



# Camden Council

## Business Paper

**Ordinary Council Meeting**  
**27 November 2018**

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**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  
Peter Sidgreaves

Acting Director Customer and  
Corporate Strategy  
Charles Weber

Acting Director Sport  
Community and Recreation  
Tina Chappell

Chief Financial Officer  
Paul Rofe

Director Planning and Environment  
Nicole Magurren

Director Community Assets  
Sandra Kubecka

# SEATING DIAGRAM

Camden Council Meeting

Councillor  
Rob Mills

Councillor  
Theresa Fedeli

Councillor  
Lara Symkowiak

Councillor  
Michael Morrison

Councillor  
Eva Campbell

Councillor  
Ashleigh Cagney

Councillor  
Paul Farrow

Councillor  
Cindy Cagney

Public Address

Public Seating

Media



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# ORDINARY COUNCIL

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## ORDINARY COUNCIL

**SUBJECT: PRAYER**

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### 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

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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)*

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## **ORDINARY COUNCIL**

**SUBJECT:       ACKNOWLEDGEMENT OF COUNTRY**

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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**

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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.

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## ORDINARY COUNCIL

**SUBJECT: APOLOGIES**

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

### **RECOMMENDED**

**That leave of absence be granted.**



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## ORDINARY COUNCIL

**SUBJECT:       DECLARATION OF INTEREST**

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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.**

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## ORDINARY COUNCIL

**SUBJECT: PUBLIC ADDRESSES**

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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.**

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## ORDINARY COUNCIL

**SUBJECT: CONFIRMATION OF MINUTES**

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Confirm and adopt Minutes of the Ordinary Council Meeting held 13 November 2018.

**RECOMMENDED**

**That the Minutes of the Ordinary Council Meeting held 13 November 2018, copies of which have been circulated, be confirmed and adopted.**

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## ORDINARY COUNCIL

### Mayoral Minute

**SUBJECT: MAYORAL MINUTE - SEDGEWICK RESERVE YOUTH PLAY SPACE  
GRAND OPENING**

**FROM:** Mayor  
**TRIM #:** 18/381128

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On Saturday 17 November, hundreds of residents from Currans Hill and surrounding suburbs joined the official opening of the Sedgewick Reserve Youth Play Space.

It's fantastic to see the hard work of our teams pay off to create another revitalised and improved space for our growing community to enjoy.

It was great to see so many young people enjoying the facility on the day, I have no doubt that this reserve will become a space for young people to connect, and for families to come together to create memories.

As part of the \$1.4 million project, Council has replaced original footpaths, renewed the existing playground with rubber Softfall material and added new seating, shade sails, toilets and picnic settings.

I am so pleased that we were able to add additional play equipment and amenities to this already fantastic park, including a Smart Bench, and I look forward to seeing young people and families enjoying this space.

I would like to take this opportunity to thank all the staff, contractors and consultants who contributed to the delivery of this facility, as well as Council's events team for putting on such a fantastic opening event which was attended and enjoyed by hundreds of residents.

I am looking forward to the opening of the Curry Reserve Water Play Space on Saturday 1 December 2018.

#### **RECOMMENDED**

**That Council note the information.**



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## ORDINARY COUNCIL

**ORD01**

**SUBJECT: ANNUAL FINANCIAL STATEMENTS - YEAR ENDING 30 JUNE 2018**  
**FROM:** Acting Director Customer & Corporate Strategy  
**TRIM #:** 18/361475

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### PURPOSE OF REPORT

The purpose of this report is to request that Council endorse the 2017/18 Financial Statements and for the Audit Office of NSW to address Council on the Financial Statements and Financial Performance for year ending 30 June 2018.

### BACKGROUND

In accordance with section 418 of the *Local Government Act 1993*, a copy of Council's Financial Statements has been made available to the public for inspection since 20 November 2018 at the Oran Park Customer Service Centre, Libraries and on Council's website. As required by section 418, public notice of tonight's meeting appeared in the local paper on 20 November 2018.

Under section 420 of the *Local Government Act 1993*, "Any person may make submissions in writing to the Council with respect to the Council's audited Financial Statements or with respect to the auditor's report". Submissions must be in writing and received by Council before close of business 4 December 2018 (the *Local Government Act* allows seven days for submissions after Council has considered the Financial Statements and auditor's report).

Any submissions received are not considered by Council; they are forwarded to Council's external auditor for comment. The auditor will advise Council if, as a result of the submission, the audit opinion should change, and/or the Financial Statements should be adjusted. Any change to the Financial Statements requires a new resolution of Council.

**A Council workshop was held on 21 November 2018 to provide information on this report. The Draft Financial Statements are provided as an attachment to this report.**

### MAIN REPORT

The audit of Council's Financial Statements was completed by the Audit Office of NSW and PricewaterhouseCoopers (PWC) on 26 October 2018.

The Audit Office of NSW will attend tonight's Council meeting to present the audit report and address Council on its financial performance for the 2017/18 Financial Year.

This is the last year that PricewaterhouseCoopers will be Council's external auditor, from 2018/19 financial year the Audit Office of NSW will be Council's external auditor. For the past 2 years, Council's external audit function has been undertaken by PWC in consultation with the Audit Office of NSW. Over time, all Councils in NSW will be required to transfer their external audit function to the Audit Office of NSW.

### Business Assurance and Risk Committee

Council's Business Assurance and Risk Committee met on Friday 26 October 2018 to review and provide an independent assessment of the 2017/18 Financial Statements. The meeting included a presentation to the committee by Council's external auditors (PWC and Audit Office of NSW) on the conduct of the 2017/18 audit.

The Committee resolved the following, noting that Special Schedules 1-7 are not audited:

That the Business Assurance and Risk Committee, subject to minor amendments being circulated post meeting:

- i. endorse the General Purpose Financial Statements for the year ended 30 June 2018 for submission to Council for adoption;
- ii. endorse the Special Purpose Financial Statements for the year ended 30 June 2018 for submission to Council for adoption;
- iii. endorse Special Schedules 1-7 for the year ended 30 June 2018 for submission to Council for adoption.

*The minutes to this meeting are provided as a separate report in tonight's business paper.*

All minor corrections or disclosure improvements recommended by the Business Assurance and Risk Committee have been made to the draft Financial Statements. As requested, a revised copy of the draft Financial Statements has been circulated to the Business Assurance and Risk Committee.

The Committee acknowledged the high quality of the Financial Statements and did not have any major concerns with the content of the Financial Statements.

### CONCLUSION

The audit of the 2017/18 Financial Statements has been completed and Council has received an unqualified audit report.

Council's independent Business Assurance and Risk Committee has endorsed the Statements, which provides Council with confidence as to their integrity and compliance with the *Local Government Act 1993* and Code of Accounting Practice and Financial Reporting.

Subject to Council considering the presentation by the Audit Office of NSW at tonight's meeting, Council's Financial Statements can be considered for adoption.

### RECOMMENDED

**That Council:**

- i. resolve that a representative/s from Council's external auditors, Audit Office of NSW, address Council on the Financial Statements and financial performance for the year ending 30 June 2018; and**
- ii. adopt the Financial Statements for the Financial Year ending 30 June 2018.**
- iii. thank the Audit Office of NSW for their services this year and PricewaterhouseCoopers (PWC) for their external audit function over the past 5 years.**

ATTACHMENTS

1. Camden Council - Financial Statements -2017-18



## ORDINARY COUNCIL

**ORD02**

**SUBJECT: RESULT AGAINST BUDGET AND REVOTES FOR YEAR ENDING 30 JUNE 2018**

**FROM:** Acting Director Customer & Corporate Strategy

**TRIM #:** 18/165577

### PURPOSE OF REPORT

The purpose of this report is to inform Council of the budget result for the year ending 30 June 2018 in accordance with Part 9, Division 3, Clause 203 of the *Local Government (General) Regulation 2005*.

### SUMMARY OF BUDGET POSITION

In adopting the March Review of the 2017/18 Budget, Council approved a balanced budget position.

A review of the budget as at 30 June 2018 has identified a surplus for the 2017/18 financial year of \$424,961. The surplus is predominately a result of increased rates income, increased development income, increased pool income, workers compensation savings, street lighting savings and a range of operational savings across Council's expenditure budgets. The surplus represents 0.35% of Council's original cash budget.

**A Council workshop was held on 21 November 2018 to provide information on this report.**

### ALLOCATION OF THE 2017/18 BUDGET RESULT SURPLUS

As part of approving the 2017/18 Year-end Budget Result, it is recommended that Council approve the following transfers:

<b>Budget Surplus Allocation</b>		
<b>Budget Surplus Available for Allocation</b>		\$424,961
Capital Works Reserve - Transfer to Reserve	\$424,961	
<b>Total - Allocation of Budget Surplus</b>		<b>\$424,961</b>
<b>2017/18 Balanced Budget Position</b>		<b>\$0</b>

Upon transferring the above amounts to reserve, Council will have a balanced budget position as at 30 June 2018.

### CURRENT RESERVE BALANCES & PROGRAMS

#### Capital Works Reserve

The Capital Works Reserve is predominately used to fund emergency or priority capital works or to match grant funding as part of a capital grant funding agreement.

Upon including the proposed transfer of \$424,961 from the year-end result the projected balance available (uncommitted) in the Capital Works Reserve is \$770,925.

<b>Capital Works Reserve</b>	
<b>Reserve Balance as at 30 June 2018</b>	<b>\$5,650,114</b>
Add: Proposed Year End Budget Surplus Transfer	\$424,961
<b>Proposed Balance of Reserve</b>	<b>\$6,075,075</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2017/18 Revoted projects	(\$1,208,850)
Less: Adopted 2018/19 Capital Works Program Funding	(\$3,491,900)
Less: Adopted 2019/20 Capital Works Program Funding	(\$250,000)
Less: Australian Government Safer Communities Fund Round 2 - Narellan Urban Forest Upgrade Forward funding to be repaid in 2019/20 – Council Resolution 102/18 – 12/6/18	(\$103,400)
Less: Upper South Creek Flood Study Grant, Council Contribution. Council Resolution 115/18 – 26/6/18	(\$65,000)
Less: Proposed Active Transport Program 2019/20 (Council contribution)	(\$185,000)
<b>Total Allocated in 2017/18</b>	<b>(\$5,304,150)</b>
<b>Uncommitted Balance – Capital Works Reserve</b>	<b>\$770,925</b>

Council has the discretion to allocate these funds to future capital projects including those projects unable to be funded as part of the 2018/19 Operational Plan (budget) process.

### Asset Renewal Reserve

Council approved the creation of the Asset Renewal Reserve as part of adopting the Revised 2013/14 – 2016/17 Delivery Program.

The projected balance available (uncommitted) in the Asset Renewal Reserve is \$160,000.

<b>Asset Renewal Reserve</b>	
<b>Reserve Balance as at 30 June 2018</b>	<b>\$488,988</b>
Add: LIRS Interest 2018/19	\$50,000
<b>Proposed Reserve Balance</b>	<b>\$538,988</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2017/18 Revoted projects	(\$228,988)
Less: 2018/19 Budget allocations	(\$150,000)
<b>Total Allocated in 2017/18</b>	<b>(\$378,988)</b>
<b>Uncommitted Balance – Asset Renewal Reserve</b>	<b>\$160,000</b>

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





## **Stormwater Management Reserve and Works Program**

The purpose of the Stormwater Management Program is to educate and promote awareness of stormwater pollution in the community, ensure a better flow of stormwater through the LGA and to improve the quality of water flowing into our streams and rivers.

The total allocation towards stormwater management expenditure for 2017/18 was \$1,140,376. As at 30 June 2018, \$1,028,475 (90%) had been spent, leaving a remaining balance of \$111,901. Of this balance, \$19,600 has been identified as revotes, the balance of \$92,301 is savings, and as a result will be transferred back to the Stormwater Management Reserve as part of adopting the 2017/18 year end budget review.

## **Community Infrastructure Renewal Program (LIRS Round 2) (Six Year Program)**

The six-year \$6.5 million Community Infrastructure Renewal Program is funded by a combination of internal reserves (\$1.5 million), a special rate variation of 1.10% including interest (\$3 million) and loan borrowings via the Local Infrastructure Renewal Scheme (\$2 million). The 2017/18 financial year was the fifth year of this program.

The total programmed expenditure for the first five years of the Community Infrastructure Renewal Program was \$5.3 million. As at 30 June 2018, \$4.9 million (93%) of the identified works program has been completed.

It should be noted that Council will realise loan interest savings of over \$700,000 through rounds two and three of the LIRS scheme. The savings are already factored into the Long-Term Financial Plan and future years budgets.

## **MAIN REPORT- RESULTS AGAINST BUDGET 30 June 2018**

Further information and explanation of the surplus for 2017/18 is detailed below:

### **MAJOR VARIATIONS TO BUDGET**

Variations between the adoption of the March Review for 2017/18 and the final budget result for 2017/18 led to a surplus of \$424,961. A list of the variations (greater than \$15,000) is provided in the following table. Brief explanations follow the table.

<b>RESULT AGAINST BUDGET - YEAR ENDING 30 JUNE 2018 SIGNIFICANT VARIATIONS</b>	<b>Budget Impact Increase / (Decrease)</b>
<b>INCOME ADJUSTMENTS</b>	
Note: ↑ Increase to the Budget = Increase in income or increase in transfer from Reserves ↓ Decrease to the Budget = Shortfall in income	
1. Corporate Management Rates Increase	\$308,299
2. Pools Income Increase	\$210,280
3. Development Fees & Charges Income Increase	\$159,189
4. Interest on Investments Income Increase	\$90,801

INCOME ADJUSTMENTS (cont.)	
5. Commercial Waste Income Increase	\$66,646
6. Reimbursement to General Fund from Section 7.11	\$57,742
7. Regulatory Compliance Income Increase	\$37,665
Variations under \$15,000 - various increases (net)	\$85,409
<b>Sub Total - Income Adjustments</b>	<b>\$1,016,031</b>
EXPENDITURE ADJUSTMENTS	
Note: ↑ Increase to the Budget = Savings in expenditure ↓ Decrease to the Budget = Increase in expenditure or increase in transfer to Reserve	
8. Transfer to Working Funds Reserve Expense Increase	(\$500,000)
9. Legal Expenses Increase	(\$261,960)
10. Communications and Events Expense Increase	(\$137,742)
11. Parks and Reserves Maintenance Expense Increase	(\$100,840)
12. Street Sweeping Program Expense Increase	(\$42,932)
13. Planning and Environment Expense Savings	\$435,857
14. Workers Compensation Premium Expense Savings	\$364,754
15. Street Lighting Expense Savings	\$195,965
16. Fleet Management Expense Savings	\$152,255
17. Risk Management - Insurance Premiums Savings	\$119,297
18. Information Technology Expense Savings	\$67,915
19. Emergency Services Operations Savings	\$67,125
20. Road and Street Furniture Maintenance Expense Savings	\$58,756
21. Library Capital Expenditure Savings	\$44,104
22. Design and Transport Operational Expenditure Savings	\$26,608
23. Property Capital Expenditure Savings	\$25,986
Variations under \$15,000 - Various Expense Increase (net)	\$7,282
<b>Sub Total - Expenditure Adjustments</b>	<b>\$522,430</b>
Less: Purchase of Land (Council Resolution 191/18, 25/9/2018)	<b>(\$1,113,500)</b>
<b>TOTAL - PROPOSED VARIATIONS TO BUDGET</b>	<b>\$424,961</b>

**INCOME ADJUSTMENTS COMMENTARY:**

- 1. Corporate Management Rates Income – Increase in Income of \$308,299**  
 Supplementary rate income is received upon the re-zoning or subdivision of land. It is additional rate income to the amount levied at the beginning of the financial year. The increase in rate income realised during the fourth quarter of 2017/18 is primarily due to new lots created through subdivisions in the Spring Farm, Oran Park, Gregory Hills and Leppington land release areas.
- 2. Pools Income – Increase in Income of \$210,280**  
 Additional income has been realised within the Mount Annan Leisure Centre primarily as a result of an increase in the utilisation of the expanded facility.



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- 3. Development Fees & Charges – Increase in Income of \$159,189**  
 Development income has exceeded budget expectations for the fourth quarter of 2017/18. Council has received a number of Development Applications of high value this quarter predominately a result of development activity in the Leppington release area. The level of income received from development activity is primarily dependent on the receipt of applications from developers, and as such is somewhat difficult to project given the unprecedented growth Council is experiencing.
  - 4. Interest on Investments Income – Increase in Income of \$90,801**  
 The performance of Council's investment portfolio has exceeded budget expectations. The primary reason for this is Council's investment portfolio being higher than originally budgeted.
  - 5. Commercial Waste Income – Increase in Income of \$66,646**  
 Actual income for Council's commercial three bin service and commercial garbage service (1100 litre bin) for 2017/18 has been in higher demand than anticipated predominately relating to growth in the sector.
  - 6. Reimbursement to General Fund from Section 7.11 – Increase in transfer from reserve of \$57,742**  
 This is the reimbursement of council's costs (general fund) for project managing capital works that are fully funded from the Section 7.11 reserve.
  - 7. Regulatory Compliance Income – Increase in Income of \$37,665**  
 Additional income has been recognised through the commission Council receives from the Office of Local Government for pet registrations. This primarily is driven by the number of pets registered. Council has in place a number of programs to encourage responsible pet ownership.

**EXPENDITURE ADJUSTMENTS COMMENTARY:**

- 8. Transfer to Working Funds Reserve – Increase in Expense of \$500,000**  
 As part of the adoption of the 2017/18 – 2020/21 Delivery Program Council resolved to use future funding from quarterly budget reviews as a funding source for the major projects to be delivered in the 2017/18 – 2020/21 Delivery Program. It was estimated that \$500,000 could be funded from each quarterly budget review from September 2017 to March 2021. This would provide up to \$7.5 million in funding.

The funding required from quarterly budget reviews over the next four years is a conservative \$5.7 million, which provides a contingency should a budget review not realise \$500,000 over the nominated period. The total amount transferred to reserve including this payment is \$2 million, which is equal to the amount required at this stage of the adopted repayment program.
- 9. Legal Expenses - Increase in Expenses of \$261,960**  
 This over expenditure predominately relates to the Camden Pool legal case. What costs Council recovers will depend on the outcome of the legal proceedings.
- 10. Communications and Events Expenses - Increase in Expense of \$137,742**  
 This expenditure relates to several major project opening events such as the Alan Baker Art Gallery and Oran Park Library. In addition, the size of some of the major Council events grew significantly requiring an increase in logistics and staffing costs.

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**11. Parks and Reserves Maintenance - Increase in Expense of \$100,840**

Council's open space maintenance budget was approximately \$7.4 million in 2017/2018. A minor variation of 1.36% to budget for maintenance costs were realised this year. The variation related to an increase in the transfer of projected maintenance because of new subdivisions in areas such as Gregory Hills and Gledswood Hills. The additional expenditure related to mowing and landscape maintenance requirements.

**12. Street Sweeping Program - Increase in Expense of \$42,932**

Street Sweeping Operations for Council has exceeded budget projections. This increase is primarily a result of additional work required to improve appearances in key sites including CBD areas and car parks, as well as additional sweeping required around high traffic locations.

**13. Planning and Environment – Expense Savings of \$435,857**

Savings have been realised within Strategic Planning area during 2017/18. These savings are primarily a result of a reduction in expected expenditure spent on external consultants and studies. The majority of studies required have been funded by the Department of Planning during 2017/18.

**14. Workers Compensation Premium Expense – Expense Savings \$364,754**

Council's decreasing premium is predominately a result of proactive claims management.

**15. Street Lighting Expense – Expense Savings of \$195,965**

The street lighting charges allocation relates to the maintenance and electricity cost of public lighting throughout the LGA. Savings against budget were realised as a result of the timing of installation of new lights in growth areas, decisions of the Australian Energy Regulator to cap maintenance costs increases, the increasing use of energy efficient lighting, and improved outcomes through competitive sourcing of electricity supply.

**16. Fleet Management Expense – Expense Savings of \$152,255**

The operating costs for Council's fleet were below budget expectations for 2017/18. This is primarily a result of staff vacancies during the year for positions with leaseback vehicles.

**17. Risk Management - Insurance Premiums – Expense Savings of \$119,297**

Savings in the public liability and property insurance premiums for the year were realised through enhanced claims management throughout the year.

**18. Information Technology Expense – Expense Savings of \$67,915**

Capital expenditure relating to Council's Computer hardware was less than expected during the 2017/18 financial year, resulting in savings when compared to the total budget.

**19. Emergency Services Operations – Expense Savings of \$67,125**

The savings consists of the reimbursement of operational costs from the SES for building and fleet maintenance costs as payable under the agreement. In addition, savings were realised with plant and vehicles now being the responsibility of the SES.



Savings have also been realised within the Rural Fire Services budget primarily a result of less than expected vehicle maintenance during 2017/18, even with all scheduled maintenance being completed for the RFS.

**20. Road and Street Furniture Maintenance – Expense Savings of \$58,756**

Savings are primarily due to a reduction in graffiti and vandalism cost for bus shelters. The removal of Perspex and installation of metal mesh has reduced the incidences of graffiti.

**21. Library Capital Expenditure – Expense Savings of \$44,104**

A saving in Council's Capital expenditure budget for the Library Services function was realised during the 2017/18 financial year, this amount is a general saving that is immaterial when compared to Council's total Library budget.

**22. Design and Transport Operational Expenses – Expense Savings of \$26,608**

This budget is to assist the asset management section with resourcing, to ensure Council meets its statutory reporting responsibilities for year-end. Council was able to complete some of this work in-house which realised savings.

**23. Property Capital Expense – Expense Savings of \$25,986**

Not all of the budget provision for Strategic Land Acquisitions was required in 2017/18.

**MOUNT ANNAN LEISURE CENTRE & CAMDEN MEMORIAL POOL**

Mount Annan Leisure Centre

The budget position the Mount Annan Leisure Centre for 2017/18 was a projected surplus of \$200,000. The final actual 'operating' surplus for the centre was \$424,060, an increase in the projected surplus of \$224,060.

In accordance with the risk/reward sharing provisions within the operating contract for the Leisure Centre, Council is required to share 50% of any financial improvement against the agreed budget position. Under the agreement, the YMCA is required to invest their share back into the community through either incentive programs or capital purchases at the centre. In 2017/18, this arrangement was suspended due to the construction works being undertaken at the Centre. Council is not required to share the 2017/18 surplus with the YMCA.

Camden Memorial Pool

The agreed budget position between Council and the YMCA for the Camden Memorial Pool for 2017/18 was a projected deficit of \$250,000. The final actual 'operating' deficit for the centre was \$277,559 an increase in the projected deficit of \$27,559.

In accordance with the risk/reward sharing provisions within the operating contract for the Camden Memorial Pool, Council is required to share 50% of any financial gains/loss against the agreed budget position. YMCA is required to pay Council \$13,779 (rounded).

<b>POOL STATISTICS – 2017/18</b>	<b>MALC</b>	<b>Camden Pool</b>
Total Attendance	308,289	49,513
Total Income	\$4,777,420	\$291,131
Total Expenses	\$4,353,360	\$568,690
Actual Surplus / (Deficit)	\$424,060	(\$277,559)
Adopted Budget Surplus / (Deficit)	\$200,000	(\$250,000)
Budget Variation	\$224,060	(\$27,559)
Profit Share - 50% Surplus /(Deficit)	N/A	(\$13,779)
Income per Attendance	\$15.50	\$5.88
Expense per Attendance	\$14.12	\$11.49
Operating Surplus/(Subsidy) per Attendance	\$1.38	(\$5.61)

### **CONTRA ADJUSTMENTS**

These adjustments relate to movements of income and expenditure within Council's adopted budget. The adjustments have no impact on Council's projected budget result as both movements of income and expenditure are of equal value.

During this quarter (1 April 2018 to 30 June 2018), several contra adjustments have taken place amounting to a total of \$1,091,697. A detailed list of the adjustments is an attachment to this report.

### **EXPENDITURE REVOTES**

Each year Council adopts its Operational Plan (budget). The Operational Plan is for the period July to June (Financial Year). At the end of the financial year Council's approval of expenditure for any projects that have not yet commenced lapses. As a result, Council is required under the Local Government Act to pass a resolution to include those projects in the new year's budget. The projects (expenditure) included in the new year's budget are referred to as re-votes.

Projects that are not yet completed but have commenced (works in progress) are not required to be re-voted by the Council, they are automatically included in the new year's Operational Plan (budget). Below is a summary table of the revotes and works in progress, a more detailed summary of the revotes is an **attachment to this report**.

<b>EXPENDITURE REVOTES &amp; WORKS IN PROGRESS (SOURCE OF FUNDS)</b>	<b>Works Not Commenced (Revotes)</b>	<b>Works in Progress (Carry Forward)</b>	<b>Total</b>
Section 7.11 Contributions	<b>\$3,998,735</b>	\$4,282,251	\$8,280,986
External Grant Funding	<b>\$0</b>	\$7,914,534	\$7,914,534
Internal Reserves	<b>\$646,765</b>	\$5,826,819	\$6,473,584
Waste Management	<b>\$550,000</b>	\$1,841,721	\$2,391,721
General Revenue (i.e. Council Funds)	<b>\$79,000</b>	\$3,530,265	\$3,609,265
Other Sources	<b>\$0</b>	\$186,000	\$186,000
<b>TOTAL</b>	<b>\$5,274,500</b>	\$23,581,590	\$28,856,090



It should be noted that the general fund component of the revotes and works in progress (\$3,609,265) is transferred to Council's revotes reserve to ensure funds are available for those projects in the new year, all other funding sources are already held in a Council reserve.

### **SUMMARY OF YEAR END RESULTS AGAINST BUDGET**

The following table is a summary of budget adjustments up to 30 June 2018.

<b>SUMMARY OF BUDGET ADJUSTMENTS</b>	<b>Expenditure (Increase) / Decrease</b>	<b>Income Increase / (Decrease)</b>	<b>Budget Impact Increase / (Decrease)</b>
2017/18 Carried Forward Working Funds Balance			\$1,000,000
2017/18 Adopted Budget Position			\$0
LESS: Minimum Desired Level of Working Funds			(\$1,000,000)
<b>Total Available Working Funds 01/07/2017</b>			<b>\$0</b>
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	(\$9,073,240)	\$9,073,240	\$0
<b>Total Available Working Funds as at 31/03/2018</b>			<b>\$0</b>
<b>2017/18 June Review Adjustments</b>			
Major Variations	\$522,430	\$1,016,031	\$1,538,461
Council Approved Variations	(\$6,265,786)	\$5,152,286	(\$1,113,500)
Contra Variations	(\$1,091,697)	\$1,091,697	\$0
Budget Revotes (works in progress)	\$23,581,590	(\$23,581,590)	\$0
Budget Revotes (works not commenced)	\$5,274,500	(\$5,274,500)	\$0
<b>Total - June Review Adjustments</b>	<b>\$22,021,037</b>	<b>(\$21,596,076)</b>	<b>\$424,961</b>
<b>TOTAL AVAILABLE WORKING FUNDS as at 30 June 2018 (Uncommitted Cash)</b>			<b>\$424,961</b>

### **STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER**

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

*It is my opinion that the year-end Budget Result for Camden Council for the period ending 30 June 2018 indicates that Council's projected financial position is satisfactory. No remedial actions are required based on the financial position presented within this report.*

## **CONCLUSION**

The 2017/18 year-end budget result is an excellent outcome. It confirms Council's commitment to prudent financial management with material budget savings realised. The year-end budget result has also allowed Council to fund the general fund portion of the land purchase at 158 Camden Valley Way which is critical to Council realising its aspirations as part of the Kirkham Park masterplan. The purchase has been completed without the use of existing reserves or loan borrowings.

Council is in a sound financial position and now has the opportunity to transfer the balance of savings to the Capital Works Reserve for future consideration by Council.

## **RECOMMENDED**

**That Council:**

- i. adopt the budget variations within this report, and the revote of projects totalling \$5,274,500 as identified within the attachment to this report, and approve the inclusion of these projects in the 2018/19 Budget;**
- ii. approve the following transfers to reserve, as identified in the table below:**

<b>BUDGET SURPLUS ALLOCATION</b>		
<b>Budget Surplus Available for Allocation</b>		<b>\$424,961</b>
Capital Works Reserve - Transfer to Reserve	\$424,961	
<b>Total - Allocation of Budget Surplus</b>		<b>\$424,961</b>
<b>2017/18 Balanced Budget Position</b>		<b>\$0</b>

- iii. approve the transfer of project savings of \$92,301 back to the Stormwater Management Program reserve as outlined in this report;**
- iv. approve the transfer of \$3,609,265 to the revotes reserve, representing the General Fund portion of the revotes and works in progress program.**

## **ATTACHMENTS**

1. 2017-18 June Review - Budget Appendix
2. Expenditure Revotes Carried Forward into 2018-19 Budget





## ORDINARY COUNCIL

**ORD03**

**SUBJECT: SEPTEMBER REVIEW OF THE 2018/19 OPERATIONAL PLAN (BUDGET)**

**FROM:** Acting Director Customer & Corporate Strategy

**TRIM #:** 18/165525

### PURPOSE OF REPORT

This report presents the September Quarterly Operational Plan (budget) Review for the 2018/19 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 2018/19 Operational Plan since the adoption of the 2017/18 - 2020/21 Revised Delivery Program and Operational Plan, and to consider other changes put forward for determination.

### SUMMARY OF BUDGET POSITION

In adopting the 2018/19 Operational Plan, Council approved a balanced budget position. Budget adjustments identified at the September Review represent a projected budget surplus for the 2018/19 financial year of \$801,500.

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 land compensation received in July for Liz Kernohan Drive for the upgrade and widening of the road and an adjustment to the Employee Leave Entitlements Reserve (ELE).

### ALLOCATION OF THE 2018/19 BUDGET SURPLUS

It is recommended that the projected surplus of \$801,500 be allocated as follows.

<b>Budget surplus allocation</b>		
<b>Budget Surplus Available for Allocation</b>		<b>\$801,500</b>
Less: Transfer to Capital Works Reserve	\$801,500	
<b>Total - Allocation of Budget Surplus</b>		<b>\$801,500</b>
<b>Balanced Budget Position</b>		<b>\$0</b>

### 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:

<b>Capital Works Reserve</b>	
<b>Reserve Balance as at 30 June 2018</b>	<b>\$5,650,114</b>
Add: Proposed Year End Budget Surplus Transfer	\$424,961
Add: Proposed September Quarterly Review Transfer	\$801,500
<b>Proposed Balance of Reserve</b>	<b>\$6,876,575</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2017/18 Revoted projects	(\$1,208,850)
Less: Adopted 2018/19 Capital Works Program Funding	(\$3,491,900)
Less: Adopted 2019/20 Capital Works Program Funding	(\$250,000)
Less: Australian Government Safer Communities Fund Round 2 - Narellan Urban Forest Upgrade Forward funding to be repaid in 2019/20 – Council Resolution – 12/6/18	(\$103,400)
Less: Upper South Creek Flood Study Grant, Council Contribution. Council Resolution – 26/6/18	(\$65,000)
Less: Proposed Active Transport Program 2019/20 (Council contribution)	(\$185,000)
<b>Total Allocated in 2017/18</b>	<b>(\$5,304,150)</b>
<b>Uncommitted Balance – Capital Works Reserve</b>	<b>\$1,572,425</b>

The balance of this reserve can be used to fund new or existing projects unable to be funded as part of considering the 2018/19 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:

<b>Asset Renewal Reserve</b>	
<b>Reserve Balance as at 30 June 2018</b>	<b>\$488,988</b>
Add: LIRS Interest 2018/19	\$50,000
<b>Proposed Reserve Balance</b>	<b>\$538,988</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2017/18 Revoted projects	(\$228,988)
Less: 2018/19 Budget allocations	(\$150,000)
<b>Total Allocated in 2017/18</b>	<b>(\$378,988)</b>
<b>Uncommitted Balance – Asset Renewal Reserve</b>	<b>\$160,000</b>

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

### **MAIN REPORT- SEPTEMBER REVIEW OF THE 2018/19 BUDGET**

Further information and explanation of the increase in the projected budget surplus for 2018/19 is detailed below:



## PROPOSED VARIATIONS TO BUDGET

Below are the proposed variations between the adoption of the 2018/19 Budget and the September Review for 2018/19 which have led to a projected budget surplus of \$801,500.

September review of the 2018/19 budget proposed variations	Budget Impact Increase / (Decrease)
<b>Income adjustments</b>	
Note: Increase in income is an increase to the budget	
Shortfall in income is a decrease to the budget	
1. Land Compensation Income Increase	\$1,081,800
2. Transfer from ELE Reserve Income Increase	\$500,000
3. Section 10.7 Certificate (Previously 149) Income Increase	\$50,000
Variations under \$15,000 - Various Income Decreases	(\$3,500)
<b>Sub Total - Income Adjustments</b>	<b>\$1,628,300</b>
<b>Expenditure adjustments</b>	
Note: Increase in expenditure is a decrease to the budget	
Saving in expenditure is an increase to the budget	
4. Transfer to Working Funds Reserve Expense Increase	(\$500,000)
5. Legal Expense Increase	(\$100,000)
6. Smart cities initiatives Expense Increase	(\$50,000)
7. Farmland Financial Assistance Package (Council Meeting 30/10/18)	(\$50,000)
8. Waterplay/Youth Spaces Opening Events Expense Increase	(\$45,000)
9. Catherine Field Reserve Baseball Net Expense Increase	(\$30,000)
10. White Ribbon Initiatives Expense Increase	(\$25,000)
Variations under \$15,000 - Various Expense Increases	(\$26,800)
<b>Sub Total - Expenditure Adjustments</b>	<b>(\$826,800)</b>
<b>TOTAL - proposed variations to budget</b>	<b>\$801,500</b>

### **1. Land Compensation Income – Increase in Income of \$1,081,800**

Payment received from Department of Planning as compensation for the use of Council owned land (open space) for construction and road widening of Liz Kernohan Drive. Under the agreement the land remains in Council's ownership as Land Under Roads. The compensation represents Council's loss of open space. Council Resolution 14 April 2015.

### **2. Transfer from ELE Reserve Income – Increase in Income of \$500,000**

Each quarter Council reviews how much money should be held in reserve for the payment of leave entitlements to staff upon termination or leave. This amount fluctuates from year to year depending on the average age, number of staff and leave entitlements held by staff. When the reserve has more money in it than is required, the difference can be transferred to general fund and where the leave reserve needs additional funds it is topped up at the next available budget review. Following a review of the reserve as at 30 September 2018, \$500,000 can be transferred from the reserve.

**3. Section 10.7 Certificate (Previously Section 149) Income – Increase in Income of \$50,000**

Additional income has been realised for Section 10.7 Certificates in 2018/19. This is primarily a result of growth through development.

**4. Transfer to Working Funds Reserve – Expense Increase of \$500,000**

As part of the adoption of the 2017/18 – 2020/21 Delivery Program Council resolved to use future funding from quarterly budget reviews as a funding source for the major projects to be delivered in the 2017/18 – 2020/21 Delivery Program. It was estimated that \$500,000 could be funded from each quarterly budget review from September 2017 to March 2021. This would provide up to \$7.5 million in funding.

The funding required from quarterly budget reviews over the next four years is a conservative \$5.7 million, which provides a contingency should a budget review not realise \$500,000 over the nominated period. It is proposed to transfer \$500,000 from the September Quarterly Budget Review to the Working Funds Reserve for this purpose. The total amount transferred to reserve including this payment is \$2.5 million, which is equal to the amount required at this stage of the adopted repayment program.

**5. Legal – Expense Increase of \$100,000**

Additional funding is required for legal expenses due to higher than normal appeals to the Land and Environment Court, this is primarily a result of extraordinary growth.

**6. Smart cities initiatives – Expense Increase of \$50,000**

Funding for Council's contribution towards a project under Round 2 of the Smart Cities and Suburbs Program for the delivery of a data sensing and monitoring network. All eight City Deal Councils are participating in the project and are seeking matching grant funding from the Federal Government. A Councillor briefing was held on 26 June 2018.

**7. Farmland Financial Assistance Package – Expense Increase of \$50,000**

Council endorsed the Farmland Financial Assistance Package at the 30 October 2018 Ordinary Council meeting. The package included policy initiatives and a one-off payment of \$500 to each property owner who has farmland in the Camden LGA. The payment is to be funded 50% from Councillor Ward Funds and 50% from general fund to be funded at the September Quarterly Budget Review.

**8. Waterplay/Youth Spaces Opening Events – Expense Increase of \$45,000**

The Waterplay and Youth play spaces at Harrington Park, Sedgewick Reserve and Curry Reserve are major projects with significant appeal for the greater community. There have been individual opening events proposed for these facilities due to their potential for attracting large crowds. Additional funding is required to support these projects.

**9. Catherine Field Reserve Baseball Net – Expense Increase of \$30,000**

Funding for the baseball net is required to address customer complaints from baseballs going over the fence.

**10. White Ribbon Initiatives – Expense Increase of \$25,000**

Additional funding for Council's continued support of White Ribbon initiatives.



## **COUNCIL AUTHORISED VARIATIONS**

Council has authorised two budget variations since the adoption of the 2018/19 Budget. A list of these approved variations is provided in the following table:

<b>Council approved variations</b>	<b>Expenditure (Increase) / Decrease</b>	<b>Income Increase / (Decrease)</b>	<b>Budget Impact Increase / (Decrease)</b>
Farmland Financial Assistance Package – Council Resolution – 30/10/2018	(\$100,000)	\$0	(\$100,000)
Allocate funding from Councillor Ward Funds Council Resolution - 30/10/2018	\$50,000	\$0	\$50,000
Acquisition of land required for Section 7.11 infrastructure. Council Resolution - 30/10/2018	(\$3,715,000)	\$3,715,000	\$0
<b>TOTAL - Council approved variations</b>	<b>(\$3,765,000)</b>	<b>\$3,715,000</b>	<b>(\$50,000)</b>

## **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 July 2018 to 30 September 2018, a number of contra adjustments have taken place amounting to a total of \$3,190,108. A detailed list of the adjustments is an **attachment to this report**.

## **COUNCILLOR CONSOLIDATED WARD FUNDS**

The balance of Consolidated Ward Funds is \$29,899.

<b>CONSOLIDATED WARD FUNDS</b>	
2018/19 Budget Allocation	\$30,000
2017/18 Ward Funds Revote	\$59,899
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$89,899</b>
<b>PROJECTS FUNDED IN 2018/19</b>	
Donation towards the Rotary Club at Narellan's farmer support drive - Council Resolution - 14/8/18	(\$10,000)
Farmland Financial Assistance Package - Council Resolution - 30/10/18	(\$50,000)
<b>TOTAL PROJECTS FUNDED IN 2018/19</b>	<b>(\$60,000)</b>
<b>BALANCE OF CONSOLIDATED WARD FUNDS</b>	<b>\$29,899</b>

It should be noted that the balance of Consolidated Ward Funds is over and above the projected budget surplus of \$801,500 as advised in this report.

## **SUMMARY OF SEPTEMBER REVIEW ADJUSTMENTS**

The following table is a summary of budget adjustments up to 30 September 2018.

Summary of budget adjustments	Expenditure (Increase) / Decrease	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2017/18 Carry-Forward Working Funds			\$1,000,000
2018/19 Adopted Budget Position			\$0
LESS: Minimum Desired Level of Working Funds			(\$1,000,000)
<b>TOTAL Available Working Funds 01/07/2018</b>			<b>\$0</b>
NOTE 1: Proposed Variations	(\$776,800)	\$1,628,300	\$851,500
NOTE 2: Authorised Variations	(\$3,765,000)	\$3,715,000	(\$50,000)
NOTE 3: Contra Adjustments	(\$3,190,108)	\$3,190,108	\$0
<b>TOTAL - September Review Adjustments</b>	<b>(\$7,731,908)</b>	<b>\$8,533,408</b>	<b>\$801,500</b>
<b>TOTAL available working funds (uncommitted cash)</b>			<b>\$801,500</b>

**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 30 September 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 30 September 2018, Council had processed 24 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.

**RE-CATEGORISATION OF LAND**

Council endorsed the purchase of 158 Camden Valley Way at its ordinary Council meeting 30 October 2018. It is recommended that, upon acquisition, this land be categorised as operational land to ensure flexibility in use for both the public space and developable area of this land.

In accordance with the provisions of the *Local Government Act 1993*, before a Council acquires land, or within 3 months after it acquires land, a Council may resolve that the land be classified as Community land or Operational land. Any land acquired by a Council that is not classified is, at the end of the three-month period, classified as Community land.



Section 34 of the *Local Government Act 1993* requires public notice to be given of a proposed resolution to classify public land. Once public notice is given, Council must consider any submissions received before it can classify the land. The appropriate resolutions are provided at the end of this report.

### **CONCLUSION**

If endorsed by Council, the surplus of \$801,500 will allow further funds to be transferred to the Capital Works Reserve providing Council with additional scope to fund services or projects that could not be considered as part of the 2018/19 Operational Plan (Budget) process.

### **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 2018/19 of \$801,500 as follows:**

<b>Budget surplus allocation</b>		
<b>Budget Surplus Available for Allocation</b>		<b>\$801,500</b>
Less: Transfer to Capital Works Reserve	\$801,500	
<b>TOTAL - Allocation of Budget Surplus</b>		<b>\$801,500</b>
<b>Budget Surplus Balance After Allocation</b>		<b>\$0</b>

- iii. **place the proposed “operational” land classification of Lot 301 DP 1143646, 158 Camden Valley Way, Elderslie on public exhibition for a period of not less than 28 days, upon settlement;**
- iv. **if no submissions are received against the proposed classification, resolve to classify the land as operational land, with effect from the day after the close of the public exhibition period;**
- v. **if submissions are received against the proposed classification, receive a further report to Council following the exhibition period.**

### **ATTACHMENTS**

1. 2018-19 September Review - Budget Appendix
2. September 2018 QBRS

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## ORDINARY COUNCIL

### ORD04

**SUBJECT: RATES AND CHARGES AND LEVIES WRITTEN OFF 2017/2018**  
**FROM:** Acting Director Customer & Corporate Strategy  
**BINDER:** 18/255155

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### PURPOSE OF REPORT

The purpose of this report is to advise Council of the 2017/2018 rates and charges to be written off as permitted under the *Local Government Act 1993*.

### BACKGROUND

The *Local Government (General) Regulation 2005* (Clause 131) requires the General Manager to advise Council of all rates and charges to be written off in the previous financial year.

**A Council workshop was held on 21 November 2018 to provide information on this report.**

### MAIN REPORT

The amounts proposed in respect of the 2017/2018 financial year are set out below and discussed.

1. Postponed Rates – (\$9,093.49)

An owner of rural land or land used as a principal dwelling, where the land is not being used for the purpose for which it is zoned, may apply to Council for postponed rates.

The rating of land is on the basis of use, not zoning.

The Valuer General approves and provides Council with a discounted land value to calculate the rates payable on these properties. The amount discounted is referred to as postponed rates.

Under Section 595 of the *Local Government Act 1993*, on the sixth year, the first year's postponed rates and interest are to be written off. Upon sale of the property, the amount postponed (up to five years) is payable.

There are currently six properties that qualify for postponed rates within the Camden LGA. The total amount of postponed rates and charges as at 30 June 2018 is \$39,888.67.

The postponed amounts written off for the 2017/2018 rating year are as follows:

Rates written off from 2013/2014	\$6,658.84
Interest written off from 2013/2014	<u>\$2,434.65</u>
Total	<u><b>\$9,093.49</b></u>





## 2. Pension Rebates – (\$741,145.19)

Section 583 of the *Local Government Act 1993* requires Council to write off amounts of rates, charges and interest reduced or waived under Division 1 of Part 8 of Chapter 15 of the Act (concessions for pensioners). The pensioner rebate is currently \$250 per assessment; it has not changed since 1989.

Rates to be written off for 2017/2018 relating to pension rebates - **\$741,145.19 (100%)**.

Council is entitled to claim 55% (\$407,629.85) of the total rebates from the Office of Local Government. The remaining 45% (\$333,515.34) is a cost to Council's budget which is allowed for as part of the budget process each year.

## 3. Accrued Interest and miscellaneous amounts – (\$3,460.93)

Section 567 of the *Local Government Act 1993* allows Council to write off accrued interest on amounts that would be uneconomical to recover.

- Amounts written off under \$3.00 - **\$2,161.54**.
- Pension interest written off in accordance with Pension Policy 5.34 - **\$1,299.39**.

## FINANCIAL IMPLICATIONS

In accordance with the relevant sections of the *Local Government Act 1993*, the total amount to be written off in the 2018/2019 financial year is \$753,699.61. The majority of the amount to be written off pertains to pensioner rebates, 55% of which is recovered from the Office of Local Government.

The amount to be written off each financial year is considered as part of the annual budget process and is reviewed at each quarterly budget review. Adjustments which arise as a result of exemptions or write-offs are included within budget projections to minimise the impact they may have on Council's budget position.

## CONCLUSION

The General Manager has a statutory obligation to advise the Council of all Rates and Charges that are to be written off; the adoption of this report means that Council has complied with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* (Clause 131).

## RECOMMENDED

**That Council note and write off rates, charges and levies outlined in this report totalling \$753,699.61 for the 2017/2018 financial year.**

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## ORDINARY COUNCIL

ORD05

**SUBJECT: NEW COMMUNITY INFRASTRUCTURE RENEWAL PROGRAM AND PROPOSED CONTINUATION OF THE CURRENT SPECIAL RATE VARIATION - 2019/20**

**FROM:** Acting Director Customer & Corporate Strategy

**TRIM #:** 18/385318

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### PURPOSE OF REPORT

To seek Council's approval to:

- Notify IPART of its intention to apply for a continuation of the Special Rate Variation (SRV) under 508(2) of the *Local Government Act 1993*.
- Undertake community consultation outlining the Community Infrastructure Renewal Program (CIRP) and proposed method of funding.

### BACKGROUND

In 2013, Council prepared an application to the Independent Pricing and Regulatory Tribunal (IPART) for an SRV to part-fund the continuation of its CIRP.

The application was based on a \$6 million package of infrastructure renewal works over six years. The package of works was funded through a mixture of internal reserves, loan borrowings via the Local Infrastructure Renewal Scheme, and a special rate increase of 1.10%.

The Minister for Local Government approved a special rate increase of 1.10% for six years only, with an expiry date of 30 June 2019. The six-year program was designed as a schedule of works to enable Council to address renewal works on roads, bridges, stormwater drainage, parks, sporting facilities and buildings.

Before Council adopts its 2019/20 budget, it must decide if the current SRV of 1.10% should continue or be allowed to lapse. If the decision is to continue the SRV, Council must advise IPART of its intention to apply for a continuation by 30 November 2018.

**A Councillor workshop was held on 16 October 2018 and 21 November 2018 to discuss this report.**

### MAIN REPORT

The Camden Local Government Area (LGA) is experiencing rapid population growth, with the current population of 98,400 people estimated to increase to more than 250,000 over the next 20 years. Camden Council has an active role in the planning and delivery of this growth which requires effective medium to long term strategies.

While Council has many new assets resulting from growth, there is also renewal programs that must be maintained to ensure a consistent delivery of asset condition across the entire LGA.



Over the past several years, Council has used an SRV to part-fund renewal programs, which have assisted in keeping Council's asset base within the industry standard and in a good condition. Without a continuation of the existing SRV, Council will find it more difficult to maintain the expected community standard for its asset base.

This report will recommend that Council apply to IPART for a continuation of the current SRV to part fund a \$5.1 million works program over the next 4 years. Additional information on this proposed program and its impact on rate payers is explained below.

It is important to note that all Councils can increase income from rates by the Minister's allowable limit of 2.7% in the 2019/20 financial year. All scenarios provided below will include this increase to ensure a realistic impact on the average rate is provided.

### **Funding Options**

As part of preparing the funding options available to Council, the following have been considered:

- Growth estimates (rateable properties) and their impact on forecast income;
- An assumption that Council will adopt the Ministers 2.7% allowable limit (rate peg) for Financial Year 2019/20 and its impact on forecast income;
- The potential for a reduction or elimination of the 1.10% SRV in 2019/20 (refer to option 1);
- Council's capacity to fund debt now and into the future including the impact on Council's debt service ratio;
- A \$5.1 million asset renewal program of works over four years in part funded through the continuation of the 1.10% SRV (refer to option 2);
- Council's capacity to complete the program of works within 4 years;
- The impact of options on ratepayers.

The considered options are:

#### **Option 1**

Discontinue the CIRP. If renewal works are decreased, there will be a natural decrease in the standard of community assets across the Camden LGA over time.

A measure of the amount spent on asset renewal is through an industry benchmark, the "asset renewal ratio". This ratio measures how quickly Council is replacing assets compared to the amount they are depreciating by over time.

Council will find it difficult to improve this ratio towards benchmark without having asset renewal programs in place. The renewal programs Council has supported over the past several years have ensured that Council's renewal backlog is not growing.

Council's backlog ratio (industry benchmark) is better than the industry standard, in part due to growth in Council's asset base but also due to Council's asset renewal programs.

It would be prudent for Council to continue to support asset renewal programs.

**Option 2 (Recommended Option)**

Continue the SRV of 1.10% from 2019/20 for 4 years. This option is a combination of a SRV of 1.10% (\$2.9 million) and loan borrowings (\$2.2 million), which will allow Council to spend \$5.1 million over 4-years on asset renewal.

**Impact on Average Rates by Percentage and Dollar amount.**

If Council endorses a continuation of the existing SRV, the variation (1.10%) is already included in the average rate; rates will not increase by another 1.10%, only by the Ministers allowable limit (rate peg), which is 2.70% for 2019/20.

**Option 1** below shows that, if the current SRV of 1.10% is allowed to lapse, the increase in rates for 2019/20 will be 1.60% (2.70% less 1.10%). The average increase will be \$0.50 per week for residential and \$2.10 per week for business rated properties.

**Option 2** below shows that, with a continuation of the SRV of 1.10%, the increase in rates for 2019/20 will be 2.70%, as allowed by the State Government, noting that the 1.10% is already included in the calculation of rates and has been for the past 6 years. The average increase will be \$0.79 per week for residential and \$3.62 per week for business rated properties.

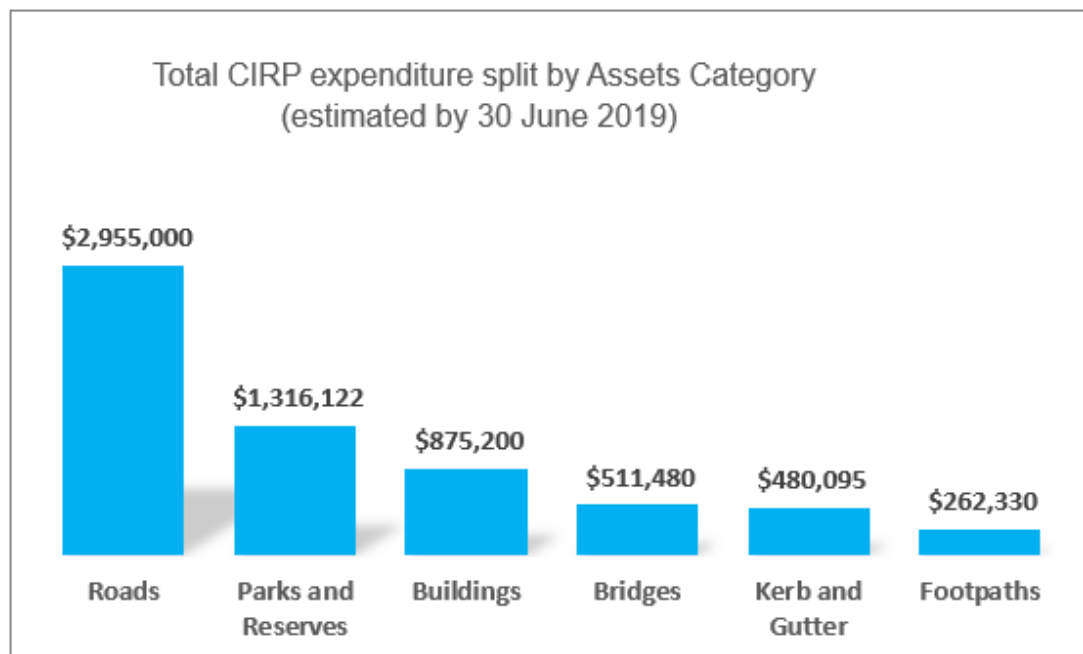
In comparison, for an additional \$0.29 per week for residential and \$1.52 for business rated properties for the next 4 years, Council can provide a \$5.1 million asset renewal program for the community.

Option	Actual 2019/20 Variations	Residential		Business	
		Annual Increase	Weekly Increase	Annual Increase	Weekly Increase
<b>Option 1 (No SRV) – (2.7% less 1.1% net increase)</b>	1.6% ↑	\$26.25	\$0.50	\$109.11	\$2.10
<b>Option 2 (Continuation 1.1% SRV plus 2.7% increase)</b>	2.7% ↑	\$41.25	\$0.79	\$188.11	\$3.62
<b>Difference to pay with SRV continuing</b>		\$15.00	\$0.29	\$79.00	\$1.52

*Please note: the figures provided above are averages, some ratepayers may receive a different movement in rates depending on the value and classification of their land. This report provides estimates at a point in time. Although growth has been factored into all options, they are estimates and can change as a result of external factors before the adoption of the 2019/20 budget in June 2019.*

### **Current Community Infrastructure Renewal Program (CIRP)**

The current CIRP expires on 30 June 2019. This program delivered over \$6 million in asset renewal works over 6 years. The estimated expenditure across various assets categories is shown in the graph below.



In consultation with Council over 2 workshops, a new asset renewal program of works has been considered for completion over the next 4 years. This new program will form part of the discussion with the community, as part of the engagement process, and is detailed below.

### **Proposed new CIRP for 2020 – 2024 (4 yrs)**

The list below indicates the projects to be part funded by the SRV.

ID	Project Name	Project Description	Cost (Est.)
1	Leppington - maintenance Leppington Station	Road improvements to maintain existing roads in the Leppington precincts in advance of full upgrade to urban roads	\$ 800,000
2	Catherine Fields Reserve	Ground and building improvements	\$ 150,000
3	Pat Kontista Reserve	Ground improvements - seating, pathways	\$ 250,000
4	Liquidamber Reserve	Car parking spaces	\$ 250,000

ID	Project Name cont.	Project Description	Cost (Est.)
5	The Cascades, Mt Annan	Park improvement works - seating, bridges and bollards	\$ 300,000
6	Jack Nash Reserve	Playing surface and ground improvements	\$ 400,000
7	Civic Centre - Undercroft	Building and interior improvements, minor upgrades, drainage improvements	\$ 800,000
8	Visitor / Tourist Centre - John Oxley Cottage	Building improvements	\$ 250,000
9	Kirkham Park (old netball club room) BMX amenities	Improvements to old netball amenities for BMX use	\$ 300,000
10	Onslow Oval Entry Gates Heritage Renewal	Heritage gates and replacement of missing elements	\$ 200,000
11	Camden Pool Buildings	Canteen / residential unit improvements	\$ 150,000
12	Nott Oval buildings	Repair of old buildings and ground improvements	\$ 300,000
13	Cowpasture Oval Amenities	Refurbishment of amenities	\$ 150,000
14	Camden RSL Youth Club	Building improvements	\$ 200,000
15	Narellan Park (Jets/Hockey)	Ground improvements	\$ 300,000
16	Narellan Library	Forecourt improvements - shade, landscaping, paving	\$ 300,000
Subtotal			\$ 5,100,000

**Community Engagement for the SRV**

Community engagement will be undertaken over seven weeks from 3 December 2018 to 19 January 2019.

Council acknowledges that this consultation is over the Christmas period but, for Council to meet the submission date set by IPART, this is unavoidable. Council did request an extension to the submission date in order to avoid the Christmas period however this was not approved as IPART was of the opinion that sufficient time was available to consult the community. It should also be noted that the Office of Local Government only released its guidelines for 2019/20 applications in October 2018.

The method of consultation will include media releases, Council’s website, Let’s Connect and a phone survey. The results of the phone survey will be presented at a Councillor Briefing Monday 4 February 2019.



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As part of the consultation process, Council is required to place the Revised Delivery Program, including the proposed CIRP and Long-term Financial Plan to demonstrate the CIRP can be funded, on public exhibition for a minimum period of 28 days.

### **CONCLUSION**

The existing CIRP expires 30 June 2019. Using an SRV to part fund a CIRP has assisted Council over several years to maintain community assets in a good condition. This has been achieved through a small increase in the average annual rate through the SRV process. The average rate already includes this small increase as part of the current SRV and CIRP.

The new CIRP being proposed provides an investment of \$5.1 million in improvements and renewal across the Local Government Area. It considers the current condition of many popular reserves and community buildings to ensure community assets remain at a high standard.

It is recommended that Council approve the notification to IPART, pending community feedback, of its intention to apply for a continuation of the existing 1.10% SRV, which is currently included in property rates.

Council will have an opportunity to consider this matter again in February 2019, following the consultation process, before adopting and formally making application to IPART.

### **RECOMMENDED**

**That Council:**

- i. notify IPART of its intention to apply for a special rate variation under 508(2) of the *Local Government Act 1993*;**
- ii. undertake community consultation outlining the Community Infrastructure Renewal Program (CIRP) and proposed method of funding;**
- iii. as part of the consultation process, place the Revised Delivery Program and Long-term Financial Plan on public exhibition for a period of 28 days; and**
- iv. receive a report on the outcome of the community consultation to consider a formal application to IPART for a continuation of the current SRV and new CIRP.**

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## ORDINARY COUNCIL

ORD06

**SUBJECT: INVESTMENT MONIES - OCTOBER 2018**  
**FROM:** Acting Director Customer & Corporate Strategy  
**TRIM #:** 18/366640

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### PURPOSE OF REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General) Regulation 2005*, a list of investments held by Council as at 31 October 2018 is provided.

### MAIN REPORT

The weighted average return on all investments was 3.09% p.a. for the month of October 2018. The industry benchmark for this period was 2.00% (Ausbond Bank Bill Index).

It is certified that all investments have been made in accordance with Section 625 of the *Local Government Act 1993*, the relevant regulations and Council's Investment Policy.

The Responsible Accounting Officer is the Chief Financial Officer.

Council's Investment Report is provided an **attachment to this report**.

### RECOMMENDED

**That Council:**

- i. note that the Responsible Accounting Officer has certified that all investments held by Council have been made in accordance with the *Local Government Act 1993*, Regulations, and Council's Investment Policy;**
- ii. note the list of investments for October 2018; and**
- iii. note the weighted average interest rate return of 3.09% p.a. for the month of October 2018.**

### ATTACHMENTS

1. Investment Report - October 2018





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## ORDINARY COUNCIL

**ORD07**

**SUBJECT: PROPOSED AMENDMENTS TO RURAL LANDS STRATEGY - RE-EXHIBITION OUTCOMES**

**FROM:** Director Planning and Environment

**TRIM #:** 18/324813

**PREVIOUS ITEMS:** ORD01 - Minor Amendments to Camden Rural Lands Strategy - Ordinary Council - 24 Jul 2018 6.00pm  
ORD03 - Draft Rural Lands Strategy - Exhibition Outcomes - Ordinary Council - 26 Sep 2017 6.00pm

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### PURPOSE OF REPORT

The purpose of this report is to advise Council on the outcome of the public re-exhibition of proposed amendments to Camden's Rural Lands Strategy (draft Strategy).

The draft Strategy (as amended) is provided as an **attachment** to this report.

### BACKGROUND

The Camden Rural Lands Strategy was adopted by Council on 26 September 2017. In accordance with Council's resolution, the Strategy was forwarded to several state agencies, including the Department of Planning and Environment (DPE) for endorsement as a local Strategy.

DPE reviewed the Strategy and requested it be updated to reflect the adopted Western City District Plan (District Plan) and the Greater Sydney Region Plan (Region Plan), released in March 2018. DPE advised that, subject to these updates, it would endorse the Strategy. If endorsed by the DPE, the Strategy will have greater strategic weight and will form part of the DPE's assessment of rezoning reviews.

The draft Strategy was updated to reflect the District and Region Plans and to include current information on the proposed Outer Sydney Orbital (M9) corridor (OSO).

On 24 July 2018, Council considered a report on the proposed amendments to the draft Strategy and resolved (in summary) to re-exhibit the draft Strategy and conduct a meeting with affected stakeholders and any other person that would like to participate.

On 13 November 2018, a Councillor briefing was held to discuss the matters raised during the re-exhibition period.

### MAIN REPORT

#### Public Exhibition

Proposed amendments to the draft Strategy were exhibited from 11 September to 12 October 2018. Submitters to the original exhibition of the draft Strategy were notified of the exhibition.

On 13 September 2018, a public meeting was held at Council's Administration Centre. The public meeting was advertised in the local paper and on Council's website.

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Submitters to the previous exhibition of the draft Strategy were notified of the public meeting.

The public meeting was attended by seven community members, Councillors and Council officers. A key issue raised at the meeting was the specific reference to the District Plan actions within the draft Strategy. As a result, proposed changes to the draft Strategy are recommended to remove reference to specific actions and reflect the District Plan more broadly.

On 16 October 2018, a site inspection at the Tidapa property (220 Chittick Lane, Cobbitty) was undertaken at the request of the landowners. Councillors and Council officers attended the inspection meeting with members of the landowner's family and their consultants. The landowners provided information to Councillors and Council officers at the site inspection. This information has been included as a **supporting document**.

### **Submissions received**

Council received two submissions, including one detailing concerns with the draft Strategy and requesting a number of amendments. The second submission provides broad support for the Strategy and its intent to protect rural lands, but also requests a number of amendments.

The key issues raised in the submissions relate to the District Plan, the proposed OSO, criteria for rezoning proposals, and how the draft Strategy addresses rural zoned land located between the OSO and the South West Growth Area (SWGA).

A copy of the submissions is provided as a **supporting document** to the report, and detailed consideration of the issues is provided as an **attachment** to this report. A summary of the key issues and Council officer comment is provided below.

### **Summary of Key Issues**

#### **1. Concern the draft Strategy reflects specific actions in the District Plan**

Request to remove the District Plan actions that relate to the Metropolitan Rural Area (MRA) from the draft Strategy. This issue was also raised at the public meeting.

#### **Officer Comment**

The draft Strategy is a broad strategy to guide Council decision making on rural land. All local plans and strategies need to be consistent with the District and Region Plans to offer a 'line of sight' from all levels of strategic documents. This helps ensure consistency of planning outcomes.

The proposed amendments to the draft Strategy included reference to specific actions of the District Plan that relate to the MRA.

The draft Strategy has been amended to reflect the District Plan more broadly, rather than focusing on specific actions. Any rezoning proposal to rezone rural land would need to address the relevant actions of the District Plan that relate to the MRA.

The draft Strategy identifies that a review will be undertaken every 4 years or in response to a change in policy or legislation such as the District and Region Plan.



## **2. Impact of proposed OSO on rural land and request to identify land between proposed OSO and SWGA as a transition zone/investigation area**

The information submitted at the site inspection requests Council commit to the OSO as the new urban boundary. The written submission to the draft Strategy requests support for the area between the OSO and the SWGA be identified as an investigation area to consider appropriate land uses within a transition zone.

### Officer Comment

The draft Strategy already acknowledges the potential impact of the proposed OSO on rural land and includes an action advocating that the preferred OSO option minimises impact on rural land.

Council's submission to the proposed OSO outlined it would only support the corridor if it was provided underground, and if it was unable to be undergrounded then the alignment should be reviewed. The NSW Government has since announced that approximately 10kms of the proposed OSO will be undergrounded and this is reflected in the draft Strategy.

The draft Strategy reflects current information on the proposed OSO. Council will continue to advocate to ensure the impact of the proposed OSO corridor on rural lands and communities is minimised in accordance with the draft Strategy.

No further amendments to the draft Strategy are considered warranted as:

- It is not the role of the draft Strategy to define the urban boundary;
- The NSW Government is yet to commit to the proposed OSO corridor alignment, its acquisition and construction; and
- The review provisions of the draft Strategy enable a review to be undertaken should there be any change in NSW Government policy or legislation.

## **3. Amend criteria for rezoning proposals to consider land that may be compromised for rural uses**

Request to amend the criteria for rezoning proposals in the draft Strategy to give consideration to existing rural lands that may become compromised and will no longer meet the objectives of its zoning.

### Officer Comment

The draft Strategy contains sufficient flexibility to enable assessment of planning proposals for rural land, outside of the SWGA. The assessment criteria include:

- Proposals must be consistent with state and local strategic plans;
- Proposals must not adversely impact on the operation of existing rural enterprises;
- Proposals must be a logical extension to existing urban areas; and
- Proposals must not reduce the quality of scenic landscapes, vistas, ridgelines or heritage values.

The draft Strategy confirms that the assessment criteria are intended as a guide only and proposals will be subject to a merit assessment against relevant state and local planning policies.

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No further changes to the criteria for rezoning proposals is considered warranted as they contain sufficient flexibility to enable the assessment of planning proposals for rural land outside of the SWGA.

### **FINANCIAL IMPLICATIONS**

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

### **CONCLUSION**

Re-exhibition of proposed amendments to the Camden Rural Lands Strategy has been undertaken. The amendments meet the DPE's requirement to update the draft Strategy to be consistent with the District and Region Plan.

Two submissions were received in response to the public exhibition. The key issues raised in the submissions relate to the District Plan, the proposed OSO, criteria for rezoning proposals, and how the draft Strategy addresses rural zoned land located between the OSO and the SWGA.

In response to key issues raised in the submissions, the draft Strategy has been amended to reflect the District Plan more broadly, rather than focusing on specific actions.

No further amendments to the draft Strategy are recommended as:

- It is not the role of the draft Strategy to define the urban boundary;
- The NSW Government is yet to commit to the proposed OSO corridor alignment, its acquisition and construction;
- The review provisions of the draft Strategy enable a review to be undertaken should there be any change in NSW Government policy or legislation; and
- The draft Strategy contains sufficient flexibility to enable assessment of planning proposals for rural land outside the SWGA.

It is recommended that Council adopt the draft Rural Lands Strategy (as amended). This will enable the Strategy to be forwarded to the DPE seeking its endorsement as a local Strategy. Subject to Council's adoption, the Strategy will also be forwarded to relevant public authorities including the Department of Primary Industries, Greater Sydney Commission and Transport for NSW.

### **RECOMMENDED**

**That Council:**

- i. adopt the draft Rural Lands Strategy (as amended);**
- ii. forward the adopted Rural Lands Strategy to the Department of Planning and Environment to seek its endorsement of the Strategy;**
- iii. forward the adopted Rural Lands Strategy to the Department of Primary Industries, Greater Sydney Commission and Transport for NSW; and**
- iv. write to all submitters to notify of Council's decision.**

### **ATTACHMENTS**

1. Draft Rural Lands Strategy
2. Submission Response Table



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## ORDINARY COUNCIL

**ORD08**

**SUBJECT: TENDER T023/2018 – MISS LLEWELLA DAVIES PIONEERS WALKWAY**

**FROM:** Director Community Assets

**TRIM #:** 18/372114

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### PURPOSE OF REPORT

The purpose of this report is to provide details of the tenders received for contract T023/2018, being the Miss Llewella Davies Pioneers Walkway, and to recommend that Council accept the tender submitted by Lamond Contracting Pty Ltd.

### BACKGROUND

Council has previously accepted \$351,000 (GST exclusive) in grant funds in November 2016 towards the development of the Miss Llewella Davies Pioneers Walkway, from the NSW Government Metropolitan Greenspace Program.

The Metropolitan Greenspace Program is open to Councils in the Sydney Metropolitan Area to fund capital projects for regionally significant parks and trails. The objectives of the Program include enhancing regionally significant open space by providing links between bushland, parks, major centres, and waterways and enabling more effective public use of regionally significant open space.

The Miss Llewella Davies Pioneers Walkway will provide the community with the opportunity to have public access to Camden Town Farm, whilst providing educational and recreational activities such as:

- Walking
- Jogging
- Bird watching
- Lessons in local history and;
- Lessons on farming practices and the environment

The project involves the construction of approximately 2.8 kilometres of walkway, associated fencing, two accessible parking spaces and landscaping works. The walkway includes an initial section of decomposed granite, with the remainder comprising predominantly of an informal grass track (see **attachment 1**).

A portion of the intended route for the Miss Llewella Davies Pioneers Walkway has recently been identified as a potential Aboriginal heritage pad site (see **attachment 2**). Under the National Park and Wildlife Act 1974, an Aboriginal heritage impact study is required in this area to determine whether construction of the pathway can proceed as designed, or if the walkway route will need to be revised due to an Aboriginal heritage find.

This study is being undertaken concurrently while construction proceeds in the unaffected areas of the pathway route.

A contractor is required to act as the Principal Contractor for the site and be responsible for the construction works. The Contractor will manage and coordinate all sub-contractors and integrate their output at all stages.

## **MAIN REPORT**

### **Invitation to Tender**

The invitation to tender was advertised in the Sydney Morning Herald, local newspapers and the NSW e-tendering website. The tender closed on 17 October 2018 and 11 submissions were received. The tenderers were asked to provide a lump sum price for the works as well as a schedule of rates that would enable flexibility in the scope which is dependent on the outcome of the Aboriginal heritage impact study.

### **Tender Submissions**

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

<b>Name of Tenderer</b>	<b>Location</b>
Civil Constructions Pty Ltd	Rydalmere NSW
Daracon Group	Beresfield NSW
Growth Civil Landscapes Pty Limited	Kirrawee NSW
KK Civil Engineering	Padstow NSW
Lamond Contracting Pty Ltd	Wilton NSW
Mack Civil Pty Ltd	Sans Souci NSW
O Landscapes	Peakhurst NSW
Perfection Landscape Services	Baulkham Hills NSW
Shore Contracting Pty Ltd	Helensburgh NSW
Starcon Group Pty Ltd	Smithfield NSW
Statewide Civil Pty Ltd	Norwest NSW

### **Tender Evaluation**

The intention of the tender process is to appoint a contractor with proven capacity and experience in similar scale projects, as well as providing good value and quality services to Council.

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 weighting of 50% and non-price factors a weighting of 50%.

Non-price factors considered for this project include:

- Conformity to the specification and tender documents
- Previous experience
- Proposed team, reliability, systems and capacity
- Program
- Understanding of the project and proposed methodology
- Work Health and Safety

Lamond Contracting Pty Ltd has provided the most competitive tender in terms of cost and meeting all requirements of Council's tender documentation. Lamond Contracting Pty Ltd have previously been awarded and successfully completed several projects of a similar scale and nature for Camden Council.



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The panel members were unanimous in determining that the tender by Lamond Contracting Pty Ltd represented the best value to Council.

Council's tender compliance panel has reviewed the tender evaluation process undertaken.

A summary of the submissions 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**

Lamond Contracting Pty Ltd has submitted a program to complete the works in a timeframe that meets the requirements of Council and acknowledges the process for the Aboriginal heritage impact study.

Subject to Council's acceptance of this Tender, the construction will be undertaken in two stages (see **attachment 3**). Stage 1 of the works, which is outside the area affected by the Aboriginal heritage pad site, will be completed by March 2019. The Aboriginal heritage impact study is expected to be completed by April 2019. Once this study is complete, the remainder of the pathway (Stage 2) will be completed by June 2019.

### **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report. There are sufficient funds allocated to this project within the 2018/2019 budget, to proceed with the proposed works.

### **CONCLUSION**

Lamond Contracting Pty Ltd has provided a conforming tender. The tender assessment concludes that the offer by Lamond Contracting Pty Ltd represents best value to Council and the company has a proven track record of performance on Camden Council projects.

### **RECOMMENDED**

**That Council accept the tender provided by Lamond Contracting Pty Ltd as per the terms and conditions of Tender T023/2018 – Miss Llewella Davies Pioneers Walkway, for the lump sum value of \$380,796 (excluding GST), and the schedule of rates provided in the tender.**

### **ATTACHMENTS**

1. Intended Route of Miss Llewella Davies Pioneers Walkway
2. Aboriginal Impact Study Areas - Pad Sites
3. Construction Staging - Miss Llewella Davies Pioneers Walkway
4. Tender T023/2018 - Miss Llewella Davies Pioneers Walkway - *Supporting Document*

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## ORDINARY COUNCIL

ORD09

**SUBJECT: DRAFT MASTERPLAN FERGUSONS LAND**  
**FROM:** Acting Director Sport, Community & Recreation  
**TRIM #:** 18/367902

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### PURPOSE OF REPORT

The purpose of this report is to recommend Council's endorsement to place the draft Fergusons Land Masterplan on public exhibition for a minimum period of 28 days. It is proposed that Council receive a further report at the completion of the exhibition period regarding any submissions received.

### BACKGROUND

In 2014, Council endorsed the Sportsground Strategy which identified Fergusons Land for the development of a Premier Cricket Facility. A notice of motion to the meeting of 22 November 2016 reiterated councils vision to create a specialised cricket facility in this location.

Council has since liaised with Cricket NSW and Camden Cricket Club, to determine a draft masterplan for the ultimate facility at Fergusons Land. A copy of the masterplan is included as an **attachment** to this report.

The draft masterplan was presented to Councillors at a briefing on 13 November 2018.

### MAIN REPORT

Council has liaised with Cricket NSW and Camden Cricket Club to prepare a draft masterplan for the proposed facility at Fergusons Land which includes:

- Two premier cricket ovals with turf pitches;
- One premier oval with synthetic pitch;
- Picket fencing to all ovals;
- Flood lighting to two ovals, one for premier sports;
- Sand slit drainage and irrigation to all ovals;
- Two storey amenities building;
- New two-lane bridge access to the site;
- Two coat sealed roads
- 140 car parking spaces;
- Training nets with turf and synthetic pitches;
- Maintenance storage sheds; and
- Nepean River Trail connections and landscaping.

The total estimated cost for this ultimate facility is \$29.4 million at today's costs. The Fergusons Land Premier Cricket Facility is to be delivered in a staged approach with Stage 1 scope of works (**attached** to this report) proposed to include:

- One premium cricket field with turf pitches, picket fencing, drainage and irrigation;
- Amenities with changeroom, toilets and storage;
- 70 carparking spaces;
- Training nets;





- Maintenance storage;
- Temporary access road;
- Raising and widening of Matahil Creek causeway; and
- Relocation of the Pony Club building (Camden Bicentennial Equestrian Park).

Due to the location of the development next to Cobbitty Pony Club at the Camden Bicentennial Equestrian Park (BEP), Council has liaised with the Section 355 Camden BEP Management Committee on the proposed development. Submissions have been received by the BEP Committee which will be considered along with other submissions received during the exhibition period.

It is now proposed to place the draft Fergusons Land Masterplan on public exhibition for a minimum period of 28 days to seek comments from the community. A further report will then be presented to Council outlining any submissions received.

### **FINANCIAL IMPLICATIONS**

There are no funding implications as a result of this report.

\$6.1 million for the implementation of the first stage of the draft masterplan has been included as part of Council's adopted Budget and Long Term Financial Plan. In addition, Council received \$200,000 funding under the Metropolitan Greenspace Program to integrate Fergusons Land with surrounding facilities and pedestrian networks that contribute to the delivery of the Green Grid, as outlined in the Western City District Plan.

A further \$800,000 is required for the upgrade of the Matahil Creek causeway which is proposed to be funded from the Western Parkland City Liveability Fund (City Deal) allocation.

The total budget for Stage 1 is \$7.1 million.

### **CONCLUSION**

The draft masterplan for Fergusons Land has been developed in consultation with Cricket NSW and the Camden Cricket Club and addresses the future needs of the sport to enable its growth into the future.

Council's endorsement is sought to place the draft Fergusons Land Masterplan on public exhibition for a period of 60 days, for consideration by the community. After the public exhibition period has been completed it is proposed to report back to Council on any submissions received during the exhibition period.

### **RECOMMENDED**

#### **That Council:**

- i. resolve to place on public exhibition the draft Fergusons Land Masterplan for a minimum period of 28 days; and**
- ii. receive a further report on any submissions received during the advertised period.**

#### **ATTACHMENTS**

1. Fergusons Land Regional Cricket Facility - Concept Master Plan - Ultimate Layout
2. Fergusons Land Regional Cricket Facility - Concept Master Plan - Stage 1

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## ORDINARY COUNCIL

ORD10

**SUBJECT: MINUTES OF THE 26 OCTOBER 2018 BUSINESS ASSURANCE AND RISK COMMITTEE MEETINGS**

**FROM:** General Manager

**TRIM #:** 18/370395

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### PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 26 October 2018 Business Assurance and Risk Committee meeting.

### BACKGROUND

Council endorsed the implementation of a Business Assurance and Risk Management framework in June 2014 and as part this framework, a Business Assurance and Risk Committee was established.

The objective of the Business Assurance and Risk Committee is to provide independent assurance and assistance to Camden Council on risk management, internal control, governance and external accountability responsibilities.

The Business Assurance and Risk Committee membership includes both independent external members and Councillors. The Committee is required to meet a minimum of four times per year.

Council resolved to adopt the Committee's current Business Assurance and Risk Committee Charter on 13 October 2015. The Charter includes a requirement to report to Council the minutes of the Business Assurance and Risk Committee meetings for noting.

### MAIN REPORT

The Business Assurance and Risk Committee met on 26 October 2018. The agenda discussed at the meeting included consideration of the following:

- Review of financial statements and external audit reports for the year ended 30 June 2018
- Presentation – Business Improvement – Customer 2.0
- Gifts and Benefits Review Internal Audit Report.

One of the Committee's responsibilities is to review the annual financial statements and the results of the financial statement external audit. At the October meeting, the Business Assurance and Risk Committee considered the financial statements and a presentation by Council's external auditors on the audit for the year ended 30 June 2018. The Annual Financial Statements are included as a separate report in tonight's Business Paper.

The minutes of the 26 October 2018 Committee meeting were approved by the Committee post meeting and are attached.



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## **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

## **CONCLUSION**

The Business Assurance and Risk Committee play an important role in supporting the governance framework of Council. Reporting the minutes from Committee meetings keeps Council informed of the outcomes from those meetings and are submitted for information.

## **RECOMMENDED**

**That Council note the Minutes of the Business Assurance and Risk Committee meeting of 26 October 2018.**

## **ATTACHMENTS**

1. Minutes of Business Assurance and Risk Committee - 26 October 2018



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## ORDINARY COUNCIL

ORD11

### NOTICE OF MOTION

**SUBJECT: NOTICE OF MOTION - OLD CAMDEN HIGH SCHOOL SITE**  
**FROM: Cr C Cagney**  
**TRIM #: 18/383021**

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"I, Councillor Cindy Cagney, hereby give notice of my intention to move the following at the Council Meeting of 27 November 2018:

That Council contact the current owners of the Old Camden High School site Cnr John and Exeter Street, Camden and ask to be provided with a written report/update on:

1. What type of remediation has taken place during 2018
2. Is there future remediation that will need to be undertaken on the site."

### RECOMMENDED

**That Council contact the current owners of the Old Camden High School site Cnr John and Exeter Street, Camden and ask to be provided with a written report/update on:**

1. **What type of remediation has taken place during 2018; and**
2. **Is there future remediation that will need to be undertaken on the site.**