



Camden Council

Business Paper

Ordinary Council Meeting
24 April 2018

**Camden Council
Administration Centre
70 Central Avenue
Oran Park**

COMMON ABBREVIATIONS

AEP	Annual Exceedence Probability
AHD	Australian Height Datum
BCA	Building Code of Australia
CLEP	Camden Local Environmental Plan
CP	Contributions Plan
DA	Development Application
DCP	Development Control Plan
DDCP	Draft Development Control Plan
DoPE	Department of Planning & Environment
DoT	NSW Department of Transport
EIS	Environmental Impact Statement
EP&A Act	Environmental Planning & Assessment Act
EPA	Environmental Protection Authority
EPI	Environmental Planning Instrument
FPL	Flood Planning Level
GSC	Greater Sydney Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
MACROC	Macarthur Regional Organisation of Councils
NSWH	NSW Housing
OEH	Office of Environment & Heritage
OLG	Office of Local Government, Department of Premier & Cabinet
OSD	Onsite Detention
REP	Regional Environmental Plan
PoM	Plan of Management
RL	Reduced Levels
RMS	Roads & Maritime Services (incorporating previous Roads & Traffic Authority)
SECTION 149	
CERTIFICATE	Certificate as to zoning and planning restrictions on properties
SECTION 603	
CERTIFICATE	Certificate as to Rates and Charges outstanding on a property
SECTION 73	
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
WSROC	Western Sydney Regional Organisation of Councils

General Manager
Ron Moore

Mayor
Lara Symkowiak

Director Customer and Corporate
Strategy
David Reynolds

Director Sport Community and
Recreation
Sandra Kubecka

Chief Financial Officer
Paul Rofe

Manager Governance and Risk
Charles Weber

Director Planning and Environment
Nicole Maguren

Director Community Assets
Vince Capaldi

SEATING DIAGRAM

Camden Council Meeting

Councillor
Rob Mills

Councillor
Theresa Fedeli

Councillor
Peter Sidgreaves

Councillor
Michael Morrison

Councillor
Ashleigh Cagney

Councillor
Eva Campbell

Councillor
Paul Farrow

Councillor
Cindy Cagney

Media

Public Address

Public Seating



ORDINARY COUNCIL

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ORDINARY COUNCIL

SUBJECT: PRAYER

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)



ORDINARY COUNCIL

SUBJECT: ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land on which we meet and pay our respect to elders both past and present.



ORDINARY COUNCIL

SUBJECT: RECORDING OF COUNCIL MEETINGS

In accordance with Camden Council's Code of Meeting Practice and as permitted under the *Local Government Act 1993*, this meeting is being audio recorded by Council staff for minute taking purposes.

No other recording by a video camera, still camera or any other electronic device capable of recording speech, moving images or still images is permitted without the prior approval of the Council. The Council has not authorised any other recording of this meeting. A person may, as provided by section 10(2)(a) or (b) of the *Local Government Act 1993*, be expelled from a meeting of a Council for using or having used a recorder in contravention of this clause.



ORDINARY COUNCIL

SUBJECT: APOLOGIES

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

RECOMMENDED

That leave of absence be granted.



ORDINARY COUNCIL

SUBJECT: DECLARATION OF INTEREST

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.

ORDINARY COUNCIL

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. Speakers must submit an application form to Council's Governance team no later than 5.00pm on the working day prior to the day of the meeting.

Speakers are limited to one topic per Public Address session. Only seven speakers can be heard at any meeting. A limitation of one speaker for and one speaker against on each item is in place. Additional speakers, either for or against, will be identified as 'tentative speakers' or should only be considered where the total number of speakers does not exceed seven at any given meeting.

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.

Speakers should ensure that their statements, comments and questions comply with the Guidelines.

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.

Public Addresses are 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.

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.

RECOMMENDED

That the public addresses be noted.



ORDINARY COUNCIL

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Local Traffic Committee Meeting held 20 March 2018 and Minutes of the Ordinary Council Meeting held 10 April 2018.

RECOMMENDED

That the Minutes of the Local Traffic Committee Meeting held 20 March 2018 and Minutes of the Ordinary Council Meeting held 10 April 2018, copies of which have been circulated, be confirmed and adopted.



ORDINARY COUNCIL

SUBJECT: MAYORAL MINUTE

Consideration of Mayoral Minute (if any).



ORDINARY COUNCIL

ORD01

SUBJECT: APPOINTMENT OF AUTHORISED OFFICERS UNDER THE BIOSECURITY ACT 2015

FROM: Director Planning and Environment
TRIM #: 18/40750

PURPOSE OF REPORT

This report seeks to amend the authorisations of Council officers prior to 30 June 2018 to enable lawful enforcement under the provisions of the *Biosecurity Act 2015* (the Act).

BACKGROUND

The Act grants a range of powers and functions to local control authorities (councils). The Act and its subordinate legislation were gazetted on 1 July 2015 and replace all or part of 14 Acts including the *Noxious Weeds Act 1993*.

Councils are required to appoint authorised officers to exercise the functions of the Act. This must be completed by 30 June 2018 when transitional arrangements from the now repealed *Noxious Weeds Act 1993* expire.

MAIN REPORT

Under the Act, Council as a local control authority for weeds in the Camden local government area (LGA) has the following functions (section 371):

- (a) The prevention, elimination, minimisation and management of the biosecurity risk posed or likely to be posed by weeds;
- (b) To develop, implement, co-ordinate and review weed control programs;
- (c) To inspect land in connection with its weed control functions;
- (d) To keep records about the exercise of the local control authority's functions under this Act;
- (e) To report to the Secretary about the exercise of the local control authority's functions under this Act.

In relation to appointment of authorised officers, the Act (section 372(1)) specifies that a local control authority has the same power as the Secretary to appoint authorised officers in relation to land for which it is the local control authority.

Therefore, Council by resolution must delegate its powers and functions under the Act to the General Manager, with authorised officers under the Act then appointed by the General Manager under section 361 of the Act.

Persons appointed as authorised officers are conferred with all weed control functions under Part 8 of the Act, namely:

- Investigating, monitoring and enforcing compliance with the requirements imposed by or under this Act (section 89 (1a));
- Preventing, eliminating, minimising or managing biosecurity risks (weeds) or suspected biosecurity risks (section 89 (1e));

- Requiring a person to answer questions in relation to biosecurity (weeds) matters (section 94 (1));
- Recording questions and answers to questions if the officer has informed the person who is to be questioned that the record is to be made (section 95 (1));
- Enter any premises at any reasonable time, or in the case of an emergency, at any time by foot, vehicle, vessel or aircraft or by any other means (section 98 (1a, 1b and 2));
- Examine and inspect anything, take and remove samples of a thing, carry out any treatment measures, isolate, confine or detain any biosecurity matter or other thing, install devices for the purpose of detecting or capturing any biosecurity matter or other thing, take any photographs or other recordings, require records to be produced and examine or take copies of records, seize any biosecurity matter or other thing or destroy, dispose of or eradicate anything (section 102);
- Accepting a written undertaking (a biosecurity undertaking) given by a person (section 142);
- Giving a general biosecurity direction to prevent, eliminate or minimise a biosecurity risk or to prevent, manage or control a biosecurity impact that has occurred, is occurring or is likely to occur (section 125).

Persons appointed as authorised officers also have conferred on them all weed control functions under Part 1, namely:

- Serve penalty notices or recovery of fees charged, or costs or expenses incurred under the Act (section 303, 373).

FINANCIAL IMPLICATIONS

There are no financial implications associated with the delegation by Council. Council has an existing noxious weeds budget including State Government grant funding for targeted programs such as alligator weed control.

CONCLUSION

It is recommended that Council delegate its powers and functions mentioned above to the General Manager to allow Council employees to work in accordance with the Act.

RECOMMENDED

That Council:

- i. **revoke all previous delegations made by Council or the General Manager under the *Noxious Weeds Act 1993*; and**
- ii. **delegate Council's powers and functions under the *Biosecurity Act 2015* to the General Manager to appoint relevant Council employees or contractors, as the need arises, as authorised officers under the Act.**



ORDINARY COUNCIL

ORD02

**SUBJECT: WESTERN SYDNEY UNIVERSITY LAUNCH PAD STRATEGIC
ALLIANCE AGREEMENT**

FROM: Director Customer & Corporate Strategy
TRIM #: 18/56253

PURPOSE OF REPORT

The purpose of this report is for Council to consider the formalisation of a Strategic Alliance Agreement between Council and the Western Sydney University (WSU) concerning the proposed WSU Launch Pad in Oran Park.

BACKGROUND

Council signed a Memorandum of Understanding (MoU) with WSU on 15 September 2015 to explore the establishment of a Launch Pad in Oran Park. Since that time, WSU has progressed the program across Western Sydney and prepared a Strategic Alliance Agreement which, if signed, would allow the establishment of a Launch Pad in the Camden LGA.

WSU Launch Pads are a one-stop-shop business and innovation support program that provides facilities, assistance and resources for startup and high growth technology-based businesses in Western Sydney.

The Launch Pad Program was established in early 2015 by WSU, in partnership with the State government and a range of corporate sponsors, to drive innovation in Western Sydney and establish the region as a globally competitive technology and innovation hub.

A Councillor briefing on this matter was conducted on 10 April 2018.

MAIN REPORT

What is the WSU Launch Pad?

Launch Pads support businesses by providing modern but low-cost serviced office and co-working space, specialist business advice, mentoring, events, networking, training and education. Clients work within a highly collaborative environment with other technology-focused entrepreneurs, fostering an environment of problem solving and sharing of expertise and experience.

Entrepreneurs can benefit from direct engagement with the applied research and expertise of WSU, which is one of Australia's largest and fastest growing universities.

There are currently three established Launch Pads across Western Sydney at:

- Werrington - located within the University's new Werrington Park Corporate Centre building;
- Parramatta - co-located within KPMG's Western Sydney headquarters; and
- Liverpool - located within Liverpool Council's administration building.

WSU considers Oran Park to be an ideal location as it is one of the country's largest master-planned residential and commercial developments. This site is served by high speed fibre optic cable, making it one of the region's optimal sites for tech-related business activation, teleworking, and information and communications technology.

The proposed Launch Pad will be situated within the Oran Park Smart Work Hub.

Benefits of the WSU Launch Pad

The potential benefits of having a Launch Pad located in Oran Park for the Camden Local Government Area (LGA) are:

- Introducing businesses to student resources for internships and recruitment;
- Linking industry to researchers;
- Building a shared understanding of interests and commercial opportunities;
- Positioning Camden as an economic and education centre in the wider region; and
- Driving innovation and economic growth within Camden, Macarthur and the broader Western Sydney region.

The creation of a WSU Launch Pad in Oran Park would support local business by introducing businesses to university student resources for internships and recruitment, linking industry to researchers, and potential commercial opportunities.

WSU Strategic Alliance Agreement

The draft Western Sydney University Strategic Alliance Agreement facilitates the creation and operation of the Launch Pad and establishes the roles of WSU and Council.

Key features of the Draft Strategic Alliance Agreement include:

- A 12 month initial term of operation, with the opportunity for an extension;
- The establishment of Launch Pad office in Oran Park Smart Work Hub;
- Access for one Council officer to Launch Pad facility including hot-desk;
- Access to a 3D printer for workshops and demonstrations;
- The referral of business contacts to Council's Economic Development Officer;
- A minimum of three Launch Pad events in Camden LGA; and
- Camden Council co-branding for Launch Pad activities including signage, marketing, brochures, events and the launch pad website.

The draft Western Sydney University Strategic Alliance Agreement, which is **attached** to this report, has been reviewed by both WSU's and Council's lawyers prior to being presented to Council for consideration.

FINANCIAL IMPLICATIONS

Council has sufficient funds allocated in our operational budget to proceed with the Agreement.



CONCLUSION

The Launch Pad will help position Camden LGA as an economic and education centre in the wider region, drive innovation and economic growth, and assist Council to deliver on its strategic plan, economic development strategy and Council's commitment to the Small Business Friendly Councils Program.

RECOMMENDED

That Council:

- i. **enter into the Western Sydney University Strategic Alliance Agreement; and**
- ii. **authorise the relevant documentation to be completed under delegated authority.**

ATTACHMENTS

1. Western Sydney University Strategic Alliance Agreement - *Supporting Document*



ORDINARY COUNCIL

ORD03

SUBJECT: INVESTMENT MONIES - MARCH 2018

FROM: Director Customer & Corporate Strategy

TRIM #: 18/99597

PURPOSE OF REPORT

In accordance with Part 9, Division 5, Clause 212 of the *Local Government (General) Regulation 2005*, a list of investments held by Council as at 31 March 2018 is provided.

MAIN REPORT

The weighted average return on all investments was 2.97% p.a. for the month of March 2018. The industry benchmark for this period was 1.64% (Ausbond Bank Bill Index).

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.

The Responsible Accounting Officer is the Chief Financial Officer.

Council's Investment Report is 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 2018; and
- iii. note the weighted average interest rate return of 2.97% p.a. for the month of March.

ATTACHMENTS

1. Investment Report - March 2018



ORDINARY COUNCIL

ORD04

SUBJECT: ACCEPTANCE OF FUNDING - NSW EPA LITTER PREVENTION GRANTS - FUNDING FOR CLEANER CAR PARKS AT SPORTING GROUNDS - ROUND 2
FROM: Director Sport, Community and Recreation
TRIM #: 18/96340

PURPOSE OF REPORT

To advise Council of the successful grant funding application for \$33,100 (excl. GST) through Round 4 NSW EPA Council Litter Prevention Grants by the NSW Environment Protection Authority (EPA), and to seek Council's endorsement to accept the funding.

BACKGROUND

The NSW Government through the NSW EPA provides funding to Councils to carry out litter prevention projects that reduce the volume of litter and target NSW's most littered hot spots.

Council received \$44,650 (excl. GST) from the NSW EPA to implement the '*Cleaner car parks at sporting grounds*' litter initiative in 2016. This project targeted Jack Nash Reserve, Liquidamber Reserve, Harrington Park Reserve, Onslow Park and Kirkham Park through the implementation of:

- 'Hey Tosser' signage erected at car parks;
- Education / promotional material and partnerships with local sporting clubs;
- Provision of more bins in car park and park / reserve areas outside organised sporting use;
- Re-positioning of existing bins; and
- Gates for site restriction – opening and closing of gates to reduce incidents of inappropriate night time use.

MAIN REPORT

The NSW EPA has advised Council that it was successful in its application for \$33,100 (excl. GST) to fund Stage 2 of the *Cleaner Car Parks at Sporting Grounds* project. The sites that the project will target in Stage 2 are Cowpasture Reserve, Elizabeth Reserve and Wandarra Reserve through the implementation of:

- 'Hey Tosser' signage erected at car parks;
- Education / promotional material and partnerships with local sporting clubs;
- Investigation of provision of more bins in car park and park / reserve areas outside organised sporting use;
- Investigation of re-positioning of existing bins; and
- Gates for site restriction – opening and closing of gates to reduce incidents of littering during night time use.



The works will be undertaken over 11 months, commencing from May 2018 and required to be finished by March 2019.

FINANCIAL IMPLICATIONS

Council has been successful in its application for \$33,100 (excl. GST) from the NSW EPA through Round 4 Council Litter Prevention Grants. Council will provide in-kind support for this program, which is allowed for in existing budgets.

CONCLUSION

Council has been successful in its funding application for \$33,100 (excl. GST) through the NSW EPA Round 4 Council Litter Prevention Grants for implementation of Stage 2 of *Cleaner Car Parks at Sporting Grounds*. This project will reduce the volume of litter in car parks at sportsgrounds identified within this report.

It is therefore requested that Council accept the grant funding of \$33,100 (excl. GST) administered by the NSW EPA. It is also proposed that Council write to Chris Patterson MP, Member for Camden, thanking him for his support.

RECOMMENDED

That Council:

- i. **accept grant funding of \$33,100 (excl. GST) from NSW EPA Litter Prevention Grants for inclusion in the 2017/18 budget;**
- ii. **write to the Hon. Gabrielle Upton, Minister for Environment, thanking her for the grant; and**
- iii. **write to Chris Patterson MP, Member for Camden, thanking him for his support.**



ORDINARY COUNCIL

ORD05

SUBJECT: MINUTES OF THE 1 MARCH 2018 BUSINESS ASSURANCE AND RISK COMMITTEE MEETING

FROM: Internal Audit Coordinator
TRIM #: 18/90600

PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 1 March 2018 Business Assurance and Risk Committee meeting.

BACKGROUND

Council endorsed the implementation of a Business Assurance and Risk Management framework in June 2014 and, as part of this framework, a Business Assurance and Risk Committee was established.

The objective of the Business Assurance and Risk Committee is to provide independent assurance and assistance to Camden Council on risk management, control, governance and external accountability responsibilities.

The Business Assurance and Risk Committee membership includes both independent external members and Councillors. The Committee is required to meet a minimum of four times per year.

Council resolved to adopt the Committee's current Business Assurance and Risk Committee Charter on 13 October 2015. The Charter includes a requirement to report to Council the minutes of the Business Assurance and Risk Committee meetings for noting.

MAIN REPORT

The Business Assurance and Risk Committee met on 1 March 2018. The agenda discussed at the meeting included consideration of the following:

- Presentation – Payment Validation – EFTsure;
- Project Management Internal Audit Report;
- Enterprise Risk Management Update;
- Audit Report Recommendations – Implementation Status Update – January 2018;
- Internal Audit Plan Status Update;
- External Audit Update;
- Business Continuity;
- Governance Information Report – 31 December 2017.

The minutes of the 1 March 2018 Committee meeting were approved by the Committee post meeting and are attached.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.



CONCLUSION

The Business Assurance and Risk Committee plays an important role in supporting the governance framework of Council. Reporting the minutes from Committee meetings keeps Council informed of the outcomes from those meetings and are submitted for information.

RECOMMENDED

That Council note the Minutes of the Business Assurance and Risk Committee meeting of 1 March 2018.

ATTACHMENTS

1. Minutes of Business Assurance and Risk Committee - 1 March 2018