

**MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD 23 SEPTEMBER, 2002, CIVIC CENTRE, OXLEY STREET  
CAMDEN – 8.00PM**

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**Present:** Cr G Corrigan (Mayor/Chairperson), Cr C Patterson, Cr F Anderson, Cr S Winn, Cr N McFadden, Cr S Senise, Cr B Batros, Cr S Fekete, Cr E Campbell.

**Staff:** General Manager, Director Governance & Outcomes, Director Works & Services, Director Development & Environment, Manager Corporate Services, Manager Assets, Manager Engineering, Senior Governance Officer.

**PROCEDURAL ITEMS**

**Chairmanship of Meeting**

The Mayor, Cr Geoff Corrigan vacated the Chair for the Election of the Mayor and the General Manager assumed the role of the Chairperson.

**1. Election of Mayor**

(3619/2)(General Manager)

The procedures required to be followed in respect of the election of Mayor are set out in Section 290 of the Local Government Act 1993 (Timing), Clause 124 of the Local Government (Elections) Regulation 1993 (method) and Schedule 3 of that Regulation.

To be nominated for election to the position of Mayor, a nomination form must be completed. The nomination form must be signed by two Councillors, one of whom may be the nominee and must indicate consent of the nominee. The form must be delivered to the General Manager prior to the meeting on Monday 23 September, 2002. To assist, a number of nomination forms have been issued separately to each Councillor for this purpose.

*If more than one nomination is received, Council will be required to resolve the method of voting. Three methods are available.*

- (i) Show of hands (self explanatory). (Open voting)
- (ii) Ordinary Ballot
- (iii) Preferential Ballot

Once the method of voting is determined, with the exception of show of hands, voting papers will be handed to each Councillor for completion. It is important that the voting papers are completed correctly to ensure they are formal votes. Informal votes, i.e. those completed contrary to instructions, are excluded from the election count. In the event of a tied vote,

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i.e. two candidates with the same number of votes, the election is determined by the draw from a box. In the case of an exclusion to reduce the number of candidates to two, the first name drawn is excluded. In the case of a two candidate draw, the name drawn is declared the elected candidate.

Action Required

The General Manager, as Returning Officer stated two (2) nominations had been received for the position of Mayor, being Cr Eva Campbell and Cr Geoff Corrigan, as such, the method of voting needed to be determined.

**MOTION**

*Moved Cr Batros, seconded Cr Winn that voting be by ordinary ballot.*

100/02  
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THE MOTION WAS **CARRIED**.

**ELECTION OF MAYOR**

The ordinary ballot was conducted by the Director Governance & Outcomes with the nominees being Cr Geoff Corrigan and Cr Eva Campbell.

*The General Manager declared Cr Geoff Corrigan elected Mayor for the 2002/2003 Term, by five votes to four.*

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**2. Election of Deputy Mayor**  
(3619/2)(General Manager)

Unlike the position of Mayor which is required by statute under Section 225 of the Local Government Act 1993, the position of Deputy Mayor is optional. The position of Deputy Mayor does not involve any additional responsibilities or functional authorities beyond the normal role of a Councillor except when requested by the Mayor or at times when the Mayor is prevented by illness, absence or otherwise from carrying out the duties of office, at which time the Deputy Mayor assumes the role and authorities of the Mayor as specified under Section 226 of the Local Government Act. Although optional, past practice has been to retain the position of Deputy Mayor each year.

The procedures required to be followed in respect of the election of Deputy Mayor are the same as that for the election of the Mayor.

To be nominated for election to the position of Deputy Mayor, a nomination form must also be completed. The nomination form must be signed by two Councillors, one of whom may be the nominee and must indicate consent of the nominee. The form must be delivered to the General Manager prior to the meeting on Monday, 23 September, 2002. To assist, a number of nomination forms have been issued separately to each Councillor for this purpose.

Action Required

The General Manager, as Returning Officer stated two (2) nominations had been received for the position of Deputy Mayor, being Cr Fred Anderson and Cr Shirley Winn, as such, the method of voting needed to be determined.

**MOTION**

*Moved* Cr Batros, seconded Cr Winn that voting be by ordinary ballot.

101/02  
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THE MOTION WAS **CARRIED**.

**ELECTION OF DEPUTY MAYOR**

The ordinary ballot was conducted by the Director Governance & Outcomes with the nominees being Cr Shirley Winn and Cr Fred Anderson.

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*The General Manager declared Cr Fred Anderson elected Deputy Mayor for the 2002/2003 Term, by five votes to four.*

**Chairmanship of Meeting**

The Mayor, Cr Geoff Corrigan, assumed the role of Chairperson for the remainder of the Meeting.

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**3. Election of Committees/Representation**

(3802) (Director Governance and Outcomes)

Following the Election of the Mayor and Deputy Mayor, it is normal procedure to reaffirm the Standing Committee composition and reappoint Councillor representatives to various internal Committees and External Government/Council Committees.

A major review of the composition and make up of Councillor representation on various internal and external Committees took place following the September, 2001 Elections and was adopted by Council on 24<sup>th</sup> September, 2001.

At this time, it is only necessary to confirm the Standing Committees and review representation on internal and external committees. Ministerial appointments and “length of term” appointments do not require resolution at this time.

A list of the relevant Committees and representation forms **Tabled Document “PI 1”**. This includes a list of committees that are no longer required or no longer require councillor representation.

There are several Committees which have been identified as no longer active and should be deleted. These are as follows:

- Vegetation Management Plan Steering Committee (Natural Assets Policy now on exhibition. Process complete).
- Narellan Art Project Selection Committee (process complete).
- Sydney Gas Community Advisory Committee (Committee superseded).
- Spring Farm Bush Corridor Section 355 Committee (Committee in-active).

Recommended : That

- (i) The Standing Committee membership as listed be confirmed and membership and representation of the remaining Committees be reviewed.
- (ii) The Committees no longer required be deleted

Resolved on the Motion of Cr Batros, seconded Cr Fekete that

- (i) *The Standing Committee membership as listed be confirmed and membership and representation of the*

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*remaining Committees be adopted with the following amendments:*

**ANTI SECOND SYDNEY AIRPORT SUB COMMITTEE**

*Cr Campbell be substituted for Cr Corrigan.*

**MACARTHUR AREA ASSISTANCE SCHEME REGIONAL WORKING COMMITTEE**

*Cr Anderson to be noted as the Alternate.*

(ii) *The following Committees no longer required be deleted*

*VEGETATION MANAGEMENT PLAN AND STEERING COMMITTEE*

*NARELLAN ART PROJECT SELECTION COMMITTEE*

*SYDNEY GAS COMMUNITY ADVISORY COMMITTEE*

*SPRING FARM BUSH CORRIDOR SECTION 355 COMMITTEE*

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*THE MOTION WAS **CARRIED.***

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**GENERAL PUBLIC ADDRESSES**

There were no Public Addresses.

**PUBLIC QUESTION TIME**

**Traffic Lights Intersection Camden Valley Way/Deepfields Road**

Question:

Was Council aware of a grant from the RTA for the construction of traffic lights at the above intersection? Will the lights be built in the current year?

Answer:

The Director Works & Services stated Council is not aware of this grant. Council has been negotiating with the RTA regarding a series of works, however Council has not received information regarding this matter.

**Public Address System – Civic Centre**

Question:

Does the PA system in the auditorium of the Civic Centre have a loop system for the hearing impaired?

Answer:

The Director Works & Services stated the system at this stage does not provide that facility. This will be an additional budgetary item.

**CONFIRMATION OF MINUTES**

*Moved Cr Batros, seconded Cr Anderson that confirmation of the Minutes of the Meeting of 26 August, 2002, copies of which have been circulated, be confirmed and adopted.*

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THE MOTION WAS **CARRIED**.

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**1. Macarthur Regional Organisation of Councils**  
(General Manager)

**Background**

The issue of the future of MACROC has been discussed on a number of occasions at MACROC meetings over the past few months and legal advice has been sought on how MACROC should be constituted in the future.

There has been general agreement that MACROC should continue, however there is a need to deal with the issues in regard to legal entity. MACROC, as currently constituted, has no legal entity. This means that it cannot employ staff, enter into contracts or undertake a variety of other transactions.

A variety of vehicles exist by which such legal entity could be established. MACROC has agreed that the two which should be considered at this stage are (i) establishment as a Committee under Section 355 of the Local Government Act and (ii) incorporation. Legal advice has been provided that MACROC could be established under either option.

At its meeting on 12 August 2002 MACROC resolved as follows:

1. *That the General Managers meet to further examine both the areas of a Section 355 Committee or incorporation.*
2. *That a report be submitted by each General Manager to their own Council as a result of the discussions held so that Council's decision could then be submitted to MACROC.*
3. *That the report examine the legal, practical and political ramifications of both methods of becoming a legal entity and that a special MACROC meeting be held on 25 September 2002 to consider this matter.*

**Issues**

The options, and their advantages and disadvantages are as follows:

Option 1: Establish MACROC in accordance with Section 355 (d) and (e) of the Local Government Act

The three Councils would need to empower the ROC (through Section 355(d)) to exercise the functions set out in the Constitution (which may need to be amended) and also delegate powers to the ROC through Section 355(e). The instruments of delegation would need to be identical in each Council resolution.

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Advantages

- In terms of operational issues there would be no disruption
- The operations of the committee would be clearly defined through the Section 355 resolution of each council
- MACROC representatives would be subject to the directions of the delegating Councils in carrying out their roles. MACROC would therefore be in a subordinate policy and decision making position to the Councils
- Insurance premiums would be incorporated in those of the 3 Councils, thus reducing the financial burden

Disadvantages

- The three Councils remain jointly and severally liable for insurance/liability issues
- The Councils would have to agree to have one Council employ the staff

Option 2: Incorporate MACROC under the Associations Incorporation Act

Each Council would appoint three Councillors as members (5 members are required for incorporation) and some changes to the Constitution would be required.

Advantages

- Establishes MACROC as a legal entity
- MACROC will be able to enter into contracts and employ staff

Disadvantages

- The Councillors appointed to the incorporated body would be required to place the interests of that body above the interests of the Council which appointed them and could not be directed by the Council as to what position they should take on any issue. This places MACROC in a superior policy and decision making position to the three Councils.
- MACROC can sue and be sued and would therefore require public liability and professional indemnity insurance which is increasingly expensive
- Is a more complex and expensive structure than a Section 355 committee

**Discussion**

The simplest, quickest and cheapest option is to establish MACROC as a Section 355 Committee. This would ensure that MACROC continues to operate at the direction of the three constituent Councils through their delegations to the

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Committee. It would also provide flexibility for the future if it becomes necessary to reconsider this arrangement.

The General Manager of Campbelltown City Council has indicated that he is willing to employ the MACROC staff on a contract basis and to provide them with appropriate delegations.

The efficacy of this arrangement has been discussed with representatives of SHOROC (Warringah, Mosman, Manly and Pittwater Councils) who confirm this model has been operating satisfactorily for a number of years.

Recommended: That: Council endorse the formal establishment of the Macarthur Regional Organisation of Council as a Committee constituted under section 355 of the Local Government Act.

*Resolved: on the Motion of Cr Winn, seconded Cr Campbell that: Council endorse the formal establishment of the Macarthur Regional Organisation of Council as a Committee constituted under section 355 of the Local Government Act.*

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THE MOTION WAS **CARRIED**.

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**2. Tender No 01/2002 – Provision of Corporate Information Systems**

(4582) (Director Governance and Outcomes)

On 12<sup>th</sup> August, 2002, Council considered a report on the current status of the Tender process for the Corporate Information Systems. It was resolved to negotiate further with the four preferred vendors, namely Civica, Technology One, ADI Dataworks and Integrated Spatial Systems.

Since that time, a series of detailed negotiations have taken place with each of the four preferred vendors. During discussions, each Vendor was given the opportunity to provide specific details of their tender submission and outline their approach to key activities such as project management, data conversion, systems integration, training, ongoing support and maintenance, and establishing long term working relationship with Council. In addition, each Vendor was requested to make a “Best and Final Offer” in relation to price.

From Council’s point of view, an assessment was made of each Vendor’s response using the following criteria:

- Price
- Functionality and Integration
- Management
- Strategic Focus

From the outset, it was established that the tender submitted by Integrated Spatial Systems (ISS) for the Geographic Information System (GIS Mapping) represented excellent value for money, and should be accepted.

Given the acceptance of the GIS solution, a number of other combinations still remained in contention for the remaining corporate systems. Technology One provide or agreed to prime contract the provision of all ‘core systems’, Civica provide all ‘core systems’, whilst ADI Dataworks provide a document management and customer request management system only.

The following table details the combinations of product offerings and the final cost of each combination.

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<b>Tender Combination 1</b>	<b>Product Offering</b>	<b>Final Price Tendered</b>
<b>Civica</b>	Land Information System	}
	Property & Rating System	}
	Financial Information System	}
	Customer Request Management System	} \$775,608
	Document Management System	}
	Asset Management System	}
	Human Resource Management System	}
<b>Integrated Spatial Systems</b>	Geographical Information System	\$106,304
<b>TOTAL COST OF TENDER COMBINATION 1 – First Year</b>		<b>\$881,912</b>
<b>TOTAL COST OF TENDER COMBINATION 1 – Over 5 Years</b>		<b>\$1,831,002</b>

<b>Tender Combination 2</b>	<b>Product Offering</b>	<b>Final Price Tendered</b>
<b>Civica</b>	Land Information System	}
	Property & Rating System	}
	Financial Information System	} \$516,652
	Asset Management System	}
	Human Resource Management System	}
<b>ADI Dataworks</b>	Customer Request Management System	}
	Document Management System	} \$306,269
<b>Integrated Spatial Systems</b>	Geographical Information System	\$106,304
<b>TOTAL COST OF TENDER COMBINATION 2 – First Year</b>		<b>\$929,225</b>
<b>TOTAL COST OF TENDER COMBINATION 2 – Over 5 Years</b>		<b>\$1,883,020</b>

<b>Tender Combination 3</b>	<b>Product Offering</b>	<b>Final Price Tendered</b>
<b>Technology One</b>	Land Information System	}
	Property & Rating System	}
	Financial Information System	} \$980,951
	Asset Management System	}
	Human Resource Management System	}
<b>ADI Dataworks</b>	Customer Request Management System	}
	Document Management System	} \$306,269
<b>Integrated Spatial Systems</b>	Geographical Information System	\$106,304
<b>TOTAL COST OF TENDER COMBINATION 3 – First Year</b>		<b>\$1,393,524</b>
<b>TOTAL COST OF TENDER COMBINATION 3 – Over 5 Years</b>		<b>\$2,347,068</b>

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Following negotiations, it was found that Tender Combination 1 (Civica and Integrated Spatial Systems) represented the best value for money in terms of our specified criteria.

The solution proposed by Civica provides a fully integrated system that offers the functionality and flexibility required by Council now and into the future. It is proposed to recommend contracts be entered into with Civica at the tender price of \$775,608 and Integrated Spatial Systems at the tender price of \$106,304.

Council should note that these tendered prices do not include hardware costs (servers), Council's project management consultancy expenses, and an allowance for contingency items. However, the \$1,250,000 allocated in the 2002/03 Budget is sufficient to fund these additional expenses.

Recommended: That

- i. Council accept the tender price from Civica Pty Limited as result of the negotiation process in the amount of \$775,608 for the Land Information, Financial, Property and Rating, Human Resource Management, Customer Request Management, Document Management and Asset Management Systems;
- ii. Council accept the tender price from Integrated Spatial Systems as a result of the negotiation process in the amount of \$106,304 for the Geographic Information System;
- iii. The General Manager be delegated authority to finalise the contract negotiation process; and
- iv. The Council Seal be affixed to any documents relating to the Corporate Information Systems Contracts.

Resolved on the Motion of Cr Anderson, seconded Cr McFadden that

- i. Council accept the tender price from Civica Pty Limited as result of the negotiation process in the amount of \$775,608 for the Land Information, Financial, Property and Rating, Human Resource Management, Customer Request Management, Document Management and Asset Management Systems;
- ii. Council accept the tender price from Integrated Spatial Systems as a result of the negotiation process in the amount of \$106,304 for the Geographic Information System;

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- iii. *The General Manager be delegated authority to finalise the contract negotiation process; and*
- iv. *The Council Seal be affixed to any documents relating to the Corporate Information Systems Contracts.*

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THE MOTION WAS **CARRIED**.

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**3. Annual Financial Statement of Accounts - Year ending  
30 June 2002**

(Director – Governance & Outcomes)

**Purpose of Report**

The purpose of this report is three-fold:

- To inform Council that the Annual Financial Statement of Accounts for year ending 30 June 2002 have been completed and a final audit undertaken,
- To inform Council of the management representation made to Council's auditor, Millington SBS, in accordance with Section 413(2c) of the Local Government Act, and
- Set a date for presentation of the 'Audit Report' to Council and give public notice of the date so fixed in accordance with Section 418 (1a & 1b) of the Local Government Act.

**Annual Financial Statement of Accounts**

The Annual Financial Statement of Accounts have been completed and audited.

A copy of the management representation made to Council's auditor, Millington SBS, is enclosed as **Tabled Document "BPA 1"**. This representation acknowledges Council's responsibility for ensuring that the Annual Financial Statement of Accounts has been prepared in accordance with relevant Australian Accounting Standards and the Code of Accounting Practice and Financial Reporting.

Council's auditor, Millington SBS, is currently finalising the 'Audit Report' and will present a summary of his findings to Council at the meeting of 14<sup>th</sup> October 2002. Public notice of this meeting will be advertised in local newspapers from the 30<sup>th</sup> September 2002.

The Annual Financial Statement of Accounts will be distributed, under separate cover, to Councillors prior to the meeting of 14<sup>th</sup> October 2002 in accordance with the notice provisions of the Local Government Act.

**Recommended:** That

- (i) The management representation made to Council's auditor (**Tabled Document "BPA 1"**) be received and noted by Council.
- (ii) The public be notified that the Annual Financial Statement of Accounts and Audit Report will be presented to Council on 14<sup>th</sup> October 2002.

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*Resolved on the Motion of Cr Anderson, seconded Cr Winn that*

- (i) The management representation made to Council's auditor (**Tabled Document "BPA 1"**) be received and noted by Council.*
  
- (ii) The public be notified that the Annual Financial Statement of Accounts and Audit Report will be presented to Council on 14<sup>th</sup> October 2002.*

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THE MOTION WAS **CARRIED**.

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**4. 2001/02 Results Against Budget - Year ending 30  
June 2002**

(Director – Governance & Outcomes)

**Purpose of Report**

The purpose of this report is to inform Council of the budget result for the year ending 30 June 2002.

**Summary of Budget Result**

The 2001/02 final budget result reveals an accumulated working funds level of \$1,134,430. This represents a working funds surplus of \$334,430 above Council's minimum working funds level of \$800,000.

A detailed itemisation of major variations to budget is disclosed in **Tabled Document "BPA 2"**.

**Chief Financial Officer's Comments**

The 2001/02 final budget result represents the fourth consecutive quarter of working fund gains achieved in the financial year ending 30 June 2002. This result is a pleasing performance and enables Council to further bolster its capacity to fund future capital works by transferring the surplus to the Capital Works Reserve for future allocation by Council.

The following is a summary of the four quarterly budget review results.

1. 2001 September Review - a working fund gain of \$545,930 was identified, due primarily to expenditure savings in Superannuation and additional income generated from new rateable properties.
2. 2001 December Review – a minor working fund gain of \$46,704 was identified, due primarily to expenditure savings in the roads construction program and additional income generated by an increase in the volume of Section 603 certificates processed.
3. 2002 March Review – a working fund gain of \$1,084,371 was identified, due primarily to expenditure savings totalling \$814,324 and additional income of \$270,047.
4. 2002 June Review – a working fund gain of \$334,430 has been identified, the details of which are contained in this report.

Working fund gains identified in the September, December and March Reviews have been used to bolster Internal Reserves established to fund future capital works, reduce Council's loan

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borrowings, and part-fund projects incorporated in the adopted 2002/03 Budget.

In addition, Council's minimum level of uncommitted Working Funds has been increased by \$200,000 to \$1,000,000 in the 2002/03 Budget.

**The following table is a summary of budget adjustments up to 30<sup>th</sup> June 2002.**

**NOTE: All figures reflected in this report are expressed in terms of their impact on Council's budget. In other words,**

1. INCOME: Increases are expressed as positive figures. Reductions are expressed as negative figures.
2. EXPENDITURE: Increases are expressed as negative figures. Reductions are expressed as positive figures.

Description	<u>Income</u>	<u>Expenditure</u>	<b>Impact on Council's Working Funds</b>
2001/02 Adopted Original Budget	41,646,260	(41,428,402)	<b>217,858</b>
Variations up to the March Review (as adopted by Council)	(866,618)	(2,245,448)	<b>(3,112,066)</b>
<b>2001/02 June Review adjustments:</b>			
<b>NOTE 1: Authorised Variations</b>	0	(6,000)	<b>(6,000)</b>
<b>NOTE 2: Proposed Variations</b>	39,306	301,124	<b>340,430</b>
<b>NOTE 3: Contra Adjustments</b>	138,050	(138,050)	<b>0</b>
<b>NOTE 4: Expenditure Revotes</b>	(735,232)	735,232	<b>0</b>
<b>Total of June Review adjustments</b>	<b>(557,876)</b>	<b>892,306</b>	<b>334,430</b>
<b>Revised 2001/02 Budget as per June Review</b>	<b>40,221,766</b>	<b>(42,781,544)</b>	<b>(2,559,778)</b>
ADD: Balance brought forward from 30/06/01			3,694,208
<b>EQUALS: Estimated Working Funds as at 30/06/02</b>			<b>1,134,430</b>
LESS: Minimum Desired Level of Working Funds			800,000
<b>EQUALS: Surplus funds available for allocation</b>			<b>334,430</b>

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**NOTE 1 – AUTHORISED VARIATIONS**

This section deals with the budget variations that Council has authorised since the March Budget Review was adopted.

Council has authorised one budget variation since the March Budget Review, the details of which follow:

<b>Description</b>	<b>Income</b>	<b>Expenditure</b>	<b>Impact on Council's Working Funds</b>
Mayoral Chain (Minute 33/02)	0	(6,000)	(6,000)
<b>TOTAL AUTHORISED VARIATIONS</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>

**NOTE 2 – MAJOR VARIATIONS TO BUDGET**

Variations between the March Review and the final result for 2001/02 led to a working fund gain of \$334,430. A list of these variations is provided in the following table.

**Refer to Tabled Document “BPA 2” (page 63) for more information.**

<b>Description</b>	<b>Income</b>	<b>Expenditure</b>	<b>Impact on Council's Working Funds</b>
<b>Rates Income</b>	(62,057)	0	(62,057)
Interest On Investments	20,574	0	20,574
Financial Assistance Grant	10,956	0	10,956
Bad Debts	0	(13,350)	(13,350)
Advertising Expenses	0	19,491	19,491
Printing & Stationery Expenses	0	(11,187)	(11,187)
Information Technology Expenses	0	24,940	24,940
Insurance Premiums	0	(19,702)	(19,702)
Operating Costs Sec 94 Buildings	0	14,000	14,000
Civic Centre Operations	10,007	34,231	44,238
Family Day Care Operations	0	19,707	19,707
Children Services Operations	0	(27,933)	(27,933)
Community Services Subsidies	0	19,832	19,832
Pollution Control Expenses	0	28,620	28,620
Health Services Income	13,502	0	13,502
On-site Sewerage Mgmt Fees	(14,650)	0	(14,650)
Urban Growth Projects	0	24,681	24,681
Building Consultants	0	(21,576)	(21,576)
Building Approvals Income	17,547	0	17,547

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SES Operations	0	13,572	13,572
<b>Description</b>	<b>Income</b>	<b>Expenditure</b>	<b>Impact on Council's Working Funds</b>
<b>CONTINUED</b>			
Rural Fire Service Operations	0	15,713	15,713
Byron Road Construction	0	15,075	15,075
Bitumen Sealing Roads	0	22,454	22,454
Mt Annan & Currans Hill – Pavement Works	0	159,409	159,409
Camden Valley Way - Cycleway	0	(10,754)	(10,754)
Roads Mtce – Urban Roads	0	(32,321)	(32,321)
Roads Mtce – Rural Roads	0	(38,355)	(38,355)
Landcom Road Mtce Contributions	36,738	0	36,738
<b>Street Furniture Mtce</b>		11,211	11,211
Street Cleaning Operations	0	(30,912)	(30,912)
Plant Replacement Program	(16,524)	48,023	31,499
Dog & Animal Control income	10,916	0	10,916
Parks, Reserves & Tree Mtce	0	21,659	21,659
Footpaths, Drains, Car Parks, Mtce	0	33,203	33,203
Storm Damage - Trees	0	(40,015)	(40,015)
Road Restoration Income	12,297	0	12,297
Miscellaneous Variations		21,408	21,408
<b>TOTAL OF MAJOR VARIATIONS TO BUDGET</b>	<b>39,306</b>	<b>301,124</b>	<b>340,430</b>

**NOTE 3 – 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 Working Funds as both movements of income and expenditure are of equal value.

The total value of contra adjustments amounts to \$138,050 (**increase** to both income and expenditure), the breakdown of which follows: (major items only)

- Camden Car Park – Drawings & Detailed Costing \$20,000 (Reserve)
- Somerset Park Rehabilitation Project \$11,550 (Reserve)
- Bushfire Plant \$25,000 (Bushfire Trust)
- Nepean Vegetation Management \$47,000 (DLWC Grant)

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- Footpath Construction Works (Footpath Fees) \$54,500
- Computer Network Security Upgrade \*\*\* (Reserve) (\$20,000)

\*\*\* A minor saving in this project has been transferred back to the Computer Reserve.

**NOTE 4 – EXPENDITURE REVOTES**

Council recently approved (Minute 090/02) a list of expenditure revotes from the 2001/02 budget to be carried forward to the 2002/03 budget. An adjustment to accommodate expenditure revotes has been made by transferring general revenue funds to the Expenditure Revotes Reserve in 2001/02 (restricting the funds) and transferring an identical sum from the Expenditure Revotes Reserve in 2002/03 (releasing the funds) in order to complete the works. The result is a nil impact on Council's overall working funds balance.

Recommended: That

- (i) The report headed '2001/02 Results against Budget for the year ending 30 June 2002' be received and noted.
- (ii) The budget surplus of \$334,430 be transferred to the Capital Works Reserve for future determination and allocation by Council.

Resolved on the Motion of Cr Anderson, seconded Cr Winn that

- (i) *The report headed '2001/02 Results against Budget for the year ending 30 June 2002' be received and noted.*
- (ii) *The budget surplus of \$334,430 be transferred to the Capital Works Reserve for future determination and allocation by Council.*

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THE MOTION WAS **CARRIED.**

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**5. Camden Council Purchasing & Procurement Policy**  
(Director Governance & Outcomes)

**Purpose of Report**

The purpose of this report is to seek Council's approval to implement a Purchasing and Procurement policy organisation-wide. This report was deferred from the meeting of 9 September, 2002 and is again submitted for consideration.

**Introduction**

In 2001, Council engaged a consultant, Mr Gary Clarke, to undertake a probity audit of Council's purchasing and procurement practices and procedures.

The primary recommendation of this audit was the need for Council to formulate a policy that provides objective criteria and standards that ensure consistent application of probity principles for:

- Obtaining value
- Transparency of process
- Accountability
- Monitoring and evaluating performance/outcomes
- Dealing with conflicts of interest
- Dealing with potential impacts on our environment
- Dealing with the safety of our employees and the general public

In formulating the Camden Council Purchasing & Procurement Policy, all of these principles have been accommodated in a policy that demonstrates 'best practice' standards as established by the Independent Commission Against Corruption (ICAC) and meets the objectives of the Probity Auditor.

**Changes to the Purchasing & Procurement Policy**

Following issues raised by Councillor Batros, a number of minor changes have been accommodated in this policy. The changes are as follows:

- Page 2 – the word 'significant' has been removed from the statement 'Eliminating significant conflict of interest'.
- Page 20 & 28 – reference to 'Attachment F' has been inserted in the appropriate paragraph.
- Page 29 – a new section dealing with 'Conflicts of Interest' has been inserted on page 29. This section has been extracted from a paper published by the Independent Commission Against Corruption "Under Careful

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Consideration: Key Issues for Local Government”, March 1997, pp 9-10.

- Page 43 – a revised ‘Conflict of Interest Declaration Form’ (Attachment F) has been inserted on page 43.

The Camden Council Purchasing & Procurement Policy is attached as **Tabled Document “BPA 3”**.

Recommended: That Council adopt the policy titled ‘Camden Council Purchasing & Procurement Policy’, attached as **Tabled Document “BPA 3”**.

Resolved on the Motion of Cr Batros, seconded Cr Winn that Council adopt the policy titled ‘Camden Council Purchasing & Procurement Policy’, attached as **Tabled Document “BPA 3”**.

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THE MOTION WAS **CARRIED**.

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**6. Council Meeting of 28 October, 2002**

(File 3802)(Director Governance & Outcomes)

It has been Council's practice to cancel the Ordinary Council and Development Committee meetings of the week of the NSW Local Government Association Annual Conference when those two events coincide. This decision is based on the attendance at the conference of Council's three voting delegates, any Councillor observers and the General Manager.

This year the LGA conference is in Broken Hill from 27 to 30 October and will involve additional travelling time due to the distance from Camden and the limitation on aircraft seating availability. The Council meetings are scheduled for Monday 28 October, 2002.

It is suggested that, in line with previous practice, that the meetings scheduled for 28 October, 2002 be cancelled.

Recommended: That the Council and Development Committee meetings scheduled for 28 October, 2002 be cancelled and the cancellation be publicised appropriately.

Resolved on the Motion of Cr Winn, seconded Cr Fekete that the Council and Development Committee meetings scheduled for 28 October, 2002 be cancelled and the cancellation be publicised appropriately.

109/02  
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THE MOTION WAS **CARRIED**.

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**7. Tender 02/09 : Supply and Installation of an Automatic Irrigation and Water Harvesting System at Liquidambar Reserve, Narellan Vale**

(File 4525) [Director Works & Services]

**Purpose of the Report**

This report is to notify Council of proposed irrigation works to be carried out in Liquidambar Reserve, which are to be funded by Section 94 Contributions Plan N°2 (CP 2), and for Council to approve the appointment of a contractor to undertake the works.

**Works to be Undertaken**

The work included under this contract comprise the supply of materials, plant, equipment and documentation necessary to complete the installation of an automatic irrigation system for the sporting fields at Liquidambar Reserve.

The playing fields to be irrigated are located in two detention basins, which were constructed as part of the urban development of Narellan Vale. Currently the playing surfaces suffer from seasonal water deficiencies which restricts turf recovery after heavy wear.

To allow flexibility in the letting of the contract, depending on the tender prices received, the work in the contract were divided into two separable parts.

Separable Part 1 being in one detention basin: the area to be irrigated is occupied by two full size senior soccer pitches in autumn/winter and utilises a concrete/synthetic grass cricket pitch in spring/summer. This Stage also includes all the headworks (ie storage tank, pumps, controls and the like) required to operate the complete reticulation system.

Separable Part Stage 2, being undertaken on the other detention basin: the area to be irrigated is occupied by three junior soccer pitches in autumn/winter.

Council engaged a specialist irrigation consultant, Fluid Flow Pty Ltd, to prepare the design and technical specification for this project. Fluid Flow Pty Ltd is also to provide Council with assistance in the tender process, quality control inspections throughout the works and provide certification of the system following a final inspection.

Council has collected funds under Contribution Plan No. 2 to undertake the proposed work.

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**Water Harvesting Feature of the Works**

As part of the proposed project it is intended to harvest water from a 750-mm 'low flow' trunk stormwater drainage pipe that is below a grass-lined channel located adjacent to the site. It is proposed to divert the water from the trunk stormwater drainage pipe to a small collection pit, then pump to a storage tank that will be connected to the irrigation system. The trunk stormwater drainage line has been observed over many months and flows in the system have been noted at all times.

The reasons for Council to pursue such a water harvesting option are:

- Sydney Water's main connection to the site is too small to provide sufficient flows to fill the storage tank (necessary to irrigate the whole site) at the required rate.
- Reduction in recurrent costs of irrigating the site by reducing the need to purchase potable water from the mains supply
- To assist in reducing potential salinity problems downstream.
- Such a project is a practical demonstration of environmentally and economically sustainable development.

Council have liaised with the Department of Land and Water Conservation, EPA, NSW Health Department and the South Western Sydney Area Health Service in regard to the water harvesting proposal and the spray irrigation of water harvested from a trunk stormwater drainage line. These authorities did not raise concerns with the proposal, however suggested that the system comply with the National Water Quality Management Strategy – Guidelines for Sewerage Systems – Use of Reclaimed Water.

On this advice the development consent was conditioned requiring that the irrigation water be disinfected at all times and that monitoring be undertaken after commissioning the system.

The design of the system was modified to include an automatic ultra-violet sterilisation unit located at the outlet of the storage tank that will treat all water used when the irrigation system is in operation.

It should be noted that the storage tank will also have a connection to the existing potable water service. This potable water service connection will be automatically controlled to act

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as a source of water when water levels in the storage tank are low.

It should also be stressed that due to the insufficient flows available from Sydney Water's main connection, if the water harvesting system was not pursued, then the irrigation of Liquidambar Reserve to the required standard would not be possible.

**Tenders Received**

Council's officers prepared the necessary tender and contract documentation to implement these works. Tenders were invited (under Tender N°02/09) to undertake the construction work for this project. The tender was advertised in the Sydney Morning Herald on 6 and 13 August, and the local press.

As a result of the advertisements, 13 copies of the tender documents were sold to interested firms for a fee of \$55.00 each. The closing date for the receipt of submissions was 2 September.

Only one tender submission was received. The submission received from Brooks Irrigation Pty Ltd (of Kirrawee) was submitted on the tender documents provided, and was complying. This included the payment of a \$2,000 preliminary deposit as required in the tender and contract documentation.

The tender documentation required the tenderers to provide information on the following assessment criteria:

- Lump Sum Cost (based on schedules of rates and amounts)
- Outline of works program and proposed duration of work
- Experience in similar past projects completed
- Contract management staff and planning (including OH& S and quality assurance)
- Plant & equipment available for the work

The following table summarises the tender received from Brooks Irrigation.

	(exclusive of GST)	(inclusive of GST)
Separable Part Stage 1	\$222,917	\$245,208
Separable Part Stage 2	\$38,340	\$42,174
TOTAL	\$261,257	\$287,382

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**Assessment of Tender**

Council's officers reviewed the information provided Brooks Irrigation. This assessment indicated that Brooks Irrigation Pty Ltd is capable of successfully completing the works required by the contract. Brooks Irrigation Pty Ltd is well respected in the industry and has successfully completed similar projects.

In March 2002 Brooks Irrigation installed an automatic irrigation system for Council at Nott Oval Narellan. As part of the works at Nott Oval Brooks used a ploughing technique for the installation of the polyethylene reticulation pipework. This technique caused minimal disturbance to the playing surface, and consequently had minimal disturbance to the users of the field. The same technique is proposed for the Liquidambar Reserve project. In the Nott Oval project Council's officers were impressed with the works undertaken by Brooks Irrigation, and the management and professionalism of their organisation.

**Cost Assessment**

As part of the design process Council's consultant (Fluid Flow Pty Ltd) undertook an independent estimate of cost for the project. This was done prior to the tender being advertised.

The tendered price from Brooks Irrigation for the total project was approximately 12% less than the estimated costing undertaken by Fluid Flow Pty Ltd. Therefore it is considered that the submission by Brooks Irrigation represents good value for money.

In reviewing the submission by Brooks Irrigation, the water-harvesting component adds approximately \$40,000 to the project, and the ultra violet sterilisation component adds approximately \$35,000 to the project. This is comparative with the estimate by Council's consultant.

During the design process Fluid Flow Pty Ltd modelled the annual water demand to irrigate the sporting fields at Liquidambar Reserve. From this modelling, it was estimated that the annual water cost could be expected to be up to \$25,000 per annum. Considering that the headworks infrastructure would have an expected life in excess of 25 years, the additional headworks costs associated with the water harvesting proposal should be more than recouped over the life of the irrigation system due to a significant reduction in recurrent water costs.

An amount of \$240,000 (exclusive of GST) was allowed for this project in the s94 schedule of works. Although the submission from Brooks Irrigation is approximately \$20,000 in excess of

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this amount, it should be noted that the recent irrigation works in Nott Oval (also funded by s94) was completed for approximately \$20,000 less than the estimated amount in the s94 schedule of works.

**Conclusion**

From the tender assessment process undertaken, the tender by Brooks Irrigation Pty Ltd is considered to give Council the good value for money.

The undertaking of the project will fulfil a required item of work identified in Council's s94 planning, and do so in an environmentally and economically sustainable manner.

Recommended: That

- (i) Council approve the appointment of Brooks Irrigation Pty Ltd for the total contract sum of \$287,382 (inclusive of GST) to undertake Separable Parts Stage 1 & Stage 2 of Contract 02/09 for the Supply & Installation of an Automatic Irrigation and Water Harvesting System at Liquidambar Reserve;
- (ii) Authority be granted for the necessary documentation to be completed with Brooks Irrigation Pty Ltd to undertake the proposed works covered by the contract; and
- (iii) Authority be granted for the documentation to be completed under Seal of Council.

Resolved on the Motion of Cr Fekete, seconded Cr Winn that

- (i) *Council approve the appointment of Brooks Irrigation Pty Ltd for the total contract sum of \$287,382 (inclusive of GST) to undertake Separable Parts Stage 1 & Stage 2 of Contract 02/09 for the Supply & Installation of an Automatic Irrigation and Water Harvesting System at Liquidambar Reserve;*
- (ii) *Authority be granted for the necessary documentation to be completed with Brooks Irrigation Pty Ltd to undertake the proposed works covered by the contract; and*
- (iii) *Authority be granted for the documentation to be completed under Seal of Council.*

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THE MOTION WAS **CARRIED**.

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**8. NSW Rural Fire Fighting Fund 2002/03 Allocations**  
(File 584) [Director Works and Services]

Council has recently been advised of the approved allocation for the 2002/03 Rural Fire Fighting Fund. The total fund for the current year is \$120,731,000. The fund will this year:

- Provide for the upgrading of the tanker fleet across the state
- Continue safety enhancement projects
- Implement a GIS system
- Continue other service-wide programs, including public education, training, etc.

Council has been advised that its 13.3% contribution towards the operation of the Camden RFS, Region East (being \$681,631) is \$90,657.

This sum is less than last year's contribution of \$95,256, but more than the budgeted figure of \$84,869 within the current budget. Last year special arrangements were in place to deal with the transfer of District Staff to the RFS effective from 1 July 2002. The RFS budget is based on a bid process, so that anticipating a program in the order of \$638,113 has resulted in a shortfall of \$5,788 (approved allocation less budgeted sum). This sum will be referred to the September review.

Recommended: That Council

- (i) note the reduced RFS Rural Fire Fighting Fund 2002/03 Council contribution over last year's contribution.
- (ii) The sum of \$5,788 be referred to the September review to cover the shortfall in Council's budgeted contribution this year.

Resolved on the Motion of Cr Winn, seconded Cr Batros that Council

- (i) note the reduced RFS Rural Fire Fighting Fund 2002/03 Council contribution over last year's contribution.
- (ii) The sum of \$5,788 be referred to the September review to cover the shortfall in Council's budgeted contribution this year.

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THE MOTION WAS **CARRIED**.

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**9. Risk Management Excellence Awards**

(3811/1) Director Works and Services

**Purpose**

This report advises Council of the receipt of an award at the recent State Wide Mutual Risk Management Excellence Awards.

Council received recognition for the development of the 355 Management Committee Manual through a Commendation at the StateWide Risk Management Excellence Awards held on Thursday 29 August 2002 at Darling Harbour. State Wide Mutual presented the award to Council in recognition of the innovative approach and example of excellence in managing risks.

Recommended: That Council note the report.

Resolved on the Motion of Cr Fekete, seconded Cr Winn that Council note the report.

112/02  
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THE MOTION WAS **CARRIED**.

**Delegated Committees**

Development Committee Meeting – Held 26 August 2002

Development Committee Meeting – Held 9 September 2002

Resources & Services Committee - Held 9 September 2002

Resolved on the Motion of Cr Senise, seconded Cr Batros, that the Development Committee of the 26 August, 2002 and the Resources & Services Committee of the 9 September copies of which have been circulated, be confirmed and adopted. Minutes of the Development Committee of the 9 September be deferred pending clarification of the voting in relation to Item 4.

113/02  
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THE MOTION WAS **CARRIED**.

**Other Committees**

Traffic Committee Meeting – Held 9 September 2002

Resolved on the Motion of Cr Senise, seconded Cr Patterson that the Minutes of the Traffic Committee, copies of which have been circulated, be confirmed and the recommendations adopted.

114/02  
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THE MOTION WAS **CARRIED**.

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**NOTICE OF MOTION**

I, Councillor Fred Anderson, hereby give notice of my intention to move the following motion at the Council meeting of 23 September, 2002:

“That Council, in conjunction with the SP4C committee, actively pursue the placement of a skateboard facility (as per drawings in Tabled Documents on pages 122 – 125 of the meeting of 10 September, 2001) at Kirkham Park, Elderslie on the site previously identified as Site A in Tabled Documents of 13 December, 1999 (page 167).

Further, that Councillors be informed as to the result of the findings regarding the relocation of the existing skateboard facility as noted by Council minutes of 12 June, 2000.”

Signed: Cr Fred Anderson

***The Notice of Motion was formally moved Cr Anderson, seconded Cr Campbell.***

115/02  
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THE MOTION WAS **CARRIED**.

**QUESTIONS WITHOUT NOTICE**

**Basketball Courts – Elderslie High School**

Cr Senise requested to be provided with an update of a situation regarding the basketball courts located at Elderslie High School. Recently a fence has been erected around the facility.

The Director Works & Services stated negotiations had been held with the School although Council was unsuccessful in negotiating public usage of the facility. It has been increasingly difficult to arrange public usage and such fences are being erected at many schools mainly for insurance purposes and to stop vandalism. The matter is not closed at this stage.

**Fast Food Outlet – Mount Annan**

Cr McFadden requested the current situation this fast food site opposite Mount Annan Hotel.

The Director Works & Services stated negotiations are still taking place between Burger King and Hungry Jacks and until this matter is resolved no further construction will take place.

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**Workshop**

Cr Batros wished to be advised if a Workshop was to be held next Monday evening.

The General Manager stated that no Workshop is scheduled.

Cr Batros further requested were Councillors advised that the Workshop no longer being held.

The General Manager stated the entry was deleted from the Councillors diary.

**Right of Reply – Meeting Procedure**

Cr Batros requested to be advised of a situation regarding a right of reply if there is an amendment. Could Councillors be provided with a response in writing to advise of the procedure. Previous advice has been provided on this matter.

The General Manager stated this will be provided.

**Camden Hospital**

Cr Winn requested further advice on the previous Question without Notice regarding the restructure of Camden Hospital.

The Director Governance & Outcomes stated enquiries had been made and advice was to be provided prior to this meeting, however the matter will be followed through.

**Traffic Study – Elizabeth Macarthur Avenue**

Cr Winn requested a traffic study be undertaken regarding traffic entering the Old Hume Highway from Elizabeth Macarthur Avenue.

The Director Works & Services stated Council can raise the matter with the RTA to ascertain what data is available and what proposals are planned for that intersection.

**Steam Cleaning – John Street**

Cr Winn requested to be advised has the steam cleaning at the corner John and Argyle Streets been completed.

The Director Works & Services stated it is understood the work will be completed by this Friday by a contractor and it is on Council's work schedule.

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**Dairy Farm – Camden**

Cr Winn wished to be advised has the lease on the dairy farm (Miss Davies property) expired as there had been no cattle sighted on the property recently.

The Director Works & Services stated the lease on the Farm had expired some years ago and from that point it became a month to month tenancy. Council has not yet been provided with the formal title of the property. The reason that dairy cattle are not currently on the site is that Council has agreed with the lessee and the executors to eradicate some noxious weeds. And in order to do that safely it was agreed to move the cattle. The cattle will be reintroduced when it is safe to do so.

**Macarthur Small Business Awards**

Cr Corrigan advised Council that businesses within the Camden Local Government area won 12 of the 22 categories of the Small Business Awards held last Friday evening. Blooms Chemist won Business of the Year and Chemist of the Year.

The Meeting closed at 9.12pm.