



Camden Council

Business Paper

Ordinary Council Meeting
27 August 2019

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
CRET	Camden Region Economic Taskforce
DA	Development Application
DCP	Development Control Plan
DDCP	Draft Development Control Plan
DPI	Department of Planning & Industry
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
GSC	Greater Sydney Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
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

General Manager
Ron Moore

Mayor
Theresa Fedeli

Director Customer and
Corporate Strategy
Tim Butler

Director Sport
Community and Recreation
Tina Chappell

Chief Financial Officer
Paul Rofe

Director Planning and Environment
Nicole Magurren

Director Community Assets
Sandra Kubecka

SEATING DIAGRAM

Camden Ordinary Council Meeting

Deputy Mayor
Rob Mills

Councillor
Peter Sidgreaves

Councillor
Lara Symkowiak

Councillor
Michael Morrison

Councillor
Eva Campbell

Councillor
Ashleigh Cagney

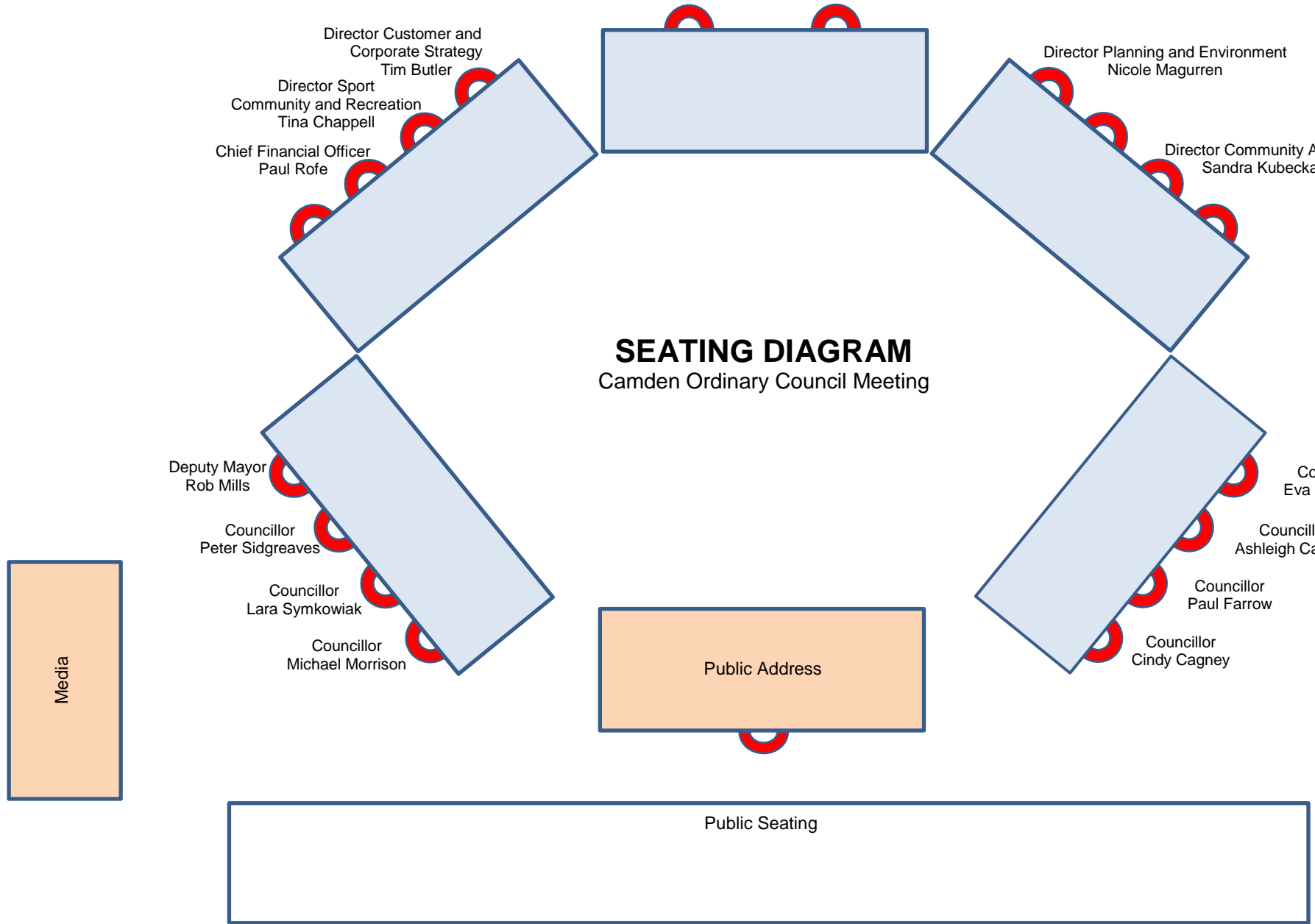
Councillor
Paul Farrow

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: LEAVES OF ABSENCE

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

RECOMMENDED

That leaves 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 4.28-5.19).

Councillors should be familiar with the disclosure provisions contained in 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 Ordinary Council Meeting held 13 August 2019.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 13 August 2019, copies of which have been circulated, be confirmed and adopted.

ORDINARY COUNCIL

Mayoral Minute

SUBJECT: MAYORAL MINUTE - MISS LLEWELLA DAVIES PIONEER WALKWAY
FROM: The Mayor
TRIM #: 19/246802

On Saturday 17 August 2019, I had the pleasure of officially opening the Miss Llewella Davies Pioneer Walkway at the Camden Town Farm.

The 2.35 kilometre walking track provides users with the option of three different loops, two of which are accessible. The path has fantastic views of St Johns Church, the Chinese Washing Wells, the Nepean River and Macquarie House.

The name of the walkway is also very special and is another great tribute to the late Miss Llewella Davies who bequeathed the Camden Town Farm to Camden Council. Miss Davies wanted the property to be used for the benefit and enjoyment of the whole community.

Miss Davies was an energetic member of the Camden community and this walkway is a key part of honouring her. It continues her legacy of community participation while maintaining the Camden Town Farm's significant rural heritage value.

I would like to congratulate the Community Assets and the Sport Community and Recreation staff on the delivery of another fantastic community asset. In addition, I would like to acknowledge the Camden Town Farm Committee for their participation and support of this project.

I would also like to thank the NSW Department of Planning, Industry and Environment, who part funded this project through their Metropolitan Greenspace Program.

The walkway is a terrific new option for residents to get active and fit and I look forward to seeing Camden's residents enjoying this new walkway.

RECOMMENDED

That Council note the information.



ORDINARY COUNCIL

ORD01

SUBJECT: LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2019
FROM: Director Customer & Corporate Strategy
TRIM #: 19/187198

PURPOSE OF REPORT

This report informs Councillors of the upcoming 2019 Local Government NSW Annual Conference and seeks nominations for Council's voting delegates (if any) with respect to motions and the election of Local Government NSW (LGNSW) office bearers and the board.

BACKGROUND

The LGNSW Annual Conference (the Conference) will take place from Monday, 14 October to Wednesday, 16 October 2019 at the William Inglis Hotel, Warwick Farm.

Online registration opened on the LGNSW website on Monday 15 July and members are invited to submit motions from Monday 24 June. Full details of the Conference are available on the [LGNSW website](#).

The Conference will also provide the opportunity for delegates to vote in elections for the LGNSW office bearers and board (the Elections).

Councillors were advised about the 2019 LGNSW Annual Conference through the Councillor Weekly Update and invited to inform if they wanted to attend and to advise any motions they would like considered for submission.

MAIN REPORT

Elections

Council officers have received information from LGNSW that an electoral notice and nomination form for candidates for the Board election will be published on their website on Thursday, 22 August 2019. The closing date for candidate nominations will be Monday, 16 September 2019.

Nominations for voting delegates in the Elections are currently open and close at 12 midnight on Friday, 20 September 2019. Council is entitled to nominate five voting delegates.

Conference Motions

There are currently no proposed motions for Camden Council.

In line with the LGNSW rules, the latest that motions can be accepted for inclusion in the Conference Business paper is 12 midnight on Monday 16 September 2019.

Motions will only be included in the Business Paper for the conference where they:

- Are consistent with the objects of the Association (see Rule 4 of the Association's rules)
- Relate to Local Government in NSW and/or across Australia
- Concern or are likely to concern Local Government as a sector
- Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association
- Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws)
- Are clearly worded and unambiguous in nature
- Do not express preference for one or several members over one or several other members.

All motions must also be aligned to one of the following categories:

- Industrial relations and employment policy
- Economic policy
- Infrastructure and planning policy
- Social and community policy
- Environmental policy
- Governance and accountability.

In order to vote at the Conference, Council must nominate its voting delegates. This is separate from registering to attend the Conference.

Council is entitled to nominate five voting delegates to vote at the Conference on motions (this is in addition to the five voting delegates for the Elections for Office Bearers and Board). A delegate must attend in person to be able to vote on motions.

Council must register its voting delegates by 12 midnight on Friday, 20 September 2019. Additional nominations received after the closing date cannot be accepted.

Changes to voting delegates

For the Elections, the voting delegates can be changed up to 5pm on Monday, 14 October 2019 by giving notice in writing signed by either the Mayor or General Manager.

For motions, the voting delegate can be changed at any time by giving notice in writing signed by either the Mayor or General Manager.

Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy

In accordance with clause 6.7 of Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, any expenses incurred by the Mayor or Councillors attending conferences, including travel, registration costs and incidental conference costs, are not reimbursable. Instead, Councillors are to personally fund (or utilise their Councillor annual allowance to fund) any expense incurred for conference attendance.

The early bird registration cost for each attendee is \$840 (including GST) if paid by 9 September 2019. After this date, the registration cost is \$940 (including GST). Further information can be found in the **attached** Registration Brochure.



Councillors are requested to advise Council's General Manager if they wish to attend the Local Government NSW Annual Conference so that bookings can be made accordingly.

FINANCIAL IMPLICATIONS

This report has no financial implications for Council. All expenses incurred are payable by Councillors.

CONCLUSION

Councillors are able to register to attend the Conference and Council is entitled to nominate five Councillors to vote on policy motions at the Conference and five Councillors to vote in the Elections.

Candidate nominations for the Elections close on Monday, 16 September 2019.

Voting delegates must be advised to LGNSW by 12 midnight on Friday, 20 September 2019.

RECOMMENDED

That Council:

- i. note the information in this report;**
- ii. nominate the delegates to vote on motions at the 2019 Local Government NSW Annual Conference;**
- iii. nominate the delegates to vote in the elections for Office Bearers and Board at the 2019 Local Government NSW Annual Conference; and**
- iv. note that Council officers will advise Local Government NSW by 20 September 2019 of any voting delegates.**

ATTACHMENTS

1. LGNSW Annual Conference Registration Brochure

ORDINARY COUNCIL

ORD02

SUBJECT: INVESTMENT MONIES - JULY 2019
FROM: Director Customer & Corporate Strategy
TRIM #: 19/235457

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 31 July 2019 is provided.

MAIN REPORT

The weighted average return on all investments was 2.73% p.a. for the month of July 2019. The industry benchmark for this period was 1.42% (Ausbond Bank Bill Index).

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.

Investment Policy Review

A review of Council's adopted Investment Policy has been undertaken with no changes required at this time.

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 July 2019;**
- iii. **note the weighted average interest rate return of 2.73% p.a. for the month of July 2019; and**
- iv. **note Council's Investment Policy has been reviewed with no changes required at this time.**

ATTACHMENTS

1. Investment Report - July 2019



ORDINARY COUNCIL

ORD03

SUBJECT: TENDER T002/2019 - PARKLAND AND OPEN SPACE GRASS CUTTING AND MAINTENANCE

FROM: Director Sport, Community & Recreation

TRIM #: 19/132318

PURPOSE OF REPORT

The purpose of the report is to provide details of the tenders received for contract T002/2019, being the Parkland and Open Space Grass Cutting and Maintenance Contract, and to recommend that Council accept the tenders for Separable Portions A, F and G to GLG Greenlife Group Pty Ltd, Portions B and E to Summit Open Space Services, and Portions C and D to Standby Forty Six Pty Ltd.

BACKGROUND

Council called for tenders on 13 November 2018 through Council's e-Tendering portal, for parkland mowing, open space grass cutting and maintenance works to be completed over the next two years plus one year on a month-to-month basis at Council's discretion.

The objective of this tender is to provide additional resources to Council's open space teams to service its growing community, and ensure:

- A quality, regular and reliable mowing service that facilitates community use and a healthy lifestyle;
- An increased service capacity that meets the demands of an expanding asset base; and
- Best value, for the service levels specified.

The matter was briefed to Council on 25 June 2019, 9 July 2019 and 13 August 2019. The tender process was also reviewed by the Tender Compliance Panel.

In addition, an independent review of the tender assessment was undertaken to verify the assessment process and recommendations as contained in this report.

MAIN REPORT

Tender T002/2019 closed on 12 December 2018 with nine submissions including seven conforming tenders and two non-complying tenders received.

Tender Submissions

Tenderers were asked to provide separable portions for the various areas contained within the contract:

Portions A-D	Mowing maintenance, road median landscape maintenance and litter hotspot pick up
Separable Portion A	Mount Annan, Narellan Vale, Spring Farm
Separable Portion B	Currans Hill, Smeaton Grange, Gregory Hills, Gledswood Hills
Separable Portion C	Harrington Park, Harrington Grove, Oran Park, Cobbitty, Catherine Park
Separable Portion D	North, Willowdale, rural road mowing, bus stops, main road

Separable Portion E	Loose litter water bodies and basins
Separable Portion F	Camden Argyle Street landscape maintenance
Separable Portion G	Camden Cemetery Maintenance

The list of companies who tendered for each separable portion are listed below in alphabetical order:

Portion A

Tenderer	Suburb
GLG Greenlife Group Pty Ltd	Smeaton Grange
Skyline Landscape Services Pty Ltd	Huntingwood
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning
UDLM Group Pty Ltd	Docklands

Portion B

Tenderer	Suburb
GLG Greenlife Group Pty Ltd	Smeaton Grange
Skyline Landscape Services Pty Ltd	Huntingwood
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning
UDLM Group Pty Ltd	Docklands

Portion C

Tenderer	Suburb
GLG Greenlife Group Pty Ltd	Smeaton Grange
Skyline Landscape Services Pty Ltd	Huntingwood
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning
UDLM Group Pty Ltd	Docklands

Portion D

Tenderer	Suburb
GLG Greenlife Group Pty Ltd	Smeaton Grange
Roadworx Surfacing	Unanderra
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning
UDLM Group Pty Ltd	Huntingwood

Portion E

Tenderer	Suburb
GLG Green Life Group Pty Ltd	Smeaton Grange
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning



Portion F

Tenderer	Suburb
GLG Green Life Group Pty Ltd	Smeaton Grange
Green Options Pty Ltd	Botany
Summit Open Space Services	Glendenning

Portion G

Tenderer	Suburb
GLG Greenlife Group Pty Ltd	Smeaton Grange
Green Options Pty Ltd	Botany
Standby Forty Six Pty Ltd	Camden
Summit Open Space Services	Glendenning
UDLM Group Pty Ltd	Docklands

Tender Evaluation

The intention of the tender process was to appoint contractors with proven capacity and experience in similar projects, as well as providing good value and quality services to Council.

A tender evaluation panel was established, and the submissions were assessed on price and non-price factors, as agreed by the evaluation panel. Price was given weighting of 40% and non-price factors a weighting of 60%. The evaluation process was based on an analysis of each separable portion.

Non Price Factors considered for this project included:

- Comprehensiveness, content and accuracy of the tender submission;
- Work Health and Safety;
- Previous experience and performance with similar works; and
- Resources the tenderer intended to apply to this contract.

The panel considered the combination of price and non-price assessment criteria, and have recommended GLG Greenlife Group Pty Ltd (A, F and G), Summit Open Space Services (B and E) and Standby Forty Six Pty Ltd (C and D), as they have all provided evidence as to their ability to be able to fulfil the requirements of the tender, providing best value for the separable portions.

A summary of the tender assessment is provided as a **supporting document**. Please note this information is Commercial-in-Confidence.

Relevant Legislation

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

FINANCIAL IMPLICATIONS

The value of the contract is \$2,735,714 for two years. There is a minor variance (\$9,586) in the allocated budget 2019/20 for this tender. It is recommended that the budget position be reviewed as part of future quarterly budget reviews as the final cost is primarily driven by weather conditions over a 12-month period.

CONCLUSION

The tender assessment concludes that GLG Greenlife Group Pty Ltd, Summit Open Space Services and Standby Forty Six Pty Ltd have submitted conforming tenders and all have the experience and ability to undertake the tasks associated with this tender. The tender assessment panel recommends the following allocation of separable portions:

- GLG Greenlife Group Pty Ltd provided the most competitive tender for separable portions A, F and G.
- Summit Open Space Services provided the best value for separable portions B and E.
- Standby Forty Six Pty Ltd provided the best value for separable portions C and D.

RECOMMENDED

That Council:

- endorse the value of Tender T002/2019 is \$2,735,714 for two years;**
- accept the tender from GLG Greenlife Group Pty Ltd for separable portions A, F and G of Tender T002/2019;**
- accept the tender from Summit Open space Services for separable portions B and E of Tender T002/2019; and**
- accept the tender from Standby Forty Six Pty Ltd for separable portions C and D of Tender T002/2019.**

ATTACHMENTS

1. Tender - T002-2019 Parkland and Open Space Grass Cutting and Maintenance
- *Supporting Document*



ORDINARY COUNCIL

ORD04

SUBJECT: TENDER T014/2019 - PRINCIPAL CONTRACTOR FOR KIRKHAM PARK BMX FACILITY STAGE 1

FROM: Director Community Assets

TRIM #: 19/245511

PURPOSE OF REPORT

The purpose of this report is to provide details of the tenders received for contract T014/2019 - Principal Contractor for Kirkham Park BMX Facility Stage 1, and to recommend that Council accept the tender offered by Statewide Civil Pty Ltd.

BACKGROUND

Council has allocated \$7.11 developer contributions for the design and construction of Stage 1 of a new BMX Facility at Kirkham Park, Elderslie.

The new BMX Facility will be constructed in the area previously used for netball as shown on the Kirkham Park Masterplan, which was approved by Council in July 2018.

The Stage 1 works include the construction of a 5m start hill, ramps and a main race track that will be able to cater for Club, State and National BMX events. The construction involves bulk earthworks, track pavements, stormwater drainage, relocation of services, floodlighting, timing and scoring system, landscaping, and structural and electrical works (see **attachment 1**).

The ultimate BMX facility has future plans to include an 8m start hill and a recreational pump track (see **attachment 2**).

A contractor is now required to act as the Principal Contractor for the site and be responsible for the construction works. The Contractor will manage all subcontractors and direct, coordinate and integrate their output at all stages.

MAIN REPORT

Invitation to Tender

Given the specialised nature of this project, and to ensure high quality submissions were received, procurement of a contractor was undertaken in two stages. The first stage was to issue an open Expression of Interest (EOI) to select suitable firms to participate in a tender.

The invitation to submit an expression of interest was advertised in the local newspapers and the NSW e-tendering website on 2 April 2019. The EOI closed on 24 April 2019 with seven submissions received. Six firms were assessed as suitable for participating in the tender. The assessment of those responses was approved by the Director Community Assets on 11 June 2019.

The second stage of the procurement process was to invite tenders from the following companies selected from the EOI and listed below in alphabetical order:

Company	Location
1. Antoun Civil Engineering (Aust) Pty Ltd	Guildford
2. Co-Ordinated Landscapes	Sutherland
3. Lamond Contracting Pty Ltd	Wilton
4. Landscape Solutions Pty Ltd	Seven Hills
5. Statewide Civil Pty Ltd	Baulkham Hills
6. Western Earthmoving Pty Ltd	Seven Hills

The selected tenderers were invited to submit tenders on 26 June 2019. The tenderers were asked to provide a lump sum price for the works. Tender returns closed on 26 July 2019. All the companies selected provided a submission except for Landscape Solutions Pty Ltd.

Tender Evaluation

The intention of the tender process is to appoint a contractor with proven capacity and experience in similar scale projects as well as providing best value and quality services to Council.

A tender evaluation panel was established, and the submissions were assessed on price and non-price factors as agreed by the evaluation panel. Price was given a weighting of 60% and non-price factors a weighting of 40%.

Non-price factors considered for this project included:

- Methodology;
- Detailed pricing schedules & nominated project team;
- Program; and
- Work Health and Safety, Insurance & Systems.

Statewide Civil Pty Ltd provided the most competitive tender in terms of cost and meeting the requirements of Council's tender documentation. The company has a proven track record constructing works of a similar nature and scale.

The panel members were unanimous in recommending that the tender by Statewide Civil Pty Ltd represented the best value to Council.

The tender process was also reviewed by the Tender Compliance Panel.

A summary of the tender assessment is provided in the **supporting document**. Please note this information is commercial-in-confidence.

Relevant Legislation

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



Critical Dates / Time Frames

Statewide Civil Pty Ltd has submitted a program to complete the works in a timeframe that meets the requirements of Council. The project is scheduled to be completed in February 2020.

FINANCIAL IMPLICATIONS

Council has sufficient budget allocation in the Capital Works Program to proceed with the proposed works in accordance with the terms and conditions of tender.

CONCLUSION

Statewide Civil Pty Ltd has provided a conforming tender. The tender assessment concludes that their offer represents the best value to Council and the company has a proven track record of performance on projects.

RECOMMENDED

That Council accept the tender provided by Statewide Civil Pty Ltd as per the terms and conditions of Tender T014/2019 – Principal Contractor for Kirkham Park BMX Facility Stage 1 for the lump sum of \$1,397,418.10 (excluding GST).

ATTACHMENTS

1. Attachment 1 - Kirkham Park BMX Stages
2. Attachment 2 - Kirkham Park BMX ultimate facility plan
3. Supporting Document - Tender T014-2019 - Kirkham Park BMX Stage 1 - *Supporting Document*

ORDINARY COUNCIL

ORD05

SUBJECT: MINUTES OF THE 22 MAY 2019 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

FROM: General Manager

TRIM #: 19/236018

PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 22 May 2019 Audit, Risk and Improvement Committee meeting.

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. As part of its recent Committee Charter review, this Committee was renamed to Audit, Risk and Improvement Committee.

Council resolved to adopt the Committee's current Audit, Risk and Improvement Committee Charter on 9 April 2019. The Charter includes a requirement to report draft minutes to Councillors via the Councillor Update, and to subsequently report the final minutes to Council for noting after they have been approved at the next Audit, Risk and Improvement Committee meeting.

MAIN REPORT

The Audit, Risk and Improvement Committee met on 22 May 2019. The agenda discussed at the meeting included consideration of the following:

- Enterprise Risk Management – Top Risks and Review of Policy and Strategy
- Human Resources Recruitment Internal Audit Report
- External Audit Update – including the engagement plans for the financial statement audit for the year ended 30 June 2019, and the performance audit on pre-lodgement and lodgement of development applications
- Audit Report Recommendations Implementation Status Update
- Internal Audit Plan Status Update
- Policy and Procedure Register Update
- Corporate Health Indicators and Implementation of Integrated Planning and Reporting Framework
- Other audit and risk related matters.

The minutes of the 22 May 2019 Committee meeting were approved at the 7 August 2019 Committee meeting and are provided as an **attachment** to this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.



CONCLUSION

The Audit, Risk and Improvement 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 Audit, Risk and Improvement Committee meeting of 22 May 2019.

ATTACHMENTS

1. Minutes of the Audit, Risk and Improvement Committee - 22 May 2019