

**MINUTES OF THE RESOURCES & SERVICES COMMITTEE  
MEETING HELD 8 SEPTEMBER, 2003, CIVIC CENTRE, OXLEY STREET  
CAMDEN**

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**ORDER OF BUSINESS – RESOURCES & SERVICES COMMITTEE**

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**Present:** Cr Anderson (Mayor/Chairperson), Cr Patterson, Cr Corrigan,  
Cr Winn, Cr Fekete, Cr Batros.

**Staff:** Acting General Manager (Director Governance & Outcomes),  
Director Works & Services, Director Development &  
Environment, Manager Development, Manager Employee  
Relations, Senior Governance Officer.

**Apologies:** An apology was received from Cr Senise, Cr Campbell and Cr  
McFadden from this meeting.

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

RS059/03 THE MOTION WAS **CARRIED.**  
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**DECLARATION OF PECUNIARY OR CONFLICT OF  
INTEREST**

There were no declarations.

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**1. Investment Monies: Period Ended, 31<sup>st</sup> July, 2003**  
(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 July, 2003, 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 5.05% and during the month of July 2003, the average return on all investments both call and term was 5.06%.

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 Councils Investment Policy.
- (ii) The list of investments as at 31<sup>st</sup> July, 2003 be noted.
- (iii) The interest rate return of 5.06% for the month of July 2003 be noted.

Resolved on the Motion of Cr Fekete, seconded Cr Winn 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 Councils Investment Policy.
- (ii) The list of investments as at 31<sup>st</sup> July, 2003 be noted.
- (iii) The interest rate return of 5.06% for the month of July 2003 be noted.

RS060/03 THE MOTION WAS **CARRIED.**  
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**2. Dignity and Respect in the Workplace Policy**

(Director Governance & Outcomes)(TC/4732)

**Introduction**

The staff Consultative Committee recently identified a need to further refine policies relating to the areas of anti discrimination and harassment and to promote the treatment of all people with respect and dignity.

The purpose of this report is to place the Dignity and Respect in the Workplace Policy before Council for consideration and adoption. A copy of the draft policy is attached (refer **Tabled Document "RS 2"**).

**Content of the Policy**

The policy reinforces Camden Council's commitment to a workplace which is free of harassment, bullying, unacceptable and intimidating behaviour. The policy achieves this aim by:

- Defining behaviour which is unacceptable in the workplace.
- Clearly outlining the responsibilities of Councillors, managers and staff.
- Implementing a reporting mechanism that will encourage employees to seek help to resolve harassment issues.
- Providing strategies for dealing with and investigating inappropriate behaviour.
- Providing appropriate resolution mechanisms.
- Providing ongoing training in the prevention of bullying, harassment and discrimination.

Recommended: That Council adopt the Dignity and Respect in the Workplace Policy

Resolved on the Motion of Cr Batros, seconded Cr Winn that Council adopt the Dignity and Respect in the Workplace Policy

RS061/03 THE MOTION WAS **CARRIED.**

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**3. Advertising Contract**

(Director – Governance & Outcomes)(TC/2867)

**Introduction**

Council recently called tenders for the provision of advertising in the local press. Tenders have now closed and the four local newspapers have all provided pricing for regular weekly advertising.

**Council's Requirements**

Council requires advertising space to meet both its statutory advertising requirements and its discretionary requirements. It is required to advertise a wide range of matters on a regular basis under the provisions of the Environmental Planning and Assessment Act, the Local Government Act, the Roads Act and other legislation. This is the statutory advertising requirement and accounts for a substantial proportion of Council's advertising budget. Other discretionary advertising includes the publicising of Council events, positions vacant and the advertising of Council services.

At present, Council books a weekly advertisement of 38 centimetres (full page length) by 3 columns wide to provide space for these requirements.

**Tenders Received**

Four complying tenders were received:

<b>Requirement</b>	<b>Camden Wollondilly Advertiser</b>	<b>Macarthur Advertiser</b>	<b>Chronicle</b>	<b>District Reporter</b>
Advertising Rate – B&W (per column centimetre)	\$3.40	\$6.90	\$7.33	\$3.85
Advertising Rate – Colour (per column centimetre)	\$3.40	\$6.90	\$8.43	\$4.25
Distribution (copies)	19,535	68,422	72,000	17,868
Annual cost of 38x3 ad.	\$22,170	\$44,993	\$54,970	\$27,713

**Tender Analysis**

The tenders of the Macarthur Advertiser and the Chronicle both involve a significantly higher distribution area than either of the Camden Wollondilly Advertiser or the District Reporter. Both of the larger papers cover the entire Macarthur region while the two smaller ones are focussed more centrally on the Camden and Wollondilly areas. As a result there is a major cost impact of reaching that larger audience in terms of the rates offered. In the case of our statutory advertising, however

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there is no benefit to Council of reaching that larger audience as our target market is our own population and not the residents of the broader region.

It is therefore proposed to consider only the District Reporter and the Camden Wollondilly Advertiser for the provision of Council's statutory advertising.

While it is difficult to compare and verify the actual distribution of these newspapers, it is clear that the District Reporter is stronger in the northern areas of our LGA while the Advertiser has a wider household delivery in the more urban areas. The Advertiser also distributes more copies in total.

**Conclusion**

Given the cheaper black and white rate, the provision of colour at the same rate and the overall \$5,500 annual saving projected it is recommended that Council accept the tender of the Camden Wollondilly Advertiser for advertising for the next two years.

Other discretionary advertising, particularly positions vacant, will continue to be placed in appropriate media as the need arises.

Recommended: That Council accept the tender of the Camden Wollondilly Advertiser for statutory advertising over the next two years.

Resolved on the Motion of Cr Batros, seconded Cr Patterson that Council accept the tender of the Camden Wollondilly Advertiser for statutory advertising over the next two years.

RS062/03    *THE MOTION WAS **CARRIED**.*  
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**4. Setting of Levels Under Roads Act for Lowering of Springs Road, Spring Farm**

(File 3322/3) [Director, Works & Services]

**Purpose**

This report seeks Council approval to place the proposed levels in Springs Road, Spring Farm on public exhibition.

Under the Roads Act 1993 Council must advertise any significant produced changes in ground level to a road affecting property owners.

**Background**

At the meeting of 23 June 2003, Council considered a report relating to the repeal of Contribution Plan No.6 - Rehabilitation and Management: Elderslie Sand Deposits. The report detailed the results of negotiations with various stakeholders and identified a list of priorities for the use of the remaining funds within this contributions plan.

In part it was resolved that:

*“(iv) Council authorise the preparation of the documentation to:*

- (a) re-design Springs Road and prepare the statement of environmental effect of the proposed work;*
- (b) prepare the site for the extraction of the sand;*
- (c) the construction of the temporary diversion road or roads;*
- (d) the relocation of services; and*
- (e) the construction of the road.”*

**Roads Act 1993**

The redesign of Springs Road will result in significant changes to the centreline grading and levels of the roadway in order to match the final landform as identified within the Spring Farm Masterplan. All stakeholders involved in the master planning are satisfied with proposed grades

Whilst the current horizontal alignment remains unaltered, existing centreline levels along the length of Springs Road are proposed to be lowered by up to 8.5m.

Sections 29 to 32 (inclusive) of the Roads Act 1993 sets out the legislative requirements in order to significantly alter the levels of a public road as proposed in this instance.

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Council must adopt the proposed variation in levels for the purposes of public exhibition. The proposal to vary the levels along Springs Road is to be placed on public exhibition for a period of 28 days, inviting comments from adjoining land owners affected by the proposed changes. Following consideration of any submissions, Council may give effect to the proposed road levels by means of an order published in the Gazette.

Council must ensure that access is maintained and restored to individual properties. Should loss or damage result from the loss of access, then Council is liable to pay compensation to the abutting property owner.

**Proposed Springs Road Road Levels**

Plans have been prepared by Lean & Hayward Pty Ltd and comprise two sheets which are described as Drawing No.74851.01.M15 (Amend A) dated 28 July 2003, and Drawing No.74851.01.M16 dated 23 July, 2003. It is important to note that these plans have been registered within Council's system as Council Plan 2003-017 (Sheets 1 & 2) and shall be referred to as same for the purposes of redesigning Springs Road.

A copy of the plans will be on display at the Council meeting.

Recommended: That Council

- (i) Adopt plans 2003-017 (Sheets 1 & 2) as the proposed centreline levels for the redesign of Springs Road, Spring Farm.
- (ii) Undertake a public exhibition process of the proposal for a period of 28 days.
- (iii) Advise all adjoining property owners of the proposal and of the associated exhibition period.

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

- (i) Adopt plans 2003-017 (Sheets 1 & 2) as the proposed centreline levels for the redesign of Springs Road, Spring Farm.*
- (ii) Undertake a public exhibition process of the proposal for a period of 28 days.*
- (iii) Advise all adjoining property owners of the proposal and of the associated exhibition period.*

RS062/03 THE MOTION WAS **CARRIED.**  
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The Meeting closed at 6.27pm.