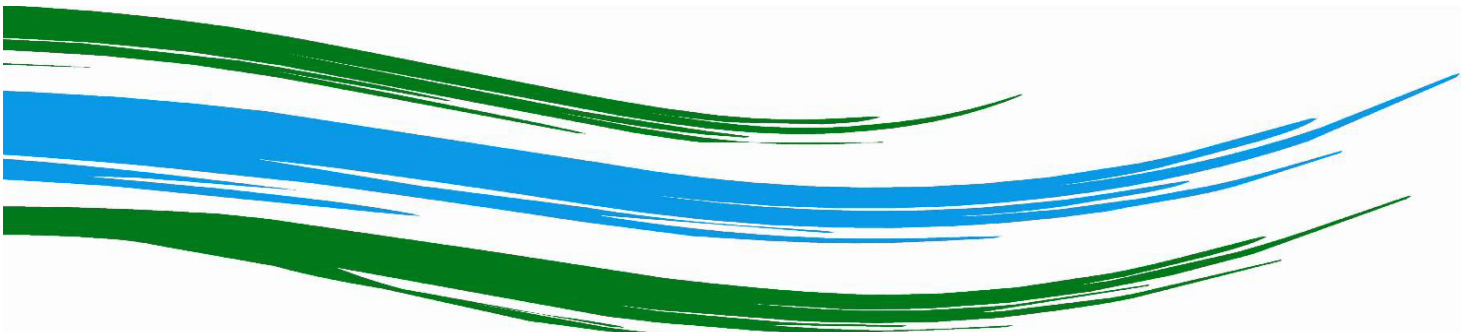




# Camden Council

## Business Paper

### Ordinary Council Meeting



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## **ORDINARY COUNCIL**

**SUBJECT: APOLOGIES**

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

### **RECOMMENDED**

**That leave of absence be granted.**

### **RESOLUTION**

There was no leave of absence to be granted.

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

ORD52/11

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## ORDINARY COUNCIL

**SUBJECT: DECLARATION OF INTEREST**

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NSW legislation provides strict guidelines for the disclosure of pecuniary and non-pecuniary Conflicts of Interest and Political Donations.

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 7.5 -7.27).

Councillors should be familiar with the disclosure provisions contained in the Local Government Act 1993, Environmental Planning and Assessment Act, 1979 and the Council's Code of Conduct.

This report provides an opportunity for Councillors to disclose any interest that they may have or Political Donation they may have received relating to a Report contained in the Council Business Paper and to declare the nature of that interest.

### **RECOMMENDED**

**That the declarations be noted.**

### **RESOLUTION**

Councillor Funnell declared an interest in Item ORD07, being the owner of an electrical firm in the Local Government Area.

Moved Councillor Anderson, Seconded Councillor Dewbery that the declarations be noted.

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

ORD53/11

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## ORDINARY COUNCIL

**SUBJECT: PUBLIC ADDRESSES**

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The Public Address segment (incorporating Public Question Time) in the Council Meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper agenda or on any matter within the Local Government area which falls within Council jurisdiction.

Speakers must book in with the Council office by 4.00pm on the day of the meeting and must advise the topic being raised. Only seven (7) speakers can be heard at any meeting. A limitation of one (1) speaker for and one (1) speaker against on each item is in place. Additional speakers, either for or against, will be identified as 'tentative speakers' and should only be considered where the total number of speakers does not exceed seven (7) at any given meeting.

Where a member of the public raises a question during the Public Address segment, 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 (1) question per speaker per meeting.

All speakers are limited to 4 minutes, with a 1 minute warning given to speakers prior to the 4 minute time period elapsing.

Public Addresses are tape recorded for administrative purposes. 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. A copy of the tape recording may be available to third parties (in certain circumstances).

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.

### **RECOMMENDED**

**That the public addresses be noted.**

### **RESOLUTION**

There were no public addresses to be noted.

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

ORD54/11

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## **ORDINARY COUNCIL**

**SUBJECT: CONFIRMATION OF MINUTES**

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Confirm and adopt Minutes of the Ordinary Council Meeting held 8 March 2011 and the Minutes of the Local Traffic Committee Meeting, held 15 March 2011.

### **RECOMMENDED**

**That the Minutes of the Ordinary Council Meeting held 8 March 2011, and the Minutes of the Local Traffic Committee Meeting held 15 March 2011, copies of which have been circulated, be confirmed and adopted.**

### **RESOLUTION**

Moved Councillor Warren, Seconded Councillor Funnell that the Minutes of the Ordinary Council Meeting held 8 March 2011, and the Minutes of the Local Traffic Committee Meeting held 15 March 2011, copies of which have been circulated, be confirmed and adopted.

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

ORD55/11

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## MAYORAL MINUTE

# ORDINARY COUNCIL

**SUBJECT: MAYORAL MINUTE - COUNCIL PARTICIPATION IN EARTH HOUR  
2011**

**FROM: Mayor**

**FILE NO:**

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Council has now participated in the Earth Hour event every year since its inception in 2007 and it is proposed we do so again this year.

The Earth Hour climate change initiative began in 2007 as a campaign to get Sydneysiders to turn off all household lights for one hour to demonstrate how personal behaviours can impact both positively and negatively on climate change. This event has continued to grow year by year, becoming a global sustainability movement with up to 500 million people participating across 4000 towns and cities in 88 countries.

Earth Hour 2011 will take place at 8:30pm on Saturday 26 March, and the goal this year is to include as many people and places as possible, and “go beyond the hour”.

The key drivers behind the promotion of Earth Hour are to raise awareness of an individual’s ability to take steps which can contribute to a reduction in energy usage; and to provide the experience of options of alternative activities which can be done using less energy. Earth Hour aims to help to provide a time for people to consciously think about the energy they use, how things may be able to be done differently, and the consequences of not changing our energy usage.

There is substantial evidence which suggests that continued reliance on fossil fuel energy sources contributes to Climate Change. The effects of Climate Change are expected to cause an increase in the Earth's temperature, resulting in rising sea levels, an increase in drought and severe storms, and massive changes to the environment we all rely on to survive.

Small, ongoing adjustments by individuals and organisations to the way in which they live and operate can make some difference. For example, if all Australian households turned off unused lights and appliances on stand-by at the power point, Australia’s carbon emissions would be reduced by at least 5 million tonnes per annum – the equivalent to taking 1.5 million cars off the road for a year.

Council has already taken steps to reduce energy and water usage. Encouraging others to make a commitment to adopt a more earth friendly lifestyle permanently will help reduce the impact we all are making on our environment.

As in previous years, with Council's endorsement, Camden Council will be participating in Earth Hour by turning off all non essential lighting at Council premises. Council invites all households and businesses to also participate in Earth Hour by turning off their lights for one hour – and preferably longer, from 8.30pm on Saturday 26 March 2011.

Additionally, several other awareness raising activities are planned in the lead up to

Earth Hour to increase the immediate and longer term impacts of the initiative.

**RECOMMENDED**

**That Council:**

- i. participate in Earth Hour on Saturday 26 March 2011 by switching off all non-essential lighting and equipment in all Council buildings; and**
- ii. encourage and promote, by way of media releases, that residents and businesses in the Camden LGA also participate in the event.**

**RESOLUTION**

Moved Councillor Patterson that Council:

- i. participate in Earth Hour on Saturday 26 March 2011 by switching off all non-essential lighting and equipment in all Council buildings; and
- ii. encourage and promote, by way of media releases, that residents and businesses in the Camden LGA also participate in the event.

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

ORD56/11

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# ORDINARY COUNCIL

ORD01

**SUBJECT:** PLANNING PROPOSAL - MINOR HOUSEKEEPING  
AMENDMENT TO CAMDEN LEP 2010  
**FROM:** Director Governance  
**FILE NO:** Camden LEP

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## PURPOSE OF REPORT

The purpose of this report is to seek Council's resolution to adopt an amended planning proposal which includes minor housekeeping amendments to Camden Local Environmental Plan 2010 (LEP 2010), and to forward the amended planning proposal to the Department of Planning (DoP).

## BACKGROUND

The planning proposal seeks to make minor housekeeping amendments to LEP 2010 as follows:

- a. the amendment of the Camden Lakeside and Manooka Valley lot size controls to include lot size provisions which reflect those in place before the gazettal of LEP 2010;
- b. the re-insertion of 'multi dwelling housing' as a permissible use on three lots in the B2 Local Centre zone at Mount Annan, to reflect the permissible uses on these lots before the gazettal of LEP 2010; and
- c. the amendment of the heritage curtilage for 'Hilsyde' at Elderslie to reflect the approved residential subdivision on that lot.

The original planning proposal was adopted by Council on 22 June 2010 and subsequently forwarded to the Department of Planning for Gateway Determination, which was received on 25 August 2010. The planning proposal was placed on public exhibition for 14 days from 8 September to 21 September 2010 and no submissions were received. The matter was reported back to Council on 12 October 2010 where Council resolved to forward the planning proposal to the DoP for gazettal.

The DoP have advised that minor revisions to the planning proposal are required to clarify the proposed amendments to the Camden Lakeside and Manooka Valley lot size controls. The subsequent amendment of the planning proposal, whilst minor in nature and consistent with Council's previous resolutions, requires that the amended planning proposal be reported to Council to be adopted.

## MAIN REPORT

The amended planning proposal now reads as follows:

### **Camden Lakeside**

The "Objectives or Intended Outcomes" for Camden Lakeside have been amended to read as follows:



*“To amend the LEP Lot Size Map to reflect the minimum lot sizes that applied to land within the Camden Lakeside development prior to the gazettal of Camden LEP 2010.”*

The “Explanation of Provisions” in the Planning Proposal for Camden Lakeside has been amended to read as follows:

*“Camden LEP 2010 lot size map No. 016 has been amended by including minimum lot sizes for Camden Lakeside. This includes a minimum lot size of 250m<sup>2</sup> for the R1 General Residential zoned land and a nil minimum lot size for the RE2 Private Recreation and E2 Environmental Conservation zoned land.”*

### **Manooka Valley**

The “Objectives or Intended Outcomes” for Manooka Valley have been amended to read as follows:

*“To amend the LEP Lot Size Map to reflect the minimum lot sizes that applied to Manooka Valley prior to the gazettal of Camden LEP 2010 , and to amend clause 4.1(A) by removing references to Manooka Valley.”*

The “Explanation of Provisions” for Manooka Valley has been amended to read as follows:

*“Camden LEP 2010 lot size map No. 017 has been amended by including minimum lot sizes for the residential sections of Manooka Valley.*

*In addition to the map amendment, Clause 4.1A of Camden LEP 2010 will be amended as follows:*

- a. amend (2) by removing reference to Area 1 at Manooka Valley; and*
- b. amend (3) by removing (b) entirely.”*

The amended planning proposal is **provided as Attachment 1 to this report.**

### **Community consultation**

The original planning proposal was placed on public exhibition from 8 September to 21 September 2010 and no submissions were received. Given that the planning proposal has been amended to clarify the proposed amendments and has not resulted in any fundamental changes and has not introduced any new planning controls, it is considered that a further public exhibition period is not required.

### **CONCLUSION**

The revised of the planning proposal is administrative in nature and clarifies the proposed amendments as requested by the DoP. There have been no fundamental changes made to the original planning proposal as adopted by Council. The amended planning proposal can now be forwarded to the DoP for the plan to be made.

### **RECOMMENDED**

**That:**

- i. Council adopt the revised planning proposal and forward it to the DoP;**
- ii. if the DoP determines that re-exhibition is required, Council proceed**

directly to exhibition;

- iii. if no submissions are received, Council forward the planning proposal to the DoP to be made; and
- iv. if submissions are received, the matter be reported back to Council at the conclusion of the exhibition period.

## ATTACHMENTS

Attachment 1 - amended planning proposal



Planning proposal - housekeeping amendments to LEP 2010.pdf

## RESOLUTION

Moved Councillor Funnell, Seconded Councillor Dewbery that:

- i. Council adopt the revised planning proposal and forward it to the DoP;
- ii. if the DoP determines that re-exhibition is required, Council proceed directly to exhibition;
- iii. if no submissions are received, Council forward the planning proposal to the DoP to be made; and
- iv. if submissions are received, the matter be reported back to Council at the conclusion of the exhibition period.

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

(Councillors Anderson, Campbell, Cagney, Cottrell, Dewbery, Funnell, Patterson and Warren voted in favour of the Motion.

No Councillor voted against the Motion).

ORD57/11

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# ORDINARY COUNCIL

ORD02

**SUBJECT:** FILMING PROTOCOL  
**FROM:** Director Governance  
**FILE NO:**

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## PURPOSE OF REPORT

The purpose of this report is to notify Councillors of the Division of Local Government (DLG) Filming Protocol and its implications for Camden Council. **The Filming Protocol is attached at the end of this report.**

## MAIN REPORT

The DLG has developed a Local Government Filming Protocol which was created in response to the increasing number of filming requests in New South Wales. The purpose of the Protocol, which is binding on Council, is to ensure there is a coordinated approach to the handling of filming requests and to encourage positive working relationships between film makers and Council.

The Camden Local Government Area (LGA) has become popular with film-makers as a destination boasting many attractions, natural beauty and all within one hour of Sydney. Encouraging filming within the local government area provides an excellent opportunity to showcase Camden and has the potential to generate investment in the region.

The positive effects of filming on a community are significant. The filming industry generates \$1.3 billion each year in revenue and the benefits to the local community can be substantial. These benefits include accommodation bookings, patronage at local restaurants, the consumption of other local goods and services and recognition of the area in feature films, television shows and commercials.

### **Benefits of the Protocol**

- Adoption of clear procedures for processing filming applications
- The Camden area and its attractions are showcased
- Potential increased investment in the Local Government Area
- Protection of catchment areas, wildlife habitats and areas of cultural significance
- Minimal impact on Camden residents due to filming

The DLG Filming Protocol streamlines the filming application process by amending some Council standard procedures. This includes removing the need for development applications for filming activities and allowing film makers to submit a filming management application to Council. Film makers are required however to comply with any restrictions Council places on their application including noise, time, sustainability and community notification requirements.

The Protocol excludes photography which does not require Council approval or the attraction of fees unless it involves additional activity such as blocking streets, constructing a set or additional parking. In these cases, the Protocol provides

guidance for the processing of high impact photography shoot applications.

Further issues regarding filming are also discussed within the Protocol which includes Fees, Traffic Management Plans, Cancellation of Applications, Public Liability Insurance, Occupational Health and Safety and Dispute Resolution.

As outlined in the Protocol, Camden Council is required to appoint a Film Contact Officer who will be responsible for overseeing the process and liaising with various officers of Council. This provides one point of contact for the film-maker. In the case of Camden Council, this role will be undertaken by the Tourism Officer.

The Camden Council Protocol and application form will be available on the Camden Council website and will be able to be downloaded for the use of film makers.

### **CONCLUSION**

This Protocol will provide a framework for approving filming within the Camden Local Government area, ensure compliance with the Division of Local Government Filming Protocol and the Filming Related Legislation Amendment Act 2008 and will potentially provide greater exposure for the Camden Local Government Area.

### **RECOMMENDED**

**That Council note the Filming Protocol which will apply in the Camden LGA.**

### **ATTACHMENTS**

Filming Protocol



Division of Local Government Filming Protocol\_updated 8 March 2011.pdf

### **RESOLUTION**

Moved Councillor Dewbery, Seconded Councillor Anderson that Council note the Filming Protocol which will apply in the Camden LGA.

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

ORD58/11

### **ACTIONS**

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# ORDINARY COUNCIL

ORD03

**SUBJECT:** INVESTMENT MONIES  
**FROM:** Director Governance  
**FILE NO:** Investment Business Papers

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## PURPOSE OF REPORT

In accordance with Part 9, Division 5, Section 212 of the Local Government (General) Regulation 2005, a list of investments held by Council as at 28 February 2011 is provided.

## Main Report

It is 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.

It should be noted that a recent change to the Minister's Investment Order no longer authorises Councils to invest funds with Local Government Financial Services (LGFS). Council currently has \$11.2 million with LGFS which will be re-invested with other institutions upon maturity. Council's last investment with LGFS matures 16 June 2011.

The removal of LGFS from the Minister's Order has nothing to do with the financial health of the institution, Council's funds are completely safe and secure. LGFS was removed from the Order as a result of its sale by the Local Government and Shires Association to Local Government Super. The sale means that LGFS is no longer considered a Local Government owned enterprise and therefore should not qualify for special inclusion within the Minister's Investment Order.

The weighted average return on all investments was 6.04% p.a. for the month of February 2011.

The Principal Accounting Officer is the Manager Corporate Services.

## RECOMMENDED

**That:**

- i. Council note that the Principal Accounting Officer has certified that all investments held by Council have been made in accordance with the Local Government Act, Regulations, and Council's Investment Policy.**
- ii. the list of investments for February 2011 be noted.**
- iii. the weighted average interest rate return of 6.04% p.a. for the month of February 2011 be noted.**

## ATTACHMENTS



Investment Report February 2011.pdf Investment Report February 2011.xls

## RESOLUTION

Moved Councillor Anderson, Seconded Councillor Warren that:

- i. Council note that the Principal Accounting Officer has certified that all investments held by Council have been made in accordance with the Local Government Act, Regulations, and Council's Investment Policy.
- ii. the list of investments for February 2011 be noted.
- iii. the weighted average interest rate return of 6.04% p.a. for the month of February 2011 be noted.

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

ORD59/11

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# ORDINARY COUNCIL

**ORD04**

**SUBJECT: TENDER 2010/07 - PROVISION OF AIR CONDITIONING  
MAINTENANCE SERVICES**  
**FROM: Director Works and Services**  
**FILE NO:**

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## **PURPOSE OF REPORT**

To provide details of tenders received for contract 2010/07, for Air Conditioning Maintenance Services, and to recommend that Council accept the tender submitted by Ultimate Air Conditioning & Electrical Services (NSW) Pty Ltd.

## **MAIN REPORT**

Every two to three years Council calls tenders for the provision of air conditioning maintenance services. The work covered by this contract involves servicing, carrying out routine maintenance and responding to breakdown of all air conditioning and ventilation equipment within Council buildings. Due to the nature of the work, this contract will be in the form of a single supplier arrangement.

The tender for the Provision of Air Conditioning Maintenance Services 2010/07 was advertised in the Sydney Morning Herald and local newspaper from 14 December 2010 to 18 January 2011, with a closing date for submission of 21 January 2011. The contract is for a fixed period up until 13 February 2013 with the provision to extend the contract for up to one 12 month period based on performance. The successful contractor is able to adjust its prices after each 12 month period within CPI limits.

### **Tender Submissions**

Eight submissions were received in response to Council's advertisement. Each submission was assessed to ensure all relevant information was provided and therefore could be deemed to be a conforming tender.

Names of the Tenderers are as follows:

- Hannan Technical Services Pty Ltd, Prestons
- JEC Air Conditioning Services Pty Ltd, Seven Hills
- Velocity Air Pty Ltd, Lane Cove
- Inter-Chillers Pty Ltd, Peakhurst
- Ultimate Air Conditioning and Electrical Services (NSW) Pty Ltd, Smeaton Grange
- Chill Tech Services Pty Ltd, Taren Point
- Nu-Tech Air Conditioning Pty Ltd, Ingleburn
- Coral Air Conditioning Pty Ltd, Fairy Meadow

**A summary of tender pricing is contained the supporting documents.**

### **Tender Evaluation**

The aim of the tender evaluation process is to assess the capability of tenderers to provide the best value and quality services to Council and to recommend the preferred tenderer.

A tender evaluation panel was established and the submissions were assessed on price and non-price factors as agreed by the evaluation panel and as outlined in the tender documentation.

Non-price factors included:

- Understanding of the extent and scope of Council's service requirements;
- Compliance with Council's Occupational Health and Safety and Environmental Protection obligations;
- Demonstrated capacity to meet Council's services requirements including response times; and
- Appropriately qualified to undertake the works.

The financial aspects of the tender included:

- Cost per service of contract items; and
- Cost for additional services to contract items.

Tenders were assessed by comparing the tendered amounts and the capability, capacity and management systems of the contractor to undertake the work.

All submissions received are deemed to be complying with all the relevant insurances, OH&S and Environmental policies and other requirements of the tender.

### **Performance Monitoring**

Due to the ageing condition of the Council's air conditioning assets, close monitoring of performance of the assets, availability of parts and the contractor's performance will be in place through the life of the contract.

### **Relevant Legislation**

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government Regulations (2005)* and Council's Purchasing and Procurement Policy.

### **Critical Dates / Time Frames**

Should Council resolve to accept this tender, works are to commence subject to the finalisation and execution of appropriate contract documentation for Air Conditioning Maintenance Services.

### **CONCLUSION**

The advertisement of the Tender 2010/07 was completed in accordance with Council's Purchasing and Procurement Policy and the requirements of the *Local Government Act 1993*.

All submissions have been assessed in accordance with criteria set out in the tender documents. Following the assessment, Ultimate Air Conditioning and Electrical Service (NSW) Pty Ltd submission is considered to provide the best value for money for Council.



## **RECOMMENDED**

That Council:

- i. accept the tendered rates submitted by Ultimate Air Conditioning & Electrical Service (NSW) Pty Ltd;
- ii. authorise the entering into a contract for the provision of air conditioning maintenance services for Council buildings for the period up until 13 February 2013 to Ultimate Air Conditioning & Electrical Service (NSW) Pty Ltd;
- iii. authorise the General Manager to extend for up to one 12 month extension, based on satisfactory supplier performance; and
- iv. authorise Council Seal be affixed to the contract documents as required.

## **ATTACHMENTS**

SUPPORTING DOCUMENT



Tender 2010-07 - Air Conditioning.doc

## **RESOLUTION**

*(Councillor Symkowiak arrived at the Chamber, the time being 6.11pm).*

Moved Councillor Funnell, Seconded Councillor Warren that Council:

- i. accept the tendered rates submitted by Ultimate Air Conditioning & Electrical Service (NSW) Pty Ltd;
- ii. authorise the entering into a contract for the provision of air conditioning maintenance services for Council buildings for the period up until 13 February 2013 to Ultimate Air Conditioning & Electrical Service (NSW) Pty Ltd;
- iii. authorise the General Manager to extend for up to one 12 month extension, based on satisfactory supplier performance; and
- iv. authorise Council Seal be affixed to the contract documents as required.

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

ORD60/11

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## ORDINARY COUNCIL

**ORD05**

**SUBJECT: TENDER 2010/08 - MAINTENANCE OF FIRE PROTECTION SYSTEMS AND EQUIPMENT**  
**FROM: Director Works and Services**  
**FILE NO:**

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### **PURPOSE OF REPORT**

To provide details of tenders received for contract 2010/08, for Maintenance of Fire Protection Systems and Equipment, and to recommend that Council accept the tender submitted by MDL Asset Services Pty Ltd.

### **MAIN REPORT**

Every two to three years Council calls tenders for the provision of maintenance of fire protection systems and equipment. The work covered by this contract involves monthly inspections/servicing of fire fighting equipment and servicing fire prevention equipment as per fire safety schedules and inspection/testing emergency lights and signs within Council buildings. Due to the nature of the work, this contract will be in the form of a single supplier arrangement.

The tender for the Maintenance of Fire Protection Systems and Equipment 2010/08 was advertised in the Sydney Morning Herald and local newspaper from 14 December 2010 to 18 January 2011, with a closing date of 21 January 2011. The contract is for a fixed period up to 13 February 2013 with the provision to extend the contract for up to one 12 month period based on performance. The successful contractor is able to adjust its prices after each 12 month period within CPI limits.

### **Tender Submissions**

Eight submissions were received in response to Council's advertisement. Each submission was assessed to ensure all relevant information was provided and therefore could be deemed to be a conforming tender.

Names of the Tenderers are as follows:

- MDL Asset Services Pty Ltd, Smithfield
- O'Brien Fire Protection Service Pty Ltd, Ingleburn
- Premier Fire Protection Services Pty Ltd, Thornleigh
- Abolish Pty Ltd, Albion Park
- Global Fire Pty Ltd, Beverly Hills
- Infinity Fire Protection, Erskinville
- Tyco Australia Pty Ltd T/A Wormald, Rydalmere
- NSS Group, Moorebank

**A summary of tender pricing is contained in the Supporting Documents.**

### **Tender Evaluation**

The aim of the tender evaluation process is to assess the capability of tenderers to provide the best value and quality services to Council and to recommend the preferred tenderer.

A tender evaluation panel was established and the submissions were assessed on price and non-price factors as agreed by the evaluation panel and as outlined in the tender documentation.

Non-price factors included:

- Understanding of the extent and scope of Council's service requirements;
- Compliance with Council's Occupational Health and Safety and Environmental Protection obligations;
- Demonstrated capacity to meet Council's requirements; and
- Appropriately qualified to undertake the works.

The financial aspects of the tender included:

- Cost per service of contract items; and
- Cost for additional services to contract items.

Tenders were assessed by comparing the tendered amounts and the capability, capacity and management systems of the contractor to undertake the work.

All submissions received are deemed to be complying with all the relevant insurances, OH&S and Environmental policies and other requirements of the tender.

### **Separable Portion**

The inspection and testing of emergency lights and signs have been added to both the Fire Protection Systems and Equipment, and Electrical Maintenance tenders as a separable portion, as either class of supplier would be expected to be able to undertake this part of the work (see ORD07 Report).

Based on the response to this tender, it is considered appropriate to include inspection and testing of emergency lights and signs in this tender award.

### **Relevant Legislation**

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government Regulations (2005)* and Council's Purchasing and Procurement Policy.

### **Critical Dates / Time Frames**

Should Council resolve to accept this tender, works are to commence subject to the finalisation and execution of appropriate contract documentation for the Maintenance of Fire Protection Systems and Equipment.

### **CONCLUSION**

The advertisement of the Tender 2010/08 was completed in accordance with Council's Purchasing and Procurement Policy and the requirements of the *Local Government Act 1993*.

All submissions have been assessed in accordance with criteria set out in the tender

documents. Following the assessment, MDL Asset Services Pty Ltd submission is considered to provide the best value for money for Council.

### **RECOMMENDED**

**That Council:**

- i. accept the tendered rates submitted by MDL Asset Services Pty Ltd;**
- ii. authorise the entering into a contract for the provision of maintenance of fire protection services and equipment within Council buildings for the period up to 13 February 2013 with MDL Asset Services Pty Ltd;**
- iii. authorise the General Manager to extend the contract for up to one 12 month extension, based on satisfactory supplier performance; and**
- iv. authorise Council Seal be affixed to the contract documents as required.**

### **ATTACHMENTS**

SUPPORTING DOCUMENT



Tender 2010-08 Fire Protection.doc

### **RESOLUTION**

Moved Councillor Anderson, Seconded Councillor Warren that Council:

- i. accept the tendered rates submitted by MDL Asset Services Pty Ltd;**
- ii. authorise the entering into a contract for the provision of maintenance of fire protection services and equipment within Council buildings for the period up to 13 February 2013 with MDL Asset Services Pty Ltd;**
- iii. authorise the General Manager to extend the contract for up to one 12 month extension, based on satisfactory supplier performance; and**
- iv. authorise Council Seal be affixed to the contract documents as required.**

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

ORD61/11

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# ORDINARY COUNCIL

**ORD06**

**SUBJECT:** TENDER 2010/09- PROVISION OF HYGIENE SERVICES  
**FROM:** Director Works and Services  
**FILE NO:**

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## **PURPOSE OF REPORT**

To provide details of tenders received for contract 2010/09, for Hygiene Services, and to recommend that Council accept the tender submitted by Samson Healthcare Services.

## **MAIN REPORT**

Every two to three years Council calls tenders for the provision of hygiene services. The work covered by this contract involves servicing of hygiene and sanitary items such as sanitary bins, nappy bins, and urinal fresheners within Council buildings. Due to the nature of the work, this contract will be in the form of a single supplier arrangement.

The tender for the Provision of Hygiene Services 2010/09 was advertised in the Sydney Morning Herald and local news paper from 14 December 2010 to 18 January 2011, with a closing date for submission of 21 January 2011. The contract is for a period up to 13 February 2013 with the provision to extend the contract for up to one 12 month period based on performance. The successful contractor is able to adjust its prices after each 12 month period within CPI limits.

### **Tender Submissions**

Three submissions were received in response to Council's advertisement. Each submission was assessed to ensure all relevant information was provided and therefore could be deemed to be a conforming tender.

Names of the Tenderers are as follows:

- Pink Hygiene Solutions, Lidcombe
- ISS Facility Services, Lane Cove
- Samson Health Care Services, Wetherill Park

**A summary of tender pricing is located in the supporting documents.**

### **Tender Evaluation**

The aim of the tender evaluation process is to assess the capability of tenderers to provide the best value and quality services to Council and to recommend the preferred tenderer.

A tender evaluation panel was established and the submissions were assessed on price and non-price factors as agreed by the evaluation panel and as outlined in the

tender documents.

Non-price factors included:

- Understanding of the extent and scope of Council's service requirements;
- Compliance with Council's Occupational Health and Safety and Environmental Protection obligations;
- Demonstrated capacity to meet Council's requirements; and
- Appropriately qualified to undertake the works.

The financial aspects of the tender included:

- Cost per service of contract items; and
- Cost for additional services to contract items.

Tenders were assessed by comparing the tendered amounts and the capability, capacity and management systems of the contractor to undertake the work.

All submissions received are deemed to be complying with all the relevant insurances, OH&S and Environmental policies and other requirements of the tender.

### **Relevant Legislation**

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government Regulations (2005)* and Council's Purchasing and Procurement Policy.

### **Critical Dates / Time Frames**

Should Council resolve to accept this tender, works are to commence subject to the finalisation and execution of appropriate contract documentation for the supply of Hygiene Service.

### **CONCLUSION**

The advertisement of the Tender 2010/09 was completed in accordance with Council's Purchasing and Procurement Policy and the requirements of the *Local Government Act, 1993*.

All submissions have been assessed in accordance with criteria set out in the tender documents. Following the assessment, Samson Health Care Services submission is considered to provide the best value for money for Council.

### **RECOMMENDED**

**That Council:**

- accept the tendered rates submitted by Samson Health Care Services;**
- authorise the entering into a contract for the provision of hygiene services within Council buildings for the period up until 13 February 2013 with Samson Health Care Services;**
- authority to be granted to the General Manager to extend the contract for up to one 12 month extension, based on satisfactory supplier performance; and**
- authorise Council seal be affixed to the contract documents as required.**

## **ATTACHMENTS**

### SUPPORTING DOCUMENT



Tender 2010-09 - Hygiene Services.doc

## **RESOLUTION**

Moved Councillor Dewbery, Seconded Councillor Symkowiak that Council:

- i. accept the tendered rates submitted by Samson Health Care Services;
- ii. authorise the entering into a contract for the provision of hygiene services within Council buildings for the period up until 13 February 2013 with Samson Health Care Services;
- iii. authority to be granted to the General Manager to extend the contract for up to one 12 month extension, based on satisfactory supplier performance; and
- iv. authorise Council seal be affixed to the contract documents as required.

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

ORD62/11

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# ORDINARY COUNCIL

**ORD07**

**SUBJECT:** TENDER 2010/10 - SUPPLY OF PLUMBING, ELECTRICAL AND  
GENERAL BUILDING MAINTENANCE SERVICES  
**FROM:** Director Works and Services  
**FILE NO:**

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## PURPOSE OF REPORT

To provide details of tenders received for contract 2010/10, for Supply of Plumbing, Electrical and General Building Maintenance Services, and to recommend that Council accept the tender submitted by a number of suppliers as preferred suppliers.

## MAIN REPORT

Every two to three years Council calls tenders for the provision of building maintenance related services. The purpose of calling these tenders is to permit Council to consider a range of suppliers and to enter preferred supplier agreements, which would provide a greater skills base for work to be carried out through the year, and reduce the need to regularly seek quotations.

The Tenders are not exclusive supply contracts between Council and a single supplier; rather suppliers are selected by authorised staff to meet Council's maintenance requirements. This approach gives Council the flexibility to source services based on availability and workmanship, combined with the certainty of the price to be charged.

The tender for the Supply of Plumbing, Electrical and General Building Maintenance Services 2010/10 was advertised in the Sydney Morning Herald and local newspaper from 14 December 2010 to 18 January 2011, with a closing date for submission of 21 January 2011. The contract is for a fixed period up to 13 February 2013, with the provision to extend the contract for up to one 12 month period based on performance. The successful contractors are able to adjust their prices after each 12 month period within CPI limits.

## **Tender Submissions**

Ten submissions were received in response to Council's advertisement. Each submission was assessed to ensure all relevant information was provided and therefore could be deemed to be a conforming tender.

Names of the Tenderers are as follows:

- Jordans NSW, Camden
- Instant Building Solutions, Castlereagh
- Macarthur Building Solutions, Smeaton Grange
- Royal Flush Plumbing, Orangeville
- Wise Group, Smeaton Grange
- B&S Hicklin T/A Narellan Plumbing, Camden South
- Combined Building Improvements, Minto



- KDM Carpenter and Locksmith, Narellan
- Micks Painting Maintenance Group, Penrith
- Advanced AV & Electrical Solutions, Smeaton Grange
- Narellan Plumbing

**A summary of tender pricing is contained in the supporting document.**

### **Tender Evaluation**

The aim of the tender evaluation process is to assess the capability of tenderers to provide the best value and quality services to Council and to recommend the preferred tenderers.

A tender evaluation panel was established and the submissions were assessed on price and non-price factors as agreed by the evaluation panel and as outlined in the tender documents.

Non-price factors included:

- Understanding of the extent and scope of Council's service requirements;
- Compliance with Council's Occupational Health and Safety and Environmental Protection obligations;
- Demonstrated capacity to meet Council's requirements; and
- Appropriately qualified to undertake the works.

The financial aspects of the tender included:

- Cost per service of contract items; and
- Cost for additional services to contract items.

Tenders were assessed by comparing the tendered amounts and the capability, capacity and management systems of the contractor to undertake the work.

All submissions received are deemed to be complying with all the relevant insurances, OH&S and Environmental policies and other requirements of the tender.

### **Relevant Legislation**

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government Regulations (2005)* and Council's Purchasing and Procurement Policy.

### **Critical Dates / Time Frames**

Should Council resolve to accept this tender, works are to commence subject to the finalisation and execution of appropriate contract documentation for the Supply of Plumbing, Electrical and General Building Maintenance Services.

### **CONCLUSION**

The advertisement of the Tender 2010/10 was completed in accordance with Council's Purchasing and Procurement Policy and the requirements of the *Local Government Act 1993*.

All submissions have been assessed in accordance with criteria set out in the tender documents.

## **RECOMMENDED**

That Council:

- i. accept the tender submitted for tender 2010/10 Supply of Plumbing Services and enter into preferred supplier agreements with:
  - Narellan Plumbing
  - Jordans NSW
- ii. accept the tender submitted for tender 2010/10 Supply of Electrical Services (excluding separable portion for emergency lighting) and enter into preferred supplier agreements with:
  - Jordans NSW
  - Wise Group
  - Micks Painting Maintenance Group
- iii. accept the tender submitted for tender 2010/10 Supply of Building Maintenance Services and enter into preferred supplier agreement with:
  - Combined Building Improvements
  - KDM Carpenter and Locksmith
  - Micks Painting Maintenance Group
- iv. authorise the entering into of necessary contract arrangements for the supply of services referred to in (i), (ii) and (iii) above;
- v. authorise the General Manager to extend the contracts for each of the suppliers listed in (i), (ii) and (iii) above for up to one 12 month period, based on satisfactory supplier performance; and
- vi. authorise Council seal to be affixed to contract documents as required.

## **ATTACHMENTS**

SUPPORTING DOCUMENT



Tender 2010-10 Plumbing Electrical Building.doc

## **RESOLUTION**

***(Councillor Funnell having declared a pecuniary interest left the Chamber, the time being 6.15pm).***

Moved Councillor Warren, Seconded Councillor Symkowiak that Council:

- i. accept the tender submitted for tender 2010/10 Supply of Plumbing Services and enter into preferred supplier agreements with:
  - Narellan Plumbing
  - Jordans NSW
- ii. accept the tender submitted for tender 2010/10 Supply of Electrical Services (excluding separable portion for emergency lighting) and enter into preferred supplier agreements with:

- Jordans NSW
- Wise Group
- Micks Painting Maintenance Group

iii. accept the tender submitted for tender 2010/10 Supply of Building Maintenance Services and enter into preferred supplier agreement with:

- Combined Building Improvements
- KDM Carpenter and Locksmith
- Micks Painting Maintenance Group

iv. authorise the entering into of necessary contract arrangements for the supply of services referred to in (i), (ii) and (iii) above;

v. authorise the General Manager to extend the contracts for each of the suppliers listed in (i), (ii) and (iii) above for up to one 12 month period, based on satisfactory supplier performance; and

vi. authorise Council seal to be affixed to contract documents as required.

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

***(Councillor Funnell returned to the Chamber, the time being 6.16pm).***

ORD63/11

**THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 22 MARCH  
2011 WERE ADOPTED AT AN ORDINARY COUNCIL MEETING HELD 5 APRIL  
2011. MIN. NO. ORD 67/11**

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized, cursive name.

**CHAIRPERSON**