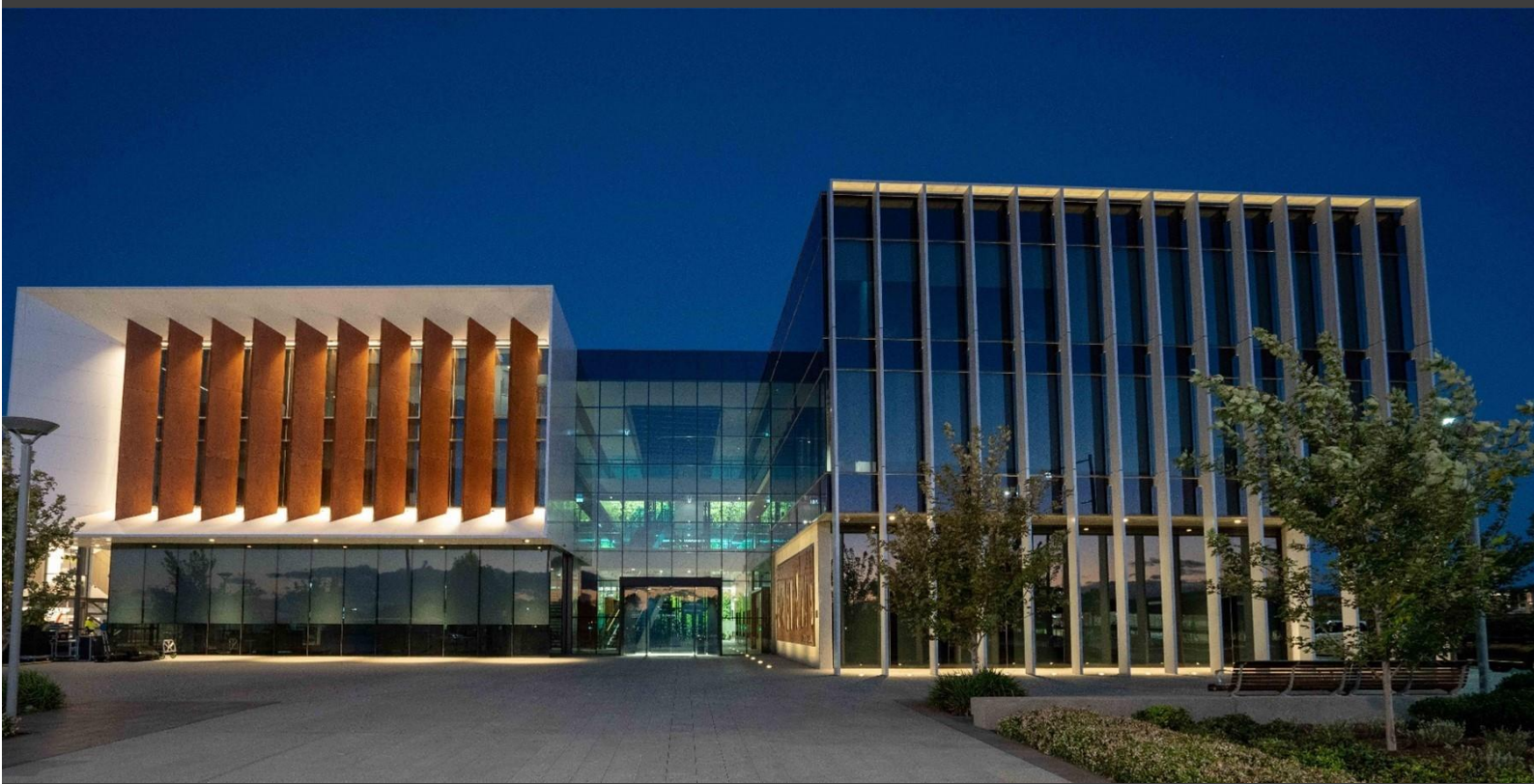


# Business Paper

## Ordinary Council Meeting

Camden Council  
Administration Centre  
70 Central Avenue  
Oran Park

13 May 2025

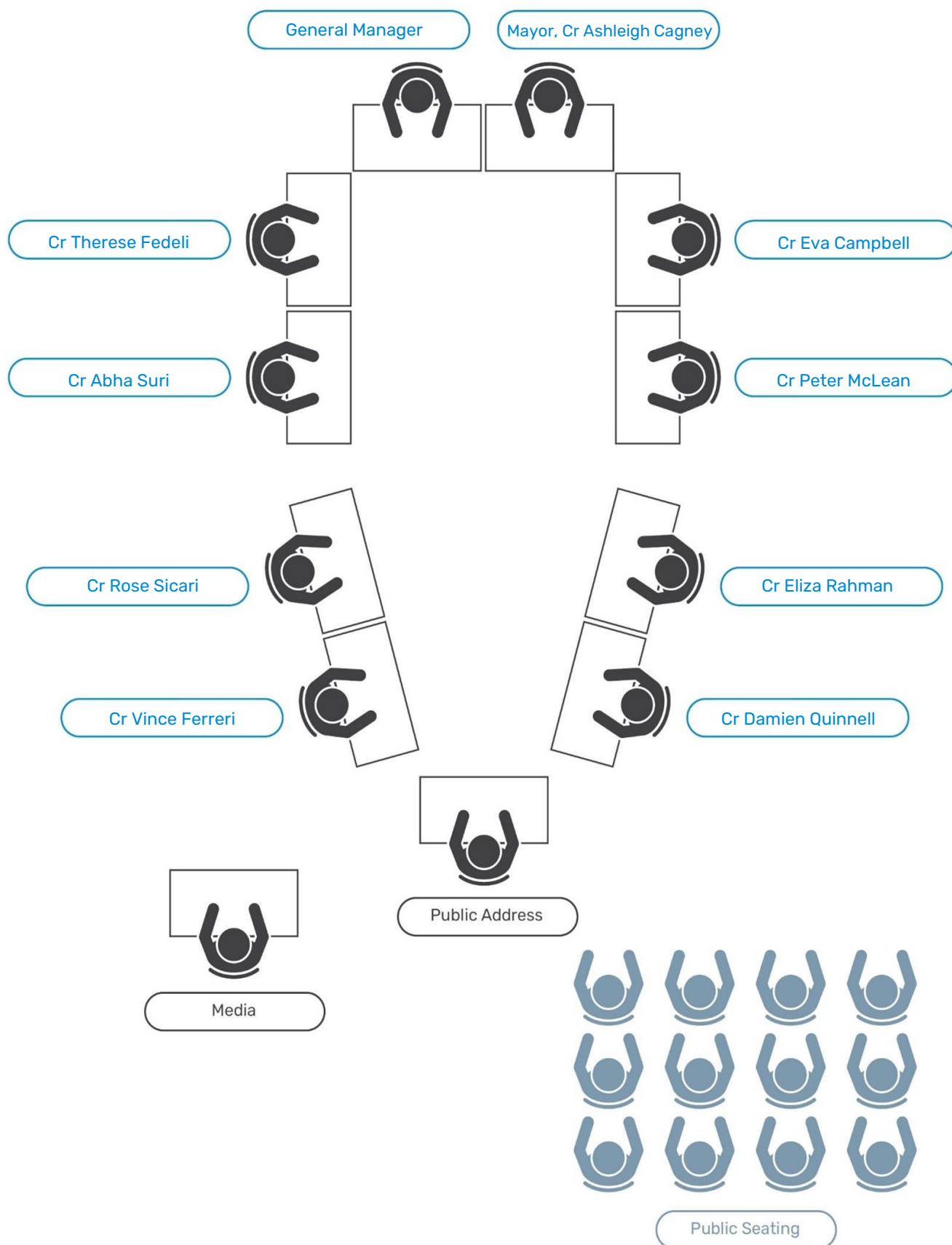


The public can also view the meeting via Council's webcast. A link to this webcast can be found on Council's webpage – <http://webcast.camden.nsw.gov.au/video.php>

camden  
council

## COMMON ABBREVIATIONS

AEP	Annual Exceedance Probability
AHD	Australian Height Datum
CLEP	Camden Local Environmental Plan
CP	Contributions Plan
DA	Development Application
DCP	Development Control Plan
DPE	Department of Planning & Environment
TfNSW	Transport for NSW
EIS	Environmental Impact Statement
EP&A Act	Environmental Planning & Assessment Act
EPA	Environmental Protection Authority
EPI	Environmental Planning Instrument
FPL	Flood Planning Level
GCC	Greater Cities Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
NCC	National Construction Code
REP	Regional Environmental Plan
PoM	Plan of Management
RL	Reduced Levels
S10.7 CERTIFICATE	Certificate as to zoning and planning restrictions on properties
S603 CERTIFICATE	Certificate as to Rates and Charges outstanding on a property
S73 CERTIFICATE	Certificate from Sydney Water regarding Subdivision
SEPP	State Environmental Planning Policy
SREP	Sydney Regional Environmental Plan
STP	Sewerage Treatment Plant
VMP	Vegetation Management Plan
VPA	Voluntary Planning Agreement



## OATH AND AFFIRMATION FOR COUNCILLORS

In accordance with section 233A of the *Local Government Act 1993*, all elected Councillors must take an oath of office or make an affirmation of office at or before the first meeting of the Council.

The oath or affirmation may be taken or made before the General Manager, an Australian legal practitioner or a Justice of the Peace.

A Councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of the office in accordance with the Act is not entitled to attend a meeting as a Councillor, until the Councillor has taken the oath or made the affirmation.

### OATH

"I [*name of councillor*] swear that I will undertake the duties of the office of Councillor in the best interests of the people of the Camden Local Government Area and the Camden Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment".

### AFFIRMATION

"I [*name of councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of the Camden Local Government Area and the Camden Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment".

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**SUBJECT: PRAYER**

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## PRAYER

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

Amen

\*\*\*\*\*

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

Amen

\*\*\*\*\*

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

Amen

\*\*\*\*\*

## AFFIRMATION

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

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

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

\*\*\*\*\*

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

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

\*\*\*\*\*

**SUBJECT: ACKNOWLEDGEMENT OF COUNTRY**

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I would like to acknowledge that this meeting is being held on the Traditional Lands and Waterways of the Dharawal people and also recognise surrounding Dharug, and Gundungurra people and pay our respect to Elders past, present, and those emerging.



**SUBJECT:        WEBCASTING OF COUNCIL MEETINGS**

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In accordance with Camden Council's Code of Meeting Practice and as permitted under the *Local Government Act 1993*, this meeting is being live streamed and recorded by Council staff for minute taking and webcasting purposes. The recording will also be made publicly available on Council's website.

No other webcasting or recording by a video camera, still camera or any other electronic device capable of webcasting or recording speech, moving images or still images is permitted without the prior approval of Council. Council has not authorised any other webcasting or recording of this meeting.

I remind those that are participating in this meeting that your image and what you say will be broadcast live to the public and will also be recorded so please be mindful of your actions and comments. You should avoid making statements that might defame or offend, or that release any personal information about another individual without their consent. Council accepts no liability for any damage that may result from your actions and comments.

Under Council's Code of Meeting Practice, individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting.



**SUBJECT: LEAVES OF ABSENCE**

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

**RECOMMENDED**

**That leaves of absence be granted.**

**SUBJECT:                    APPROVAL TO ATTEND BY AUDIO-VISUAL LINK**

---

Requests by Councillors to attend and participate in Council meetings by audio-visual link.

A decision whether to approve a request must be made by a resolution of Council. A resolution must state:

- The meetings the resolution applies to, and
- The reason why the Councillor is being permitted to attend the meetings by audio-visual link (unless the ground is illness, disability, or caring responsibilities).

**RECOMMENDED**

**That the requests to attend and participate by audio-visual link be granted for the meetings as determined by Council and for the reasons noted.**

**SUBJECT:       DECLARATION OF INTEREST**

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Council's Code of Conduct also deals with pecuniary and non-pecuniary conflict of interest and Political Donations and how to manage these issues (Clauses 4.28-5.19).

Councillors, and where applicable, all other persons, must be familiar with the conflicts of interest provisions contained in the Code of Conduct.

This item of business provides an opportunity for Councillors to declare and manage any conflicts of interest that they may have in matters being considered at this meeting of Council.

**RECOMMENDED**

**That the declarations be noted.**

**SUBJECT: PUBLIC ADDRESSES**

---

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

The Public Address session will be conducted in accordance with the Public Address Guidelines.

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

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

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

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

Only the audio recording of the public address speakers will be heard on Council's webcast. Visual images of the speaker will not be captured as part of that webcast.

**RECOMMENDED**

**That the public addresses be noted.**

**SUBJECT: CONFIRMATION OF MINUTES**

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Confirm and adopt Minutes of the Local Traffic Committee Meeting held 8 April 2025 and the Ordinary Council Meeting held 8 April 2025.

**RECOMMENDED**

**That the Minutes of the Local Traffic Committee Meeting held 8 April 2025 and the Ordinary Council Meeting held 8 April 2025, copies of which have been circulated, be confirmed and adopted.**

**SUBJECT: MAYORAL MINUTE**

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Consideration of Mayoral Minute (if any).

**ORD01****ORD01**

**SUBJECT: PRE-PUBLIC EXHIBITION - DRAFT NARELLAN CREEK FLOOD STUDY**  
**FROM:** Director Growth and Finance  
**EDMS #:** 24/639461

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**PURPOSE OF REPORT**

The purpose of this report is to seek Council's endorsement to place the draft Narellan Creek Catchment Flood Study on public exhibition for a period of 36 days.

**BACKGROUND**

The draft Narellan Creek Catchment Flood Study has been prepared by Council and funded through the NSW Government's Floodplain Management Grant Program. This study aims to better understand the movement of floodwater across the catchment, which includes several tributaries such as Herbert Rivulet, Oxley Rivulet, Condron Creek, Cross Creek, Campbell Rivulet, Howe Creek, Kenny Creek and Annan Creek.

The study uses a computer model simulating various flood sizes, taking into account stormwater systems, bridges, and other infrastructure, to aid in flood risk management and planning for future developments. The study responds to changes in flood estimation techniques and catchment conditions, providing updated guidance for future development and flood management.

Councillors were briefed on this matter on 5 November 2024 and 29 April 2025.

**MAIN REPORT****Study Development**

The draft Narellan Creek Catchment Flood Study undertaken provides Council with a robust understanding of current and future flood behaviour and risks, using updated data collection and modelling techniques. The study includes updated climate change impacts, historical flood data, and overland flow assessments, ensuring the catchment is prepared for flood events.

**Community and Stakeholder Engagement**

A community engagement program was conducted to gather input from residents across the catchment. This input was critical to validating the flood models and ensuring their accuracy.

Key engagement activities included:

- Surveys distributed to residents during June/July 2022;
- Community drop-in sessions;
- Online engagement through Council's website; and
- Collection of resident-submitted flood event photos.



The following key themes were identified during the engagement:

- Flooding of properties;
- Overland flow impacts on key infrastructure;
- Potential climate change impacts; and
- Need for improved flood mitigation and emergency management.

#### Draft Study Findings

The draft study provides updated flood maps and data indicating the properties affected by Probable Maximum Flood (PMF) and 1% Annual Exceedance Probability (AEP) flood events.

The draft study provides new flood information for overland flow flooding through the catchment. It also updates existing flood information to the latest industry guides and requirements and to include development. A summary of the draft study findings impacting the community include:

#### **Mainstream Flow Flooding**

- Additional 16 properties affected in 1% AEP event (Total: 45 properties)
- Additional 12 properties affected in PMF (Total: 166 properties)

#### **Overland Flow Flooding**

- Additional 85 properties affected in 1% AEP event to a depth of over 500mm (Total: 96)
- Additional 655 properties affected in 1% AEP event to a depth between 150mm and 500mm (Total: 682)
- Additional 2,855 properties affected by PMF; (Total: 2872)

Currently, the only major development controls will apply to the properties affected by the 1% AEP event for Mainstream Flooding and Overland Flow Flooding if the depth is greater than 500mm in bold above.

It is noted that the draft study includes a recommendation to improve flood risk management through amending development controls for areas affected by overland flow flooding, particularly for freeboard (safety factor height) between the 1% AEP and Flood Planning Level of 300mm. However, this would be subject to a future Flood Policy review including opportunity for Community consultation and Council approval.

#### Community Engagement

During entire period of public exhibition, "Your Voice Camden" shall be used as the platform to inform the study and gauge community feedback. Information includes Draft Flood Study Reports with maps, PowerPoint presentation describing the study briefly with voice and animation of types of flooding. Draft flood mapping in Geographic Information System platform shall be available through public intra-map.

### FINANCIAL IMPLICATIONS

The preparation of the Narellan Creek Catchment Flood Study has been funded through the NSW Government's Floodplain Management Grant Program and Camden Council. The costs for public exhibition have been considered in the approved budget.

### CONCLUSION

The Draft Narellan Creek Catchment Flood Study reflects the latest flood data, updated modelling techniques, and extensive community engagement to provide a comprehensive assessment of the catchment's flood risks. The study will inform flood risk management, emergency planning, and future development controls in the Narellan Creek Catchment.

It is recommended that the draft study be placed on public exhibition for 36 days following Council's endorsement to allow further community feedback.

### RECOMMENDED

**That Council:**

- i. authorise the public exhibition of the draft Narellan Creek Catchment Flood Study for a period of 36 days;**
- ii. if no submissions are made, adopt the Narellan Creek Catchment Flood Study effective from the day after the close of the exhibition period; and**
- iii. if any submissions are made, be provided a further report following the exhibition period to review the submissions made and consider adopting a final Narellan Creek Catchment Flood Study.**

### ATTACHMENTS

1. Draft Narellan Creek Flood Study - Volume 1 - Report and Appendices – UNDER SEPARATE COVER
2. Draft Narellan Creek Flood Study - Volume 2 - Figures - UNDER SEPARATE COVER

ORD02

ORD02

**SUBJECT: PRE-PUBLIC EXHIBITION - 96 RICKARD ROAD PLANNING AGREEMENT**  
**FROM:** Director Growth and Finance  
**EDMS #:** 25/190589

### PURPOSE OF REPORT

The purpose of this report is to inform Council of the draft Planning Agreement at 96 Rickard Road, Leppington and to recommend that it be endorsed for public exhibition.

### BACKGROUND

In March 2024, Council received a Letter of Offer from the developer (Stevens Holdings Pty Limited) to enter into a Voluntary Planning Agreement (VPA) with Council. The purpose of the VPA is to offset the Section 7.11 contributions obligation created under Development Application DA/2021/1697, which grants consent for a mixed-use development comprising a service station, McDonald's restaurant, 120-place child care facility, food and drink premises, and concept approval for a hotel, office and business premises.

The subject site is located within the Leppington North Precinct and is subject to the Growth Areas Development Contribution Plan (Amendment 3). This Plan identifies drainage land and associated works within the site.

The total cash contribution requirement under the Development Application is \$910,569 if no land is dedicated. This is reduced to \$759,869 if land identified for drainage purposes is dedicated.

On 28 June 2024, the Letter of Offer was considered by Council's Developer Contributions Management Committee (DCMC), which gave in-principle support to proceed with formal negotiations. A revised draft VPA was subsequently prepared and reviewed by Council's solicitors and was provided to the DCMC via circular resolution on 18 March 2025, where it was endorsed to be reported to Council for the purposes of public exhibition.

### MAIN REPORT

#### **Provision of Infrastructure**

The draft VPA has been based on the Letter of Offer and reflects the infrastructure identified under the Growth Areas Contributions Plan. Schedule 2 of the draft VPA outlines the agreed contributions and infrastructure items, which are summarised below:

<i>Infrastructure</i>	<i>Total</i>
Carrying out of works – <i>drainage</i>	\$608,074
Dedication of land - <i>drainage</i>	\$313,100
Additional Monetary Contribution for future open space	\$71,498
<b>TOTAL</b>	<b>\$992,672</b>

The value of the VPA exceeds the required \$759,869 offset under the Contributions Plan. The developer has additionally agreed to provide a monetary contribution for open space provision that is not required under DA/2021/1697, thereby delivering a net public benefit.

### FINANCIAL IMPLICATIONS

The VPA offsets the developer's Section 7.11 contribution obligation for DA/2021/1697 and provides an overall contribution package of \$992,672 through land dedication, works and monetary contribution.

The excess contribution (above the land + works offset) provides additional public benefit through support for open space delivery.

### CONCLUSION

The draft Planning Agreement enables the timely delivery of drainage infrastructure and contributes to the future provision of open space in the Leppington North Precinct. The draft VPA is considered supportable for the following reasons:

- It meets the obligations outlined in the Growth Areas Contributions Plan – Amendment 3;
- It facilitates the delivery of essential drainage infrastructure;
- It delivers additional monetary contributions towards open space, enhancing community benefit;
- It has been reviewed by Council's legal representatives and found to be acceptable.

### **Next steps**

Should Council resolve to endorse the draft VPA, it will be placed on public exhibition as per the requirements of the *Environmental Planning and Assessment Act 1979*.

Council will receive a further report on the outcomes of the public exhibition.

### RECOMMENDED

#### **That Council:**

- i. **endorse the draft 96 Rickard Road Planning Agreement to be placed on public exhibition in accordance with the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021*; and**
- ii. **receive a further report on the outcomes of the public exhibition.**

### ATTACHMENTS

1. VPA Letter of Offer - 96 Rickard Road
2. Draft 96 Rickard Road Voluntary Planning Agreement

ORD03

ORD03

**SUBJECT: PRE-PUBLIC EXHIBITION - DRAFT PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY**

**FROM:** Director Customer and Corporate Strategy

**EDMS #:** 24/245073

---

### PURPOSE OF REPORT

The purpose of this report is to recommend that Council authorise the public exhibition of the draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy (the Policy) in accordance with section 253 of the *Local Government Act 1993* (the Act).

### BACKGROUND

The Policy was first adopted on 12 February 2007, was last adopted on 17 August 2022 and has been reviewed again in accordance with section 252 of the Act.

A Councillor briefing on this matter was held on 25 March 2025.

### MAIN REPORT

#### **Legislation**

Under section 252 of the Act, Council must adopt a policy, within the first 12 months of each term of Council, concerning the payment of expenses and provision of facilities to the Mayor and Councillors in relation to discharging the functions of civic office.

Council may also from time to time amend the policy under section 252 of the Act.

Under section 253 of the Act, a Council must give notice of its intention to adopt or substantially amend the policy, allowing at least 28 days for the making of public submissions. Following the public exhibition, Council must consider any submissions made before either amending the policy or adopting it and making it publicly available on Council's website. If no submissions are received, the policy will be deemed to be in force at that time and Councillors will be notified.

Under sections 23A and 252 of the Act, Council is also required to take into consideration the Office of Local Government's (OLG) *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW* (the OLG Guidelines) when adopting or amending the Policy.

#### **Amendments to the Policy**

The Policy was reviewed having regard to the operation of the Policy since it was last adopted, as well as the OLG Guidelines and the OLG Councillor Expenses and Facilities Policy Template (the OLG Policy Template). As a result, the key proposed amendments to the Policy include:

### Conferences

- Amending clause 6.7.3 to:
  - Include the Australian Local Government Women's Association NSW Annual Conference as a conference Councillors are entitled to attend; and
  - Clarify that Councillors are entitled to attend the Urban Development Institute of Australia (UDIA) NSW State Conference, not the UDIA National Congress.
- Amending clauses 6.7.7-6.7.8 to clearly distinguish between the expense limits for conferences Councillors are entitled to attend under clause 6.7.3 of the Policy and conferences they can attend with General Manager endorsement and Council approval under clauses 6.7.4-6.7.6 of the Policy.

### Information and Communications Technology (ICT)

- Amending clause 6.8.1 and the monetary limits table within the Policy to exclude international roaming from call charges and data usage costs, unless previously authorised by the Mayor and General Manager;
- Amending clause 6.8.2 and the monetary limits table within the Policy to specify:
  - An increase in the per-term limit for a tablet and accessories from \$1,800 to \$2,000, and also that the tablet will be an Apple iPad;
  - That a laptop can be requested instead of a tablet;
  - An increase in the per-term limit for a mobile phone device and accessories from \$1,500 to \$1,800, and also that the mobile phone will be an Apple iPhone; and
  - An increase in the per annum limit for software licensing costs from \$500 to \$700;
- Amending clause 6.8.3 (regarding the use of ICT devices for Council-related business) to include reference to the Cyber Security Policy;
- Removing clause 6.8.4, because regular statements to Councillors regarding the usage of ICT devices will not be relevant due to devices being on a plan and data pool;
- Amending clause 6.8.5 (to be renumbered 6.8.4 assuming the previous clause is removed) to specify that Councillors will be required to use only Council-issued devices rather than also having the option of using personal ICT devices, to control security and access to Council systems;
- Removing clause 6.8.6, because a claim form for the use of personal ICT devices for Council-related business will not be relevant if the proposed change to clause 6.8.5 is adopted;
- Removing clauses 13.4-13.5, because Council equipment will be leased and accordingly Councillors will no longer be able to buy equipment at the end of the Council term.

### Other Expenses

- Specifying a \$3,000 per annum limit of general travel expenses for the Mayor in the monetary limits table within the Policy, for the following reasons:
  - The OLG Policy Template recommends differentiating the maximum limit of general travel expenses for the Mayor and Councillors.
  - The increased limit for the Mayor acknowledges the special role, responsibilities and duties of the position both in the Council and in the community and also recognises that from time-to-time it may be necessary for the Mayor to use alternative forms of transport rather than a Mayoral vehicle (if such a vehicle is endorsed by Council).
- Changing the frequency of carer expense limits from 'Per year' to 'Not relevant' in the monetary limits table within the Policy, as the limit is an hourly rate, and amending clause 6.9.4 to clarify that carer costs will be paid where a daily session rate applies (for example, long day care), subject to the existing hourly cost limits noted in clause 6.9.5.

### Additional Facilities for the Mayor

- Removing clause 10.1(d) (non-provision of a Mayoral vehicle) and including clauses 10.2-10.6 to allow for the provision of a vehicle for use by the Mayor, for the following reasons:
  - The OLG Guidelines and Policy Template recommend that a fully serviced and maintained vehicle, including a fuel card, be provided for use by the Mayor to fulfil civic duties; and
  - The provision of a vehicle for the Mayor to undertake civic duties is common practice within the NSW local government sector, as evidenced by the comparable policies adopted by, for example, Blacktown City Council, Blue Mountains City Council, Campbelltown City Council, Fairfield City Council, Hawkesbury City Council, Liverpool City Council, Penrith City Council and Wollondilly Shire Council.

In addition to the above, clause 6.7.10 (commencement of payment of expenses for conference and seminars) has been removed as it is now obsolete, and Annexure A is also proposed to be removed as the 'Councillor Travel and/or Expenses Claim Form' has been digitised and is available online through the Councillor Hub. Furthermore, the formatting of the draft Policy has been updated to reflect current Council templates, and there are also minor editorial changes.

A copy of the draft Policy is provided with tracked changes as **Attachment 1** to this report.

### FINANCIAL IMPLICATIONS

The majority of the proposed changes to this Policy will be accommodated under existing budget provisions within Council's adopted budget. With respect to the provision of a motor vehicle for the Mayor to undertake civic duties, this would require an adjustment to Council's budget. This would be reviewed and assessed annually as part of Council's annual budget process.



### CONCLUSION

Under section 253 of the Act, before the Policy is adopted or substantially amended, Council must first exhibit a draft policy for at least 28 days.

The draft Policy is submitted for Council's consideration to place on public exhibition.

### RECOMMENDED

**That Council:**

- i. endorse the draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy;**
- ii. authorise the public exhibition of the draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy for a period of 28 days, in accordance with section 253 of the *Local Government Act 1993*; and**
- iii. if no submissions are made, adopt the draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy effective from the day after the close of the exhibition period; or**
- iv. if submissions are received, receive a further report following the exhibition period to consider submissions made and to adopt a final Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy.**

### ATTACHMENTS

1. Draft Revised Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy - Tracked Changes

ORD04

ORD04

**SUBJECT: POST-PUBLIC EXHIBITION - SCOPING STUDY FOR VOLUNTARY HOUSE RAISING, NEPEAN RIVER CATCHMENT**

**FROM:** Director Growth and Finance

**EDMS #:** 24/702581

---

### PURPOSE OF REPORT

The purpose of this report is to inform Council of the outcomes from the public exhibition of the draft Scoping Study for Voluntary House Raising within the Nepean River Catchment and to seek endorsement of the study.

### BACKGROUND

The Scoping Study for Voluntary House Raising (VHR) was commissioned by Council to assess the feasibility and benefits of raising dwellings in flood-prone land of the Nepean River catchment. The study was a recommended action in the Nepean River Floodplain Risk Management Study and Plan 2022. The study looked at the feasibility of raising dwellings above the Flood Planning Level (1% Annual Exceedance Probability (AEP) flood plus 500mm freeboard) to reduce flood damage and improve community resilience during flood events.

Funding for the studies was supported by the NSW Flood Recovery and Resilience Grant Program (a total of 75 percent of the cost), which is managed by Department of Climate Change Environment Energy and Water, with Council funding the remaining 25 percent.

The Scoping Study investigated 200 properties in Council's floodplains, focusing on those affected by the 5% and 1% AEP floods. None of the 108 dwellings in the 5% AEP flood were eligible for house raising and an additional 92 dwellings affected by the 1% AEP flood were investigated. Of these additional dwellings, only 19 dwellings met the eligibility criteria and are recommended for the VHR scheme. The estimated cost for raising these 19 dwellings totals \$3.3 million, with an overall benefit-cost ratio of about 0.4. Despite a benefit-cost ratio of less than 1, the scheme is recommended as it has the potential to reduce flood risk and intangible flood damage which are not readily quantifiable.

At its meeting on 14 May 2024, Council endorsed the Scoping Study for public exhibition. The draft Scoping Study report was placed on exhibition for a period of 21 days between 22 May 2024 and 12 June 2024.

### MAIN REPORT

During the public exhibition of the draft Scoping Study report, no submissions were received. This may be attributed to the fact that the Study was primarily relevant to a small, selected group of eligible property owners.

The exhibition included the "Your Voice Camden" webpage and relevant Council officers were available to take enquires. In addition, individual letters and information sheets were mailed to all 19 eligible property owners, which included details of the scheme and potential costings, and the public exhibition details of the draft Scoping Study.

No amendments have been made to the draft Scoping Study report as a result of the public exhibition process. The Scoping Study is recommended for endorsement as attached.

If endorsed by Council as part of a future report, an application to the State Floodplain Management Program grant for the VHR scheme could be made to support eligible property owners. Successful access to the scheme would:

- Provide access to the funding pool for the cost of the house raising at a funding ratio of \$2 State government to \$1 homeowner contribution; and
- Ensure properties with the highest benefit cost ratios would be eligible to access the funding first.

Council would need to apply for the grant funds and be the coordinator between the property owner and the State Government. Resourcing impacts would need to be considered as scheme funds cannot be used to fund Council positions.

### FINANCIAL IMPLICATIONS

There are no direct financial implications on Council as a result of this report.

A further report will be presented to Council prior to an application being made to the VHR scheme outlining the interest of eligible property owners and the staff and resourcing cost implications on Council.

### CONCLUSION

It is recommended that Council endorse the draft Scoping Study within the Nepean River catchment.

### RECOMMENDED

**That Council:**

- i. **endorse the Scoping Study for Voluntary House Raising within the Nepean River catchment; and**
- ii. **receive a further report prior to the lodgement of an application to the Voluntary House Raising scheme that highlights the potential cost to Council in administering the grant process.**

### ATTACHMENTS

1. Nepean Voluntary House Raising Scoping Study - Final Report

ORD05

ORD05

**SUBJECT: ACCEPTANCE OF GRANT FUNDING - INFRASTRUCTURE GRANTS PROGRAM - CLUBGRANTS CATEGORY 3 - THE CREST RECREATION AREA**

**FROM:** Director Sport, Community and Activation

**EDMS #:** 25/143682

### PURPOSE OF REPORT

The purpose of this report is to advise Council of a successful grant funding application from the NSW Government's Infrastructure Grants program for The Crest, Gledswood Hills and to seek Council's endorsement to accept the funding.

### BACKGROUND

The NSW Office of Responsible Gambling administers the NSW Clubgrants Category 3 Infrastructure Grants program, which supports communities in the building, renovation and fit out of infrastructure.

Funding is available for arts and cultural infrastructure projects that enhance facilities used to shelter communities and provide emergency services, and for sport and recreation and essential community infrastructure.

Council has been successful in obtaining \$288,805 (excl. GST) to provide a learn-to-ride facility at The Crest, Gledswood Hills.

### MAIN REPORT

The NSW Government has advised Council that it was successful in its application for \$288,805 (excl. GST) for the learn-to-ride facility at The Crest. Council has undertaken design works for a learn to ride facility at The Crest, consistent with the masterplan developed for the site in 2021.

Upon completion of Stage 1A of The Crest, the site will include a learn-to-ride track, cycling skill development items and supporting features including amenities and parking. Other elements in future stages of The Crest include a beginner mountain bike track and a playspace, which will provide a high-quality cycling and family friendly destination that promotes bicycle skill development in Camden.

### FINANCIAL IMPLICATIONS

Council has been successful in its application for the learn-to-ride facility at The Crest, Gledswood Hills. The grant of \$288,805 (excl. GST) will be consolidated with Council's current contribution of \$2,771,838 to provide additional cycle paths, footpaths and cycling elements.

### CONCLUSION

Council has been successful in its application to the NSW Office of Responsible Gambling's 2024 Clubgrants Category 3 Infrastructure Grants – Sport and Recreation for \$288,805 (excl. GST) to provide a learn-to-ride facility at The Crest, Gledswood hills.

### RECOMMENDED

**That Council:**

- i. accept the grant funding of \$288,805 (excl. GST) from the NSW Office of Responsible Gambling 2024 Clubgrants Category 3 Infrastructure Grants for inclusion in the 2025/26 budget;**
- ii. write to The Hon. David Harris MP, Minister for Gaming and Racing, thanking the NSW Government for the grant; and**
- iii. write to Mrs Sally Quinnell MP, Member for Camden, Mr Nathan Hagarty MP, Member for Leppington, and Mrs Tanya Davies MP, Member for Badgerys Creek, thanking them for their support**

ORD06

ORD06

**SUBJECT: TENDER T003/2025 - BUSHLAND, WATER QUALITY DEVICES, RIPARIAN AREA AND REVEGETATION SITE MAINTENANCE**  
**FROM:** Director Community Assets  
**EDMS #:** 25/181722

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### PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T003/2025 – Bushland, Water Quality Devices, Riparian Area and Revegetation Site Maintenance and recommend that Council accept the tender submitted by Constance Conservation Pty Ltd, Dragonfly Environmental Pty Ltd and Solutions Grow Pty Ltd trading as Habitat Solutions Co to form a panel arrangement for these services.

### BACKGROUND

The maintenance of water quality treatment devices is important to ensure optimum performance. The purpose of this service required under the contract is to ensure that vegetated basins, floating wetlands and riparian areas are maintained to minimise weed encroachment and litter build up. Council also has a boom in Harrington Park; litter removal from the boom is critical for the correct functioning of the boom.

Council also maintains substantial bushland areas including Asset Protection Zones (APZ) and maintenance of these is important to ensure that these areas comply with management plans. Mechanical removal of woody weeds is not included in the contract.

Council has maintenance responsibilities on State roads within the LGA including Camden Valley Way, Bringelly Road and The Northern Road. The verges on these roads have largely been planted with a mix of native species. The maintenance of these roads will include litter removal, weed removal and maintaining pedestrian and vehicle clearances.

### MAIN REPORT

#### Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and Council's Procurement Policy and Guidelines.

#### Contract Term

The term of this contract will be for a period of three years with two options for extension of one years each.

#### Financial Implications

Council has sufficient budget allocation from existing operational budgets to proceed with the proposed works in accordance with the terms and conditions of this tender.

### Work, Health & Safety Requirements

The selected tender meets all WHS requirements as required for this contract.

### Certificates of Currency

The selected tender provides all current insurances as required for this contract.

### Advertising of Tenders

A tender for Bushland, Water Quality Devices, Riparian Area and Revegetation Site Maintenance was called on 7 January 2025, and publicly advertised on Council's website. The tender closed on 5 February 2025 and was available through the Buy NSW website: [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au).

### Tenders Received

Council received nine *on time* tender responses from the following organisations.

Tender	Suburb
Constance Conservation Pty Ltd	Smeaton Grange
Dragonfly Environmental Pty Ltd	Kings Park
Earthbuilt Environmental Pty Ltd	Castle Hill
EcoRevive Pty Ltd	Woombye
Greater West Landscapes Pty Ltd	Badgerys Creek
Regal Innovations Pty Ltd	Mulgrave
Solutions Grow Pty Ltd trading as Habitat Solutions Co	Seven Hills
Southern Habitat (NSW) Pty Ltd	Berkeley
Toolijooa Pty Ltd	Terrey Hills

### Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel, in accordance with Council's Procurement Procedures and Guidelines. The evaluation criteria were prepared and weighted on 5 December 2024. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

- Compliance with Specification;
- Contractors Performance;
- Demonstrated Capacity and Technical Ability;
- Quality, Environmental and Safety Management;
- Local Supplier Preference; and
- Price

A summary of the tender assessment is provided as a **confidential attachment**. Please note this information is commercial-in-confidence.



ORD06

### Tender Compliance Panel

Tender submissions and evaluations were reviewed by the Tender Compliance Panel and all recommendations have been addressed.

### CONCLUSION

#### Recommendation of the Tender Evaluation Panel

It is recommended that Council accept the tender from Constance Conservation Pty Ltd, Dragonfly Environmental Pty Ltd and Solutions Grow Pty Ltd trading as Habitat Solutions Co. These tenderers overall provided a submission that demonstrated a thorough understanding of the project, provided evidence of relevant experience in the maintenance of bushland, water quality devices, riparian areas and revegetation, and demonstrated value for money.

### RECOMMENDATION

**That Council:**

- i. **accept the tenders from Constance Conservation Pty Ltd, Dragonfly Environmental Pty Ltd and Solutions Grow Pty Ltd trading as Habitat Solutions Co for Bushland, Water Quality Devices, Riparian Area and Revegetation Site Maintenance; and**
- ii. **accept these tenders for a period of three years with the option to extend for a further two one-year options as per the schedule of rates.**

### ATTACHMENTS

1. T003/2025 - Bushland, Water Quality Devices, Riparian Area and Revegetation Site Maintenance - *CONFIDENTIAL*

ORD07

ORD07

**SUBJECT: TENDER T004/2025 - GARDEN AND LANDSCAPE MAINTENANCE**  
**FROM:** Director Community Assets  
**EDMS #:** 25/183562

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### PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T004/2025 Garden and Landscape Maintenance and recommend that Council accept the tender submitted by:

- Work Zone A (Currans Hill, Elderslie, Mount Annan, Narellan, Narellan Vale, Smeaton Grange and Spring Farm): Asplundh Tree Expert (Australia) Pty Ltd trading as Summit Open Space Services;
- Work Zone B (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove), and Oran Park (including Catherine Park): Regal Innovations Pty Ltd;
- Work Zone C (Gledswood Hills, Gregory Hills, Leppington): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone D (The Northern Road Shared Path and Bringelly Road Shared Path): Regal Innovations Pty Ltd; and
- Work Zone E (Argyle Street Camden and Camden General Cemetery): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group.

### BACKGROUND

Garden and landscape maintenance is important for ensuring a high-level presentation throughout the LGA. Garden and landscape maintenance includes Camden Town Centre, Camden General Cemetery and landscape facilities within the road network of the Camden LGA. The purpose of the services is to ensure these areas are maintained to minimise weeds, litter and to maximise garden presentation.

### MAIN REPORT

#### Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and Council's Procurement Policy and Guidelines.

#### Contract Term

The term of this contract will be for a period of three years with two options for extension of one year each.

#### Financial Implications

Council has sufficient budget allocation from existing operational budgets to proceed with the proposed works in accordance with the terms and conditions of this tender.

### Work, Health & Safety Requirements

The selected tender meets all WHS requirements as required for this contract.

### Certificates of Currency

The selected tender provides all current insurances as required for this contract.

### Advertising of Tenders

A tender for Garden and Landscape Maintenance was called on 7 January 2025, and publicly advertised on Council's website. The tender closed on 5 February 2025 and was available through the Buy NSW website: [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au).

### Tenders Received

Council received 12 *on time* tender responses from the following organisations.

<b>Tender</b>	<b>Suburb</b>
Asplundh Tree Expert (Australia) Pty Ltd trading as Summit Open Spaces	St Mary's
Dragonfly Environmental Pty Ltd	King's Park
Luhrmann Environment Management	Peat's Ridge
Luscious Lawn & Garden Maintenance Pty Ltd	Dapto
Marsupial Landscape Management Pty Ltd	Lane Cove
Parklife Landscapes Pty Ltd	Ellis Lane
Perfection Landscapes Services Pty Ltd	Seven Hills
Regal Innovations Pty Ltd	Mulgrave
Standby Forty-Six Pty Ltd	Narellan
Suregreen Pty Ltd	Jamisontown
The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group	Smeaton Grange
Waratah Lawncare and Garden Management Pty Ltd	Ingleburn

### Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel, in accordance with Council's Procurement Procedures and Guidelines. The evaluation criteria were prepared and weighted on 5 December 2024. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

- Compliance with Specification;
- Contractors Performance;
- Demonstrated Capacity and Technical Ability;
- Quality, Environmental and Safety Management;
- Local Supplier Preference; and
- Price.

A summary of the tender assessment is provided as a **confidential attachment**. Please note this information is commercial-in-confidence.

#### Tender Compliance Panel

Tender submissions and evaluations were reviewed by the Tender Compliance Panel and all recommendations have been addressed.

### CONCLUSION

#### Recommendation of the Tender Evaluation Panel

It is recommended that Council accept the tenders from:

- Work Zone A (Currans Hill, Elderslie, Mount Annan, Narellan, Narellan Vale, Smeaton Grange and Spring Farm): Asplundh Tree Expert (Australia) Pty Ltd trading as Summit Open Space Services;
- Work Zone B (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove), and Oran Park (including Catherine Park): Regal Innovations Pty Ltd;
- Work Zone C (Gledswood Hills, Gregory Hills, Leppington): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone D (The Northern Road Shared Path and Bringelly Road Shared Path): Regal Innovations Pty Ltd; and
- Work Zone E (Argyle Street Camden and Camden General Cemetery): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group.

These tenderers overall provided a submission that demonstrated a thorough understanding of the project, provided evidence of relevant experience in garden and landscape maintenance, and demonstrated value for money.

### RECOMMENDATION

#### **That Council:**

- accept the tender from Asplundh Tree Expert (Australia) Pty Ltd for Work Zone A (Currans Hill, Elderslie, Mount Annan, Narellan, Narellan Vale, Smeaton Grange and Spring Farm);**
- accept the tender from Regal Innovations Pty Ltd for Work Zone B (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove), and Oran Park (including Catherine Park);**

ORD07

- iii. accept the tender from The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group for Work Zone C (Gledswood Hills, Gregory Hills, Leppington);
- iv. accept the tender from Regal Innovations Pty Ltd for Work Zone D (The Northern Road Shared Path and Bringelly Road Shared Path);
- v. accept the tender from The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group for Work Zone E (Argyle Street Camden and Camden General Cemetery); and
- vi. accept these tenders for a period of three years with the option to extend for a further two one-year options as per the schedule of rates.

#### ATTACHMENTS

- 1. T004/2025 - Garden and Landscape Maintenance - *CONFIDENTIAL*

ORD08

ORD08

**SUBJECT: TENDER T005/2025 - MOWING SERVICES**  
**FROM:** Acting Director Community Assets  
**EDMS #:** 25/185753

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### PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T005/2025 – Mowing Services and recommend that Council accept the tender submitted by:

- Work Zone A (Currans Hill, Mount Annan, Narellan Vale, Smeaton Grange, and Spring Farm): Standby Forty-Six Pty Ltd;
- Work Zone B (Bringelly, Catherine Field, Gledswood Hills, Gregory Hills, Leppington (including Emerald Hills and Willowdale), and Rossmore): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone C (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove except bushland paths), and Oran Park (including Catherine Park): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone D (Rural roads, Camden Valley Way shared path and road entrances, and Harrington Grove bushland paths: The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group; and
- Work Zone E (Narellan Sports Hub): Waratah Lawncare and Garden Management Pty Ltd.

### BACKGROUND

Mowing services are important in ensuring a high-level presentation throughout the Camden Local Government Area. Mowing services includes broad area and detailed grass cutting of parklands, median strips, nature strips, walkways and drainage reserve. The purpose of these services is to ensure that parks and reserves remain well kept.

### MAIN REPORT

#### Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and Council's Procurement Policy and Guidelines.

#### Contract Term

The term of this contract will be for a period of three years with two options for extension of one year each.

#### Financial Implications

Council has sufficient budget allocation from existing operational budgets to proceed with the proposed works in accordance with the terms and conditions of this tender.

### Work, Health & Safety Requirements

The selected tender meets all WHS requirements as required for this contract.

### Certificates of Currency

The selected tender provides all current insurances as required for this contract.

### Advertising of Tenders

A tender for Mowing Services was called on 7 January 2025 and publicly advertised on Council's website. The tender closed on 5 February 2025 and was available through the Buy NSW website: [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au).

### Tenders Received

Council received 18 *on time* tender responses from the following organisations.

<b>Tender</b>	<b>Suburb</b>
Asplundh Tree Expert (Australia) Pty Ltd trading as Summit Open Space Services	St Mary's
Constance Conservation Pty Ltd	Smeaton Grange
Dragonfly Environmental Pty Ltd	King's Park
Earthbuilt Environmental Pty Ltd	Castle Hill
Gauci Civil Contracting Pty Ltd	Cobbitty
Marsupial Landscape Management Pty Ltd	Lane Cove
Muru Mittigar Ltd	Penrith
Perfection Landscape Services Pty Ltd	Seven Hills
Pinnacle Mowing Pty Ltd	Ropes Crossing
Property & Infrastructure Aust Pty Ltd	Frenchs Forest
Regal Innovations Pty Ltd	Mulgrave
Roadworx Surfacing Pty Ltd	Ingleburn
Skyline Landscape Services Pty Ltd	Huntingwood
Standby Forty-Six Pty Ltd	Narellan
Star Property Maintenance (NSW) Pty Ltd	Wetherill Park
The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group	Smeaton Grange
Voltrec Group Pty Ltd	Harrington Park
Waratah Lawn care and Garden Management Pty Ltd	Ingleburn

### Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel, in accordance with Council's Procurement Procedures and Guidelines. The evaluation criteria were prepared and weighted on 5 December 2024. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

- Compliance with Specification;
- Contractors Performance;
- Demonstrated Capacity and Technical Ability;
- Quality, Environmental and Safety Management;
- Local Supplier Preference; and
- Price.

A summary of the tender assessment is provided as a **confidential attachment**. Please note this information is commercial-in-confidence.

#### Tender Compliance Panel

Tender submissions and evaluations were reviewed by the Tender Compliance Panel and all recommendations have been addressed.

### CONCLUSION

#### Recommendation of the Tender Evaluation Panel

It is recommended that Council accept the tenders from:

- Work Zone A (Currans Hill, Mount Annan, Narellan Vale, Smeaton Grange, and Spring Farm): Standby Forty-Six Pty Ltd;
- Work Zone B (Bringelly, Catherine Field, Gledswood Hills, Gregory Hills, Leppington (including Emerald Hills and Willowdale), and Rossmore): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone C (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove except bushland paths), and Oran Park (including Catherine Park): The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group;
- Work Zone D (Rural roads, Camden Valley Way shared path and road entrances, and Harrington Grove bushland paths: The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group; and
- Work Zone E (Narellan Sports Hub): Waratah Lawncare and Garden Management Pty Ltd.

These tenderers overall provided a submission that demonstrated a thorough understanding of the project, provided evidence of relevant experience in mowing services, and demonstrated value for money.

### RECOMMENDATION

#### **That Council:**

- accept the tender from Standby Forty-Six Pty Ltd for Work Zone A (Currans Hill, Mount Annan, Narellan Vale, Smeaton Grange, and Spring Farm);**
- accept the tender from The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group for Work Zone B (Bringelly, Catherine Field, Gledswood Hills, Gregory Hills, Leppington (including Emerald Hills and Willowdale), and Rossmore);**



**ORD08**

- iii. accept the tender from The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group for Work Zone C (Cobbitty (including Arcadian Hills and Kirkham Rise), Harrington Park (including Harrington Grove except bushland paths), and Oran Park (including Catherine Park);
- iv. accept the tender from The Trustee for GLG Greenlife Group Unit Trust trading as GLG Greenlife Group for Work Zone D (Rural roads, Camden Valley Way shared path and road entrances, and Harrington Grove bushland paths;
- v. accept the tender from Waratah Lawncare and Garden Management Pty Ltd for Work Zone E (Narellan Sports Hub); and
- vi. accept these tenders for a period of three years with the option to extend for a further two one-year options as per the schedule of rates.

**ATTACHMENTS**

- 1. T005/2025 - Mowing Services - *CONFIDENTIAL*

**ORD09**

**ORD09**

**SUBJECT: TENDER T001/2025 - CONSTRUCTION OF STAGE 1 LEPPINGTON OPEN SPACE PRECINCT**

**FROM:** Director Community Assets

**EDMS #:** 25/93872

### PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for RFT T001/2025 Construction of Stage 1 Leppington Open Space Precinct and recommend that Council accept the tender submitted by Regal Innovations Pty Ltd.

### BACKGROUND

Tenders were called on behalf of Camden Council for Construction of Stage 1 of the Leppington Open Space precinct. These works form part of the greater development of the Leppington Open Space Precinct which includes Pat Kontista Reserve. Figure 1 below outlines the proposed Stage 1 works location in relation to the Leppington Open Space Precinct.

The Stage 1 works include construction of shared paths, drainage works, retaining walls, riparian corridor rehabilitation with riparian planting, bank stabilisation, new street tree planting, signage and other items as described in the RFT documents.



Figure 1 - (Plan showing area of works dotted black in relation to Leppington OS Precinct). Additional information on the plans is provided in Supplementary information.

## MAIN REPORT

### Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and Council's Procurement Policy and Guidelines.

### Contract Term

The term of this contract will be for a period of 32 weeks from the award of the contract.

### Financial Implications

Council has sufficient budget allocation from existing operational budgets to proceed with the proposed works in accordance with the terms and conditions of this tender. A financial review of the information available demonstrates the company's ability to service the requirements of the tender.

### Work, Health & Safety Requirements

The selected tender meets all WHS requirements as required for this contract.

### Certificates of Currency

The selected tender provides all current insurances as required for this contract.

### Advertising of Tenders

A tender for T001/2025 Construction of Stage 1 Leppington Open Space Precinct was called on 4 February 2025 and publicly advertised on Council's website. The tender closed on 19 March 2025 and was available through the Buy NSW website: [www.buy.nsw.gov.au](http://www.buy.nsw.gov.au).

### Tenders Received

Council received nine *on time* tender responses from the following organisations.

<b>Tender</b>	<b>Suburb</b>
Convil Group Pty Ltd	Wetherill Park
Friend Civil Pty Ltd	St Mary's
Gauci Civil Contracting Pty Ltd	Cobbitty
JMT Civil Pty Ltd	Gregory Hills
MAK Construction (AUST) Pty Ltd	Padstow
Makki Constructions Pty Ltd	Rockdale
Regal Innovations Pty Ltd	Mulgrave
Terra Civil Pty Ltd	Rossmore
Western Earthmoving Pty Ltd	Bella Vista

### Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel, in accordance with Council's Procurement Procedures and Guidelines . The evaluation criteria were prepared and weighted on 11 February 2025. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

- Price;
- Local Supplier within LGA;
- Relevant Experience;
- Contractor's Project Team, subcontractors and suppliers;
- Project Methodology & Approach; and
- Program.

A summary of the tender assessment is provided as a **confidential attachment**. Please note this information is commercial-in-confidence.

### Tender Compliance Panel

Tender submissions and evaluations were reviewed by the Tender Compliance Panel and all recommendations have been addressed.

## CONCLUSION

### Recommendation of the Tender Evaluation Panel

It is recommended that Council accept the tender from Regal Innovations Pty Ltd. This tenderer overall provided a submission that demonstrated a thorough understanding of the project, provided evidence of relevant experience in the construction of similar projects, and demonstrated value for money.

## RECOMMENDATION

**That Council accept the tender provided by Regal Innovations Pty Ltd as per the terms and conditions of T001/2025 for the lump sum of \$4,068,493.00 (excl. GST).**

## ATTACHMENTS

1. T001/2025 - Construction of Stage 1 Leppington Open Space Precinct -  
*CONFIDENTIAL*

ORD10

ORD10

**SUBJECT: MARCH REVIEW OF THE 2024/25 BUDGET**  
**FROM:** Director Growth and Finance  
**EDMS #:** 25/124944

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### PURPOSE OF REPORT

This report presents the March Quarterly Budget Review for the 2024/25 financial year in accordance with Part 9, Division 3, Section 203 of the *Local Government (General) Regulation 2021*.

Its purpose is to inform Council of the necessary changes to the 2024/25 Budget for the reporting period ending 31 March 2025 and to consider other changes put forward for determination.

### BACKGROUND

In adopting the 2024/25 Budget, Council approved a balanced cash budget position. Budget adjustments proposed as part of the March Quarterly Review of the 2024/25 Budget represent a balanced budget position for the 2024/25 financial year.

A Councillor briefing was held to discuss this report on 6 May 2025.

### MAIN REPORT

#### **MARCH QUARTERLY REVIEW OF THE 2024/25 BUDGET**

A review of expenditure and revenue estimates was completed as part of the March 2025 Quarterly Budget Review. While a number of variations have been identified, the outcome of this review was no change to Council's projected balanced cash budget position for the period ending 30 June 2025.

Further information and explanation of the proposed budget variations to the 2024/25 budget are detailed below.

#### Proposed Variations to Budget

Proposed variations which have been identified as part of the March Quarterly Budget Review have led to a balanced budget position. A list of the variations (greater than \$20,000) is provided in the following table. Brief explanations follow the table.

March 2025 Quarterly Budget Review Proposed Variations	Budget Impact Increase/ (Decrease)
<b>Income Adjustments</b>	
<i>Note: Increase in income is an increase to the budget (Shortfall) in income is a decrease to the budget</i>	
1. Corporate Revenue - Investment Income (General Fund)	\$425,000
<b>Sub Total - Income Adjustments</b>	<b>\$425,000</b>
<b>Expenditure adjustments</b>	
<i>Note: (Increase) in expenditure is a decrease to the budget Saving in expenditure is an increase to the budget</i>	
2. Refundable Bonds & Deposits - Interest Payable	(\$220,000)
3. Street Tree Management - Storm and Emergency Response	(\$160,000)
4. Road Material Recycling - Feasibility Study	(\$30,000)
Minor Budget Variations < \$20,000	(\$15,000)
<b>Sub Total - Expenditure Adjustments</b>	<b>(\$425,000)</b>
<b>Council Authorised Variations</b>	<b>\$0</b>
<b>Total - Proposed Variations to Budget</b>	<b>Balanced</b>

#### Income Adjustments Commentary

##### **1. Investment Income (General Fund) – Increase in Income of \$425,000**

Investment Income for the third quarter of the 2024/25 financial year is above budget expectations. While Council's forecast interest rate remains at 5.0% (reflecting current market rates), Council has had a higher level of funds available for Investment than expected, resulting in an increase in General Fund Investment Income of \$425,000.

#### Expenditure Adjustments Commentary

##### **2. Refundable Bonds & Deposits - Interest Payable - Increase in Expense of \$220,000**

Council requires applicants to provide refundable security bonds or deposits as part of development consents for approvals. When refunded, these security deposits are paid with accrued interest. There has been a greater number of cash bonds released during the first three quarters of the 2024/25 financial year than anticipated. These expenses are fully offset by additional General Fund Investment Income.

##### **3. Street Tree Management - Storm and Emergency Response – Increase in Expense of \$160,000**

A number of significant weather events have resulted in tree and branch failure across the LGA resulting in additional works. These works were required to be completed as a priority and are in addition to planned tree maintenance. The weather events did not qualify for insurance or disaster relief funding.

ORD10

#### 4. Road Material Recycling Feasibility Study – Increase in Expense of \$30,000

The reuse of road material and diversion from landfill remains an ongoing industry wide issue. Funding is required to undertake a feasibility study for the reuse of roadside spoil material generated through road maintenance activities undertaken across the Camden Local Government Area. It is anticipated that this study will identify opportunities for cost savings measures, rather than the costly exercise of sending this material to landfill.

### COUNCIL AUTHORISED VARIATIONS

Council has authorised four (4) budget variations approved between 1 January 2025 and 31 March 2025. A list of these approved variations is provided in the following table:

Council Approved Variations	Expenditure (Increase)/ Decrease	Income Increase/ (Decrease)	Budget Impact Increase/ (Decrease)
Grant Funding - NSW Government Youth Week Program 2025 ORD11/25	(\$4,924)	\$4,924	\$0
Grant Funding - Park Road Project and Heath / Byron Road Signalisation Project ORD12/25	(\$2,090,504)	\$2,090,504	\$0
Grant Funding - NSW Government Youth Opportunities Program 2024/25 ORD13/25	(\$50,000)	\$50,000	\$0
Grant Funding - Saving Our Species Program - Camden White Gum ORD31/25	(\$12,000)	\$12,000	\$0
<b>TOTAL</b>	<b>(\$2,157,428)</b>	<b>\$2,157,428</b>	<b>\$0</b>

### CONTRA ADJUSTMENTS

These adjustments relate to movements of income and expenditure within Council's adopted budget. The adjustments have no impact on Council's projected budget result as both movements of income and expenditure are of equal value.

During this quarter (1 January 2025 to 31 March 2025), there have been nine (9) proposed contra adjustments amounting to \$455,403. A detailed list of these contra adjustments is provided in **Attachment 1** of this report.

#### Reserve Transfers Requiring Council Approval

The Contra Adjustments identified within the March Quarterly Review contain a number of proposed reserve transfers. In accordance with Council's Financial Reserves Policy, a separate Council resolution is required to approve these transfers.

- Transfer to Working Funds Reserve - \$500,000  
Salary savings have been realised from vacant positions within Council's staff structure during the first three quarters of the 2024/25 financial year. It is proposed to transfer these savings to the Working Funds Reserve to assist with the part-funding of the 2025/26 Budget.



- **Transfer to Technology Reserve - \$305,000**  
Cashflow adjustments are required for Council's Cyber Security and Digital Innovation Strategy projects in the 2024/25 Budget. It is proposed that this funding will be transferred to the Technology Improvements Reserve and delivered in the 2025/26 financial year.
- **Transfer from Water Savings Action Plan Reserve - \$40,000**  
Funding is required to facilitate the upgrade of the showers at the Mount Annan Leisure Centre. The showers are leaking and leading to increased water bills at the site. It is proposed to fund this improvement works from the Water Savings Action Plan Reserve.
- **Transfer from Plant Replacement Reserve - \$302,000**  
Council has recently undertaken a competitive procurement process for the replacement of four open space trucks and two street sweepers (net cost of plant after trade-in \$982,000), which were scheduled for replacement this financial year. The shortfall in the original budget can be funded from the Plant Replacement Reserve. These vehicles are essential to maintaining current service levels and the fleet in a good condition.

## CURRENT RESERVE BALANCES

### Capital Works Reserve

The Capital Works Reserve is predominantly used to fund capital works or to match grant funding as part of a capital grant funding agreement. The balance of the Capital Works Reserve is as follows:

Capital Works Reserve	
<b>Reserve Balance – 30 June 2024</b>	<b>\$1,510,600</b>
Add: Flood Insurance Funding – Flood Recovery Projects	\$2,241,800
Add: 2023/24 Year End Review Transfer	\$2,336,400
Add: September 2024 Transfer	\$6,500
Add: December 2024 Transfer	\$137,400
<b>Proposed Balance of Reserve</b>	<b>\$6,232,700</b>
<b>Committed Funds Held in Reserve:</b>	
Less: 2023/24 Revoted Projects	(\$785,500)
Less: 2022 Flood Repair Works - Insurance Funds	(\$2,241,800)
Less: Camden Sports Club (ORD 148/24)	(\$500,000)
Less: Little Sandy Bridge (ORD 49/25)	(\$799,300)
Less: Proposed Budget Funding 2025/26	(\$276,900)
Less: Proposed Budget Funding 2026/27	(\$412,000)
<b>Total Committed Funds</b>	<b>(\$5,015,500)</b>
<b>Proposed Uncommitted Balance – Capital Works Reserve</b>	<b>\$1,217,200</b>



ORD10

### Asset Renewal Reserve

The Asset Renewal Reserve is primarily used for the replacement and/or maintenance of existing assets. It assists in maintaining Council's asset base in a good condition. The balance of the Asset Renewal Reserve is as follows:

Asset Renewal Reserve	
<b>Reserve Balance – 30 June 2024</b>	<b>\$600,200</b>
Add: 2023/24 Year End Review Transfer	\$1,000,000
Add: 2024/25 Transfer to Reserve - Interest Savings	\$6,300
<b>Proposed Balance of Reserve</b>	<b>\$1,606,500</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2023/24 Revoted Projects	(\$340,500)
Less: Camden Sports Club (ORD 148/24)	(\$307,080)
<b>Total Committed Funds</b>	<b>(\$647,580)</b>
<b>Uncommitted Balance – Asset Renewal Reserve</b>	<b>\$958,920</b>

### Working Funds Reserve

The Working Funds Reserve is primarily used as a holding reserve for unallocated funds or for transferring committed funding from one budget year to the next. The balance of the Working Funds Reserve is as follows:

Working Funds Reserve	
<b>Reserve Balance – 30 June 2024</b>	<b>\$349,400</b>
Add: 2023/24 Year End Review Transfer	\$905,500
Add: Budget Transfer 2025/26	\$155,000
Add: Proposed 2024/25 vacant position savings	\$500,000
<b>Proposed Balance of Reserve</b>	<b>\$1,909,900</b>
<b>Committed Funds Held in Reserve</b>	
Less: 2023/24 Revoted Projects	(\$409,900)
Less: Proposed 2025/26 Budget Funding – Transfer from Reserve	(\$500,000)
<b>Total Committed Funds</b>	<b>(\$909,900)</b>
<b>Uncommitted Balance – Working Funds Reserve</b>	<b>\$1,000,000</b>

### **COUNCILLOR CONSOLIDATED WARD FUNDS**

As part of the Annual Budget process, an allocation of \$30,000 is included within the budget, which is available for Councillor endorsed funding requests, fee waivers and/or support for specific community requests. The available balance of the Consolidated Ward Funds at the end of the March 2025 reporting period is \$96,844.

Consolidated Ward Funds	
2024/25 Budget Allocation	\$30,000
2023/24 Proposed Ward Funds Revote	\$66,844
<b>Total Funds Available</b>	<b>\$96,844</b>
Funding Allocated	
Nil	Nil
<b>Total Funding Allocation in 2024/25</b>	<b>Nil</b>
<b>Balance of Consolidated Ward Funds</b>	<b>\$96,844</b>

## SUMMARY OF MARCH REVIEW ADJUSTMENTS

The following table is a summary of budget adjustments up to 31 March 2025.

Budget Adjustment Summary	Expenditure (Increase) / Decrease	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2023/24 Carry-Forward Working Funds			\$1,000,000
2024/25 Adopted Budget Position			Balanced
Less: Minimum Level of Working Funds			(\$1,000,000)
<b>Available Working Funds 1 July 2024</b>			<b>\$0</b>
September Review 2024	(\$6,080,100)	\$6,080,100	<b>\$0</b>
December Review 2024	\$96,102,363	(\$96,102,363)	<b>\$0</b>
March Review 2025			
Note 1: Proposed Variations	(\$425,000)	\$425,000	\$0
Note 2: Authorised Variations	(\$2,157,428)	\$2,157,428	\$0
Note 3: Contra Adjustments	(\$455,043)	\$455,043	\$0
<b>Sub Total –Review Adjustments</b>	<b>(\$3,037,471)</b>	<b>\$3,037,471</b>	<b>\$0</b>
<b>Projected Cash Budget Result</b>			<b>Balanced</b>

## ON-TIME PAYMENT POLICY REPORTING

At the end of each quarter, Council is required to report on compliance with its adopted On-Time Payment Policy. This Policy requires Council to pay interest where an invoice received from small business (turnover less than \$2 million p.a.) has been held by Council for more than 20 days and the interest payable is more than \$20.

For the reporting period 1 January 2025 to 31 March 2025, Council processed 65 invoices from registered small businesses. No invoices became overdue during the reporting period.

## STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER

The following statement is made in accordance with section 203(2) of the *Local Government (General) Regulation 2021*:

## ORD10

'It is my opinion that the Quarterly Budget Review Result for Camden Council for the period ending 31 March 2025 indicates that Council's projected financial position is satisfactory. No remedial actions are required based on the financial position presented within this report.'

A copy of the Quarterly Budget Review Statement for the period ending 31 March 2025 is provided as **Attachment 2** of this report.

### FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

### CONCLUSION

The March Quarterly Budget Review of the 2024/25 Budget has been completed and is recommended for adoption by Council.

### RECOMMENDED

**That Council:**

- i. **adopt the budget variations contained within this report resulting in a projected balanced cash budget position for the 2024/25 financial year; and**
- ii. **adopt the Contra Adjustments included within Attachment 1, including the Reserve Transfers as outlined in this report.**

### ATTACHMENTS

1. March Quarterly Review Attachment
2. March QBRS

## ORD11

ORD11

**SUBJECT: AUDIT RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT  
FOUR-YEAR WORK PLANS**

**FROM:** General Manager

**EDMS #:** 25/129022

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### PURPOSE OF REPORT

The purpose of this report is to seek Council adoption of the Audit, Risk and Improvement Committee 2024-2028 Work Plan and endorsement of the 2024-2028 Strategic Internal Audit Plan.

### BACKGROUND

Council endorsed the implementation of a Business Assurance and Risk Management framework in June 2014. This framework included the establishment of a Business Assurance and Risk Committee (renamed Audit, Risk and Improvement Committee) and an internal audit function.

Audit, Risk and Improvement Committees were mandated in local government from 4 June 2022. Council Internal audit functions were prescribed under legislation from 1 July 2024.

The Audit, Risk and Improvement Committee operates under Terms of Reference and the Internal Audit function operates under a Charter, both of which were adopted by Council on 11 June 2024.

Under section 23A of the *Local Government Act*, the Office of Local Government (OLG) issued Guidelines for Risk Management and Internal Audit for Local Government (the Guidelines) in November 2023, with elements of the Guidelines mandated under the *Local Government (General) Regulation 2021* (Regulation) in July 2024.

Under the Guidelines:

- An Audit, Risk and Improvement Committee must develop a strategic work plan every four years covering all matters listed in section 428A of the *Local Government Act 1993*;
- The Audit, Risk and Improvement Committee is to develop the work plan in consultation with the governing body and it is to be adopted by the governing body;
- The work of the internal audit function is to be guided by the four-year strategic work plan and annual work plan developed by the Audit, Risk and Improvement Committee.

Under section 216T of the Regulation, the General Manager is to include an attestation in Council's Annual Report specifying whether the council has complied with the requirements in the Regulation. The OLG have provided a template of the attestation the General Manager is to complete which includes the following:

- *Council's Audit Risk and Improvement Committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management;*
- *Council's internal audit function undertakes internal audit activities in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management.*

## MAIN REPORT

### **Audit, Risk and Improvement Committee Four-Year Strategic Workplan**

At the 19 June 2024 Audit, Risk and Improvement Committee meeting, the Committee endorsed the proposed Audit, Risk and Improvement Committee Four-Year Strategic Work Plan for the September 2024 to September 2028 Council term for submission to Council for consultation and adoption following the September 2024 Council election.

The Committee must develop a strategic work plan every four years to ensure that all matters listed in Schedule 1 of the Audit, Risk and Improvement Committee Terms of Reference are reviewed by the Committee and considered by the Internal Audit function when developing their risk-based program of internal audits.

The Guidelines require the four-year Audit, Risk and Improvement Committee strategic work plan to be for the Council term.

At the 19 February 2025 Audit, Risk and Improvement Committee meeting, the Committee resolved to amend their Four-Year Strategic Work Plan to be consistent with the Internal Audit Plan endorsed at that meeting.

**Attachment 1** to this report is the Audit, Risk and Improvement Committee Four-Year Strategic Work Plan that was endorsed by the Committee for consultation with and adoption by Council. The Work Plan documents:

- The goals and expected outcomes of the Audit, Risk and Improvement Committee for the Council term;
- Key organisational issues and risks faced by the Council;
- Key performance indicators for the Committee to measure progress across the Council term; and
- The Committee's obligations under the Audit, Risk and Improvement Committee Terms of Reference across a four-year period, including the review of internal audits under Council's Internal Audit Plan.

Each year, the Chair of the Audit, Risk and Improvement Committee will provide a briefing to Council that outlines the activities of the Committee during the year and will provide an assessment of Council's performance in relation to the areas the Committee keeps under review.

At the end of the Council term, the Committee will provide Council a comprehensive independent assessment of all matters the Committee is to keep under review in accordance with the Guidelines.

## Four-Year Strategic Internal Audit Plan

At the 19 February 2025 Audit, Risk and Improvement Committee meeting, the Committee endorsed the Four-Year Strategic Internal Audit Plan for 1 October 2024 to 30 September 2028 for consultation and reporting to Council.

In line with best practice and Council's Internal Audit Charter, Council's Internal Audit Plan aims to address the risks and priorities identified at Council and to provide an assessment of the controls in place to mitigate those risks

The proposed Plan covers the period from 1 October 2024 to 30 September 2028 and includes a program of both outsourced and internally conducted audits.

The Plan included at **Attachment 2** outlines the planned internal audit coverage for the next four years and has been developed after considering:

- Council's objectives in the Community Strategic Plan;
- The external and internal environment;
- Council's operational and strategic risk registers;
- Areas required to be monitored by the Committee under section 428A of the *Local Government Act 1993* and the Guidelines;
- Industry risks included in reports from authoritative bodies that are common to local government;
- Other assurance activities conducted over Council services; and
- Consultation with Council's Executive Leadership Group and Senior Management Team.

The Plan is split into the following components:

- Introduction – outlines internal audit's vision and objectives, the methodology for developing the Plan and internal and external factors impacting the plan;
- Part A – includes the four-year program of internal audits;
- Part B – outlines how the function will be resourced to achieve the Plan (included as a **confidential attachment**);
- Part C – lists potential internal audits that were considered when developing the Plan and excluded with an explanation;
- Part D – highlights the other activities and professional development undertaken by the internal audit team;
- Part E – runs through risks to the Plans implementation and controls in place to mitigate those risks; and
- Appendices – noting appendix 1 is the annual program of internal audits and the remaining appendices included as a **confidential attachment** are the detailed audit program including the budget for outsourced audits and other documents sourced in developing the Plan.

The Audit, Risk and Improvement Committee will review the performance and efficacy of the internal activities performed over the four-year period and prepare a report on the outcomes of that review to Council in accordance with section 216R of the Regulation.

## FINANCIAL IMPLICATIONS

The internal audit program includes a number of outsourced audits with an estimated cost for each audit included in the **confidential attachment**. These estimated costs are within the adopted recurrent budget allocated to the internal audit program.

## CONCLUSION

The Audit, Risk and Improvement Committee and internal audit function are important elements of Council's governance framework that provide independent assurance and advisory services to Council. The Audit, Risk and Improvement Committee Four-Year Strategic Work Plan and Four-Year Strategic Internal Audit Plan have been developed to ensure these governance functions are focused on priority areas of Council that add value while meeting legislative requirements.

## RECOMMENDED

**That Council:**

- i. **adopt the Audit, Risk and Improvement Committee Four-Year Strategic Work Plan for 2024 to 2028; and**
- ii. **endorse the Four-Year Strategic Internal Audit Plan for 2024-2028.**

## ATTACHMENTS

1. Audit, Risk and Improvement Committee Strategic 4-Year Work Plan - September 2024 to September 2028
2. Strategic Internal Audit Plan 2024 to 2028
3. Strategic Internal Audit Plan - *CONFIDENTIAL*

## ORD12

ORD12

**SUBJECT: INVESTMENT MONIES - MARCH 2025**  
**FROM:** Director Growth and Finance  
**EDMS #:** 25/184884

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### PURPOSE OF REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General) Regulation 2021*, a list of investments held by Council as at 31 March 2025 is provided.

### MAIN REPORT

The weighted average return on all investments was 4.99% p.a. for the month of March 2025. The industry benchmark for this period was 4.16% (Ausbond Bank Bill Index) and the current official cash rate as determined by the Reserve Bank of Australia (RBA) has remained at 4.10%.

The Responsible Accounting Officer (the Chief Financial Officer) has 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.

Council's Investment Report is provided as an **attachment** to this report.

### RECOMMENDED

**That Council:**

- i. **note that the Responsible Accounting Officer has certified that all investments held by Council have been made in accordance with the *Local Government Act 1993*, Regulations, and Council's Investment Policy;**
- ii. **note the list of investments for March 2025; and**
- iii. **note the weighted average interest rate return of 4.99% p.a. for the month of March 2025.**

### ATTACHMENTS

1. Monthly Investment Summary Report - March 2025



**SUBJECT: CONFERENCE ATTENDANCE REQUEST - EV INFRASTRUCTURE SUMMIT 2025**  
**FROM:** General Manager  
**EDMS #:** 25/204637

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### PURPOSE OF REPORT

The purpose of this report is for Council to consider a request for Councillor attendance at the EV Infrastructure Summit 2025.

### MAIN REPORT

#### **Payment of Expenses & Provision of Facilities to the Mayor & Councillors Policy**

Under clause 6.7.4 of the Payment of Expenses & Provision of Facilities to the Mayor & Councillors Policy (the Policy), approval to attend a conference (other than those specified in clause 6.7.3 of the Policy) is subject to approval by a Council resolution. The report to Council must consider factors including:

- The relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
- Cost of the conference or seminar in relation to the total remaining budget.

Under clauses 6.7.5 and 6.7.6 of the Policy, prior to Council considering a report, a Councillor must submit a written request to the General Manager outlining the:

- Details of the conference or seminar;
- Relevance to Council priorities and business; and
- Relevance to the exercise of the Councillor's civic duties.

In assessing the request, the General Manager must consider the factors set out in clause 6.7.5 as well as the cost of the conference or seminar in relation to the Councillor's remaining budget. The Councillor request to attend a conference or seminar will only be reported to Council for consideration if the General Manager has decided that it is suitable having regard to these criteria.

Under clause 6.7.7 of the Policy, Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager.

#### **Request and Assessment**

A written request to attend the EV Infrastructure Summit 2025 (the Summit) was received by the General Manager from Councillor Quinnell on 29 April 2025. The request included all relevant details as required under the Policy.

The Summit will be held from Tuesday 17 June to Wednesday 18 June 2025 at Doltone House, Jones Bay Wharf, Pyrmont. The theme of the 2025 Summit is 'Powering the EV Revolution'.

The Summit offers educational sessions on financing, infrastructure, operability, and ROI for EV charging. Additionally, it will feature city council case studies showcasing innovative approaches to kerbside EV charging, presented by both national and international council employees.

Further details, including the agenda, are provided at **Attachment 1**. Online registration is now open on the EV Infrastructure Summit website.

The Summit offerings align with Council's commitment to sustainability and positive environmental, social, and economic outcomes, as outlined in the Community Strategy Plan and reinforced by the Net Zero Strategy and Sustainability Strategy.

The General Manager has assessed the request and determined that it meets the criteria outlined in the Policy.

### FINANCIAL IMPLICATIONS

The costs associated with Councillor attendance at the Summit are accommodated within Council's adopted budget.

### CONCLUSION

A request has been received from Councillor Quinnell to attend the EV Infrastructure Summit 2025.

The request has been assessed by the General Manager and is reported to Council for consideration.

### RECOMMENDED

**That Council determine Councillor attendance to the EV Infrastructure Summit 2025.**

### ATTACHMENTS

1. EV Infrastructure Summit - Brochure

ORD14

ORD14

## **NOTICE OF MOTION**

**SUBJECT: NOTICE OF MOTION - OUTSTANDING NOTICES OF MOTION**  
**FROM: Cr Campbell**  
**EDMS #: 25/196488**

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"I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 13 May 2025:

That an updated table of outstanding Notice of Motion resolutions be included in the agenda for ongoing future Council meetings. The table is to include the following column headings:

- Date of Council meeting when Notice of Motion resolution passed;
- Name of the Councillor proposing the Notice of Motion;
- Title of the Notice of Motion;
- Responsible division; and
- Return to Council date (if applicable)."

### **RECOMMENDED**

That Council receive a report at every Council meeting, outlining any outstanding Notice of Motion resolutions, with a table including the following column headings:

- a. Date of Council meeting when Notice of Motion resolution passed;
- b. Name of the Councillor proposing the Notice of Motion;
- c. Title of the Notice of Motion;
- d. Responsible division; and
- e. Return to Council date (if applicable).

## ORD15

ORD15

**NOTICE OF MOTION**

**SUBJECT: NOTICE OF MOTION - TRAVEL COSTS**  
**FROM: Cr Campbell**  
**EDMS #: 25/196606**

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"I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 13 May 2025:

That a report be provided to Council regarding Council's total travel costs for the past two financial periods. The report is to include the following three itemised categories:

1. International travel costs, including airfares, other travel costs, accommodation, conference fees and other miscellaneous expenses;
2. Interstate travel costs, including airfares, other travel costs, accommodation, conference fees and other miscellaneous expenses;
3. Leased vehicles costs."

**RECOMMENDED**

That a report be provided to Council regarding Council's total travel costs for the past two financial periods, including the following three itemised categories:

- a. International travel costs, including airfares, other travel costs, accommodation, conference fees and other miscellaneous expenses;
- b. Interstate travel costs, including airfares, other travel costs, accommodation, conference fees and other miscellaneous expenses;
- c. Leased vehicles costs.

ORD16

ORD16

**NOTICE OF MOTION**

**SUBJECT: NOTICE OF MOTION - REVIEW AND AUDIT OF COUNCIL'S HEAVY PLANT VEHICLES**  
**FROM: Cr Campbell**  
**EDMS #: 25/196682**

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"I, Councillor Eva Campbell, hereby give notice of my intention to move the following at the Council Meeting of 13 May 2025:

That a report be provided to a future Council meeting regarding a comprehensive review and audit of Council's heavy plant vehicles, specifically articulated vehicles. The report is to include the following:


- a. Depreciation of vehicles – age, when we purchase new ones, lifespan;
- b. Age and maintenance schedule of servicing (frequency);
- c. Training/licensing requirements and qualifications of drivers; and
- d. Council requirements regarding Standard Operating Procedures (SOPs) for identifying and managing defects in articulated vehicles e.g. inspections, defect reporting and corrective actions undertaken."


**RECOMMENDED**

That a report be provided to a future Council meeting regarding a comprehensive review and audit of Council's heavy plant vehicles, specifically articulated vehicles, including the following:

- a. Depreciation of vehicles – age, when we purchase new ones, lifespan;
- b. Age and maintenance schedule of servicing (frequency);
- c. Training/licensing requirements and qualifications of drivers; and
- d. Council requirements regarding Standard Operating Procedures (SOPs) for identifying and managing defects in articulated vehicles, for example, inspections, defect reporting and corrective actions undertaken.

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