

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 10 February 2015.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the City Works Committee held on 10 February 2015

Present His Worship the Mayor, Councillor P Lake
Councillor F Borg
Councillor W Glynn
Councillor P Hawker
Councillor C Mead
Director Business Services - Mr M Sewell
Acting Director Community Services - Mrs J Uluibau
Acting Director City Works - Mr G Mitchell
Acting Manager Assets and Supply Services - Mr W Miller
Manager Compliance Services - Mr P Curley
Acting Manager Customer Service - Ms M James
Manager Emergency and Facility Management - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Healthy Lifestyles - Mr M Berriman
Manager Library Services - Mr G White
Acting Manager Operational Services – Mr S Anderson
Manager Property Services - Mr J Milicic
Manager Technical Services - Mr K Lynch
Business Review and Improvement Officer – Mr C Taylor
Executive Assistant - Mrs K Peters

Apology (Glynn/Hawker)

That the apology from Councillors Brticevic, Chanthivong and Dobson be received and accepted.

CARRIED

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Lake.

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of the Local Traffic Committee Meeting of 4 December 2014 (contained within this report)
2. Minutes of the Campbelltown Traffic Committee Meeting of 4 December 2014 (contained within this report)

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee meeting held on 4 December 2014.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE ON 4 DECEMBER 2014

Reports Listed for Consideration

LTC 14/52 12-14 Queen Street - Development Application with changes in Traffic and Parking Facilities

That the Traffic Committee approve the recommended signage and pavement marking plan and advise the applicant to submit the amended plans to Technical Services for review.

LTC 14/53 Kellerman Drive, St Helens Park - Traffic Management

1. That Council approve the attached design plan.
2. That the residents be notified before the commencement of the works.
3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.

LTC 14/54 St Helens Park Drive, St Helens Park - Traffic Management

1. That Council approve the attached design plan.
 2. That the residents be notified before the commencement of the works.
-

3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.

LTC 14/55 Traffic Facilities - Approved under delegation for the period starting from 1 January 2014 till 30 November 2014

That Council endorses the minor traffic facility works that were undertaken under delegated approval from 1 January 2014 to 30 November 2014.

RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE ON 4 DECEMBER 2014

Reports Listed for Consideration

CTC 14/28 Road Accident Trend in Campbelltown

That the information of noted.

CTC 14/29 Mount Erin Road, Campbelltown - Special Event Application for Regular Cycling Races

That the application from the Macarthur Collegians Cycling Club not be supported by Council.

CTC 14/30 National Heavy Vehicle Regulator Applications (NHVR)

That the information be noted.

CTC 14/31 Junction Road, Leumeah - Songkran Fete 2015

1. That Council endorses the Special Event Traffic Management Plan (SETMP) as a Class 2 event.
2. That the applicant seek approval from NSW Police for Holding of Public Assembly, which is to be submitted with the SETMP to the Roads and Maritime Services for their endorsement.
3. That the applicant be requested to cover the cost of the Public Notice newspaper advertisement.

CTC 14/32 Traffic Committee Meeting Dates for 2015

That the information be noted.

Officer's Recommendation

That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 4 December 2014 be adopted.

Committee's Recommendation: (Hawker/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

ATTACHMENT 1



LOCAL TRAFFIC COMMITTEE MINUTES

4 December 2014

LOCAL TRAFFIC COMMITTEE

Traffic matters related to the functions delegated to councils under the *Transport Administration Act 1988*.



Minutes Summary

ITEM	TITLE
LOCAL TRAFFIC COMMITTEE MINUTES	
1.	ATTENDANCE
2.	APOLOGIES
3.	CONFIRMATION OF MINUTES
4.	BUSINESS ARISING FROM MINUTES
5.	REPORTS LISTED FOR CONSIDERATION
LTC 14/52	12-14 Queen Street- Development Application with changes in Traffic and Parking Facilities
LTC 14/53	Kellerman Drive, St Helens Park - Traffic Management
LTC 14/54	St Helens Park Drive, St Helens Park- Traffic Management
LTC 14/55	Traffic Facilities- Approved under delegation for the period starting from 1 January 2014 till 30 November 2014
6.	LATE ITEMS
No reports this round	
7.	GENERAL BUSINESS
No reports this round	
8.	DEFERRED ITEMS
No reports this round	

LOCAL TRAFFIC COMMITTEE MINUTES

Traffic matters related to the functions delegated to Councils under the *Transport Administration Act 1988*.

Minutes of the Local Traffic Committee held on 4 December 2014

1. ATTENDANCE

Campbelltown City Council

Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Project Design Engineer- Ms S Nepal
Work Experience - Mr D Peters
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Ms K Russell
Mr J Suprain

Police Representatives

Senior Sergeant M Cotton
Senior Constable M Davies

Bus Companies

Busways – Mr S Grady
Interline – Mr B East
Busabout - Mr S Arnold

Representatives of Local Members of Parliament

Mr R James

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, Mr Kevin Lynch.

2. APOLOGIES

Councillor G Greiss

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 6 November 2014 were recommended by the City Works Committee on 2 December 2014 and adopted by Council at its meeting held on 9 December 2014.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

LTC 14/52 12-14 Queen Street- Development Application with changes in Traffic and Parking Facilities

Previous Report: Nil
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

1. Proposed signage and pavement marking plan submitted by client
2. Recommended signage and pavement marking plan

Background (4/12/2014)

Council's Development Section has forwarded a development application 824/2014/DA-C for alteration and additions to the existing building with associated parking and landscaping at 12-14 Queen Street for Council's approval.

The Traffic Impact and Parking Assessment report submitted by APEX Engineers on behalf of the developer revealed that the proposed development had no adverse effect on the road network. Due to the close proximity of the development to public transport, it is expected to increase the use of public transport and the additional trips generated is unlikely to impact on the existing traffic conditions in the vicinity.

The client has submitted a plan with "left only" sign and pavement marking for traffic exiting the property. The submitted traffic report and proposed plan was assessed by Council and due to the history of crashes, particular concern was given to potential conflicts caused by vehicles making a right turn to and from the subject site. It is therefore recommended to install a "no right turn" sign at the property entrance off Queen Street (refer to attachment 2) in addition to the proposed "Left only" sign and pavement marking.

It is proposed that the Traffic Committee approve the recommended signage and pavement marking plan and advise the applicant to amend the plans and resubmit to Technical Services for review.

Officer's Recommendation

That the Traffic Committee approve the recommended signage and pavement marking plan and advise the applicant to submit the amended plans to Technical Services for review.

Discussion (4/12/2014)

The Committee discussed the matter and supported the recommendation as presented.

Recommendation of Local Traffic Committee

That the Traffic Committee approve the recommended signage and pavement marking plan and advise the applicant to submit the amended plans to Technical Services for review.

LTC 14/53 Kellerman Drive, St Helens Park - Traffic Management

Previous Report: CTC 13/30

Electorate: Wollondilly

Author Location: Traffic and Road Design Unit

Attachments

Proposed traffic calming devices plan

Background (4/12/2014)

The Campbelltown Traffic Committee at its meeting on 3 October 2013 recommended undertaking the options of providing traffic calming devices including line marking and signs on Kellerman Drive from St Helens Park Drive to Appin Road, St Helens Park.

Council Officers had prepared a concept plan which was advertised in local newspapers in March 2014 for public consultation. The consultation process closed on 28 March 2014. Council did not receive any response or feedback from the local community and therefore it was considered that there was no contradiction to the proposal. Based on the concept plans, detailed design has been prepared as per the Australian Standards which is being presented to the Committee for approval.

However, the residents will be notified before the works commence and their suggestions will be reviewed for consideration.

It is also noted that speeding is still a concern in the street and Council will request NSW Police Highway Patrol to monitor this street until the traffic calming devices are installed.

It is recommended that the Traffic Committee approve the attached design plan for installing traffic calming devices.

Officer's Recommendation

1. That Council approves the attached design plan.
2. The residents be notified before the commencement of the works.
3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.

Discussion (4/12/2014)

The Committee discussed the matter and supported the recommendations as presented.

Recommendation of Local Traffic Committee

1. That Council approves the attached design plan.
2. The resident be notified before the commencement of the works.
3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.

LTC 14/54 St Helens Park Drive, St Helens Park- Traffic Management

Previous Report: CTC 13/30
Electorate: Wollondilly
Author Location: Traffic and Road Design Unit

Attachments

Proposed traffic calming devices plan

Background (4/12/2014)

The Campbelltown Traffic Committee at its meeting on 3 October 2013 recommended undertaking the options of providing traffic calming devices including line marking and signs on St Helens Park Drive from Birds Place to Kellerman Drive, St Helens Park.

Council Officers had prepared a concept plan which was advertised in local newspapers in March 2014 for public consultation. The consultation process closed on 28 October 2014. Council did not receive any response or feedback from the local community. It was considered that there was no contradiction to the proposal. Based on the concept plans, detailed design has been prepared as per the Australian Standards which is being presented to the Committee for approval.

However, the residents will be notified before the works commence and their suggestions will be reviewed for consideration.

It is also noted that speeding is still a concern in the street and Council requests NSW Police Highway Patrol to monitor this street until the traffic calming devices are installed. Six months after the devices are installed Council will undertake speed monitoring to determine the effectiveness of the works.

It is recommended that the Traffic Committee approve the attached design plan for installing traffic calming devices.

Officer's Recommendation

1. That Council approves the attached design plan.
 2. The residents be notified before the commencement of the works.
 3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.
-

Discussion (4/12/2014)

The Committee discussed the matter and supported the recommendations as presented.

Recommendation of Local Traffic Committee

1. That Council approves the attached design plan.
2. The residents be notified before the commencement of the works.
3. That Council requests NSW Police Highway Patrol to continue their presence in the street and monitor speeding vehicles until the traffic calming devices are installed.

LTC 14/55 Traffic Facilities- Approved under delegation for the period starting from 1 January 2014 till 30 November 2014

Previous Report: Nil
Electorate: Campbelltown and Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

List of Traffic Facilities approved under delegation

Background (4/12/2014)

The Traffic Committee, at its meeting held on 25 March 2003 supported a delegated authority to the Manager Technical Services, for issuing work instructions of a minor nature for parking controls, centreline markings, minor traffic devices (without resident objection), guide and advisory signs after obtaining delegation approvals from its voting members. The Committee also resolved that a list of work instructions issued under the delegation be presented to the Committee for endorsement.

From 1 January 2014 to 30 November 2014, three traffic facilities (refer attachment) were approved under the delegation by NSW Police Force and Roads and Maritime Services.

It is recommended that the Committee endorse the delegated approvals as attached.

Officer's Recommendation

That Council endorses the minor traffic facility works that were undertaken under delegated approval from 1 January 2014 to 30 November 2014.

Discussion (4/12/2014)

The Committee discussed the matter and supported the recommendation as presented.

Recommendation of Local Traffic Committee

That Council endorses the minor traffic facility works that were undertaken under delegated approval from 1 January 2014 to 30 November 2014.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

No reports this round

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 10:50am.

K Lynch
CHAIRPERSON

ATTACHMENT 2



CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

4 December 2014

CAMPBELLTOWN TRAFFIC COMMITTEE

Traffic related items to Council requiring technical advice and are outside of the Delegation functions issued to councils by the Road and Maritime Services.



Minutes Summary

ITEM TITLE

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

1. ATTENDANCE

1. ATTENDANCE

2. APOLOGIES

3. CONFIRMATION OF MINUTES

4. BUSINESS ARISING FROM MINUTES

5. REPORTS LISTED FOR CONSIDERATION

CTC 14/28 Road Accident Trend in Campbelltown

CTC 14/29 Mount Erin Road, Campbelltown - Special Event Application for Regular Cycling Races

CTC 14/30 National Heavy Vehicle Regulator Applications (NHVR)

CTC 14/31 Junction Road, Leumeah - Songkran Fete 2015

CTC 14/32 Traffic Committee Meeting Dates for 2015

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

8. DEFERRED ITEMS

No reports this round

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

Traffic related items to Council requiring technical advice and are outside of the Delegation functions issued to Councils by the Road and Maritime Services.

Minutes of the Campbelltown Traffic Committee held on 4 December 2014

1. ATTENDANCE

Campbelltown City Council

Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Project Design Engineer - Mr S Nepal
Work Experience Student - Mr D Peters
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Ms K Russell
Mr J Suprain

Police Representatives

Senior Sergeant M Cotton
Senior Constable M Davies

Bus Companies

Interline – Mr B East
Busabout - Mr S Arnold
Busways - Mr S Grady

Representatives of Local Members of Parliament

Mr R James

Others

Macarthur Collegians Cycling Club - Mr S Burgin (Item 14/29)

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, Mr Kevin Lynch.

2. APOLOGIES

Councillor G Greiss

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 6 November 2014 were recommended by the City Works Committee on 2 December 2014 and adopted by Council at its meeting held on 9 December 2014.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

CTC 14/28 Road Accident Trend in Campbelltown

Previous Report: CTC 14/1
Electorate: All Electorates
Author Location: Traffic and Road Design Unit

Attachments

Graphical representation of road accidents ending June 2013.

Background (4/12/2014)

A graphical representation showing the trend of accidents in Campbelltown local Government Area for a seven year period ending June 2013 is attached (refer attachment) for the Committee's information. The information of accidents from July 2013 to June 2014 has not yet been released by NSW Centre for Road Safety (CRS).

From preliminary fatal reports the following accidents have occurred in 2014:

1. 21 July 2014 at 9:40am: a driver of a semi-trailer was killed when his southbound vehicle on Hume Highway, approximately 1.7km north of Brooks Road, clipped the rear of a southbound sedan (recorded as a rear end collision) causing the semi-trailer to cross the grass median and collide with three northbound vehicles. The semi-trailer rolled onto its side ejecting the driver.
2. 17 September 2014 at 15:30: a female driver of a secondary vehicle travelling south in Appin Road approximately 4km south of Kellerman Drive (at the Hume Monument) was killed as a result of a northbound vehicle veering to the opposite side of the road after negotiating a slight left hand bend. This accident is classed as a head on collision.
3. 11 November 2014 at 11:25pm: a male motorcycle rider lost control of his vehicle travelling north in Englorie Park Drive, approximately 100m south of Heritage Way colliding with a parked vehicle.

The Committee is also advised that as of 15 October 2014 the following requirements for drivers to report accidents and Police attendance at accidents has been brought into force. These new requirements may see some changes to the accident trends over the coming years.

- NSW Police will need to attend and investigate crashes where a person is killed or injured, parties fail to exchange particulars or a driver is under the influence of alcohol.
-

- NSW Police will assist and direct traffic for hazards or debris on the road and the towing of heavy vehicles.
- NSW Police no longer requires attendance to collisions requiring tow trucks provided there are no injuries, no one is under the influence of drugs or alcohol and parties have exchanged particulars.
- NSW Police requires drivers to report accidents to the Police Assistance line where tow trucks are used and the Police are not in attendance.
- NSW Police do not require reporting of minor accidents outside the above conditions even for insurance purposes. In these circumstances event numbers will no longer be issued by the Police.

Officer's Recommendation

That the information be noted.

Discussion (4/12/2014)

That the information be noted.

Recommendation of Campbelltown Traffic Committee

That the information be noted.

**CTC 14/29 Mount Erin Road, Campbelltown - Special Event
Application for Regular Cycling Races**

Previous Report: CTC 13/26, CTC 14/17
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

Locality Sketch Plan

Background (4/12/2014)

The Traffic Committee had in the past received A Special Event Application from Macarthur Collegians Cycling Club to hold weekly races every Sunday on Mount Erin Road, Blair Athol from October to April. It will involve the temporary closure of Mount Erin Road between the hours of 7.00am - 10.00am and extended hours 7.00am - 1.00pm for the occasional once a year 'Open Events'. There will be approximately 30 to 80 riders at each event.

The Traffic Committee had previously addressed a report at its meeting on 5 September 2013 when it was recommended that a community consultation be undertaken with the businesses to seek feedback.

Following community consultation it was generally found that the businesses did not object to the race, however a further report was presented to the Traffic Committee on 14 August 2014.

The Macarthur Collegians Cycling Club representative was unable to attend the meeting due to illness and it was suggested that the matter be deferred until such time as people wishing to address the Committee were available to do so.

Efforts have been made to contact representatives of the Macarthur Collegians Cycling Club to attend this meeting, however no response has been received.

The matter is therefore being presented to the Traffic Committee for further discussion.

Officer's Recommendation

That the Traffic Committee discuss the matter as stated in the body of the report.

Discussion (4/12/2014)

Mr Stan Burgin on behalf of the Macarthur Collegians Cycling Club addressed the Committee and requested that Council approve the weekly races at Mount Erin Road, Blair Athol.

The Manager Technical Services advised that letters had been sent to the business owners who do not have a problem as they do not trade on a Sunday. The Trampoline business (Flip Out) who is open on Sunday has objected to the race.

The RMS representative advised that the road is parked out on both Saturday and Sunday and the trampoline business is open at weekends and it would be difficult for property owners unless some conditions were set. The NSW Police representative advised there is likely to be further developments in the area.

A number of property owners also raised concerns that if the road had restricted access every Sunday it could limit some interest by potential tenants and therefore they did not support the proposal. A large portion of the existing businesses support the proposal as they believe it would increase the presence in the street on Sunday mornings. It was noted that these businesses generally did not operate on a Sunday.

The Manager Technical Services suggested that maybe the Cycling Club could be given permission for one season next year as a trial. It was suggested by the Committee that the Cycling Club use Macquarie Fields Circuit which they would have to book. The Circuit would be closed during the event but this currently happens with other events.

Based on the fact that there is a lot of future growth in the area and there is currently a conflict between the race and businesses, it was recommended that the Committee not support the application from the Macarthur Collegians Cycling Club.

Recommendation of Campbelltown Traffic Committee

That the application from the Macarthur Collegians Cycling Club not be supported by Council.

CTC 14/30 National Heavy Vehicle Regulator Applications (NHVR)

Previous Report: CTC 13/27
Electorate: All Electorates
Author Location: Traffic and Road Design Unit

Attachments

Status report on the application received from NHVR

Background (4/12/2014)

A report was presented to the Committee on 5 September 2013 regarding the National Heavy Vehicle Regulator (NHVR) and Heavy Vehicle National Law (HVNL) whereby it was advised that all applications relating to the route assessment for higher mass limit vehicles and oversize vehicles on local roads will have to be processed by the Road Manager of Council. This Law was enforced in February 2014. Since then Council has been receiving applications for assessment from NHVR. A list of the applications received in the calendar year 2014 and their status is enclosed (refer attachment) for the information of the Committee.

From February 2014 till November 2014, Council received thirty applications from NHVR for various types of permits including Performance Based Standard (PBS) vehicles, Over Size Over Mass (OSOM), B-Double and over size vehicles which were assessed and NHVR was notified.

A workshop was organised by NHVR on 24 November 2014 whereby representatives from various Councils attended and numerous issues were discussed especially regarding the assessment procedure, application fees, assessment criteria and fees and the time frame for approvals. NHVR in consultation with ARRB has developed a Performance Based Standard (PBS) vehicles route assessment tool which is available on line and can be used easily by Councils for assessing the applications. It was further advised that the compliance of the approved routes is being calculated in conjunction with Roads and Maritime Service (RMS) and Councils will be consulted before making any decisions.

Officer's Recommendation

That the information be noted.

Discussion (4/12/2014)

That the information be noted.

Recommendation of Campbelltown Traffic Committee

That the information be noted.

CTC 14/31 Junction Road, Leumeah - Songkran Fete 2015

Previous Report: CTC 14/2
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

1. Locality Plan 39 Junction Road showing access arrangements
2. Traffic Management Plan (to be tabled)

Background (4/12/2014)

Council is in receipt of a Special Event Traffic Management Plan (SETMP) from Mahamakut Rajawithayalai Foundation (Buddhist Temple) and Traffic Control Management Plan for the management of pedestrian and traffic associated with the annual Songkran Fete to be held on 12 April 2015, 8am to 4:30pm.

The Buddhist Foundation has been organising this Fete for a number of years and have been submitting Traffic Management Plans to control entry and exits to car parks in the Monastery, Leumeah High School and Biehler Reserve, and control the connecting temporary pedestrian crossing point across Junction Road. The SETMP in essence is the same in the previous two years with Traffic Management Australia Pty Ltd being appointed to undertake traffic management.

The main control is supervising pedestrians across Junction Road to and from the overflow car parks and the prohibiting of right turn movements for attendees entering and exiting these car parks.

The event is classified as a Class 2 Special Event requiring event organisers to prepare and submit a traffic management plan for approval. This Plan will be tabled at the meeting. Council will also request the applicant to cover the cost of the Public Notice newspaper advertisement.

Officer's Recommendation

1. That Council endorses the Special Event Traffic Management Plan (SETMP) as a Class 2 event.
2. That the applicant seek approval from NSW Police for Holding of Public Assembly, which is to be submitted with the SETMP to the Roads and Maritime Services for their endorsement.
3. That the applicant be requested to cover the cost of the Public Notice newspaper advertisement.

Discussion (4/12/2014)

The Committee discussed the matter and supported the recommendations as presented.

Recommendation of Campbelltown Traffic Committee

1. That Council endorses the Special Event Traffic Management Plan (SETMP) as a Class 2 event.
 2. That the applicant seek approval from NSW Police for Holding of Public Assembly, which is to be submitted with the SETMP to the Roads and Maritime Services for their endorsement.
 3. That the applicant be requested to cover the cost of the Public Notice newspaper advertisement.
-

CTC 14/32 Traffic Committee Meeting Dates for 2015

Previous Report: Nil
Electorate: All Electorates
Author Location: Traffic and Road Design Unit

Attachments

Nil

Background (4/12/2014)

The Committee are advised that the Traffic Committee Meeting dates for 2015 are as follows:

- 5 February 2015
- 5 March 2015
- 9 April 2015
- 7 May 2015
- 4 June 2015
- 9 July 2015
- 6 August 2015
- 3 September 2015
- 8 October 2015
- 12 November 2015
- 10 December 2015

Officer's Recommendation

That the information be noted.

Discussion (4/12/2014)

That the information be noted.

Recommendation of Campbelltown Traffic Committee

That the information be noted.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

No reports this round

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 11.15am.

K Lynch
CHAIRPERSON

1.2 Changes to the 2015 Traffic Committee Meeting Dates

Reporting Officer

Manager Technical Services

Attachments

Nil

Purpose

To advise Council of the changes to the 2015 Traffic Committee Meeting dates.

Report

Due to a number of recently advised clashes with Committee Member's commitments, a request has been received to review the dates of the Traffic Committee for 2015 as previously reported to the Traffic Committee on 4 December 2014 (CTC 14/32) and the current City Works Business Paper (Item 1.1).

The following amended dates were tabled at the Traffic Committee Meeting of 5 February 2015.

- 5 February
- 12 March
- 16 April
- 14 May
- 11 June
- 16 July
- 13 August
- 10 September
- 15 October
- 12 November
- 10 December

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

1.3 NSW Floodplain Risk Management Study - Acceptance of Grant

Reporting Officer

Manager Technical Services

Attachments

Letter from the NSW Office of Environment and Heritage dated 6 January 2015 advising Council's successful application for grant funding (contained within this report)

Purpose

To advise Council of a grant offer for the 2014-2017 financial years, from the NSW Office of Environment and Heritage for the development of a new Floodplain Risk Management Study and Plan for the Bow Bowing Bunbury Curran Creek Catchment.

Report

On Friday 9 January 2015, Council received confirmation from the NSW Office of Environment and Heritage of Council's successful grant application submitted in 2014 in the amount of \$200,000.00, as per the attachment to this report.

This grant funding will assist with engaging a Flood Consultant Specialist who will conduct extensive community consultation forums, detailed investigations of flood management options and preparation of the Floodplain Risk Management Study. The consultant will use the information to deliver a draft Floodplain Risk Management Plan to Council for consideration and adoption.

The Plan for 2015-2016

The grant funding secured is provided on the basis of two parts Government and one part Council funding. Council's matching funding have been allocated in the 2014-2016 City Works financial budget.

Several key elements need to be addressed in the project this year.

Council will be seeking quotations through the Local Government Procurement Contract - LGP1208-2 Professional Consulting Services, for a Floodplain Risk Management Consultant to assist Council with Community Consultation forums/information sessions to inform the local community of the risks identified, mitigation options and to seek community input into the study and draft plan.

The Community Consultation Phase is quite extensive and will take considerable time to prepare and deliver. It is expected this will take several months to complete as there will be community consultation forums held in each region (North, Central and South) along the Bow Bowing Bunbury Curran Creek catchment.

Council has already adopted the draft Final Flood Studies for the purposes of community consultation (refer to Council Resolution number 130, dated 29 July 2014).

The study and draft plan will be prepared in consultation between Council, Council's Flood Consultant Specialist, community stakeholders, Council's Flood Modeller, NSW Office of Environment and Heritage and the NSW State Emergency Service. The study aims to identify areas most at risk in conjunction with the findings of the flood study investigations. The Study will look at choices to mitigate the risks and recommend a suite of possible options for reducing flood risk.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Rob Stokes MP
Minister for the Environment
Minister for Heritage
Minister for the Central Coast
Assistant Minister for Planning

DOC14/263730

Mr Paul Tosi
General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

JAN09/15 07:54:29 RCVD

Dear Mr Tosi

I refer to Campbelltown City Council's application requesting financial assistance under the 2014-15 Floodplain Management Program.

I am pleased to advise that the NSW Government is making the following offer of financial assistance under the Program:

Reference Number	Project	Grant Amount
2014-15-FM-0025	Floodplain Risk Management Study and Plan Bow Bowling Bunbury Curran Creek Catchment	\$200,000

Staff from the Office of Environment and Heritage (OEH) will be in contact with you shortly to finalise the terms and conditions of the funding offer. If you have any questions about the offer, Leah Andrews, Senior Team Leader, Contestable Grants - Coast, Estuary and Flood, Regional Operations Group, OEH can be contacted on 02 9895 6533 or by email at leah.andrews@environment.nsw.gov.au.

Congratulations on your successful application and I wish you every success.

Yours sincerely

Robert Stokes MP
Minister for the Environment
6 January 2015

2. OPERATIONAL SERVICES

No reports this round

3. ASSETS AND SUPPLY SERVICES

3.1 T14/14 Electrical and Data Cabling Services

Reporting Officer

Acting Manager Assets and Supply Services

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for electrical and data cabling services and recommend that Council accept the tender submitted by B&D Latham Pty Ltd.

History

Council has an existing contract for the provision of electrical and data cabling services which is due to expire. As Council utilises these services and the contract expenditure historically exceeds the legislative threshold of \$150,000, Council invited tenders for a new contract.

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 Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with two options for extension of 12 months each.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 25 August and 1 September 2014. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

Organisations were requested to submit the following information with their tender response:

- company details
- references
- company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to the Services
- details and experience of their nominated staff including evidence of their licence/certification, a management plan detailing recruitment of staff and a listing of service vehicles and equipment available
- emergency situation response time confirmation
- pricing
- insurances
- environmental practices
- work health and safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 16 September 2014. Ten on-time responses were received from the following organisations:

- ARA Electrical Engineering Services Pty Ltd
 - B&D Latham Pty Ltd
 - GM Cabling Solutions Pty Ltd
 - Nepean Electrical Contracting Pty Ltd t/a Mullen Electrical Contracting
 - NEVMAT Australia Pty Ltd
 - PND Civil Group Pty Ltd
 - R&V Electrical Contractors Pty Ltd
 - Randall Electrics & Trade Services Pty Ltd
 - Titanium Services Group Pty Ltd as the Trustee for Titanium Services Group Trust
 - Zapp Electrical Group Pty Ltd
-

Evaluation Process

The Evaluation Panel, consisting of officers from Assets and Supply Services and Information Management and Technology evaluated the tenders against the following weighted assessment criteria:

- experience of the company and subcontractors
- nominated staff and resources
- suitability of standard pricing
- work health and safety
- environmental commitment.

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined on the hourly rate for miscellaneous electrical and data cabling services and repairs 24 hours per day, seven days per week including public holidays.

Recommendation of the Evaluation Panel

B&D Latham Pty Ltd provided the best overall response and are recommended as they:

- provided excellent details outlining their company experience, particularly as they relate to the Services
- provided satisfactory details of their nominated subcontractor
- provided satisfactory details of their nominated staff and resources
- provided satisfactory work health, safety and environmental documentation
- tendered a competitive price to Council
- provided satisfactory services to Council in similar works in the past.

Tenders Not Recommended

ARA Electrical Engineering Services Pty Ltd, GM Cabling Solutions Pty Ltd, NEVMAT Australia Pty Ltd, Randall Electrics & Trade Services Pty Ltd, Titanium Services Group Pty Ltd as the Trustee for Titanium Services Group Trust and Zapp Electrical Group Pty Ltd all provided satisfactory responses, however were not as competitive as the recommended tenderer.

Nepean Electrical Contracting Pty Ltd t/a Mullen Electrical Contracting are not recommended as they did not provide as detailed company experience and nominated staff and resources as the recommended tenderer.

PND Civil Group Pty Ltd are not recommended as they did not provide satisfactory details of their nominated staff and resources and tendered a significantly higher price than the recommended tenderer.

R&V Electrical Contractors Pty Ltd are not recommended as they did not provide satisfactory details of their company experience and nominated staff and resources.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of B&D Latham for the provision of electrical and data cabling services for a period of two years with two options for extension of 12 months each.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Glynn/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

3.2 T14/20 Road Signs and Associated Equipment

Reporting Officer

Acting Manager Assets and Supply Services and Manager Financial Services

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for the supply of road signs and associated equipment and recommend that Council accept the tender submitted by HJD Industries Pty Ltd t/as Road Management Solutions.

History

Council has an existing in place a contract for road signs and equipment which is due to expire on 17 February 2015. As Council continues to utilise the contract, a new contract will need to be in place prior to this. The expenditure over the past 2.5 years under the current contract exceeds the \$150,000 threshold, therefore a public tender process is required.

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 Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with an option for extension of 12 months.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 8 and 15 September 2014. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 30 September 2014. Four on-time responses were received from the following organisations:

- Artcraft Pty Ltd
- Barrier Signs Pty Ltd
- De Neefe Pty Ltd t/as De Neefe Signs
- HJD Industries Pty Ltd t/as Road Management Solutions

Tender Document

Organisations were requested to submit the following information with their tender response:

- company details
- references
- company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to these services
- details of their supply management plan, including method of delivery, back order management system and returns policy
- details of the products available outside the specified list of goods provided by Council
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- additional terms of contract, if proposed

Evaluation Process

The Evaluation Panel, consisting of officers from Technical Services and Financial Services evaluated the tenders against the following weighted assessment criteria:

- experience of the company
- supply management and scope of products
- pricing
- work health and safety
- environmental commitment.

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined on a basket of goods basis on the items purchased in the last financial year.

Recommendation of the Evaluation Panel

HJD Industries Pty Ltd t/as Road Management Solutions provided the best response to Council and is recommended for the provision of road signs and associated equipment as they:

- provided satisfactory details of their company experience, particularly as they relate to the Services
- provided satisfactory details of their supply management and scope of products
- provided satisfactory work, health, safety and environmental documentation
- tendered competitive pricing to Council

Tenders Not Recommended

Artcraft Pty Ltd, Barrier Signs Pty Ltd and De Neefe Pty Ltd t/as De Neefe Signs are not recommended as they tendered a more expensive price than the recommended tenderer. The evaluation panel did not consider there to be any advantage to Council for the increased cost.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of HJD Industries Pty Ltd t/as Road Management Solutions for the provision of supply of road signs and associated equipment for a period of two years with an option for extension of 12 months.
 2. That the Contract documents be executed under the Common Seal of Council.
 3. That the unsuccessful Tenderers be notified of the results of tender process.
-

Committee's Recommendation: (Mead/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

3.3 T14/21 Graffiti Removal

Reporting Officer

Acting Manager Assets and Supply Services and Manager Operational Services

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for graffiti removal and recommend that Council accept the tender submitted by Kleenit Pty Ltd t/as Kleenit.

History

Council has an existing Contract for the provision of graffiti removal which is due to expire. As Council utilises these services and the contract expenditure historically exceeds the legislative threshold of \$150,000, Council invited tenders for a new contract.

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 Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with two options for extensions of 12 months each.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 20 and 27 October 2014. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

Organisations were requested to submit the following information with their tender response:

- company details
- company experience, particularly as they relate to these services
- details of nominated staff
- details of resources which they would use to provide the services
- response time confirmation
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed

Tenders Received

Tenders closed on Tuesday 11 November 2014. Seven on-time responses were received from the following organisations:

- Evolution Graffiti Solutions Pty Ltd
- The Graffiti Eaters Pty Ltd
- Kleenit Pty Ltd t/as Kleenit
- N.T. Barnes Pty Ltd t/as Wundaguard
- P.M Boyan & J.A Eager t/as Pressure's on Pressure Cleaning
- Swetha International Pty Ltd
- The Trustee for the McElroy Trust t/as New Link Pty Ltd

Evaluation Process

The Evaluation Panel, consisting of officers from Operational Services and Sustainable City and Environment evaluated the tenders against the following weighted assessment criteria:

- experience of the company
 - nominated staff
 - resources
 - pricing
 - work health and safety
 - environmental commitment.
-

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on the price per square metre against historical data, for the life of the contract.

Recommendation of the Evaluation Panel

Kleenit Pty Ltd t/as Kleenit provided the best response to Council and is recommended for the provision of graffiti removal as they:

- provided satisfactory details of their company experience, particularly as they relate to the Services
- provided satisfactory details of their nominated staff
- provided satisfactory details of their resources
- tendered competitive pricing to Council
- provided satisfactory work, health, safety and environmental documentation

Satisfactory reference checks were undertaken confirming their service level and capabilities.

Tenders Not Recommended

Evolution Graffiti Solutions Pty Ltd, The Graffiti Eaters Pty Ltd, N.T. Barnes Pty Ltd t/as Wundaguard and The Trustee for the McElroy Trust t/as New Link Pty Ltd are not recommended as they tendered a more expensive price than the recommended tenderer. The Evaluation Panel did not consider there to be any advantage to Council for the increased cost.

P.M Boyan & J.A Eager t/as Pressure's on Pressure Cleaning is not recommended as they:

- did not provide satisfactory details of their company experience
- did not provide satisfactory details of their nominated staff
- did not provide satisfactory details of their resources
- tendered a more expensive price than the recommended tenderer
- provided unsatisfactory work, health, safety and environmental documentation

Swetha International Pty Ltd is not recommended as they submitted a pricing structure that did not conform to the information requested in the Request for Tender.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Kleenit Pty Ltd t/as Kleenit for the provision of graffiti removal for a period of two years with two options for extension of 12 months each.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

3.4 Q14/44 Supply and Delivery of Six Mowers

Reporting Officer

Acting Manager Assets and Supply Services and Manager Operational Services

Attachments

Nil

Purpose

To advise Council of the quotations received for the supply and delivery of six mowers and to advise Council of the successful quotation.

History

As part of the Operational Services mower replacement schedule, Operations staff have identified a requirement for three out front and three zero turn mowers.

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 Procedures.

For purchases over \$150,000, Council is exempt from inviting tenders if they utilise a contract established by any of the following agencies prescribed under s55 of the *Local Government Act 1993* for this purpose:

- ProcurePoint (Department of Commerce)
- MAPS Group Limited trading as Procurement Australia
- Local Government Procurement

In this regard, this purchase is conducted under Local Government Procurement Contract LGP508(2) Small Plant and Outdoor Power Equipment.

Contract Expenditure

Funds for these works are allocated in Council's annual Plant and Equipment budget.

Contract Term

The term for this contract is from the date of acceptance until completion of delivery and any warranty period.

Quotations Received

Council invited quotations from all companies nominated under the Local Government Procurement (LGP) Contract LGP508(2) Small Plant and Outdoor Power Equipment. Organisations were invited to quote for one or more type of mower. It was noted in the Request for Quotation document that Council may award the contract as a panel arrangement.

Quotations closed on Friday 24 October 2014. Six on-time responses were received from the following organisations:

- Australian Hammer Supplies Pty Ltd (Kubota)
- Camden Machinery and Tractors (Kubota)
- Farm and Turf Equipment Pty Ltd (John Deere)
- GYC Pty Ltd (Toro)
- Macarthur Mowers and Marine (Ferris and Shibaura, conforming and Pro Turn, non-conforming)
- Western Mowers and Chainsaws Pty Ltd (Hustler)

Shortlisting Process

The following organisations were requested to trial their proposed mowers as they best met Council's requirements:

- Camden Machinery and Tractors (Kubota)
- Farm and Turf Equipment Pty Ltd (John Deere)
- Macarthur Mowers and Marine (Ferris and Shibaura)

Australian Hammer Supplies Pty Ltd, GYC Pty Ltd (Toro), Western Mowers and Chainsaws Pty Ltd (Hustler Zero Turn) and Macarthur Mowers and Marine (Pro Turn) were not requested for a trial as their proposed mower was a greater than acceptable price or the trial units did not meet the evaluation panel's requirements.

Quotations Not Recommended After shortlisting

Camden Machinery and Tractors (Kubota) and Macarthur Mowers and Marine (Ferris and Shibaura) are not recommended as the trial mowers were more expensive than the recommended units and the evaluation panel concluded that the units provided for the trials were not as suitable for Council's requirements.

Recommended Quotation

Farm and Turf Equipment Pty Ltd (John Deere) is recommended for the supply and delivery of three out front mowers and three zero turn mowers as they presented mowers with the best value for money, satisfactory mechanics and suitable maintenance and backup services. In addition John Deere mowers have previously been purchased by Council on previous occasions.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 10 February 2015 (Lake/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 15

That the Officer's Recommendation be adopted.

4. EMERGENCY SERVICES

No reports this round

5. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Borg/Hawker)

That the Committee in accordance with Section 10A of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Confidential Report Directors of Companies - City Works

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

Motion: (Hawker/Borg)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 7.43pm.

P Lake
CHAIRPERSON
