



Camden Council

Business Paper

Ordinary Council Meeting
26 March 2019

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 10.7	
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

Director Customer and
Corporate Strategy
Tim Butler

Director Sport
Community and Recreation
Tina Chappell

Chief Financial Officer
Paul Rofe

Manager Governance and Risk
Charles Weber

Acting Director Planning and Environment
Daniel Streater

Acting Director Community Assets
Rick Weeding

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





ORDINARY COUNCIL

ORDER OF BUSINESS - ORDINARY COUNCIL

Prayer.....	6
Acknowledgement of Country	7
Recording of Council Meetings	8
Apologies.....	9
Declaration of Interest.....	10
Public Addresses	11
Confirmation of Minutes	12
Mayoral Minute	13
ORD01 Acceptance of Grant - Stronger Communities Program (Round 4).....	14
ORD02 Acceptance of Grant Funding - Roads and Maritime Services Safer Roads Program 2019/20.....	16
ORD03 Request for Additional Funding for 2019 Camden Anzac Day Service.....	18
ORD04 Metropolitan South-West Hockey Association - Request for Funding Support.....	20
ORD05 Investment Monies - February 2019	22
ORD06 Tender T001/2019 - Human Resources Information System	23
ORD07 Tender T007/2019 - Construction of new Playing Fields at Kirkham Park Elderslie	26
ORD08 Minutes of the 11 February 2019 Business Assurance and Risk Committee Meeting.....	29



ORDINARY COUNCIL

SUBJECT: PRAYER

PRAYER

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

Amen

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

Amen

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

Amen

AFFIRMATION

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

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

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

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

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

ORDINARY COUNCIL

SUBJECT: ACKNOWLEDGEMENT OF COUNTRY

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



ORDINARY COUNCIL

SUBJECT: RECORDING OF COUNCIL MEETINGS

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

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

ORDINARY COUNCIL

SUBJECT: APOLOGIES

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

RECOMMENDED

That leave of absence be granted.

ORDINARY COUNCIL

SUBJECT: DECLARATION OF INTEREST

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

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

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

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

RECOMMENDED

That the declarations be noted.

ORDINARY COUNCIL

SUBJECT: PUBLIC ADDRESSES

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

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

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

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

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

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

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

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

RECOMMENDED

That the public addresses be noted.

ORDINARY COUNCIL

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Ordinary Council Meeting held 12 March 2019.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 12 March 2019, copies of which have been circulated, be confirmed and adopted.



ORDINARY COUNCIL

SUBJECT: MAYORAL MINUTE

Consideration of Mayoral Minute (if any).



ORDINARY COUNCIL

ORD01**SUBJECT: ACCEPTANCE OF GRANT - STRONGER COMMUNITIES PROGRAM
(ROUND 4)****FROM:** Director Sport, Community & Recreation**TRIM #:** 19/60538

PURPOSE OF REPORT

The purpose of this report is to seek Council's acceptance of grant funding from the Department of Industry, Innovation and Science under Round 4 of the Stronger Communities Program, to support the delivery of an additional shade structure at Oran Park Library and Community Facility.

BACKGROUND

The Stronger Communities Program supports the Australian Government's commitment to deliver social benefits in communities across Australia. Round 4 of the program will provide \$22.5 million to fund small capital projects in each of the 150 federal electorates.

Projects eligible for funding must be small capital works or capital expenditure that delivers benefits to the local community, and applicants must be invited to apply by their local Member of Parliament. The grant amount available is up to 50% of eligible program costs, with maximum grant available per project being \$20,000 (excluding GST). Projects must be completed by 30 June, 2019.

Council was invited by Dr Mike Freelander MP, Member for Macarthur, to nominate a project in the Camden LGA (within the Macarthur electorate) for funding.

Council officers nominated the shade structure at the Oran Park Library and Community Centre, as this project will encourage additional usage of the artificial turf outdoor area on the northern side of the library and provide opportunities to undertake a range of outdoors library programs.

MAIN REPORT

Council has been notified that it has been successful in receiving the grant funding under the Australian Government's Stronger Communities Program (Round 4), of \$17,500 (excluding GST) for Oran Park Library and Community Centre Shade Sail, the total project cost is \$35,000 (excluding GST).

The shade structure is proposed to be erected over the artificial turf area on the northern side of the Library as shown in Figure 1. This area will be accessible from the automated doors adjacent to the children's area within the Library. Installation of the shade structure will enable the delivery of some library programs such as story time to be undertaken outdoors and increase utilisation of this space.

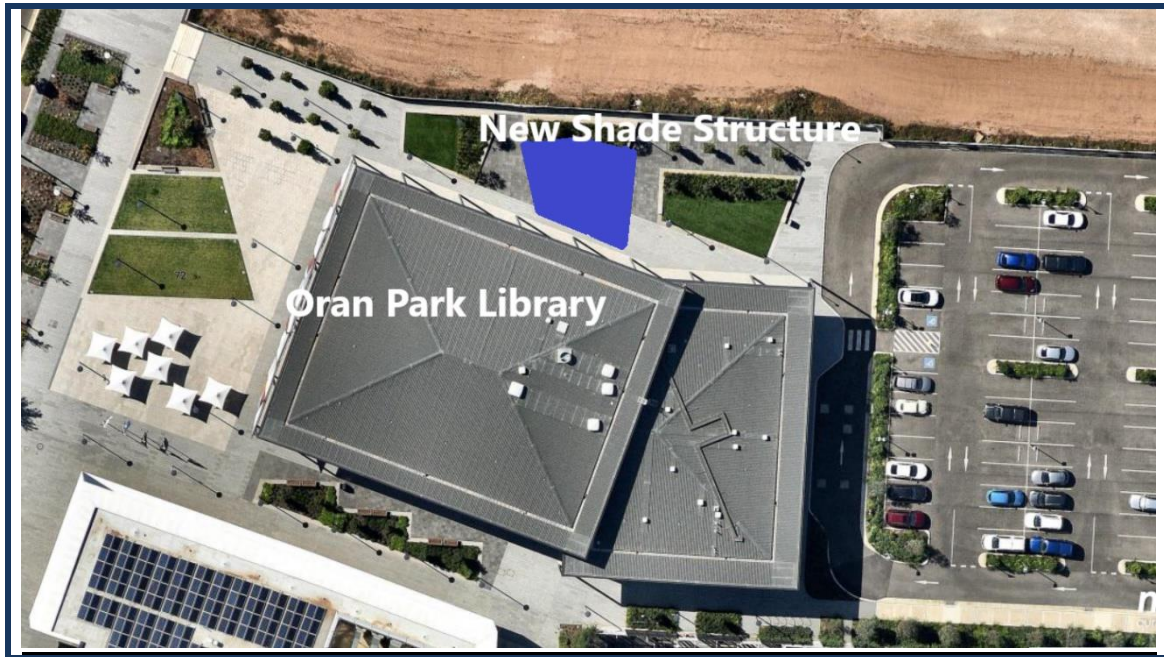


Figure 1 – Proposed Location of Shade Structure

FINANCIAL IMPLICATIONS

The total project cost is \$35,000 (excluding GST). The 2018/19 budget contains funding to deliver shade structures within the Oran Park Library and Community Centre. The grant funding of \$17,500 (excluding GST) in conjunction with the existing funds will enable Council to provide the additional shade structure on the Northern side of the Library.

CONCLUSION

Council has been successful in securing grant funding under the Australian Government's Stronger Communities Program (Round 4), to support the delivery of a shade structure on the northern side of the Oran Park Library, the structure will enable use of the area to deliver a range of library programs outdoors. The project will be complete by the 30 June 2019.

It is recommended that Council accept the grant funding and write to the Federal Minister The Hon. Karen Andrews MP, Minister for Industry, Innovation and Science and Dr Mike Freelander MP, Member for Macarthur, thanking them for the grant funding.

RECOMMENDED

That Council:

- i. accept grant funding of \$17,500 (excluding GST) through the Stronger Communities Program (Round 4) to provide additional funding for the construction of a new shade structure at the Oran Park Library and Community Centre; and**
- ii. write to Federal Minister, The Hon. Karen Andrews MP, Minister for Industry, Innovation and Science, and Dr Mike Freelander MP, Member for Macarthur, thanking them for the grant funding.**



ORDINARY COUNCIL

ORD02

SUBJECT: ACCEPTANCE OF GRANT FUNDING - ROADS AND MARITIME SERVICES SAFER ROADS PROGRAM 2019/20

FROM: Acting Director Community Assets

TRIM #: 19/58298

PURPOSE OF REPORT

The purpose of this report is to seek Council acceptance of grant funding from Roads and Maritime Services (RMS) for improvements on Holdsworth Drive, Mount Annan, and Broughton Street, Camden.

BACKGROUND

Roads and Maritime Services seeks applications from Councils each year for projects under a range of specific funding programs. This year applications were made for eligible crash blackspot projects under the 2019/20 Safer Roads Program at locations on Broughton Street and Holdsworth Drive as identified attached location maps provided as an **attachment** to this report.

MAIN REPORT

Council has been advised by the RMS on behalf of the NSW Government, that its applications for Holdsworth Drive and Broughton Street have been successful for the 2019/20 financial year under the Safer Roads Program.

This Holdsworth Drive project comprises measures to slow traffic on the approach to the roundabout at Main Street. The grant will fully fund the project at a cost of \$100,000 (excl. GST).

The Broughton Street project comprises kerb extensions at Barsden Street to enhance visibility for drivers. The grant will fully fund the project at a cost of \$55,000 (excl. GST).

FINANCIAL IMPLICATIONS

Council will receive \$155,000 (excl. GST) in 2019/20 through the Safer Roads Program. No matching funding is required. This amount is to be included in the 2019/20 budget to fund the proposed program of works.

CONCLUSION

Council has been successful in securing grant funding under the 2019/20 Safer Roads Program to the value of \$155,000 for works on Holdsworth Drive and Broughton Street.

The grant funding will enable improved road safety outcomes for the community and it is recommended that the grant funds be accepted.

It is also recommended that Council write to the Minister for Roads, Maritime and Freight, and the State Member for Camden, thanking them for their support for these projects.

RECOMMENDED

That Council:

- i. accept RMS funding of \$155,000 (excluding GST) under the Safer Roads Program to conduct road improvement works on Holdsworth Drive and Broughton Street and include the funding amount into the 2019/20 budget;**
- ii. write to the Minister for Roads, Maritime and Freight, and the State Member for Camden, thanking them for their support.**

ATTACHMENTS

1. Holdsworth Drive Map
2. Broughton Street Map



ORDINARY COUNCIL

ORD03

SUBJECT: REQUEST FOR ADDITIONAL FUNDING FOR 2019 CAMDEN ANZAC DAY SERVICE

FROM: Director Sport, Community & Recreation

TRIM #: 19/71866

PURPOSE OF REPORT

The purpose of this report is for Council to consider a request for additional financial assistance from the Camden RSL Sub-Branch for costs associated with hiring audio and visual equipment for the 2019 ANZAC Day event.

BACKGROUND

Council has recently received correspondence from the Camden RSL Sub-Branch seeking additional financial assistance of \$27,000 for the 2019 ANZAC Day Commemoration service in Camden.

The additional funding will go towards the provision of audio and visual equipment hire for the day.

Councillors were briefed on this matter on 12 March 2019.

MAIN REPORT

Council currently provides the following assistance to the Camden RSL Sub-Branch for ANZAC Day services in Camden:

- \$10,000 annual sponsorship through the Community Sponsorship Program;
- \$1,600 waiving of fees associated with the Special Event and Temporary Road closure permits;
- \$35,000 for event security measures.

The ANZAC Day event is a high-profile event for the Camden community with an estimated 13,000 people attending the event throughout the day.

The request received by the Camden RSL Sub-Branch, has identified that due to a reduction in fundraising for ANZAC Day, the Sub-Branch is unable to cover costs associated with the audio and visual equipment for the 2019 services, and has requested that Council contribute an additional \$27,000 to cover these costs.

The additional funding would increase Council's financial contribution for 2019 to a total of \$73,600. With this additional funding, it is recommended that Council be formally recognised as an official event partner for the 2019 ANZAC Day commemorative event. This has been agreed to by the Camden RSL Sub-Branch.

It is also recommended that Council re-allocate the 2019 Annual Subsidy of \$10,000 to be used towards the payment of audio and visual equipment.

Should Council endorse the request the engagement and payment of the audio and visual suppliers would be undertaken by Council within Council's existing procurement practices and requirements.

FINANCIAL IMPLICATIONS

The financial implications associated with this request would equate to a total contribution of \$73,600 for the 2019 ANZAC Day event. It is proposed that the additional \$27,000 be funded by the March quarterly budget surplus.

Subsidy	Current Funding	Additional Funding 2019	Amount \$
Event sponsorship	Annual Subsidy \$10,000	Increase \$27,000 (for audio and visual equipment for the 2019 event).	\$37,000
Fee Waiver – special event permit and temporary road closures	Approved by Council resolution 29 January 2013	To continue	\$1600
Increased event security measures	Ongoing subsidy	To continue	\$35,000
Total			\$73,600

CONCLUSION

Council has received a request from the Camden RSL Sub-Branch for additional funding of \$27,000 to pay for the hire of audio and visual equipment for the 2019 Camden ANZAC Day service.

Camden's ANZAC Day event is one of the largest ANZAC day events in the state, with more than 12,000 patrons attending on the day.

Given the importance of this event in the Camden and Australian calendar it is considered appropriate that Council fund an additional one-off payment of \$27,000 for the 2019 ANZAC Day. In addition, it is recommended that Council be formally recognised as an official event partner as part of ANZAC Day commemorations.

RECOMMENDED

That Council:

- i. approve an additional \$27,000 (GST exclusive) to be funded through the March Quarterly Budget Review surplus for the 2019 ANZAC Day event only;**
- ii. re-allocate the current 2019 Annual Subsidy payment of \$10,000 (GST exclusive) for the Camden RSL Sub-Branch towards the payment of audio and visual equipment;**
- iii. engage and administer the procurement of the audio and visual equipment up to \$37,000 (GST exclusive) for the 2019 ANZAC Day event in conjunction with the Camden RSL Sub-Branch; and**
- iv. advise the Camden RSL Sub-Branch of Council's decision.**



ORDINARY COUNCIL

ORD04

SUBJECT: METROPOLITAN SOUTH-WEST HOCKEY ASSOCIATION - REQUEST FOR FUNDING SUPPORT

FROM: Director Sport, Community & Recreation

TRIM #: 19/69380

PURPOSE OF REPORT

The purpose of the report is to consider a request for funding of \$15,000 and in-kind support, received from the Metropolitan South-West Hockey Association to host the Under 15 Girls and Boys National Championships at the Macarthur Regional Hockey Complex, Narellan.

BACKGROUND

The Under 15 Girls and Boys National Hockey Championships will be held from 7 April until 14 April 2019, with a total of twelve girls teams and twelve boys teams at the Macarthur Regional Hockey Complex, which now forms part of the Narellan Sports Hub.

The event builds on the previous success of such tournaments as the NSW Regional Challenge held at the venue in March 2018 which attracted more than 2000 spectators over the course of the tournament.

MAIN REPORT

The Metropolitan South-West Hockey Association was recently notified by Hockey Australia that it had been successful in its bid to host the 2019 Under 15 Girls and Boys National Hockey Championships.

To assist with the costs associated with hosting the tournament, the Metropolitan South-West Hockey Association has contacted Council to request financial assistance of \$15,000 and a minor in kind contribution for use of Councils Chambers at Oran Park.

The Championships will see each state represented at the 7 day event which is estimated to attract each day:

- over 400 players, coaches and support staff;
- over 50 tournament officials; and
- over 500 spectators.

The national event is a major attraction for interstate and NSW regional players, and is estimated to attract approximately 6700 people to the Narellan Sports Hub and generate a regional economic impact of \$2 million.

Should Council support the sponsorship request the funds received will be attributed to the costs associated with running the event including provision of additional changerooms, spectator seating, and toilets across the 7 days.

In addition to financial support the Association have also requested in-kind support from Council to host the Captains Call photo opportunity within the Council Chambers at Oran Park in the lead up to the event.

Event Partnership

The Metropolitan South-West Hockey Association has offered Council the opportunity to be recognised as the local event partners for the tournament. The partnership would mean Council would receive the following promotional opportunities:

- Brand activation at the event by the provision of marquee space each day;
- Acknowledged as Official Event Sponsor in all Event Programs and associated publications in print and digital media;
- Acknowledged as Official Event Sponsor on Hockey Australia's website and social media channels;
- Installation of Camden Council signage around Sports Hub Complex, including but not limited to fence wrap, pull-up banners, tear drop banners;
- Hockey Australia will reference the partnership in all official presentations;
- Access to the event site by way of a media pass to the Sponsor Photographer;
- Nominated representatives from Camden Council will be invited to participate in the Captains Call and Presentation Ceremonies with speaking and photo opportunities;
- Nominated representatives from Camden Council will be invited to present the official awards at the presentation; and

FINANCIAL IMPLICATIONS

The cost to Council to partner in this event is \$15,000 (excluding GST), in addition to in-kind support through the use of the Council Chambers for the Captains Call. It is proposed to allocate \$15,000 (excluding GST) from the March quarterly budget review surplus to fund this request.

CONCLUSION

Partnering with the Metropolitan South-West Hockey Association to host the Under 15 Girls and Boys National Championships provides an opportunity for the Camden Local Government Area to promote and market itself as a sports tourism destination and will provide valuable direct and indirect economic benefits to the area.

This sponsorship builds on our partnership with Hockey Australia and enables visitors attending these events to experience other aspects of Camden such as local venues, attractions, dining and accommodation.

It is recommended that Council endorse the partnership with the Metropolitan South-West Hockey Association to host the Under 15 Girls and Boys National Championships by way of a contribution of \$15,000, and provision of in-kind support to use the Council Chambers at Oran Park for the Captains Call.

RECOMMENDED

That Council:

- allocate \$15,000 (excluding GST) from the March quarterly review budget surplus to the Macarthur South-West Hockey Association to host the Under 15 Girls and Boys National Championships at the Macarthur Regional Hockey Complex;**
- provide in-kind support through the use of the Council Chambers for the Captains Call in the lead up to the event; and**
- write to Macarthur South-West Hockey Association to advise them of Council's decision.**



ORDINARY COUNCIL

ORD05

SUBJECT: INVESTMENT MONIES - FEBRUARY 2019
FROM: Director Customer & Corporate Strategy
TRIM #: 19/66285

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 28 February 2019 is provided.

MAIN REPORT

The weighted average return on all investments was 3.07% p.a. for the month of February 2019. The industry benchmark for this period was 2.28% (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 as 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 February 2019; and**
- iii. note the weighted average interest rate return of 3.07% p.a. for the month of February 2019.**

ATTACHMENTS

1. Investment Report - February 2019

ORDINARY COUNCIL

ORD06

SUBJECT: TENDER T001/2019 - HUMAN RESOURCES INFORMATION SYSTEM
FROM: Director Customer & Corporate Strategy
TRIM #: 19/46271

PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T001/2019 Human Resources Information System, recommend that Council decline all tenders submitted and invite fresh tenders from recognised contractors specialising in implementing and supporting Human Resource Information Systems.

BACKGROUND

In order to support Council's growing workforce, a new Human Resources Information System (HRIS) was identified as a key strategy to support continuous improvement and the evolving needs of Council's workforce.

In addition to the administrative and operational efficiencies, a fully integrated HRIS will offer Council increased access to comprehensive workforce information, support ongoing evidence-based decision making and improve both prospective and existing employee experience.

MAIN REPORT

Invitation to Tender

A detailed tender specification that addressed operational requirements of Council's payroll and human resource functions was developed and sent out as a Request for Tender to the market.

The tender for T001/2019 Human Resources Information System was advertised in the local paper, the Sydney Morning Herald and e-tendering website www.tenders.nsw.gov.au. The tender commenced on 18 September 2018 and closed on 18 October 2018.

Respondents to Council's tender had the opportunity to respond as follows:

1. A complete response to *all components* of the request for tender; or
2. A response to *Human Resources components* of the request for tender only; or
3. A response to *Payroll components* of the request for tender only; or
4. A response to *Performance/Talent Management/Workforce Planning components* of the request for tender only.

Tenders Received

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



Tender	Location
allaboutXpert	Sydney NSW
Aurion	Sydney NSW
CAMMS	Adelaide SA
Frontier Software	Melbourne VIC
Open Office	Mulgrave VIC
Wand Inc	Denver CO USA

Of the six submissions received, four were found to be conforming with the tender scope, with one of the four vendors withdrawing their tender response.

Tender Evaluation Process

The aim of the tender evaluation process is to assess the capability of the tenderers to provide the best value and quality services to Council and to recommend the preferred tenderer.

A tender evaluation panel was established, and the submissions were assessed on price and non-price factors as agreed by the evaluation panel.

Non-price factors considered for this project included:

- Technical and functional response to the specifications and usability of the system;
- Previous experience in implementation of systems in similar environments;
- Capability to integrate with Council's existing system (Civica Authority); and
- Customer focused approach to service delivery.

An assessment of the tenders was undertaken in line with the tender evaluation plan. A summary of the tender evaluation is provided in the **supporting documents**.

Tender Evaluation Panel Outcome

Following the evaluation process the tender evaluation panel found that the demonstrated systems did not fully satisfy Council requirements, particularly in relation to integration of a new Payroll system with Council's existing system (Civica Authority) and Human Resources functionality.

As such, in accordance with Section 178 of the *Local Government (General) Regulation 2005*, it is recommended that Council decline to accept any of the tenders and invite fresh tenders, as provided by Section 169 of the *Local Government (General) Regulation 2005*.

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.

Under Regulation 178 of the *Local Government (General) Regulation 2005 – Acceptance of Tenders*, Council is required to either decide to accept a tender or to decline to accept any tenders. Council may also resolve to invite fresh tenders.

FINANCIAL IMPLICATIONS

Funding is available within existing budgets to purchase a Human Resources Information System.

There are no further financial implications associated with this report.

CONCLUSION

Following the outcome of the tender evaluation process, it is recommended that Council decline to accept any of the tenders.

It is further recommended that Council undertake a fresh tender based on revised specifications, as provided by Section 169 of the *Local Government (General) Regulation 2005*.

RECOMMENDED

That Council:

- i. decline all tenders submitted to T001/2019 Human Resources Information System in accordance with Section 178 of the Local Government (General) Regulation 2005; and**
- ii. invite fresh tenders from recognised contractors specialising in implementing and supporting Human Resource Information Systems, as provided by Section 169 of the Local Government (General) Regulation 2005.**

ATTACHMENTS

1. Tender T001/2019 - Preferred Vendor Identification Report - *Supporting Document*



ORDINARY COUNCIL

ORD07

SUBJECT: TENDER T007/2019 - CONSTRUCTION OF NEW PLAYING FIELDS AT KIRKHAM PARK ELDERSLIE

FROM: Acting Director Community Assets

TRIM #: 19/64867

PURPOSE OF REPORT

The purpose of this report is to provide details of the tenders received for Contract T007/2019, being the Construction of New Playing Fields at Kirkham Park, Elderslie and to recommend that Council accept the tender submitted by Western Earthmoving Pty Ltd.

BACKGROUND

Council has sufficient budget allocations in the Capital Works Program utilizing section 7.11 funding to upgrade the reserve and provide a new playground.

The works include the construction of two rugby league fields with one being an international size field and one modified league size field for junior competition and training.

The construction of the fields will include:

- Significant bulk earthworks including importation of certified fill material;
- Floodlighting of both fields to 100 lux training-standard;
- Irrigation and field drainage; and
- Turfing, retaining walls, fencing and landscaping.

The Kirkham Park masterplan was placed on public exhibition in March 2018. Consultation with the sporting group has been undertaken and letters have been sent to residents advising of construction plans. Further advice will be sent prior to commencement of construction.

To minimize the impact on adjacent residents, all material deliveries will access the site from Hilder Street via the Kirkham Park entry. Site safety fencing will be established within the main Rugby League site to ensure the facility remains fully operational for the 2019 season.

MAIN REPORT

Invitation to Tender

The invitation to submit a tender was advertised in newspapers on 22 and 29 January 2019, and the NSW e-tendering website. The tender closed on 27 February 2019, sixteen submissions were received. The tenderers were asked to provide a lump sum price for the works.

Tender Submissions

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

<i>Company</i>	<i>Location</i>
• CA&I Pty Ltd	Sydney
• Cleary Bros (Bombo) Pty Ltd	Port Kembla
• Collective Civil Pty Ltd	Seven Hills
• Delaney Civil Pty Ltd	Bella Vista
• Devcon Civil Pty Ltd	Blacktown
• Glasscott Landscape & Civil Pty Ltd	Sydney
• Green Civil Group Pty Ltd	Sydney
• Lamond Contracting Pty Ltd	Wilton
• Landscape Solutions Australia Pty Ltd	Seven Hills
• Menai Civil Pty Ltd	Smeaton Grange
• Momentum Built Pty Ltd	Caringbah
• Paramount Landscaping Pty Ltd	Beresfield
• Statewide Civil Pty Ltd	Baulkham Hills
• Stefanutti Pty Ltd	Unanderra
• TF & RJ Fordham Pty Ltd	Spring Farm
• Western Earthmoving	Seven Hills

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

Tender Evaluation

The intention of the tender process was 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 a weighting of 60% and non-price factors a weighting of 40%.

Non-Price Factors considered for this project included:

- Capacity, project team and systems;
- Demonstrated experience in similar projects;
- Methodology and Understanding of project;
- Program;
- Work Health and Safety.

Western Earthmoving Pty Ltd provided the most competitive tender in terms of cost and meeting the requirements of Council's tender documentation. They have a proven track record on Commercial, Local and State Government projects.

The panel members all agreed that the tender submission by Western Earthmoving Pty Ltd represented the best value to Council.



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

Western Earthmoving Pty Ltd has submitted a program to complete the works in a timeframe that meets the requirements of Council. Subject to Council's acceptance of this tender, the works are expected to be completed by October 2019.

FINANCIAL IMPLICATIONS

Council has sufficient budget allocation from section 7.11 funding to proceed with the proposed works in accordance with the terms and conditions of this tender.

CONCLUSION

Western Earthmoving Pty Ltd has provided a conforming tender. The tender assessment concludes that the offer by Western Earthmoving Pty Ltd represents the best value to Council and the Company has a proven track record of performance on projects of a similar nature.

It is therefore recommended that Council accept the tender submitted by Western Earthmoving Pty Ltd in the sum of \$1,399,102 (excluding GST).

RECOMMENDED

That Council accept the tender provided by Western Earthmoving Pty Ltd Pty Ltd as per the terms and conditions of Tender T007/2019 – Construction of New Playing Fields at Kirkham Park, Elderslie for the lump sum of \$1,399,102 (excluding GST).

ATTACHMENTS

1. T007-2019 - summary of assessment - *Supporting Document*

ORDINARY COUNCIL

ORD08

SUBJECT: MINUTES OF THE 11 FEBRUARY 2019 BUSINESS ASSURANCE AND RISK COMMITTEE MEETING

FROM: General Manager

TRIM #: 19/65308

PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 11 February 2019 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, control, governance and external accountability responsibilities.

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 11 February 2019. The agenda discussed at the meeting included consideration of the following:

- Voluntary Planning and Works in Kind Internal Audit Report
- Compliance Inspections Internal Audit Report
- Enterprise Risk Management Update
- External Audit Update
- Audit Report Recommendations Implementation Status Update
- Business Assurance and Risk committee and Internal Audit Annual Report
- CRM Customer Service Internal Audit Report
- Fraud and Corruption Prevention Plan Implementation Strategy.

The minutes of the 11 February 2019 Committee meeting were approved at the 6 March 2019 Committee meeting and are provided as an **attachment** to this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.



CONCLUSION

The Business Assurance and Risk Committee plays 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 11 February 2019.

ATTACHMENTS

1. Minutes of the Business Assurance and Risk Committee - 11 February 2019