

**MINUTES OF THE ORDINARY COUNCIL MEETING
HELD 29 JANUARY, 2002, CIVIC CENTRE, OXLEY STREET,
CAMDEN – 8.00PM**

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

Staff: General Manager, Director Governance & Outcomes, Director Works & Services, Director Development & Environment, Senior Governance Officer, Manager Engineering, Manager Community Services

Apologies: An apology for leave of absence was received from Cr F Anderson and Cr E Campbell.

Resolved on the Motion of Cr Fekete, seconded Cr Batros that leave of absence be granted to Cr Anderson and Cr Campbell for this meeting.

001/02 *THE MOTION WAS **CARRIED.***

MAYORAL MINUTE – BUSHFIRE RELIEF APPEAL

(TC/584)

The Christmas bushfires hit most of NSW hard, but no area was worse affected than Wollondilly Shire. The residents of Wollondilly are our neighbours and our friends and, on behalf of the Camden area, over the holiday period I offered our support to those who lost their houses through this terrible disaster.

The areas most ravaged by bushfires in Wollondilly were the areas of Silverdale, Warragamba, Thirlmere, Belimbla Park and Oakdale with approximately 60 homes destroyed. In addition to the severe loss of homes, some shops and business premises, as well as many jobs, have been lost. Thousands of hectares of prime farming and agricultural land, and of the beautiful landscape of Wollondilly has also been destroyed.

However, these losses would have much more severe if it wasn't for the tireless efforts of the rural bush fire brigades. I commend the squads and volunteers who prevented further homes from being destroyed in Wollondilly, including, of course, our own Camden based brigades.

It is my wish that \$1,000 be donated from our own Mayoral Emergency Relief Fund to the relief fund established by the Mayor of Wollondilly to aid in the rebuilding and restoring of those communities most affected. I am pleased to offer this \$1000 on behalf of the Camden communities.

If we can take anything from these bushfires, it is the example set by the rural bush fire fighters that with a strong sense of community and with enough support we overcome any obstacle.

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Recommendation: That \$1,000 be donated to the Wollondilly Bushfire relief Fund from the Camden Mayoral Emergency Relief Fund.

Resolved: on the Motion of Cr Corrigan, seconded Cr Winn that \$1,000 be donated to the Wollondilly Bushfire relief Fund from the Camden Mayoral Emergency Relief Fund.

002/02

THE MOTION WAS **CARRIED**.

GENERAL PUBLIC ADDRESSES

There were no Public Addresses.

PUBLIC QUESTION TIME

There were no Public Questions.

CONFIRMATION OF MINUTES

Resolved on the Motion of Cr Winn, seconded Cr McFadden that the Minutes of the Ordinary Council Meeting held on the 26 November, 2001, copies of which have been circulated, be confirmed and adopted.

003/02

THE MOTION WAS **CARRIED**.

1 **Council's Corporate Information System**
(TC/3539) (Director – Governance & Outcomes)

Purpose:

This purpose of this report is to

- Present Council with an overview of our current corporate information system
- Highlight critical concerns in relation to our corporate information system
- Seek Council's approval to advertise an open tender for a new corporate information system
- Provide an indicative estimate of funds required to support a new corporate information system

Overview of Current Information Systems:

The current corporate information system used by Council is provided and supported by Sanderson Australia Pty Ltd.

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The two critical information systems (commonly referred to as 'core' systems) used by Council are known as:

- A) Land Information Systems (LIS) – property and rating system
- B) Financial Information System (FIS) – general ledger, budgeting and job costing system.

These information systems have been used by Council since 1994 and whilst it is fair to say they have served their purpose in terms of functionality, they are fast becoming obsolete in terms of flexibility, scalability, reliability and performance.

Critical Concerns of the Current Information Systems:

In addition to systems obsolescence there are other critical concerns related to our current corporate information system. They are as follows:

- **Sanderson's lack of systems support and development of our corporate information system.**

Sanderson, in December 1999, indicated they would cease support and further development of their LIS system. (A system that Council had substantially committed itself to implementing). It was only after considerable lobbying and pressure from client Councils that the decision was reversed.

Genuine concern has been expressed by Council's Information Technology staff that Sanderson will evoke a "sunset" clause on future support for our current information systems. This is a sentiment shared by other client Councils and is evidenced by a letter sent by Sanderson to Council (dated July 2000) that states:

*"we will continue to support and service popular systems such as GenacIS for the period it is practical to do so. At the same time, we will offer customers migration paths to allow the appropriate, planned progression to newer technologies. Regarding equipment technology, the age and serviceability of HP3000 machines is becoming a real concern. Council needs to make plans to ensure a timely transition to contemporary technology. **We are promoting the migration from GenacIS to AUTHORITY.**"*

- **Council's existing service agreement with Sanderson expires on 30 September 2002.**

Council's existing service agreement with Sanderson expires on 30 September 2002. It is believed that in the months leading up to the expiration of the current lease, Sanderson will pursue Council's consent to migrate to their new product 'Authority'.

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(Note: This migration is estimated to cost Council \$300,000 for implementation and training).

Given Council's experience with Sanderson (in terms of systems support and development) over the past eight years, we need to proceed with caution and investigate some of the opportunities that this situation presents.

Advertise for a new Corporate Information System through an open tender process:

It would appear an opportune time to actively pursue some of the suppliers on the market and sample some of their offerings.

A function requirement specification has been prepared which highlights the gaps in our current systems and provides the detail of a tender specification.

The option of advertising an open tender through a 'Request for Tender' process will enable Council to examine a wide range of information technology alternatives offered by suppliers.

This gives Council significant discretion in determining the most appropriate solution to meet its current and proposed information technology requirements.

Indicative funding required to implement and support a new corporate information system

It is estimated that the cost of implementing and supporting a new corporate information system would cost Council somewhere in the vicinity of \$1,250,000

Funds totalling \$450,000 are currently available in Council's Computer Reserve to partially offset this. The balance of funds required (ie \$800,000) would be considered during the forthcoming 2002/03 Budget process.

Note: The estimate of \$1,250,000 covers 'core' systems only, those being FIS and LIS. The 'Request for Tender' would not cover the following systems

- Document Management System
- Human Resources System
- Geographical Information System
- Assets Management System

The cost of these systems is considered immaterial in comparison to the FIS and LIS. It is believed that these 'non-core' systems could be phased in over a period of time without significant pressure on future budgets.

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Proposed Timeframe:

A draft timetable has been constructed and is attached for Council's consideration as **Tabled Document "BPA 1"**.

Conclusion:

Council's current information systems are near the end of their useful life both in terms of their capacity to deliver efficient services and the uncertain future surrounding Sanderson's support of our current corporate information system.

There is an opportunity now to test the market and provide Council with a strong platform from which the demands of our growing community can be serviced in an efficient and effective manner. A further report will be provided to Council at the close of tenders.

Recommended: That Council

- i) Authorise proceedings for a 'Request for Tender' of Council's corporate information system.
- ii) Consider funding the implementation of a new Corporate Information System in the 2002/2003 Budget.

Resolved: *on the Motion of Cr Senise, seconded Cr McFadden that Council*

- i) *Authorise proceedings for a 'Request for Tender' of Council's corporate information system.*
- ii) *Consider funding the implementation of a new Corporate Information System in the 2002/2003 Budget.*

004/02

THE MOTION WAS **CARRIED**.

2. Expenditure Revotes Policy
(TC/1779) (Director Governance & Outcomes)

Purpose:

The purpose of this report is to formally introduce a policy on Council's expenditure revotes. This policy aims to promote

- Early identification of expenditure revotes through the use of the quarterly budget review process.
- The treatment of expenditure revotes as 'Reserve Movements' so that estimated budget surpluses or deficits are accurately forecast at any point in time.
- The effective limitation, where practicable, of expenditure revotes in any given financial year.

Definition:

An expenditure revote is any nominated project incomplete as at financial year end, that requires funds to be carried forward into the next financial year for the purpose of completing the project.

Types of Expenditure Revotes

There are two types of expenditure revotes, namely 'Works in Progress' and 'Unspent Allocations'. The following definition is offered to distinguish between the two:

1. **Works in Progress** – those projects that **have incurred a cost or a commitment** (through the use of Council's Purchase Order system) as at financial year end.
2. **Unspent Allocations** – those projects that **have not incurred a cost or a commitment** (through the use of Council's Purchase Order system) as at financial year end.

Guidelines used for considering the merits of Expenditure Revotes:

The following guidelines are provided to assist Council in determining projects for expenditure revote consideration.

1. What qualifies for Expenditure Revote consideration?

- Any project that is considered capital or specific in nature will qualify for expenditure revote consideration.
- Any project that is 'tied' by a specific purpose grant or contribution (including Section 94) will qualify for expenditure revote consideration.

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2. What does not qualify for Expenditure Revote consideration?

- Any project that is considered maintenance or general operating expenditure will not qualify for expenditure revote consideration.

3. Exceptions to these rules will be addressed on a case by case basis and may include:

- Instances where the project has already consumed substantial design, planning, consultation and other activities in the lead up to project commencement
- Instances where the project is considered essential in advancing the Strategic Plan: Camden 2025.

Identifying Expenditure Revotes using the Budget Review process:

The December and March Budget Reviews will request that Managers submit estimates of expenditure revote. These revotes will be categorised by the Finance Department (after consulting with the respective Manager) as either 'Works in Progress' or 'Unspent Allocations'.

NOTE: Revote estimates submitted by Managers may be revised (upwards or downwards) at any budget review to reflect changed circumstances.

Accounting for Expenditure Revotes:

Council approved expenditure revote estimates will be transferred to one of two Reserves, either a 'Works in Progress' Reserve or an 'Unspent Allocation' Reserve, depending on the criteria they satisfy (as previously defined).

The benefits of estimating expenditure revotes through the budget review process and transferring the Council funded portion of these projects to Reserve are as follows:

- Provides a more accurate estimate of the total budget at any given point during the financial year
- Provides a more realistic and stable indication of the forecast surplus or deficit as opposed to the significant fluctuations that presently occur at year end
- Recognises that expenditure revotes do occur and may be used as a guide for preparing future annual budgets based on Council's traditional capacity to complete projects within a 12 month timeframe.

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Policy Performance Measurement:

It would seem prudent to limit, where practicable, the total value of expenditure revotes to approximately 5% of Council's Adopted Budget. This is in line with the Local Government 'Financial Health Check' benchmark of 5%.

Recommended: That Council

- i) Endorse the implementation and application of the 'Expenditure Revotes Policy'.

Resolved: on the Motion of Cr Winn, seconded Cr McFadden that Council

- i) *Endorse the implementation and application of the 'Expenditure Revotes Policy'.*

005/02

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3. Camden Council – Open Space Strategy
(File No. 4333) (Director Works and Services)

Purpose of Report

To consider comments received following the public exhibition of the Draft Camden Council – Open Space Strategy and to adopt the document in its final form.

Background

At its meeting of 27th August 2001 when considering the draft Open Space Policy Council resolved:

- (i) *The Draft Camden Council – Open Space Strategy be endorsed for public exhibition*
- (ii) *The Draft Camden Council – Open Space Strategy be placed on public exhibition for a period of 20 days at the Council Chambers and Camden and Narellan Libraries.*
- (iii) *The Draft Camden Council – Open Space Strategy be reported to Council for determination at the conclusion of the exhibition period.*

Some twenty developers were invited to a presentation on the draft Open Space Strategy on 25th October 2001, when three representatives attended to discuss the content and ramifications of the Strategy.

Through the public consultation process, comments were received until 2nd November 2001. Three submissions were received by the closing date, one from 'Development Planning Strategies' on behalf of the 'Harrington Park Joint Venture', 'AV Jennings' and Lean & Hayward. These have been attached (**refer Tabled Document "BPA 2"**) for Council's consideration.

Comment

The salient points of these submissions have been summarised and comments formulated addressing the specific issues raised. This summary can be found in **Tabled Document "BPA 3"**.

Summary

The concerns of the three developers who provided their comments on the draft Open Space Strategy have been addressed. Minor changes have been made to clarify the content of the strategy in light of the comments

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It is considered the items raised by these developers have therefore been adequately addressed by the amendments in the Draft Camden Council – Open Space Strategy presented (**refer Tabled Document “ BPA 4 ”**). The document is therefore presented for adoption by Council.

Recommended: That Council adopt the Camden Council – Amended Open Space Strategy.

Resolved: on the Motion of Cr Batros, seconded Cr Winn that Council adopt the Camden Council – Amended Open Space Strategy, subject to an addition to Section 1 – Open Space Environmental Preservation and Natural Systems objectives that “where revegetation takes place local seed is to be used”.

006/02

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4 Pedestrian Access and Mobility Plans (PAMP)

(File 4496) [Director Works and Services]

Council previously considered an offer of a grant of \$12,000 from the Roads and Traffic Authority under their Pedestrian Access and Mobility Plan (PAMP) program requesting additional information be obtained from the RTA regarding the program.

Information has been forwarded from the Authority and is presented for Council's consideration.

Introduction

The NSW Roads and Traffic Authority (RTA) has initiated the PAMP program as a planning process for the implementation of pedestrian facilities. The objective of PAMP is to promote walking as a viable replacement to cars on short trips, and as a link to public transport services and community facilities.

The primary focus of PAMP is to improve pedestrian safety and amenity by integrating land use and transport systems.

What will a PAMP deliver?

A PAMP is a short to long term strategic/action plan, for the development of pedestrian policies and deployment of pedestrian facilities within areas of pedestrian concentration. PAMP focus on engineering, policy and educational solutions.

PAMP are designed to:

- Identify the location and type of pedestrian attractors and generators within areas of known pedestrian concentration.
- Identify the location, type and standard of existing pedestrian facilities and infrastructure.
- Identify required pedestrian linkages.
- Identify clusters and patterns of pedestrian crashes; and
- Highlight opportunities to develop corridors for pedestrian movement.

PAMP are strategic and action plans, integrating a number of consultative and planning processes to develop pedestrian networks.

Financial Assistance

The Roads and Traffic Authority have offered Camden Council the opportunity to participate in this program through the provision of a \$12,000 grant. The grant is generally to employ a consultant to carry out investigation, research and prepare a PAMP specific to the needs of Camden residents. It is intended to engage a consultant to prepare a PAMP similar to the project undertaken in preparation of the Camden Bike Plan (also

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carried out in conjunction with the RTA in support for a funding initiative).

This grant is conditional upon Council matching the grant (1:1) and in this regard Council, through the Narellan Urban Improvement Program grant is able to provide \$5,000 towards Council's share, leaving a shortfall of \$7,000 to complete Council's share, should Council accept the offer.

Once a PAMP has been finalised and adopted it is eligible to attract funds from the RTA for the ongoing program of works to be implemented which will be compiled and costed as part of the plan.

Recommended: That

- (i) Council accept the Roads and Traffic Authority grant for \$12,000 for the preparation of a Pedestrian Access and Mobility Plan;
- (ii) Council consider the allocation of \$7,000 in conjunction with the December 2001 financial review.

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

- (i) Council accept the Roads and Traffic Authority grant for \$12,000 for the preparation of a Pedestrian Access and Mobility Plan;
- (ii) Council consider the allocation of \$7,000 in conjunction with the December 2001 financial review.

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5. RTA 2002 – 2003 REPAIR Program
(File 3212) [Director Works and Services]

The RTA has informed Council that funding has been approved and is offered to Camden Council by the State Government under its 2002 – 2003 REPAIR Program for the following single project:

Project Location	Project Description	Project Cost (CI + RTA)	RTA Contribution
Raby Road (segment 6) Leppington	Reconstruct segment 6	\$108,000	\$54,000

These funds are provided on the basis that:

1. Council matches these funds on a dollar for dollar basis;
and
2. Work must be completed by June 2003.

The RTA requested advice formally accepting this offer in writing by 31 December 2001, the matter has been acknowledged and accepted subject to Council's concurrence.

It is recommended that the issue of the matching funding for the reconstruction of this road be included in the 2002/2003 Roadworks Program

Recommended: That Council

- (i) advise the RTA it will accept the funding for the reconstruction of Raby Road (segment 6) under the 2002 – 2003 RTA REPAIR Program
- (ii) accept the conditions of the RTA REPAIR Program funding offer and includes in the 2002/2003 Roadworks Program provision of the complimentary funding of \$54,000.

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

- (i) advise the RTA it will accept the funding for the reconstruction of Raby Road (segment 6) under the 2002 – 2003 RTA REPAIR Program
- (ii) accept the conditions of the RTA REPAIR Program funding offer and includes in the 2002/2003 Roadworks Program provision of the complimentary funding of \$54,000.

008/02 THE MOTION WAS **CARRIED**.

6 Tender 01/19 : Supply and Installation of an Automatic Irrigation System at Nott Oval, Narellan
(File 4524) (Director Works & Services)

Purpose of the Report

This report is to notify Council of proposed irrigation works to be carried out in Nott Oval, which is 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 works 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 field at Nott Oval.

The field to be irrigated is occupied by one soccer pitch in autumn/winter and utilises a synthetic grass cricket pitch in spring/summer.

Council has collected funds from CP2 available to undertake the proposed work.

Tenders Received

Council's officers prepared the necessary tender and contract documentation to implement these works. Tenders were invited (under Tender N°01/19) to undertake the construction work for this project. The tender was advertised in the Sydney Morning Herald on 27 November and 4 December 2001, and the local press.

Tenders were received from 6 contractors interested in undertaking the work. All tenders received were submitted on the tender documents provided, and all tenders received were complying.

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

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The following table summarises the tenderers and the tender prices submitted in order of price:

<u>Tenderer</u>	Total Lump Sum (incl. GST)
Brooks Irrigation	\$47,091
Southwell Agricultural Sales	\$53,942
Blueprint Conduit & Pipeline	\$57,085
Mark Irrigation	\$61,000
Ready Rain Watering Systems	\$87,747
Able Aussie Watering Systems	\$100,288

Assessment of Tenders

Council's officers reviewed the information provided by all the above tenderers. As part of the review a value assessment was undertaken to help select the proposal that provides the best value for money. The value assessment process involves an objective assessment of the proposals to enable both price and non-price attributes to be taken into account.

This process assessed that Brooks Irrigation Pty Ltd are capable of completing the works required by the contract and provide Council with the best value for money to undertake the proposed works.

A check of references provided as part of the tender documentation revealed that Brooks Irrigation Pty Ltd are well respected in the industry and have successfully completed similar projects.

Conclusion

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

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Recommended: That

- (i) Council approve the appointment of Brooks Irrigation Pty Ltd for the total contract sum of \$47,091 (inclusive of GST) to undertake Contract 01/19 for the Supply and Installation of an Automatic Irrigation System at Nott Oval;
- (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;
- (iii) The unsuccessful tenderers are notified in writing of Council's decision.
- (iv) Authority be granted for the documentation to be completed under Seal of Council.

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

- (i) Council approve the appointment of Brooks Irrigation Pty Ltd for the total contract sum of \$47,091 (inclusive of GST) to undertake Contract 01/19 for the Supply and Installation of an Automatic Irrigation System at Nott Oval;
- (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;
- (iii) The unsuccessful tenderers are notified in writing of Council's decision.
- (iv) Authority be granted for the documentation to be completed under Seal of Council.

009/02

THE MOTION WAS **CARRIED**.

7 **Sickles Creek Reserve, Grasmere – Design & Construction
of Drainage Outlet Rehabilitation Works**
(File 3621/6) (Director Works and Services)

Purpose of the Report

This report is to notify Council of proposed works to be carried out in Sickles Creek Reserve, which is to be funded by Section 94 Contributions Plan N°16 (CP 16), and for Council to approve the appointment of a proponent to undertake the project.

The Site

In Sickles Creek Reserve a 1500mm diameter pipe discharges at a headwall into a ‘sediment basin’ which has a spillway that drains into Sickles Creek. The catchment draining to this outlet has an area of approximately 30 ha and consists of rural residential development. The catchment is developed to its full potential.

The ‘sediment basin’ was constructed as a temporary facility to operate during the development of the adjacent subdivision and has reached the end of its service life.

The Project to be Undertaken

Council has collected developer contributions from the subdivision of land in Grasmere for the provision of water quality facilities. Some form of water quality treatment facility has been identified as being necessary at the outlet of seven drainage catchments in Grasmere/Ellis Lane. With this project, Council wishes to implement a water quality system in one of these locations.

It is Council’s intention to have this ‘sediment basin’ rehabilitated to provide suitable sediment and nutrient control to protect downstream waters, and do so in a way that gives the site a natural and aesthetic appearance to enhance the public open space and augment a biodiverse ecosystem. This would include the revegetation of the adjacent creek batters to connect and form a corridor with the existing riparian vegetation.

Invitation for Proposals

Considering the nature of the site and remediation works required it was decided that a design and construct contract would be the most practical and simplest approach to achieving the best outcome for this project. A design and construct approach allows the designer to be involved in the construction phase and ensures that any necessary

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modifications to the design undertaken as the works progress do not effect the objectives of the design.

Council's officers prepared a detailed brief for this project. Due to the nature of such a design and construct project, the allocated budget for the project was disclosed in the brief so to ensure that the proponents could scope the required scale of the works.

As a project of this nature needs considerable expertise, both in the design phase and the construction phase, it is decided to seek quotations from suitably qualified and experienced practitioners in this field of environmental engineering. The project was discussed with the following four firms who expressed an interest in undertaking the project and they were invited to submit a proposal in response to the brief:

- Robinson GRC Consulting Pty Ltd
- Storm Consulting Pty Ltd
- Morse McVey & Associates Pty Ltd
- Lean & Haywood Pty Ltd

It is noted that Council has previously had successful dealings with each of these firms.

Proposals Received

Proposals were received from only two companies. The following table summarises the quotations submitted:

	Robinson GRC	Storm
<i>Detail of Work</i>		
Design Phase	\$9,200	\$10,800
Construction Phase	\$41,630	\$43,300
Maintenance Phase	\$8,400	\$5,900
Total (excluding GST)	\$59,230	\$60,000

Morse McVey & Associates (who have completed a similar project for Council at Benwerrin Reserve, Grasmere) declined to submit a proposal due a recent change in staff. Lean & Haywood Pty Ltd declined to submit a proposal due to an assessment of the budget restrictions imposed on this project and current availability of resources to undertake the project.

Comments on the Proposal Concepts Received

Both proposals received were considered innovative in their conceptual design and addressed the objectives of the consultant's brief.

- ◆ The proposal by Robinson GRC Consulting Pty Ltd, in brief, allows for the construction of a flow energy dissipater

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leading into a rock flow diversion route through a series of baffles. The major purpose of this zone is to slow flows and remove sediment from the flow. Downstream a sub-surface gravel wetland would be constructed and planted with suitable wetland species. The major purpose of this zone is to allow the filtering and breakdown of nutrients. Flows would exit the basin at an existing spillway into the existing dam on Sickles Creek. Together with suitable plantings adjacent to the works, the proposal would have an aesthetic and natural appearance.

It is noted that a sub-surface gravel wetland has recently been successfully constructed in Benwerrin Reserve, and has proven to be relatively easy to maintain and is aesthetically pleasing with its wetland plants thriving.

- ◆ The proposal by Storm Consulting Pty Ltd, in brief, allows for the construction of a flow energy dissipater and diversion embankment. This would lead flows into a reedbed to be planted with macrophytes and littoral species on the edges. The concept aims to maximise the length of the flow path through the site and therefore contact time with the reedbed for maximum nutrient retention. Flows will exit the basin at an existing spillway into the existing dam on Sickles Creek. Together with suitable plantings adjacent to the works, the proposal would have an aesthetic and natural appearance.

Assessment of Submissions

The Consultant Brief required the proponents to provide information on the following:

- A fee proposal separated into design, construction and maintenance components. For the construction component a detailed pre-construction estimate was required.
- Proposed design details that ensure the objectives of the project are met, and that future maintenance activity and recurrent costs are minimised
- Outline of program and proposed duration of the project
- Experience in similar past projects completed
- Project management, including details of subcontractors proposed to be used
- Plant & equipment available

Council's officers reviewed the information provided by proponents. As part of the review a value assessment was undertaken to help select the proposal that provides Council with the best value for money. The value assessment process involves an objective assessment of the proposals to enable both price and non-price attributes to be taken into account.

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This process assessed that Robinson GRC Pty Ltd are capable of successfully completing the project and provide Council with the best value for money to do so. The proposal by Robinson GRC Consulting was thorough in its detail and cost estimates and inspired confidence that the project and its objectives can be achieved within the allocated budget. The design was also of a nature that would require minimal long-term maintenance activity, be durable against any high flows and incur minimal recurrent costs.

The team assembled by Robinson GRC Consulting Pty Ltd is well respected in the industry and has successfully completed similar projects.

Conclusion

From the assessment process undertaken, it is considered that the proposal by Robinson GRC Consulting Pty Ltd will give Council the best value for money.

Recommended: That

- (i) Council approve the appointment of Robinson GRC Consulting Pty Ltd to undertake the Design & Construction of Drainage Outlet Rehabilitation Works at Sickles Creek Reserve, Grasmere;
- (ii) Authority to be granted for the necessary documentation to be completed with Robinson GRC Consulting Pty Ltd to undertake the proposed project as covered by the brief; and
- (iii) The unsuccessful proponent is notified in writing of Council's decision.
- (iv) Authority be granted for the documentation to be completed under Seal of Council.

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

- (i) Council approve the appointment of Robinson GRC Consulting Pty Ltd to undertake the Design & Construction of Drainage Outlet Rehabilitation Works at Sickles Creek Reserve, Grasmere;
- (ii) Authority to be granted for the necessary documentation to be completed with Robinson GRC Consulting Pty Ltd to undertake the proposed project as covered by the brief; and
- (iv) The unsuccessful proponent is notified in writing of Council's decision.

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(iv) *Authority be granted for the documentation to be completed under Seal of Council.*

010/02 *THE MOTION WAS **CARRIED**.*

8. Disability Action Plan

(File No. 1323/14) (Director Works and Services)

Purpose

This report advises Council of the development of a Disability Action Plan for Camden Council and seeks a councillor to participate on the plan's Advisory Group.

Background

Commonwealth Level

The Disability Discrimination Act (DDA) of 1992 is Commonwealth legislation that makes it unlawful to treat people with a disability less favourably than people without a disability. The legislation aims to ensure full and equal access to all public buildings, places of employment or education, provision of goods and services, accommodation, recreation and sporting areas and facilities.

A Disability Action Plan is a way for an organisation to plan to eliminate, as far as possible, disability discrimination from the provision of its goods, services and facilities. Although not defined within action plans under the DDA it makes sense to include other areas of the organisation's operations such as employment policies and procedures.

Developing and implementing an Action Plan is a voluntary, proactive approach to DDA compliance. It has benefits both for organisations and for people with a disability. It is good management practice and enhances the corporate image and makes delivery of services more effective and efficient.

For people with disabilities the implementation of an Action Plan means that eliminating disability discrimination and barriers to participation in community life is not dependent upon complaints being made against organisations.

In some situations, eliminating discrimination requires little more than a change in behaviour of other people; other situations may require substantial adjustment by Council. However, if it can be established that these requirements may impose "unjustifiable hardship" on its service provision, under the DDA Council may not have to comply with the legislation.

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State level

In 1998 the NSW government endorsed a Disability Policy Framework with the aim of a whole of government approach to providing accessible generalist services to people with disabilities and to planning specialist disability and generalist services.

The Policy Framework requires all NSW government agencies to develop Disability Action Plans every three years. Local councils may choose to voluntarily participate in the development of action plans within this framework.

Participating in the framework would have the benefit of enabling local councils to address their responsibilities under the DDA and the NSW Anti-Discrimination Act (ADA) as well as the disability component of their Community and Social Plans

Council Planning

One of the five major areas identified in Council's Strategic Plan Vision 2025 to ensure the future of Camden includes all elements that provide quality of life is accessibility, transport and physical accessibility are the three main objectives outlined in this area.

Within the framework of Council's Community Plan (1999) a target plan was developed for People with Disabilities. One of the recommendations of this target plan was the development of a Disability Action Plan to assist in meeting Council's accessibility objectives, Access and Equity responsibilities and the issues raised under the DDA.

What will the Action Plan include?

The Plan will outline a set of strategies to ensure that people with a disability have fair and equitable access. This includes eliminating disability discrimination and barriers to participation in community life.

The DDA definition of a disability is one that is:

- Physical;
- Intellectual;
- Psychiatric;
- Sensory;
- Neurological;
- Physical disfigurement; or
- The presence in the body of an organism capable of causing disease such as HIV/AIDS

The definition also includes a disability that:

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- Presently exists;
- Previously existed but no longer exists eg a person who had a heart attack;
- May exist in the future (eg a person with a genetic predisposition); and
- Is imputed to a person eg assuming that a person living with a infectious disease has the disease

Development of the Action Plan

The Disability Action Plan will be developed over a six month period to enable a Draft Action Plan to be placed on public exhibition by June 2002. The proposed process will be:

- Establishment of Advisory Group to oversee plan's development and ensure community input;
- Develop profile of services, service users and potential users that are people with a disability;
- Undertake consultation with the community focusing upon people with a disability, their carers and service providers;
- Analysis issues raise, review what Council is currently doing and set priorities for future action; and
- Draft Action Plan developed for Council and Community consideration.

To assist in the development of the Plan an Advisory Group will be established, comprising of one councillor, staff representing key areas across Council, community representatives, and local service and agency representatives. A total number of 15 people is appropriate and it is considered important that Councillor representation be included.

Once established the Advisory Group will meet monthly and will be coordinated by a Community Projects Officer of Council with terms of reference developed to ensure the Advisory Group and Action Plan meet their objectives.

Community representatives will be by way of an expression of interest called for in early January 2002. Service representatives will be targeted to bring specialised expertise in disability issues to the planning process.

Legal Implications

Whilst the development of a Disability Action Plan is voluntary it is in Council's interest to prepare one. Once developed an Action Plan would be lodged with the Human Rights and Equal Opportunity Commission and in the event of a complaint, the commission is required by the DDA to consider the action plan in the assessment of that complaint.

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A growing number of court cases are being lodged against public authorities. Their findings clearly demonstrate the responsibility of Councils to promote and create accessible built environments and to reflect the changes in community attitudes over the last decade. A Disability Action Plan, along with the proposed council policy “Guidelines for Disabled Access”, currently on public exhibition, will assist in this regard.

Resource implications

The development of the Disability Action Plan will be carried out in-house utilising resource within the Community Development section.

Implementation of the Action Plan’s strategies will have budgetary and resource implications for Council in the future, as possible physical environment and other changes are required. These may need allocation of additional funds, however the Action Plan can allow this impact to be spread over an appropriate number of years. Grants and other sources of funds will also be sought to undertake actions set out in the Plan.

Conclusion

The development and implementation of a Disability Action Plan is an important step in meeting Council’s Accessibility strategies. It will make for a more inclusive community and ensure barriers to facilities, information and services are removed for the benefit of all members of the community.

Once the Action Plan is presented to the Commission it can be used for any complaints brought before it by members of the public.

The development of a Disability Action Plan together with Access and Equity policies (to be formulated) and Guidelines for Disabled Access, will provide a suite of documents that will embellish the actions outlined within Council’s Strategic Plan.

Recommended: That Council

- (i) Endorse the development of a Disability Action Plan for Camden Council; and
- (ii) Nominate a councillor for membership to the Advisory group

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Resolved: on the Motion of Cr McFadden, seconded Cr Winn that Council

- (i) Endorse the development of a Disability Action Plan for Camden Council; and*
- (ii) Cr Batros be nominated for membership to the Advisory group with Cr Corrigan as the alternate.*
- (iii) Advertise for community representation for membership to the Advisory group.*

011/02

THE MOTION WAS **CARRIED.**

CLOSURE OF MEETING TO THE PUBLIC

The Committee may, by resolution, deem it necessary to close the meeting to the public during discussion of the following matter dealing with:

- (a) commercial in confidence material

The Local Government Act (1993) permits the closure under Sections 10A(2) (c).

The Committee may, by resolution, allow members of the public to make representations as to whether the meeting should be closed before any part of the meeting is closed to the public. A representation by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded. That period would be determined by resolution of the committee.

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

Members of the public will be readmitted to the meeting immediately after the closed section is completed and if the Committee passes a resolution during that part of the meeting that is closed to the public, the chairperson will make the resolution public as soon as practicable after that closed part of the meeting has ended.

Recommended: That Council close this item in accordance with Section 10A(2) due to the commercial and confidential information therein.

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Resolved on the Motion of Cr Winn, seconded Cr Batros that Council close this item to the public in accordance with Section 10A(2) due to the commercial and confidential information therein.

012/02 THE MOTION WAS **CARRIED**.

DELEGATED COMMITTEES:

DEVELOPMENT COMMITTEE MEETING – Held 26 November, 2001

DEVELOPMENT COMMITTEE MEETING – Held 10 December, 2001

RESOURCES & SERVICES COMMITTEE MEETING – Held 10 December, 2001

Resolved on the Motion of Cr Winn, seconded Cr Patterson, that the Minutes of the Delegated Committees, copies of which have been circulated, be confirmed.

013/02 THE MOTION WAS **CARRIED**.

NOTICE OF MOTION

I, Councillor Stephen Senise hereby give notice of my intention to move the following Motion at the Council Meeting of 29th January, 2002:

“That the Aboriginal flag be displayed alongside the Council, State and Australian flag at Council Meetings”.

Signed: Cr Stephen Senise

The Notice of Motion was formally moved by Cr Senise, seconded by Cr Patterson.

014/02 THE NOTICE OF MOTION ON BEING PUT WAS **CARRIED**.

(Cr Winn and Cr Fekete voted against the Motion).

QUESTIONS WITHOUT NOTICE

Sickles Creek Reserve – Land Acquisitions
(TC/3451)

Cr Batros requested to be advised were plans for land acquisitions for the extension of Sickles Creek Reserve from Section 94 funds still proceeding.

The Director of Works & Services stated the land acquisitions were in the original Section 94 plan and have been deleted. In considering the plan, community delegations recommended the

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removal of certain items such as the cycleway and the land acquisitions.

Australia Day Celebrations

(TC/2346)

Cr Fekete raised concerns relating to the Australia Day public holiday and the uncertainty in the community as to when Australia Day is to be celebrated.

The current arrangement has demonstrated last weekend was unsatisfactory.

The Mayor stated Cr Fekete should put her concerns in writing to the Camden Australia Day Committee and also write to the State Government indicating the decision for the public holiday should be made early.

Burger King Establishment – Mount Annan

(DA5127.150)

Cr McFadden requested to be advised of the current situation with the construction of the Burger King site at Mount Annan as there did not appear to be any work occurring.

The Director Development & Environment stated Council has not been advised of any delays, so it is assumed the lack of activity is due to the Christmas break.

Domestic Garbage Collection

(TC/514)

Cr McFadden requested to be advised of the starting times for the garbage collection services.

The Director Development & Environment stated services commence at 5am with a fixed route for each truck each day. Some starting times do vary. The collections are required to start at that time in order to deliver the loads to Jack's Gully by 2pm each day, as Jack's Gully closes at that time. Staff are currently reviewing the runs and times due to population changes.

Elderslie BMX Track

(TC/4188)

Cr McFadden requested to be advised of the requirements for the fence around the track at Kirkham. It is alleged motor vehicles are driving around the track at night.

The Director Works & Services stated staff are conducting ongoing discussions with the BMX Club relating to the fence. The original wire rope fence was found not to be suitable and various additional types of fences are being considered. A meeting will be conducted shortly to finalise the type and style of fence.

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Camden Library – Website

(TC/1326)

Cr Senise requested to be advised if Camden Library had a website and if not are there plans for one. Are customers able to search the catalogue.

The Manager Community Services stated the Library does not have a dedicated website but the catalogues are on the main server for public viewing and searching.

Traffic Lights – Corner Anderson Road & Camden Valley Way

(TC/3288)

Cr Senise requested to be advised of the commencement date of the traffic lights at the above intersection.

The Director Development & Environment stated the matter will be checked with the RTA as no date is available at this point.

Domestic Garbage Services

(TC/514)

Cr Senise requested further details of the time frames for the rescheduling of the garbage routes.

The Director Development & Environment stated staff endeavour to balance the number of collections in the day. These still require 5am start. The changes to the schedules are anticipated to commence in April with the changes to be widely advertised. The early start will be shared around the local government area.

Polystyrene Debris on Building Sites

(TC/491)

The Mayor requested to be advised has Council had much success in the policing of polystyrene debris on building sites.

The Director Development & Environment stated staff are targeting building sites and advising builders of the need to dispose of this litter properly. This is a major issue and builders are aware of the problems.

Vandalism to Street Signs

(TC/2319)

The Mayor requested to be advised does Council rely on residents to advised of missing street signs or do staff have regular reporting processes in place.

The Director Works & Services stated both methods are used. Staff accept the residents reporting missing signs, however, surveys have recently been completed. Areas are then brought

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up to date with missing signs and any problem is attended to promptly.

The Meeting closed at 9.00pm.

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CLOSED COMMITTEE

MOTION

Moved Cr Winn, seconded Cr Batros , that the Council close this Item to the Public in accordance with the provisions of Section 10A (2)(g) of the Local Government Act, 1993 due to the commercial and confidential information therein.

015/02

THE MOTION ON BEING PUT WAS **CARRIED**.

OPEN COUNCIL

The General Manager communicated to the public and press the decision of the Closed Committee.

9 **Claim for Recovery of Monies Expended in Relation to Works at The Cascades by Bradcorp**
(PF8075.1515-2/2) (Director, Development & Environment)

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

- (i) *Advise Bradcorp that it would not be prepared to waive its defence for the matter being out of time.*
- (ii) *Authorise the General Manager and Director, Development and Environment to negotiate a settlement of the matter based on the recommendations made by Gadens with the final terms to be submitted to Council for adoption.*

016/02

THE MOTION WAS **CARRIED**.

The Meeting closed at 9.15pm