



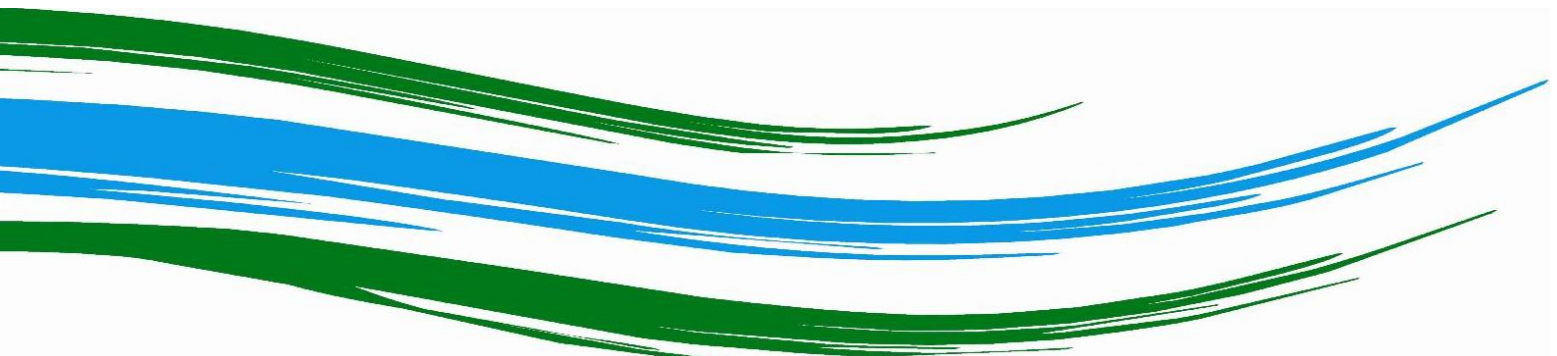
Camden Council

Business Paper

Ordinary Council Meeting

8 February 2022

Please note due to COVID-19 restrictions this meeting is being held as a teleconference. The public can view the meeting via Council's webcast. A link to this webcast can be found on Council's webpage – <http://webcast.camden.nsw.gov.au/video.php>



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 |
| DPIE | Department of Planning, Industry & Environment |
| TfNSW | Transport for NSW |
| EIS | Environmental Impact Statement |
| EP&A Act | Environmental Planning & Assessment Act |
| EPA | Environmental Protection Authority |
| EPI | Environmental Planning Instrument |
| FPL | Flood Planning Level |
| GSC | Greater Sydney Commission |
| LAP | Local Approvals Policy |
| LEP | Local Environmental Plan |
| LGA | Local Government Area |
| LSPS | Local Strategic Planning Statement |
| REP | Regional Environmental Plan |
| PoM | Plan of Management |
| RL | Reduced Levels |
| S10.7 CERTIFICATE | Certificate as to zoning and planning restrictions on properties |
| S603 CERTIFICATE | Certificate as to Rates and Charges outstanding on a property |
| S73 CERTIFICATE | Certificate from Sydney Water regarding Subdivision |
| SEPP | State Environmental Planning Policy |
| SREP | Sydney Regional Environmental Plan |
| STP | Sewerage Treatment Plant |
| VMP | Vegetation Management Plan |
| VPA | Voluntary Planning Agreement |

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: WEBCASTING 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 live streamed and recorded by Council staff for minute taking and webcasting purposes.

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

I remind those that are participating in this meeting that your image and what you say will be broadcast live to the public and will also be recorded so please be mindful of your actions and comments. You should avoid making statements that might defame or offend and note that Council will not be responsible for your actions and comments.

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 subject to necessary changes to accommodate remote access to the meeting. Speakers will be able to make their address by accessing Council's meeting remotely via the internet. Speakers must submit an application form, available on Council's website, 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. Speakers will be provided with instructions to allow them to access the meeting remotely online.

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.

Only the audio recording of the public address speakers will be heard on Council's video conference and webcast. Visual images of the speaker will not be captured.

RECOMMENDED

That the public addresses be noted.

ORDINARY COUNCIL

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Ordinary Council Meeting held 10 January 2022.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 10 January 2022, copies of which have been circulated, be confirmed and adopted.

ORDINARY COUNCIL

Mayoral Minute

SUBJECT: MAYORAL MINUTE - CAMDEN INTERNATIONAL WOMEN'S DAY GALA 2022 CHARITY RECIPIENT

FROM: The Mayor

TRIM #: 22/30200

Each year, on the 8th of March, International Women's Day is celebrated globally to acknowledge the social, economic, cultural and political achievements of women right around the world.

On Thursday, 10 March 2022, Council will be hosting its second annual International Women's Day Gala. The evening will:

- Celebrate women's achievements, especially those of local women;
- Raise awareness of issues around women's equality; and
- Promote the message that we all have a role to play in accelerating the gender parity journey.

Council recently undertook a competitive Expression of Interest process, inviting submissions from local charities and not-for-profit organisations to receive funds raised from ticket sales of the event.

The submissions were considered by a committee of Council Officers and a recommendation has been made for Camden Meals on Wheels to be the recipient of the funds raised through this year's International Women's Day Gala.

Camden Meals on Wheels aims to support older residents across the Camden area to remain living independently in the community they know and love. They look after meal deliveries, book bus tours, shopping and transport services, social events and intergenerational programming.

It's also amazing to know that what Camden Meals on Wheels does not only to enrich the lives of their clients, but also the broader community. In particular, the organisation provides a significant level of support to older women and their families, who make up an overwhelming percentage of their client base.

It's warming to see the correlation between the work Camden Meals on Wheels does and the essence of International Women's Day. I believe it is fitting that we applaud what women have achieved to date and bring attention to the issues we still face today, while supporting an organisation that does this all year round.

More event details and ticket sale information for the International Women's Day Gala will be released shortly.

I ask that you join me in supporting Camden Meals on Wheels as the recipient of the funds raised through this year's International Women's Day Gala.

RECOMMENDED

That Council endorse Camden Meals on Wheels as the recipient of the funds raised through the 2022 International Women's Day Gala.

ORDINARY COUNCIL

ORD01

SUBJECT: INVESTMENT REPORTS - OCTOBER, NOVEMBER & DECEMBER 2021

FROM: Director Customer & Corporate Strategy

TRIM #: 22/12039

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 the end of October, November and December 2021 is provided.

MAIN REPORT

The weighted average return on all investments for the period October 2021 to December 2021 is shown in the table below:

| Month | Weighted Average Return | Ausbond Bank Bill Index (Benchmark) |
|----------------------|-------------------------|-------------------------------------|
| October 2021 | 0.78% | -0.01% |
| November 2021 | 0.79% | 0.07% |
| December 2021 | 0.80% | 0.04% |

The current official cash rate as determined by the Reserve Bank of Australia (RBA) remains at 0.10%.

The Responsible Accounting Officer (the Chief Financial Officer) has certified that all investments have been made in accordance with Section 625 of the *Local Government Act 1993*, the relevant regulations and Council's Investment Policy.

Council's Investment Reports are provided as **attachments** 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 October, November & December 2021; and**
- iii. **note the weighted average interest rate return of 0.78%, 0.79% and 0.80% p.a. for the months of October, November & December 2021.**

ATTACHMENTS

1. Monthly Investment Report - October 2021
2. Monthly Investment Report - November 2021
3. Monthly Investment Report - December 2021

ORDINARY COUNCIL

ORD02

SUBJECT: ACCEPTANCE OF GRANT FUNDING - NSW SMALL BUSINESS MONTH 2022

FROM: Director Sport, Community & Activation

TRIM #: 22/18529

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application of \$2,500 (incl. GST) through the NSW Government's Small Business Month 2022 funding program, administered by NSW Treasury, and to seek Council's endorsement to accept the funding for Council's Small Business Month 2022 program.

BACKGROUND

NSW Small Business Month brings together all levels of government and industry leaders to support the small business community, delivering events and activities focused on upskilling and connecting NSW small business owners. NSW Small Business Month normally takes place in October each year but, due to COVID-19 restrictions, the 2021 Small Business Month was postponed until March 2022.

The overall theme of NSW Small Business Month 2022 is *Rebuild, Recharge, Renew*. This year's program will support small businesses to reset and recharge, and share new and better ways of doing business in a changed world.

The NSW Government was offering grants of up to \$2,500 (incl. GST) to NSW local councils and chambers of commerce to deliver activities during NSW Small Business Month that directly benefit and support the small business community.

MAIN REPORT

Council submitted an application to the NSW Small Business Month 2022 funding program for \$2,500 (incl. GST) to assist in the delivery of its NSW Small Business Month program.

Council will present a robust program of events and activities as part of its Small Business Month offering, which seeks to support the recovery and growth of local small businesses.

In 2022 the program includes the continuation and renewal of the successful #camdenbought and #camdenlove campaigns, launch of a business census, promotional opportunities celebrating successful business adaptations, and social media workshops.

The program aims to give small businesses the opportunity to enhance their community profile, nurture and build relationships with their peers and potential customers, and acquire new skills and ideas to strengthen their business position.



NSW Treasury has advised Council that it was successful in its application for \$2,500 (incl. GST) to implement its NSW Small Business Month 2022 program. The program will be delivered in March 2022.

The grant funding will assist to deliver the *Introduction to Social Media for Businesses* workshops, which is a two-part workshop series providing practical skills to enable businesses to confidently use social media and create content to promote their businesses.

FINANCIAL IMPLICATIONS

Council has been successful in its application for \$2,500 (incl. GST) funding from the NSW Government's Small Business Month 2022 funding program.

Council will also deliver a wider program of activities for NSW Small Business Month, which is funded through existing budgets.

CONCLUSION

Council has been successful in its funding application for \$2,500 (incl. GST) through the NSW Government's Small Business Month 2022 funding program, administered by NSW Treasury.

Council's NSW Small Business Month program will provide small businesses in Camden, the opportunity to enhance their community profile, nurture and build relationships with their peers and potential customers, and acquire new skills and ideas to strengthen their business position.

RECOMMENDED

That Council:

- i. accept grant funding of \$2,500 (incl. GST) through the NSW Government's Small Business Month 2022 funding program for inclusion in the 2021/22 budget;**
- ii. write to The Hon. Matt Kean MP, Treasurer, thanking him for the grant; and**
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.**

ORDINARY COUNCIL

ORD03

SUBJECT: ACCEPTANCE OF GRANT FUNDING - NSW GOVERNMENT SENIORS FESTIVAL GRANT PROGRAM - SENIORS CHARM FESTIVAL 2022

FROM: Director Sport, Community & Activation

TRIM #: 22/20613

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application of \$3,500 (excl. GST) through the NSW Government Seniors Grant Program, and to seek Council's endorsement to accept the funding.

BACKGROUND

The Seniors Festival Grant Program is an initiative of the NSW Government's commitment in seed funding to Councils, to run local seniors festival programs and activities that provide opportunities for people over 60 to remain active, healthy, engaged and contributing to their local communities.

The funds provided under this category will enable Council to develop and deliver the Seniors CHARM Festival program, which will increase opportunities for residents to participate in recreational and social initiatives, including arts and culture, and affordable exercise programs and workshops.

Running from 25 March to 3 April 2022, the 2022 Seniors Festival is aimed at delivering world-quality entertainment and engaging activities for people over 60 in COVID safe settings with a possible mix of online and face-to-face entertainment and activities.

MAIN REPORT

NSW Government Seniors Grant Program has advised Council that it was successful in its application for \$3,500 (excl. GST) to provide funds towards the Seniors CHARM Festival project.

Seniors CHARM Festival will be:

- **Celebrating Seniors** by increasing older people's participation in artistic, social connections and activities;
- **Health and Wellbeing** free cafe, providing healthy food options, information about health, social and service provision in a variety of formats including one on one conversations with government and non-government services and community groups;
- **Arts** - Interactive demonstrations and workshops;
- **Reading** - Opportunity to connect with book clubs and have access to low cost/free books, visiting authors and interactive Q & A Sessions; and
- **Music** - Local performers will showcase the diversity of our community through cultural story telling creative performances.

The grant will support the use of facilitators to deliver activities, workshops and interactive sessions, offered free to local seniors across the Camden LGA.

FINANCIAL IMPLICATIONS

Council has been successful in its application for \$3,500 (excl. GST) through the NSW Government Seniors Grant Program. In addition, Council has funding allocated for the project within existing budgets.

CONCLUSION

Council has been successful in its application for \$3,500 (excl. GST) to deliver the Seniors CHARM Festival project through the NSW Government Seniors Grant Program.

RECOMMENDED

That Council:

- i. accept grant funding of \$3,500 (excl. GST) from NSW Government Seniors Grant Program for inclusion in the 2021/22 budget to deliver the Seniors CHARM Festival project;**
- ii. write to The Hon. Mark Coure MP, Minister for Multiculturalism and Seniors, thanking him for the grant; and**
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.**

ORDINARY COUNCIL

ORD04

SUBJECT: ACCEPTANCE OF GRANT FUNDING - TRANSPORT FOR NEW SOUTH WALES PEDESTRIAN SAFETY PROGRAM 2021/22

FROM: Director Community Assets

TRIM #: 22/7947

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application of \$410,000 (excl. GST) through the NSW Government's Pedestrian Safety Program 2021/22, administered by Transport for NSW (TfNSW), and to seek Council's endorsement to accept the funding to develop High Pedestrian Activity Areas in Narellan and Camden.

BACKGROUND

TfNSW approaches councils each year to identify projects for grant funding to improve pedestrian safety.

Council made two applications for funding:

- Narellan town centre: develop a 40km/h High Pedestrian Activity Area in Elyard Street, Queen Street and Somerset Avenue, Narellan; and
- Camden town centre: prepare concept designs for a High Pedestrian Activity Area, with careful consideration of the Heritage Conservation Area, which covers the whole town centre.

MAIN REPORT

TfNSW, on behalf of the NSW Government, has advised Council of successful grant funding to develop a 40km/h High Pedestrian Activity Area in the Narellan town centre and to prepare concept designs for thresholds and other measures in the Camden town centre.

High Pedestrian Activity Areas are appropriate in shopping areas and around community services, with the maximum speed limit in these areas of 40km/h at all times. The different road environment, reinforced by traffic management measures, helps alert drivers to the lower speed limit and makes them aware of the presence of pedestrians moving about or near the road. This creates a safer road environment for all road users, particularly for pedestrians, cyclists and children.

Narellan town centre

At the time of application, Council was already progressing raised zebra (wombat) crossings in Elyard Street and Queen Street, utilising development contributions funding. The design scope was expanded to incorporate additional treatment measures to support a 40km/h limit in Elyard Street, Queen Street and Somerset Avenue (see **Attachment 1** to the report).



Camden town centre

The Camden Town Centre Urban Design Framework identifies an initiative to "Explore opportunities to create slow speed streets to improve pedestrian safety". Previous assessment concluded that a High Pedestrian Activity Area would be appropriate in Argyle Street and John Street, Camden, with careful consideration of the Heritage Conservation Area, which covers the whole town centre. Development of concept designs will provide a clear costed plan for future detailed design and implementation.

FINANCIAL IMPLICATIONS

Through the NSW Government's Pedestrian Safety Program 2021/22, administered by TfNSW, Council has been offered \$380,000 (excl GST) to develop a High Pedestrian Activity Area in the Narellan town centre and \$30,000 (excl GST) to prepare concept designs for thresholds and other measures in the Camden town centre.

Associated Contributions Plan funding for the Narellan town centre project has already been allocated in Council's budget.

CONCLUSION

Council has been successful in securing grant funding under the NSW Government's Pedestrian Safety Program 2021/22, administered by TfNSW, to the value of \$410,000 (excl. GST) for developing High Pedestrian Activity Areas in Narellan and Camden town centres.

The grant funding will enable the provision of improved road safety and amenity outcomes for the community. It is recommended that the grant funds be accepted.

RECOMMENDED

That Council:

- i. accept grant funding of \$410,000 (excl. GST) from Transport for New South Wales under the Pedestrian Safety Program for inclusion in the 2021/22 budget to progress High Pedestrian Activity Areas in Narellan and Camden;**
- ii. write to The Hon. David Elliott MP, Minister for Transport, thanking him for the grant; and**
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.**

ATTACHMENTS

1. Narellan Town Centre - High Pedestrian Activity Area

ORDINARY COUNCIL

ORD05

SUBJECT: TENDER T010/2021 - PRINCIPAL CONTRACTOR FOR KIRKHAM PARK BMX STAGE 2B CARPARK

FROM: Director Community Assets

TRIM #: 22/6461

PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T010/2021 – Principal Contractor for Kirkham Park BMX Stage 2B Carpark and recommend that Council accept the tender submitted by Menai Civil Contractors Pty Ltd.

BACKGROUND

Council called for Expressions of Interest on 23 March 2021 from suitably experienced Principal Contractors to be selected to tender for construction of Stages 2A and 2B of Kirkham Park BMX facility expansion. The Expressions of Interest closed on 14 April 2021 with 18 submissions received. Seven contractors were selected to tender separately for the Stage 2A and 2B components, with Stage 2B to be commenced after Stage 2A was complete.

The contract for the Stage 2A works was awarded to Lamond Contracting Pty Ltd on 13 July 2021 and the scope of works included an 8 metre BMX start ramp structure, elite track straight, storage shed, marshalling shade structure, large pump track and landscaping. These works are currently underway and are scheduled for completion in May 2022.

The scope of the Stage 2B works includes demolition of the old BMX track, realignment of the access road in Kirkham Park, construction of a 200-space carpark, pedestrian bridge and landscaping. These works will not commence until the BMX track upgrade and the pump track are completed as the Macarthur BMX Club and community are still using the old BMX track. The carpark will be constructed on the site of the old BMX track.

The Principal Contractor will be required to manage all subcontractors and provide safe access to other areas in Kirkham Park for vehicles, pedestrians and stakeholders for the duration of the works.

MAIN REPORT

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Guidelines.



Contract Term

The contract term is for the duration of the construction works which, based on the tender program submitted, COVID implications, assessment of likely permissible extensions of time such as inclement weather and site conditions, is anticipated to be approximately five months.

Works are scheduled to commence on site in May 2022 and be completed in September 2022.

Financial Implications

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

Work, Health & Safety Requirements

The selected tender meets all WHS requirements for this contract.

Certificates of Currency

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

Advertising of Tenders

A select tender for T010/2021 – Principal Contractor for Kirkham Park BMX Stage 2B Carpark was issued to seven preferred contractors on 18 November 2021.

The tender period was open for a period of 28 days until the closing date of 15 December 2021 and was available to the seven selected tenderers through the e-tendering website: www.tenders.nsw.gov.au.

Tenders Received

Council received four tender responses from the following organisations:

| Tender | Suburb |
|---------------------------------|----------------|
| Lamond Contracting Pty Ltd | Wilton |
| Mack Civil Pty Ltd | Peakhurst |
| Menai Civil Contractors Pty Ltd | Smeaton Grange |
| Statewide Civil Pty Ltd | Baulkham Hills |

Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel, in accordance with Council's Procurement Procedures and Guidelines 2019. The evaluation criteria were prepared and weighted on 14 December 2021. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

-
- Price;
 - Methodology and understanding of the project;
 - Project team including subcontractors and specialists;
 - Project program;
 - Work Health & Safety and Systems;
 - Local Preference; and
 - Conformance to the Conditions of Tender.

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

Tender Compliance Panel

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

CONCLUSION

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

RECOMMENDED

That Council accept the tender provided by Menai Civil Contractors Pty Ltd as per the terms and conditions of Tender T010/2021 - Principal Contractor for Kirkham Park BMX Stage 2B Carpark, for the lump sum of \$1,609,513.98 (excl. GST) in accordance with Council's adopted budget.

ATTACHMENTS

1. Tender Evaluation Report T010/2021 - Principal Contractor for Kirkham Park BMX Stage 2B Carpark - *Supporting Document*



ORDINARY COUNCIL

ORD06

**SUBJECT: TENDER T008/2021 - GREENING OUR CITY, EVERY TREE COUNTS
TREE INSTALLATION AND MAINTENANCE**

FROM: Director Community Assets

TRIM #: 22/18021

PURPOSE OF REPORT

The purpose of this report is to advise Council of the tenders received for T008/2021- Greening Our City Every Tree Counts - Tree Installation and Maintenance and recommend that Council accept the tender submitted by Waratah Group Services.

BACKGROUND

Tenders were invited for Advanced Tree Installation and Establishment, and services including items such as installation of advanced tree stock, 12-month maintenance, installation of timber tree surrounds, tree guards and the installation of tree root barriers on Council owned and managed land.

Trees are a considerable asset to the community on many levels and, as the urban growth accelerates within the LGA, preserving and enhancing Camden's tree canopy is an important element of the amenity and liveability of Camden. The tender provides resources to facilitate increasing local tree canopy to meet the goals identified in the Sustainability Strategy 2020-24.

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

| Portions A-D | Description |
|---------------------|--|
| Separable Portion A | The installation, establishment and maintenance of approximately 430 advanced tree species in Camden, Camden South, Catherine Field, Cobbitty, Currans Hill, Elderslie, Gledswood Hills, Grasmere, Gregory Hills, Harrington Park, Kirkham, Leppington, Mount Annan, Narellan, Narellan Vale, Oran Park and Spring Farm. |
| Separable Portion B | The installation, establishment and maintenance of approximately 200 advanced tree species consisting predominantly of main road verge plantings (e.g. Cawdor Road, Camden) in groups of 5, 10, 20, 30 or 50 in Camden, Catherine Field, Cawdor, Cobbitty, Narellan Vale and Spring Farm. |
| Separable Portion C | The installation, establishment and maintenance of approximately 850 advanced tree species that include a combination of roadside verge plantings (e.g. fronting residential property) and open space plantings across the Camden local government area. |
| Separable Portion D | Ongoing tree installation and maintenance as part of Council's tree planting program for three years, with an option to extend for a further two by one-year extensions. |

MAIN REPORT

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Guidelines.

Contract Term

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

Financial Implications

Council has sufficient budget allocation from existing operational budgets and the provision of granted funds from the Greening our City - Every Tree Counts, round 1 and 2 to proceed with the proposed works in accordance with the terms and conditions of this tender.

Work, Health & Safety Requirements

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

Certificates of Currency

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

Advertising of Tenders

A tender for Greening Our City - Every Tree Counts - Tree Installation and Maintenance RFT T008/2021 was called on 26 October 2021 and publicly advertised on Council's website.

The tender was open for a period of 21 days until the closing date 17 November 2021 and was available through the e-tendering website: www.tenders.nsw.gov.au.

Tenders Received

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

| Tender | Suburb |
|-----------------------------------|-------------------|
| Active Tree Services Pty Ltd | Mona Vale |
| Bamal Projects | Green Hills Beach |
| HighPoint Tree Management Pty Ltd | Merrylands |
| J L Civil Pty Ltd | Grasmere |
| Muru Mittigar Limited | Penrith |
| Perfection Landscape Services | Parramatta |
| Summit Open Space Services | Minchinbury |
| Waratah Group Services | Moorebank |

Two tenders were non-conforming.



Tender Evaluation Process

Tenders were assessed by the Tender Evaluation Panel in accordance with Council's Procurement Procedures and Guidelines (2019). The evaluation criteria were prepared and weighted on 16 November 2021. Following the close of the tender period, each tender was evaluated by the members of the Tender Evaluation Panel using a Tender Evaluation and Pricing Matrix on the following criteria:

- Customer Focus;
- Demonstrated Capacity and Technical ability;
- Local supplier preference;
- Price;
- WHS; and
- Conformance to the conditions.

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

Tender Compliance Panel

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

CONCLUSION

It is recommended that Council accept the tender from Waratah Group Services. This tenderer overall provided a submission that demonstrated a thorough understanding of the project, provided evidence of relevant experience in tree installation and establishment, and demonstrated value for money.

RECOMMENDATION

That Council accept the tender from Waratah Group Services for Portions A, B and C for programmed works as per the tendered schedules of rates and Portion D for future works as per the tendered schedule of rates for three years with two options for extension of one year each, in accordance with Council's adopted budget.

ATTACHMENTS

1. Tender Evaluation Report - T008/2021 - Greening Our City Every Tree Counts - Tree Establishment and Maintenance - *Supporting Document*