

**MINUTES OF THE RESOURCES & SERVICES COMMITTEE  
HELD 9 SEPTEMBER, 2002, CIVIC CENTRE, OXLEY STREET  
CAMDEN**

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**Present:** Cr G Corrigan (Mayor/Chairperson), Cr C Patterson, Cr F Anderson, 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 Outcomes, Manager Corporate Services, Manager Engineering, Manager Community Services, Senior Governance Officer, Administration Officer.

**Apologies:** An apology was received from Cr S Winn & Cr N McFadden from this meeting.

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

RS061/02      THE MOTION WAS **CARRIED**.  
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**1. Investment Monies: Period Ended 31<sup>st</sup> July, 2002**  
(Director Governance & Outcomes)

In accordance with clause 19 (3a & 3b) of the Local Government (Financial Management) Regulation 1993, a list of investments held by Council as at 31<sup>st</sup> July 2002, is provided as **Tabled Document "RS 1"**.

It is further certified that all investments have been made in accordance with section 625 of the Local Government Act 1993, the relevant regulations and Council's investment policy.

Current investments of the General Fund both term and call are returning an average daily yield of 4.94% and during the month of July, 2002, the average return on all investments both call and term was 4.97%.

Recommended: That,

- (i) Council note that the Principal Accounting Officer has certified that all investments held by Council have been made in accordance with the Local Government Act, Regulations and Council's Investment Policy.
- (ii) The list of investments as at 31<sup>st</sup> July, 2002 be noted.
- (iii) The interest rate return of 4.97% for the month of July, 2002, be noted.

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

- (i) Council note that the Principal Accounting Officer has certified that all investments held by Council have been made in accordance with the Local Government Act, Regulations and Council's Investment Policy.*
- (ii) The list of investments as at 31<sup>st</sup> July, 2002 be noted.*
- (iii) The interest rate return of 4.97% for the month of July, 2002, be noted.*

RS062/02 THE MOTION WAS **CARRIED**.  
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**2. Camden Council Purchasing & Procurement Policy**

**Purpose of Report**

The purpose of this report is to seek Council's approval to implement a Purchasing and Procurement policy organisation-wide.

**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

The Camden Council Purchasing & Procurement Policy accommodates all of these principles and exhibits 'best practice' standards as endorsed by the Independent Commission Against Corruption (ICAC) and meets the objectives of the probity auditor.

The Camden Council Purchasing & Procurement Policy is attached as **Tabled Document "RS 2"**.

Recommended: That Council adopt the policy titled 'Camden Council Purchasing & Procurement Policy', attached as **Tabled Document "RS 2"**.

Resolved on the Motion of Cr Batros, seconded Cr Senise that Council defer the report until the next meeting to be held on 23<sup>rd</sup> September, 2002.

RS063/02    *THE MOTION WAS **CARRIED**.*  
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**3. Review of Ward Boundaries - 2003 Local Government Election**

(2811/8)(Director Governance and Outcomes)

Further to the Report to Council on 22<sup>nd</sup> July, 2002 and the Councillors Workshop held on 12<sup>th</sup> August, 2002 and follow up discussions with Councillors, the following proposals are now put forward as options for Ward Boundary adjustments as required under the Local Government Act, 1993. As previously outlined, when formulating these adjustments, an attempt has been made to keep “communities of interest” or whole suburbs together rather than split communities.

Option 1	South Ward -	9,650
	Central Ward -	9,255
	North Ward -	<u>9,702</u>
	Total	28,607

Variation between Central and North 4.83% - North Ward has 447 more than Central

Variation between Central and South 4.27% - South Ward has 395 more than Central

Variation between North and South 0.54% - North Ward has 52 more than South

Comment: Provides for the necessary expansion of South Ward into Elderslie and Spring Farm. This allows for future increases in Spring Farm and Elderslie Release areas. It also pushes Central Ward easterly to incorporate Mount Annan (including all of Cascades) and Mount Annan South. This allows for a balance of South Ward and Central Wards running in the south and central areas respectively through the Local Government area North Ward does however still have relatively more electors compared to the other wards. It is noted 1 CCD is split between North Ward and Central Ward.

Option 2	Central Ward -	10,008
	North Ward -	9,292
	South Ward -	<u>9307</u>
	Total	28,607

Variation between Central and North 7.71% - Central Ward has 716 more than North

Variation between North and South 0.16% - South Ward has 15 more than North.

Variation between Central and South 7.53% - Central Ward has 701 more than South.

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Comment: This is an option put forward by Councillor Senise. It allows for all Cobbitty to be in North Ward. It provides main roads as clearly identifiable boundaries between wards, ie Camden Valley Way and Narellan Road. This model places Elderslie and Spring Farm into South Ward with the rest of Camden. Central Ward contains Narellan, Narellan Vale and all Mount Annan. In this projection, Central Ward is the numerically superior of the Wards. It takes into account there is a little scope for growth in Mount Annan South. It allows for growth in South and North Wards. The percentage differences are in accordance with requirements.

Option 3	Central Ward - 9,635
	North Ward - 9,292
	South Ward - <u>9,680</u>
	Total - 28,607

Variation between Central and North 3.69% - Central Ward has 343 more than North.

Variation between North and South 4.18% - South Ward has 388 more than North.

Variation between Central and South 0.47% - South Ward has 45 more than Central.

Comment: This is a minor alteration to Option 2, as suggested at the Councillors Meeting on 26<sup>th</sup> August, 2002. It moves "The Bicentennial Estate", being Sirius Circuit, Bennelong Place, Narellan from Central to South Ward, a total of 373 electors. It was agreed "The Bicentennial Estate" is a community more aligned to Elderslie than Narellan and as such may be more suited to South Ward. The percentages are in accordance with requirements. It allows for growth in North Ward, with Central and South Wards basically in balance.

Summary: Council is now required to select the most appropriate Ward Boundary adjustment. All 3 Options are within the requirements of the Act in relation to the percentage allowances. Options 2 and 3 do not split any CCD's and would be favoured by the Electoral Commission. These two options also provide clearcut boundaries between the Wards, being Camden Valley Way and Narellan Road, which will be easy for the electors to differentiate.

Maps showing the 3 Options are attached for the information of Councillors and form **Tabled Document "RS 3"**.

The agreed changes to the Ward Boundaries will be forward to the Electoral Commissioner and Australian Statistician by 10<sup>th</sup>

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September, 2002 for consideration and will be in place for the 2003 Local Government Elections.

Recommended: Council determine the revised Ward boundaries.

Resolved on the Motion of Cr Senise, seconded Cr Corrigan that Council adopt Option 2 as the proposed Ward Boundary alternatives for the 2003 Local Government Elections.

RS064/02 THE MOTION WAS **CARRIED**.

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(Cr Anderson, Cr Campbell and Cr Patterson voted against the Motion).

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**4. Legal Services Tender**

(TC/4628) (Director Governance and Outcomes)

Council's current Legal Services Agreement with Marsdens, Caldwell, Martin and Cox and Gadens is due to expire in November, 2002.

It is intended to commence the tendering process in mid September by placing advertisements in relevant newspapers and preparing a Request to Tender document for distribution to interested firms.

It is envisaged the Tender period will close by mid October with the selection process to be completed within the November, 2002 timeframe. The contract period will be 4 years and in considering any applications Council will take into account both the experience and capacity of applicants to fulfil the requirements of the contract.

A report will be provided to Councillors for consideration of the tender responses when appropriate, including the formation of a Councillor panel to interview selected firms.

Recommended: That

- (i) Council commence the tendering process for the provision of Legal Services for the next four (4) years as outlined in the report.
- (ii) A further report be submitted when the tender period has closed.

Resolved on the Motion of Cr Corrigan, seconded Cr Campbell that

- (i) *Council commence the tendering process for the provision of Legal Services for the next four (4) years as outlined in the report.*
- (ii) *A further report be submitted when the tender period has closed.*
- (iii) *The Request For Tender documents and newspaper advertisement state the Tenders will be evaluated on the Selection Criteria detailed in the Tender documents and the canvassing of any Councillor or Staff will automatically disqualify the Tenderer.*

RS065/02 THE MOTION WAS **CARRIED**.

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**5. Management Plan Review – 30<sup>th</sup> June, 2002**  
(TC3568/2) (Director Governance & Outcomes)

Council prepares the Management Plan annually together with the Annual Budget, which sets strategies and actions for the next 3 years.

The Local Government Act requires quarterly reports be submitted to Council showing progress to date on strategies and actions within the Management Plan, falling due within each quarter.

The table below shows those strategies falling due together with appropriate comments on the progress to date:

	<b>STRATEGIES AND ACTIONS</b>	<b>PERFORMANCE TARGETS</b>	<b>COMMENT</b>
<b>Managing Urban Growth</b>	Consolidate all contributions plans into one user friendly plan, as a component of a comprehensive funding strategy	By June, 2002	Draft Consolidated CP prepared for internal circulation June 2002. Report proposed for Council consideration September 2002 with proposed exhibition completed November 2002. Document for adoption December 2002. Outstanding Contribution plans to be amended into the Camden Plan, or repealed, time frame 2 years.
<b>Accessibility</b>	Provide additional Engineering resources to address environmental issues within Assets Branch.	By June, 2002	Targets for 2001/2002 have been achieved except for the sprinkler project which will be completed within the 1 <sup>st</sup> quarter of 2002/2003.

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	Construct additional footpaths to provide equitable and easy access for local residents to facilities and services	By June, 2002	Targets for 2001/2002 were achieved.
	Provide additional Bus Shelters (3) at strategic locations in consultation with Bus Companies	By June, 2002	Two of the bus shelters have been installed and the third (CVW at the Four Lanterns) is awaiting further investigation prior to installation.
	Undertake a feasibility study for the construction of Multi-Deck carpark in Camden CBD	By June, 2002	The target for the feasibility study for the Multi-deck carpark was met, the matter was reported to the 22 April 2002 Council Meeting. A report providing the subsequent design and costing for the Multi-deck carpark will be reported to the 9 September, 2002 Council Meeting.
<b>Environmental Systems</b>	Consult with community groups in increasing awareness of sustainable development planning in areas of economic, social and environmental development in terms of Local Agenda 21.	By June, 2002	Sustainable Camden logo successfully introduced. Sustainable Camden website and draft sustainability indicators developed.

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	Provide extension of water quality monitoring by creating a co-operative relationship with schools in the "Streamwatch" project	By June, 2002	Macro-invertebrate testing kits developed and tested. Sample sites identified and spring sampling date arranged.
	Prepare and implement a riparian lands policy.	By June, 2002	Draft Camden Riparian Open Space Plan of Management on public exhibition.
	Develop and implement a Natural Corridors Plan.	By June, 2002	Draft Camden Natural Asset Policy containing natural corridors plans on Public Exhibition.
	Develop and implement a local environmental noise policy.	By June, 2002	Awaiting release of the EPA residential noise guidelines to build upon the Road Traffic and Industrial Guidelines already released. Consultant engaged to review documents to date and to suggest target criteria.

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<b>Economic &amp; Community Development</b>	Promote volunteerism throughout the community.	By May 2002	A highly successful volunteer's civic reception was held with over 200 organisations represented. The Camden volunteering project commenced with the employment of the Co-ordinator and formation of the Community Steering Committee. This service will act as an information and referral service for people wishing to volunteer and organisations seeking volunteers in the local government area.
	Further develop infrastructure at the multi use equestrian facility including passive leisure area.	By June, 2002	Council has continued to work with the bicentennial park committee. Achievements over the past 12 months include commencement on the construction of an arena and improved facilities.
	Upgrade Civic Centre asset by undertaking program of internal refurbishment	By June, 2002	A major capital works program was undertaken at the Civic Centre, which included the upgrade of the facility to meet occupational health and safety standards and improve accessibility. Major work was also undertaken on the surrounding gardens. In particular the installation of the Japanese Garden, a joint project between Council and the Camden International Friendship Association.

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<b>Governance</b>	Improve energy efficiency at Camden to reduce recurrent running costs	By June, 2002	Targets for 2001/2002 have been achieved except for window tinting which will be completed in the 1 <sup>st</sup> quarter of 2002/2003.
	Provide improved facilities Works Depot	By June, 2002	This has been achieved by adding a new extension to the office building and the construction of a new shed for Parks & Garden equipment.
	Implement improved identification, management and evaluation of assets as required by AAS27	By June, 2002	Targets for 2001/2002 have been achieved.
	Monitor community satisfaction with Council services and implementation of Strategic Plan by completion of Community Survey.	By March, 2002	Survey forms completed. Software purchased. Survey ready to commence.

Recommended: That the information be noted.

Resolved on the Motion of Cr Batros, seconded Cr Anderson that the information be noted.

RS066/02 THE MOTION WAS **CARRIED**.

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**6. Greenhouse Re-vegetation Sponsorship**  
(1500.660)(Director Governance & Outcomes)

This report is in response to the request for further information on the Illumalite sponsorship proposal made at the Council Meeting held on the 26 August 2002. Discussions have been held with all parties and resolution of the two issues of concern, the media event and the signage, has been achieved.

**Media**

The media promotion will focus on the re-vegetation activity and applaud the collaboration of Illumalite, Greening Australia and Camden Council. John Brogden's involvement will be promoted in his electorate of Pittwater where Illumalite is a successful local company. The media promotion will be managed by Greening Australia NSW, who have indicated that they would appreciate the involvement of the Mayor.

**Signage**

It is proposed that the signage will be mounted below the existing Bicentennial Park sign utilising the same stand. The signage will be consistent with the existing sign and detail the project objective, the sequestration of atmospheric carbon dioxide into native vegetation and recognise the parties involved with the project. It will, naturally, be required to comply with Council's policy on signage.

**Conclusion**

The planting of indigenous vegetation is a recognised strategy to offset the emission of carbon dioxide and therefore the exacerbation of the greenhouse effect and global climate change. Increasingly those companies that contribute to the greenhouse effect are looking for opportunities to offset that impact by contributing to re-vegetation activities. Camden Council is well placed to accommodate these companies and in the process meet our 2025 objectives in a cost effective manner.

Recommended: That Council accept the sponsorship proposal

*Resolved on the Motion of Cr Batros, seconded Cr Anderson that Council accept the sponsorship proposal*

RS067/02 THE MOTION WAS **CARRIED**.  
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**7. Camden General Cemetery**

(File 589/5) [Director Works and Services]

**Purpose of Report**

This report aims to inform Council of proposed improvements to be carried out, over time and when funds permit, at Camden General Cemetery. A Cemetery Master Plan has been developed which lays out the strategy for improvement of the Cemetery. An associated proposal to lock the cemetery gate between sunset and sunrise is detailed.

**Cemetery Master Plan**

Improvements to the cemetery, including the entry gate, are listed in the Cemetery Master Plan (**Tabled Document "RS 4"**) prepared for the cemetery by landscape architects. The Master Plan was prepared with the intention of maximising the remaining space in the cemetery and to give direction to its overall landscaping through a series of projects. The first of these projects is refurbishment of the entry feature/gateway. Plans have been prepared for enhancement of the existing entry point together with additional tree planting (**Tabled Document "RS 5"**).

Refurbishment of the gateway will take the form of rendering the existing brick walls with a sandstone-like finish, providing sandstone capping to the walls and the installation of signature metal lettering on the face walls.

**Proposal to Close Cemetery Gates of an Evening**

Council has received reports of undesirable activities in the cemetery after dark and instances of vandalism. There have also been instances of rubbish dumping in the cemetery outside normal operating times. Council has also received a number of reports pointing out that it is quite common for cars to be in the cemetery very late at night.

To deter these activities it is proposed to fit a lockable gate on the cemetery entry road that will be closed between the hours of sunset and sunrise. Locking and unlocking of the gate will be in the care of the company responsible the security of Council property. The cost of the locking and unlocking the gates would amount to \$3650 annually which will be financed from cemetery income.

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**Funding**

At its 27 November 1999 meeting Council allocated the funds received for burials at the cemetery to improve the aesthetics and operation of the site.

It is estimated that the cost of the works detailed in this report will be \$25,000. These works will be funded from cemetery income.

Recommended: That Council

- (i) adopt the Cemetery Master Plan for improvement over time at the Camden General Cemetery;
- (ii) approve a gate be placed at the entry to the cemetery and that it be locked between the hours of sunset and sunrise each day.

*Resolved on the Motion of Cr Campbell, seconded Cr Anderson that Council*

- (i) adopt the Cemetery Master Plan for improvement over time at the Camden General Cemetery;*
- (ii) approve a gate be placed at the entry to the cemetery and that it be locked between the hours of sunset and sunrise each day.*

RS068/02 THE MOTION WAS **CARRIED**.  
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**8. Larkin Place Two Storey Carpark**  
(File 4157/5) [Director, Works & Services]

**Background**

At the meeting of 22 April 2002, Council considered a report which presented the "Camden Town Centre Multi-Storey Carpark Feasibility Study (March 2002)". This report investigated the feasibility of constructing a multi-storey carpark within the Camden Town Centre.

At this meeting it was resolved;

- i) *Council note the Camden Town Centre Multi-Storey Carpark Feasibility Study (March 2002);*
- ii) *A copy of the feasibility study be made available to the Camden Chamber of Commerce; and*
- iii) *A copy of the feasibility study be placed in each of the libraries for public interest.*
- iv) *A detailed costing to Council of the proposed 2 storey carpark in Larkin Place.*

**Purpose of Report**

This report presents Council with the results of the detailed costing of a two storey carpark at Larkin Place, Camden; in accordance with item iv) of the above resolution.

**Two Storey Carpark**

Council engaged Gutteridge Haskins & Davy (GHD) to undertake the preparation of conceptual design drawings and costings for a proposed two storey carpark within Larkin Place, Camden. A full copy of the report forms **Tabled Document "RS 6"** and copies of the drawings will be on display at the meeting (detailing the impact of the proposed carpark on the site and abutting development).

The existing carpark caters for 181 carparking spaces on a generously sloping site and it is noted that *"the site itself is not highly visible from any of the surrounding streets"*.

The design retains the formal access from both Elizabeth Street and John Street and maintains rear access essential to the operations of several commercial premises; existing pedestrian desire lines have been maintained and enhanced. The design takes advantage of the sloping site by excavating the lower level in, thus reducing the overall height of the structure.

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The proposed layout caters for 127 carparking spaces on the lower level, 142 carparking spaces on the upper level and a further 46 (including 4 disabled) carparking spaces along the accessway through the carpark. In effect the proposed design allows for a total of 315 carparking spaces, compared to the existing 181 carparking spaces.

**Costings**

The construction of the proposed two storey carpark is estimated to cost \$2,749,721.00. Should the structural elements of the carpark be upgrade to accommodate a future third level option then an additional \$125,000 would need to be budgeted for.

In a report to the meeting of 26 July 1999, Council was presented with the details of a similar investigation into a proposed multi-storey carpark at the John/Murray Streets site. This report concluded that a two level carpark at the John/Murray Streets site catering for an additional 81 carparking spaces would cost \$1,982,000. In today's terms this estimated would be in the order of \$2,096,956.

The table below provides a cost comparison;

	<b>Larkin Place 2 Storey Carpark</b>	<b>John/Murray Streets 2 Storey Carpark</b>
<b>Estimated Cost</b>	\$2,749,721	\$2,096,956
<b>Current No. of Spaces</b>	181	139
<b>Proposed No. of Spaces</b>	315	220
<b>Additional Carparking Spaces</b>	134	81
<b>Cost per Carparking Space</b>	\$8,729	\$9,532
<b>Cost per Additional Space</b>	\$20,520	\$25,888

When comparing the two options in terms of construction costs, Larkin Place is considered to be the best value for money solution for the provision of a two storey carpark with the Camden Town Centre.

**Conclusion**

As reported at the meeting of 22 April 2002, *“the feasibility study identifies Larkin Place as the preferred location for the development of a multi-storey carpark, however the predicted demand horizon to justify the implementation of such a facility is approximately 7-10 years from now”*. Larkin Place, as the preferred location, is also supported economically by the current GHD report.

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As with the previous feasibility study, it is considered that the results of the GHD study and associated costings should be noted. Council needs to consider the recommendation of this feasibility study within future planning and budgets from the Camden Town Centre.

***Cr Campbell, being a shareholder in property adjoining Larkin Place carpark and Cr Patterson, being the owner of a business adjacent to Larkin Place carpark, declared a conflict of interest in this item and took no part in discussion or voting and left the Chamber – the time being 7.14pm***

Recommended: That

- (i) Council note the Larkin Place Two Storey Carpark Report (August 2002) prepared by GHD and estimated costing for the project.
- (ii) This item be considered in future Management Plans and Budgets.

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

- (i) Council note the Larkin Place Two Storey Carpark Report (August 2002) prepared by GHD and estimated costing for the project.
- (ii) This item be considered in future Management Plans and Budgets.

RS069/02 THE MOTION WAS **CARRIED**.  
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***Cr Campbell and Cr Patterson returned to the Chamber – the time being 7.20pm.***

**9. Wollondilly Shire Council Development - Camden  
Parklands, Remembrance Drive, Camden South**  
(TC2869/10) (Director Works & Services)

**Purpose of Report**

This report seeks Council authorisation for the developer of Camden Parklands to drain stormwater across residential properties in Griffiths Avenue via Council benefited drainage easements through to Griffiths Avenue.

**Background**

At its meeting of 10 September 2001, Council considered a report, which presented Wollondilly Shire Council's Draft Development Control Plan for the Camden Parklands release area. At that time Council raised concerns regarding the proposed stormwater strategy; in particular a portion of the residential development which drained towards existing Griffiths Avenue properties.

Furthermore, a Mayoral Minute from the meeting of 11 February 2002, raised concerns over the drainage system analysis and the status of the drainage easements proposed to drain stormwater runoff from the residential development. It was resolved "*that Camden Council write to Wollondilly Shire Council expressing its extreme concern at the prospect of a development consent being issued in the absence of the above drainage issues being satisfactorily resolved*".

**Current Status**

Council has been through an exhaustive consultation/negotiation process with both Wollondilly Council and the developers of Camden Parklands Estate. Camden Council sought to ensure that the adjoining residential development had minimal or no adverse impacts on our residents; particularly the residents of Elizabeth Macarthur Estate.

Throughout these negotiations, Council sought assurances from the developer that stormwater runoff from their development would be kept at or below the current the level of stormwater runoff from the undeveloped rural site. Council is satisfied that such requirements have been met; significant portions of the contributing upstream catchment have been diverted away from the rear of Griffiths Avenue properties and towards the Old Hume Highway in an effort to reduce potential flows through the current drainage system.

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Wollondilly Shire Council and Stockland Trust Group (the developer) are now seeking authorisation from Camden Council for the connection of stormwater drainage from the subdivision to the existing stormwater systems located within easements burdening Lots 311 and 317 Griffiths Avenue, Camden South.

**Legal Advice**

The subject drainage easements created in Deposited Plan 252625 burden Lot 311 (No.37) and Lot 317 (No.25) Griffiths Avenue, Camden.

Our legal advice is that the adjoining owner would be lawfully able to drain water through the easements on Lots 311 and 317 to Griffiths Avenue, if authorised by Council to do so. Under the terms of the easement, Council has the power to authorise the developer of the land adjoining the rear of the Lots 311 and 317 to drain water through the easements on these Lots to Griffiths Avenue.

In addition, Council has the power to release, vary or modify the subject easements by way of lodging a variation to easement at the Land and Property Information Office. Although a variation would seem unnecessary in this instance, it is considered appropriate to formalise all drainage "agreements" and "rights" presently to avoid future controversy. The developer has given assurances that they will meet all reasonable legal costs associated with the required amendments.

**Consultation**

Appropriate consultation will be undertaken with the owners of the subject properties informing them of the negotiations and arrangements between Camden Council, Wollondilly Council and the developer.

In terms of amending the terms of the easements however, advice from the Land and Property Information Office is unclear as to whether formal consent from the registered proprietors (and/or the respective mortgagees) is necessary.

Recommended: That Council

- (i) Authorise the connection of the stormwater drainage system from the development at the rear of Griffiths Avenue to the existing drainage easements burdening Lots 311 and 317 in DP252625 Griffiths Avenue, Camden South.

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- (ii) Authorise connection of stormwater drainage in accordance with the agreed drainage strategy, to the satisfaction of Camden Council.
- (iii) Affix Council's seal to all relevant documentation associated with the amendments to the terms of the easement.
- (iv) Inform the owners of the subject properties of Council's determination.

*Resolved on the Motion of Cr Anderson, seconded Cr Corrigan that Council*

- (i) *Authorise the connection of the stormwater drainage system from the development at the rear of Griffiths Avenue to the existing drainage easements burdening Lots 311 and 317 in DP252625 Griffiths Avenue, Camden South.*
- (ii) *Authorise connection of stormwater drainage in accordance with the agreed drainage strategy, to the satisfaction of Camden Council.*
- (iii) *Affix Council's seal to all relevant documentation associated with the amendments to the terms of the easement.*
- (iv) *Inform the owners of the subject properties of Council's determination.*

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THE MOTION WAS **CARRIED**.

*(Cr Patterson, Cr Senise and Cr Batros voted against the Motion).*

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**10. Camden Council Financial Assistance Policy**  
(File 3130/10) [Director Works and Services]

**Purpose**

This report presents Council with a revised financial assistance policy to guide the provision of donations, sponsorship, grants and subsidies to groups.

**Background**

Council, at its meeting held in December 2001 requested a policy to guide the provision of sponsorship and donations to groups. This was in response to concern over a lack of clear guidelines to assist Council in the allocation of funds.

In the course of developing a sponsorship and donations policy it became apparent that a more strategic and holistic approach to the provision of funds was required. As a result, the draft financial assistance policy has been developed. This policy aims to cover all financial assistance provided by Council to community organisations, that is donations, sponsorship, grants and subsidies.

**Current situation**

Council currently provides financial assistance in a variety of ways to a range of local community groups. Financial assistance is provided in the form of donations, sponsorship, grants and subsidies. The current method of providing financial assistance varies resulting in inconsistencies and inequitable access to available funds.

Council has allocated \$55,212 in the 2002/2003 financial year to provide financial assistance to local groups. This amount includes \$20,003 that has been traditionally provided to 4 groups and \$35,209 that is available throughout an open application process. The funds available through an open application process are provided through the existing Community Financial Assistance Program (1925.0200) and the Community Support pool (1925.201).

Several groups have been funded on an annual basis, resulting in the expectation that financial support is automatic. Applications are made in the form of a letter to Council requesting payment of an 'annual donation'. Presently there is no requirement to establish a need or to account for the money received. Such groups include Camden Art Prize, Camden Pipe Band, Camden

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District Band and Camden Rugby Band. This process is incongruous with Council's existing Community Financial Assistance Program which requires applicants to comply with set criteria, apply within a set timeframe and be accountable for the acquittal of funds.

During the 2001/2002 Community Financial Assistance Program (CFAP) funding round 27 organisations applied for funding totalling of \$38,535. Funds available through the Community Financial Assistance Program totalled \$10,000. This has resulted in enforcing an upper limit of \$1500, thus reducing opportunities to develop any significant projects for the area.

**Discussion**

A draft policy to ensure a consistent and transparent approach to the provision of financial assistance has been developed. This policy has been developed after a review of current arrangements, research into other models of financial assistance provided by Councils and consideration of Council's strategic vision 2025. Details of financial assistance programs provided by other Council are outlined in **Tabled Document "RS 7"**.

Camden 2025 (4.2.1) commits to:

*"support and recognise local community organisations" and  
"encourage community participation and celebration to develop a sense of identity and belonging".*

Council has a key role in the promotion of social sustainability and community well-being. This can be enhanced through providing opportunities for its residents to participate in the life of the community and creating opportunities that allow people to build connections within the community thus creating a sense of belonging and strengthening social capital.

The development of a holistic and strategically focussed financial assistance policy will be a key strategy in promoting social sustainability. Through a focussed policy Council will be able to form partnerships with local organisations and work together to meet identified needs.

**Draft Financial Assistance Policy:**

Council provides financial assistance to groups, not as a key funding body, but rather as a means of achieving better outcomes for the community.

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The revised policy will ensure:

- Funding provided by Council is consistent with the vision and strategic directions outlined in Camden 2025;
- Fair and equitable access to financial assistance provided by Council;
- A clear and transparent process for the distribution of funds, removing potential for conflict of interest;
- Funding provided by Council promotes community wellbeing, social sustainability and directly benefits the Camden Community; and
- Council is recognised for its support and commitment to the Camden Community.

The revised model of financial assistance will cover all types of financial assistance offered by Council, with no delineation between sponsorship, subsidises, grants and donations.

The policy and associated procedures are set out in **Tabled Document “RS 8”**.

Key features of the new policy are:

- all types of financial assistance offered by Council to community organisations will be covered by the policy, with no distinction between sponsorship, subsidy, grants and donations;
- clear procedures and guidelines to support the policy, including clear criteria for eligibility will relate directly to the needs identified in the Community Plan and emerging needs in the community and accountability requirements;
- two funding rounds will be held, with applications received in March and September;
- categories for financial assistance are established and documented;
- funding is available for community cultural development, sport & recreation and community development projects;
- The policy will incorporate the existing policy 2.1.18 Community Support Policy – relating to Civic Centre fee relief;
- a merit based application system that is widely advertised and available to all community groups to access; and
- introduction of an allocation of \$5,000 for funding requests of less than \$250 to be assessed against a clear criteria, with

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approval delegated to a panel consisting of the Mayor, Deputy Mayor and General Manager.

**Financial Implications:**

The 2002/2003 budget provides a total of \$55,212 for the provision of financial assistance. These are set out below:

<b>Job No:</b>		<b>\$</b>
A1925.200	GROUPS FINANCIAL ASSISTANCE	14,650
A1925.201	COMMUNITY SUPPORT	15,759
A1886.205	ART SHOW – HALL SUBSIDY	15,003
A1886.209	PIPE BAND SUBSIDY	1,500
A1886.210	DISTRICT BAND SUBSIDY	1,500
A1886.211	RUGBY BAND SUBSIDY	2,000
A1886.212	HALL SUBSIDY – MUSIC & PERFORM	4,800
	<b>TOTAL (annual allocation)</b>	<b>55,212</b>

It is proposed that these funds be collated to create one large pool of funding which would be allocated to community groups in the following manner:

- 1: \$5,000 to be made available for funding requests of less than \$250 accepted throughout the year. **(see Tabled Document “RS 7“).**
- 2: \$50,212 would be divided equally between two funding rounds (\$25,106 per round) and allocated via two funding rounds in March and September of each year.

Monies not allocated in the September round will be added to the March funding round. A total of \$55,212 would be allocated annually in the budget for financial assistance (taking annual CPI increases into account).

**Transition arrangements:**

There will be a period of transition once the policy is adopted, as some groups who have automatically received funding in the past will be required to go through an open application process. Training will be offered to these groups to assist them in this process. In addition they will be provided with information about other funding sources available to them such as the Macarthur Area Assistance Scheme and the Community Development Support Expenditure Scheme (CDSE - clubs funding).

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Information on the revised policy will be made available to all community organisations via written information as well as updated information provided on the Council's website.

**Consultation**

During the 2001/2002 Community Financial Assistance Program groups were consulted about their previous experiences with the program and asked to provide feedback about the current system. Comments from this review are contained in **Tabled Document "RS 9"**.

These comments have been taken into account when developing the new policy. In addition, groups applying for their annual subsidy, such as the Rugby Band, have been advised that a review of the program would be undertaken. They have expressed interest in making comment about any proposed changes.

It is proposed the draft financial assistance policy be placed on public exhibition for a period of two months to seek feedback.

**Communication Strategy**

It is proposed that once the policy is adopted all groups listed in the community directory will be provided written information on the new policy and procedures for applying. Information will also be provided through local media.

In addition, information sessions will be held to explain the changes and revised application process, with training offered in application and submission writing to groups where requested.

**Conclusion**

The new financial assistance policy will provide a more strategic and holistic approach to the provision of Council funds to community organisations. The policy will assist Council in achieving its strategic vision Camden 2025 by ensuring funds are provided on a merit based system with clear criteria based on identified local needs.

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Recommended: That

- (i) Council place the draft '**Camden Council Financial Assistance Policy**' and supporting documents on public exhibition for a period of two months.
- (ii) Council undertake detailed consultation with all groups who have been receiving ongoing funding.

*Resolved on the Motion of Cr Batros, seconded Cr Campbell that this item be deferred until after it has been discussed at a Councillor Workshop.*

RS071/02 THE MOTION WAS **CARRIED**.  
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**11. Closure of Meeting to the Public - Capital Works Program  
CP17 - Narellan Town Centre / Purchase of Property**

The Council may, by resolution, deem it necessary to close the meeting to the public during discussion of the following matters dealing with *“information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business”*.

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

The Council 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 Council 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 the meeting be closed to the public to discuss a report dealing with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, in accordance with the provisions of Section 10A(2)(c) of the Local Government Act, 1993.

Resolved on the Motion of Cr Batros, seconded Cr Fekete that the meeting be closed to the public to discuss a report dealing with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, in accordance with the provisions of Section 10A(2)(c) of the Local Government Act, 1993.

RS072/02 THE MOTION WAS **CARRIED**.

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**CLOSURE OF THE MEETING**

The General Manager received no objections when submissions from the public and press were invited on the closure of the meeting.

The Meeting closed at 7.30pm.

**OPEN COMMITTEE**

***All Councillors as previously recorded were present in the Chamber when Council resumed at 7.33pm.***

***The General Manager informed the Gallery of the resolution passed by Council during the Closed Committee.***

**Capital Works Program CP17 - Narellan Town Centre/Purchase of Property**

*Resolved on the Motion of Cr Anderson, seconded Cr Corrigan that Council*

- (i) Delegate to the General Manager authority to conclude the purchase of two properties in Narellan.*
- (ii) That the properties be classified as "operational" for the purposes of the Local Government Act, 1993.*
- (iii) Authority be granted to execute any necessary documents under the common seal of Council.*

RS073/02 THE MOTION WAS **CARRIED**.  
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The Meeting closed at 7.34pm