MP, Member for Camden, thanking him for his support**

ATTACHMENTS

1. Letter from Hon Tanya Davies, Minister for Ageing - Liveable Communities successful application



ORDINARY COUNCIL

ORD08

SUBJECT: TENDER T012/2018 WASTE MANAGEMENT FLEET AND OPERATIONS MANAGEMENT SYSTEM

FROM: Director Planning and Environment

TRIM #: 18/135449

PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T012/2018 Waste Management Fleet and Operations Management System and recommend that Council accept the tender submitted by 3 Logix.

BACKGROUND

Council's Waste team has utilised a waste management system since 2011 to monitor and deliver its inhouse waste collection service. The system monitors service delivery in real time and allows drivers to flag service issues or contamination problems against a property to allow targeted education and follow up. The intent of this system is to ensure good operational management of the service and target education for our residents. The system is also intended to ensure efficiency, reliability and support for the team's strong customer service focus.

A recent review of the current system highlighted opportunities to improve, with a focus being incorporating support to Council's Customer Relations team by providing real-time operational data direct to Council's contact centre. This change will allow our Customer Relations team to reply directly to customers.

MAIN REPORT

Council officers prepared a tender specification that addressed the operational needs of Council's waste team and incorporated the needs of Council's contact centre and IT requirements. The aim is to ensure system reliability, ease of use and access to information for the Customer Relations team to better manage resident inquiries regarding waste collections and support first call resolution.

The tender specification required that a system or solution offered must provide in-vehicle hardware and systems to provide real time service monitoring and data capture, while ensuring simple access to the data and reporting. The tender also required installation and ongoing maintenance and support of the system.

Invitation to Tender

The tender for T012/2018 Waste Management Fleet and Operations Management System was advertised in the local papers, the Sydney Morning Herald and e-tendering website www.tenders.nsw.gov.au. The tender commenced on 13 February 2018 and closed on 14 March 2018.

Tenders Received

Council received two tender responses from the following organisations.

Tender	Address
3 Logix Pty Ltd	Murarrie, QLD
vWork	Newmark, NZ

Tender Evaluation Process

The tender evaluation panel consisted of Council's Waste Team Leader, Senior Waste Officer, Waste Management Supervisor and Council's Web Administrator in accordance with Council's Procurement Procedures and Guidelines (2017).

The evaluation criteria were prepared and weighted on 27 February 2018. The tenders were evaluated using the Tender Evaluation and Pricing Matrix. Submissions were assessed against price and non-price factors. Price was given a weighting of 30% and non-price factors a weighting of 70%.

Non-Price Factors included:

- Conformity with requirements and specification;
- Demonstrated technical experience; and
- Project plan and implementation.

A summary of the tender assessment is provided in **supporting documents** and is commercial in confidence.

Legislation

The tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Guidelines.

Term of engagement

The term of engagement will be for a period of three years and is proposed to commence in July 2018. After three years, Council can continue with the licence providing the product still meets our requirements.

FINANCIAL IMPLICATIONS

The tender submission from 3 Logix is for a total cost of \$260,980 excluding GST over a three year term. This includes software purchase and licensing, operating costs, installation of hardware in vehicles, initial user training and associated project management costs.

Sufficient funding is available within the 2017/18 Domestic Waste budget to purchase this system. The recommendation to accept the tender from 3 Logix will result in an annual saving of \$35,040 based on a reduced licensing and operation costs against the current system with an overall saving of \$105,000 over the term of the agreement.



CONCLUSION

It is recommended that Council accept the tender from 3 Logix Pty Ltd as it demonstrated a thorough understanding of the project, provided evidence of relevant experience with their system operating in other similar situations and value for money.

RECOMMENDED

That Council accept the tender from 3 Logix for T012/2018 Waste Management Fleet and Operations Management System for a total cost of \$260,980 excluding GST over a three year term.

ATTACHMENTS

1. Tender Assessment Criteria and Weighting - *Supporting Document*

ORDINARY COUNCIL

ORD09

SUBJECT: TENDER T022/2018 - OPERATION AND MANAGEMENT SERVICES FOR MOUNT ANNAN LEISURE CENTRE AND CAMDEN WAR MEMORIAL POOL

FROM: Director Sport, Community and Recreation

TRIM #: 18/142996

PURPOSE OF REPORT

To provide details of the tenders received for Contract T022/2018, being the Operation and Management of Mount Annan Leisure Centre and Camden War Memorial Pool, and recommend that Council accept the tender submitted by YMCA NSW.

BACKGROUND

Mount Annan Leisure Centre (MALC) is located on the corner of Welling Drive and Waterworth Drive, Mount Annan and is surrounded by residential development. The centre is 18 years old, however has recently been upgraded to include:

- Expanded health and fitness facilities with state of the art fitness equipment;
- New toilets and change rooms;
- A new indoor multi-purpose sports hall with two courts;
- Expanded creche facilities;
- Upgraded kiosk;
- Additional parking;
- Refurbished pool hall including existing toilets and change rooms; and
- Landscaping.

Camden War Memorial Pool (CWMP) is located on Mitchell Street, Camden and includes a 50 metre outdoor pool and a program and toddler pool with water play features. The centre is opened on a six-month seasonal basis and is closed during the autumn and winter months.

The works associated with this tender include the operation and management of these two facilities for the next two years with the potential to increase the service to a maximum of three years (two years + one-year option at Council's discretion).

The term of this management contract has been determined to enable the future Oran Park Leisure Centre to be included in the consideration of future management options for Camden Council's aquatic and leisure centres.

MAIN REPORT

Invitation to Tender

The invitation to submit a tender was advertised in the Sydney Morning Herald, local newspaper and the NSW e-tendering website. The tender closed on 18 April 2018 and five submissions were received. The tenderers were asked to provide a projected annual income and expenditure and an annual management fee.



Tender Submissions

Tenders were received from the following companies listed in alphabetical order:

Company	Location
Belgravia Health and Leisure Group Pty Ltd	Bayswater, VIC
BlueFit Pty Ltd	Lane Cove, NSW
Clublinks Management Pty Ltd	Sandhurst, VIC
Sydney Sports Management Group	Artarmon, NSW
YMCA NSW	Parramatta, NSW

Included in the tender responses is a range of information, including confidential information regarding individual respondent's processes, programs, marketing strategies and budget information which is considered commercially sensitive.

Tender Evaluation

The intention of the tender process is to appoint an experienced management service provider.

A tender evaluation panel was established and the submissions were assessed on price and non-price factors as agreed by the evaluation panel. Price was given a weighting of 30% and non-price factors a weighting of 70%.

Non-Price Factors considered for this project included:

- Demonstrated capacity;
- Demonstrated managerial capability;
- Program of works; and
- Previous experience.

YMCA NSW provided the most competitive tender in terms of price and meeting the requirements of Council's tender documentation. They have a proven track record in managing aquatic and leisure centres including MALC and CWMP.

The panel members all agreed that the tender by YMCA NSW represented the best value to Council.

A summary of the tender assessment is provided in the **supporting documents**. Please note this information is Commercial-in-Confidence.

Relevant Legislation

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Purchasing and Procurement Policy.

Critical Dates/Time Frames

The current contract for the operation and management of MALC and CWMP expires on 30 June 2018. Council anticipates that the contract will be awarded prior to 30 June 2018 with the management and operation of MALC and CWMP to commence on 1 July 2018.

FINANCIAL IMPLICATIONS

After considering the costs associated with management fees, proposed operational budgets and associated profit share, the Tender Evaluation Panel have determined that YMCA NSW have provided the best value tender submission.

The annual management fee is covered within existing budgets.

A summary of the tender assessment is provided in the **supporting documents**. Please note this information is Commercial-in-Confidence.

CONCLUSION

YMCA NSW has provided a conforming tender. The tender assessment concludes that the offer by YMCA NSW represents the best value to Council and the company has extensive experience on the management and operation of similar aquatic and leisure centres.

RECOMMENDED

That Council:

- i. accept the tender provided by YMCA NSW as per the terms and conditions of Tender T022/2018 – Operation and Management Services for Mount Annan Leisure Centre and Camden Pool; and**
- ii. enter into a two-year contract (with an additional one-year option at Council's discretion) with YMCA NSW for the Operation and Management Services for Mount Annan Leisure Centre and Camden Pool as per the terms and conditions of Tender T022/2018.**

ATTACHMENTS

1. T022-2018 - Supporting Document - Tender Evaluation - *Supporting Document*



ORDINARY COUNCIL

ORD10

NOTICE OF MOTION

SUBJECT: NOTICE OF MOTION - RSL YOUTH CLUB
FROM: Cr Campbell
TRIM #: 18/166840

“I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 12 June 2018:

That Council investigate and report back on converting the shower at the Camden RSL Youth Club into additional toilets.”

RECOMMENDED

That Council investigate and report back on converting the shower at the Camden RSL Youth Club into additional toilets.

ORDINARY COUNCIL

ORD11

NOTICE OF MOTION

SUBJECT: NOTICE OF MOTION - SYNTHETIC FOOTBALL PITCH
FROM: Cr C Cagney
TRIM #: 18/172817

"I, Councillor Cindy C Cagney, hereby give notice of my intention to move the following at the Council Meeting of 12 June 2018:

- i. Council staff prepare a draft Expression of Interest process for Local Soccer Clubs, who may be interested in having a Synthetic Football Pitch
- ii. The draft EOI be brought back to Council for endorsement prior to being advertised
- iii. Council contact the Macarthur Association for advice and information on:
 - the projected growth of soccer throughout the Camden LGA
 - possible future needs for our area for (synthetic and turf fields)
 - what (if any) partnerships may be available with MFA
- iv. Council contact Football NSW and seek information regarding current requirements, standards etc.
- v. Council contact Campbelltown City Council for information on what processes etc., were used in developing the Synthetic surface at Lynwood Park and information on what strategies they have in place for future growth and use of soccer fields within the Campbelltown LGA."

RECOMMENDED

That:

- i. **Council staff prepare a draft Expression of Interest process for Local Soccer Clubs, who may be interested in having a Synthetic Football Pitch;**
- ii. **the draft EOI be brought back to Council for endorsement prior to being advertised;**
- iii. **Council contact the Macarthur Association for advice and information on:**
 - **the projected growth of soccer throughout the Camden LGA;**
 - **possible future needs for our area for (synthetic and turf fields);**
 - **what (if any) partnerships may be available with MFA;**
- iv. **Council contact Football NSW and seek information regarding current requirements, standards etc.; and**
- v. **Council contact Campbelltown City Council for information on what processes etc., were used in developing the Synthetic surface at Lynwood Park and information on what strategies they have in place for future growth and use of soccer fields within the Campbelltown LGA.**



ORDINARY COUNCIL

ORD12

SUBJECT: CLOSURE OF THE MEETING TO THE PUBLIC
FROM: General Manager
TRIM #: 18/164843

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*, the following business:

- Land Acquisition – Hardship Claim;

is, in the opinion of the General Manager, of a kind referred to in Section 10A(2)(b) of the Act, being:

- The personal hardship of any resident or ratepayer;

and should be dealt with in a part of the meeting closed to the media and public.

Before a part of the meeting is closed, members of the public may make representations as to whether that part of the meeting should be closed. Representations can only be made in writing to the General Manager prior to the commencement of the meeting or a fixed period immediately after the motion is moved and seconded. That period is limited to four minutes under Council's Code of Meeting Practice.

The meeting will only be closed during discussion of the matters directly the subject of the report and no other matters will be discussed in the closed part.

Members of the public will be readmitted to the meeting immediately after the closed part has ended and, if Council passes a resolution during the closed part, the Chairperson will make the resolution public as soon as practicable after the closed part has ended.

RECOMMENDED

That Council:

- hear any objection or submission by a member of the public, limited to a period of four minutes, concerning the closure of the meeting; and**
- close the meeting to the media and public to discuss a report concerning the personal hardship of a resident or ratepayer, and a report concerning commercial information, in accordance with the provisions of Sections 10A(2)(b) respectively of the *Local Government Act 1993*.**