

# Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 14 April 2015.

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## **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 14 April 2015**

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**Present** His Worship the Mayor, Councillor P Lake  
Councillor F Borg  
Councillor G Brticevic  
Councillor A Chanthivong  
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  
Acting Coordinator Customer Service - Ms C White  
Acting Manager Education and Care Services - Ms G Vickers  
Manager Emergency and Facility Management - Mr R Blair  
Manager Healthy Lifestyles - Mr M Berriman  
Manager Library Services - Mr G White  
Manager Operational Services - Mr A Davies  
Manager Property Services - Mr J Milicic  
Manager Technical Services - Mr K Lynch  
Policy and Governance Coordinator - Ms J Warner  
Executive Assistant - Mrs K Peters

**Apology (Mead/Borg)**

That the apology from Councillor Dobson and Glynn be received and accepted.

**CARRIED**

**Acknowledgement of Land**

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

**DECLARATIONS OF INTEREST**

Declarations of Interest were made in respect of the following items:

**Pecuniary Interests - nil**

**Non Pecuniary – Significant Interests - nil**

**Non Pecuniary – Less than Significant Interests**

Councillor Chanthivong advised that as a member of the NSW State Parliament he will seek legal advice regarding his need to declare an interest on any issues that may potentially involve the NSW State Government. Councillor Chanthivong noted that if issues arise where he considers there may be a perceived conflict necessitating him to declare an interest he will do so and if appropriate leave the Chamber.

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## **1. TECHNICAL SERVICES**

### **1.1 Traffic Committee**

#### **Reporting Officer**

Manager Technical Services

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#### **Attachments**

1. Minutes of the Local Traffic Committee Meeting of 12 March 2015 (contained within this report)
2. Minutes of the Campbelltown Traffic Committee Meeting of 12 March 2015 (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 12 March 2015.

#### **Report**

#### **RECOMMENDATIONS OF LOCAL TRAFFIC COMMITTEE ON 12 MARCH 2015**

##### **Reports Listed for Consideration**

##### **LTC 15/3 Minto Road, Minto - Provision of Pedestrian Crossing**

1. That Council endorse the concept plan for a pedestrian crossing and associated drop off and pick up facilities.
2. That Council consult with the business community, bus companies, Taxi Council, Australia Post and any other affected stakeholder for comments to be reported back to the Committee for consideration.

##### **LTC 15/4 Salisbury Avenue, Glenfield - Parking Restriction at Bend**

That Council install No Stopping restriction and parking control lines in Salisbury Avenue, Glenfield.

##### **LTC 15/5 12 Victoria Road, Macquarie Fields - Creation of a School Bus Zone**

1. That the new school bus zone and associated works in Victoria Road, Macquarie Fields outside Macarthur Adventist College be approved.
  2. That the new school zone be signposted for school hours.
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3. That the parking restriction between the roundabout and the existing bus zone remain unrestricted.

**LTC 15/6 Longhurst Road, Minto - Installation of Traffic Calming Devices**

That consultation be undertaken with the affected residents for option 1 and the outcome be presented back to the Committee for a final decision.

**LTC 15/7 Queen Street, Campbelltown - Provision of Keep Clear at King Street**

That Council install a Keep Clear pavement treatment in Queen Street, Campbelltown at its intersection with King Street on the south bound lanes.

**General Business**

**LTC 15/8 Closure of Joey Crescent and Part of Scout Street, Willowdale Estate, East Leppington**

1. That Council approve the road closure of Joey Crescent and part of Scout Street from the LGA boundary to Jamboree Avenue, with the Willowdale Estate, East Leppington for a period of five years.
2. That Council condition the closure of the roads to ensure that the road pavement is fully restored and certified as a trafficable road by a suitable qualified engineer after the five year period and prior to it being reopened.

**LTC 15/9 Notification of Upcoming Events**

That the information be noted.

**RECOMMENDATIONS OF CAMPBELLTOWN TRAFFIC COMMITTEE ON 12 MARCH 2015**

**Reports Listed for Consideration**

**CTC 15/5 Cary Grove and Saggart Field Road, Minto - B-Double route**

1. That Council discuss with the applicant the impacts of time restricted B-Double access within the street.
2. That a further report be presented to the Traffic Committee.

**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 12 March 2015 be adopted.

**Committee's Recommendation: (Borg/Hawker)**

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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## **ATTACHMENT 1**



### **LOCAL TRAFFIC COMMITTEE MINUTES**

**12 March 2015**

#### **LOCAL TRAFFIC COMMITTEE**

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

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## 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 15/3 | Minto Road, Minto - Provision of Pedestrian Crossing               |
| LTC 15/4 | Salisbury Avenue Glenfield - parking restriction at bend           |
| LTC 15/5 | 12 Victoria Road Macquarie Fields - Creation of a School Bus Zone  |
| LTC 15/6 | Longhurst Road Minto - Installation of Traffic Calming Devices     |
| LTC 15/7 | Queen Street Campbelltown - Provision of Keep Clear at King Street |

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC15/8 Closure of Joey Crescent and Part of Scout Street, Willowdale Estate, East Leppington

LTC 15/9 Notification of Upcoming Events

8. DEFERRED ITEMS

No reports this round

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## **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 12 March 2015**

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### **1. ATTENDANCE**

#### **Campbelltown City Council**

Councillor G Greiss (Chairperson)  
Manager Technical Services - Mr K Lynch  
Coordinator Traffic and Road Design - Mr A Arora  
Team Leader Traffic Investigation - Mr F Sirc  
Project Design Engineer - Ms S Nepal  
Acting Administrative Assistant - Ms J Richmond

#### **Roads and Maritime Services**

Nil

#### **Police Representatives**

Senior Sergeant M Cotton  
Senior Constable M Davies

#### **Bus Companies**

Busabout - Mr S Burridge

#### **Representatives of Local Members of Parliament**

Mr R James

### **Acknowledgement of Land**

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

### **2. APOLOGIES**

Roads and Maritime Services - Ms K Russell  
Interline Bus Company - Mr J Oliveri

### **3. CONFIRMATION OF MINUTES**

The Minutes of the previous meeting held on 5 February 2015 were recommended to the City Works Committee on 10 March 2015 and adopted by Council on 17 March 2015.

### **4. BUSINESS ARISING FROM MINUTES**

No reports this round

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## 5. REPORTS LISTED FOR CONSIDERATION

### LTC 15/3 Minto Road, Minto - Provision of Pedestrian Crossing

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

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#### Attachments

Concept plan with proposed pedestrian crossing and changes to existing parking signs.

#### Background (12/3/2015)

Council has received numerous concerns from commuters regarding their safety at the existing pedestrian refuge on Minto Road near Minto Railway Station.

Council Officers carried out pedestrian survey on site by installing a CCTV camera and also by visiting the site on numerous occasions. On analysis of the survey the following have been observed;

1. There are numerous pedestrian desire lines on Minto Road which are due to the absence of a formalised pedestrian crossing.
2. At the existing bus zone, there is no entry for vehicles other than Buses and Taxis, but it has been noticed that cars do enter the zone illegally to drop off passengers and then make a U-turn from the bus lane to the south bound lane.
3. On many occasions it is very usual for cars to make a U-turn from north of the pedestrian refuse. Another common U-turn point in Minto Road is at the corner of Redfern and Minto Road just west of the existing Median Island. This is not only posing risk on the pedestrian but also on the traffic travelling in the opposite direction.
4. There is limited facility for pick up and drop off on both sides of the street.

Due to the above mentioned conflicts, Council has developed a concept plan proposing changes to parking in the interchange to accommodate a pedestrian crossing which are as follows;

#### Proposed Changes (see attached Plan 12672)

1. Install a formalised pedestrian crossing in Minto Road north of the existing bus zone lining up with one of the many pedestrian desire lines. This facility will replace the existing pedestrian refuge near the corner of the intersection, which has been the subject of many complaints about its safety. It was observed from the traffic survey that traffic volume is below 500 vehicle per hour; however vehicle conflicts with pedestrians were high due to the many crossing points. It is considered safe to provide a single crossing point with a formalised pedestrian crossing.
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2. To accommodate the proposed pedestrian crossing, the existing bus zone will be slightly adjusted further south. This adjustment will provide a 27m bus zone which is long enough to cater for two buses that attend the bus zone at any one time.
3. Installation of a pedestrian fence at the kerb return on the north east corner of Minto and Redfern Road to discourage pedestrians crossing at the corner.
4. Relocate 'Australia Post' posting box around the corner to Redfern Road and create a new mail zone. This is required to install the pedestrian fence (see point 3) associated with the proposed pedestrian crossing.
5. In regards to point 3 this will also require the relocation of the night ride bus stop to the existing bus zone on Redfern Road.
6. A new pick up and drop off zone is required outside the station. It is proposed to convert existing 1P parking zone north of Taxi Zone with 'No Parking' between 8am-9am and 4pm-7pm Monday to Friday and 1P all other times.
7. In regards to the Taxi Zone, survey observations show that no more than two taxis are dropping off passengers at any given time. It is proposed to reduce the length of Taxi Zone from 33m to 13m. Due to this reduction, the length of the proposed drop off and pick up area will increase.
8. Additional pick up and drop off zone will also be provided on the eastern side of Minto Road. It is proposed to add a ¼ P provision, for the morning period, to the existing 1P parking zone.
9. On the entry to the bus interchange, it is proposed to convert existing 'No Parking' to 'No Stopping' which will allow buses entry without any hindrance.

As the proposed concept is within the commercial precinct, it is recommended that Council consult with the business community, bus companies, taxi Council, Australia Post and any other affected stakeholder and comments be reported back to the Committee for consideration.

### **Officer's Recommendation**

1. That Council endorse the concept plan for a pedestrian crossing and associated drop off and pick up facilities.
2. That Council consult with the business community, bus companies, taxi Council, Australia Post and any other affected stakeholder for comments to be reported back to the Committee for consideration.

### **Discussion (12/3/2015)**

The Committee discussed the matter and supported the recommendations.

### **Recommendation of Local Traffic Committee**

1. That the Council endorse the concept plan for a pedestrian crossing and associated drop off and pick up facilities.
2. That Council consult with the business community, bus companies, Taxi Council, Australia Post and any other affected stakeholder for comments to be reported back to the Committee for consideration.

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**LTC 15/4                      Salisbury Avenue Glenfield - parking restriction at bend**

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

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**Attachments**

1.    Locality Plan
2.    Extract Plan 12655: No Stopping parking restriction Salisbury Avenue

**Background (12/3/2015)**

Council has received complaints from residents about being unable to get through in Salisbury Avenue when commuters are parked on-street close to the bend approximately 100 metres east of Newtown Road, Glenfield.

The problem occurs when residents are towing their boats or caravans through the bend, when deliveries by larger vehicles are expected, or when garbage trucks are trying to get through.

The geometry of the bend is unusual in that the width of the road reduces from 8.5m to 7.3m.

It is recommended that Council install 18m of No Stopping restriction on the inside of the bend at the frontage of No. 5. Council Officers have consulted with the resident who expressed no objection to the proposal as shown on attached plan.

The resident's (of Number 5) main concern was about commuters parking haphazardly between driveways allowing for small residue spaces which are taken up by smaller cars. These cars are inevitably parked close to the driveways blocking the residents in when trying to reverse out into the narrow street. As part of the plan Council is proposing to install parking control lines adjacent to the driveways for the resident and the neighbour across the road. These lines have no enforceable value as they are not parking bays but are an indicator for drivers.

**Officer's Recommendation**

That Council install No Stopping restriction and parking control lines in Salisbury Avenue, Glenfield.

**Discussion (12/3/2015)**

The Committee discussed the matter and supported the recommendation.

**Recommendation of Local Traffic Committee**

That Council install No Stopping restriction and parking control lines in Salisbury Avenue, Glenfield.

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**LTC 15/5                      12 Victoria Road Macquarie Fields - Creation of a School Bus Zone**

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

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**Attachments**

Line marking and signage plans for proposed school bus zone

**Background (12/3/2015)**

Council has received an application for the development of Macarthur Adventist College-12 Victoria Road, Macquarie Fields. The proposed development includes refurbishment of College facilities within the campus along with the creation of a new school bus zone for a length of 50m in Victoria Road (refer to the attachment).

As part of the development, the internal car park will be expanded with the provision of a drop off and pick up area for parents and for this reason school bus operations will be accommodated on street. This school bus zone is required to be part time during school hours rather than full time which will free up kerb side parking between the hours of 9.30am - 2.30pm.

The proposed on street No Parking between the roundabout and the existing bus zone is not supported as the parents are encouraged to use the drop off and pick up area inside the school premises.

The provision of new school bus zone in Victoria Road will require road widening, realignment of kerb and gutter, construction of new footpath, lines and sign markings and adjustment to utility services. The cost of these modifications is to be borne by the developer.

It is recommended that the submitted plans for the new school bus zone and associated signs and markings be approved subject to the amendments as described above.

**Officer's Recommendation**

1. That the new school bus zone and associated works in Victoria Road, Macquarie Fields outside Macarthur Adventist College be approved.
  2. That the new school zone be signposted for school hours.
  3. That the parking restriction between the roundabout and the existing bus zone remain unrestricted.
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### **Discussion (12/3/2015)**

The Manager Technical Services advised the Committee that Council had approved the development application in December 2014. The development within the school provided for a student pick up and drop off facility within the grounds of the school.

In providing this facility the two school buses could no longer operate from within the grounds of the school and the school proposed to extend the existing indented bus bay to accommodate the two school buses. This new bus way would be a school bus zone not a route bus zone.

The Committee discussed the matter and supported the recommendations.

### **Recommendation of Local Traffic Committee**

1. That the new school bus zone and associated works in Victoria Road, Macquarie Fields outside Macarthur Adventist College be approved.
  2. That the new school zone be signposted for school hours.
  3. That the parking restriction between the roundabout and the existing bus zone remain unrestricted.
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**LTC 15/6                      Longhurst Road Minto - Installation of Traffic Calming Devices**

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

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**Attachments**

1. Concept Plan Option 1
2. Concept Plan Option 2

**Background (12/3/2015)**

In recent times Campbelltown City Council has received numerous concerns from the local community in regards to the safety of residents and other road users due to the speeding and lack of line of sight while exiting the driveways on Longhurst Road, Minto (between Guernsey Avenue and Ben Lomond Road).

Council Officers contacted the residents to identify their concerns and it was noted that although speeding is one of the concerns but the other concern is about the poor line of sight to the residents while exiting their driveways especially near Blane Street intersection.

To assess the speeding issue, Council had installed a traffic counter on Longhurst Road, north of Blane Street and collected data over a seven day period. Longhurst Road is a designated 50km/h zone and results from the traffic counter revealed that 85<sup>th</sup> percentile speed was 52 km/h and the maximum speed was 86 km/h.

In the meantime Council Officers developed concept plans by considering the installation of traffic calming devices which would slow down the traffic approaching sharp bend and would enhance the line of sight.

Based on the analysis of speed radar, Highway Petrol (HWP) was requested to conduct the speed checks in the street. The HWP carried out the speed checks in the area and advised that the length of the bends in this section of the road are insufficient to utilise the Radar or Lidar instruments making it almost impossible to check the speed of the vehicles. HWP also suggested that the Council should consider installation of some kind of traffic calming devices in the street which is in line with Council Officers proposal.

Option 1; provision of splitter islands at the intersection of Blane Street and Longhurst Road, rubber cushions and painted medians between Blane Street and Guernsey Avenue (refer attachment 1) and monitor the traffic issues in the street for 6 months. If there are still concerns, then option 2 be considered.

Option 2; same as the option 1 but with the addition of rumble bars in the painted medians area and monitor the traffic issues for 6 months.

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It is proposed that a consultation process be undertaken with the residents in the street for the option 1 and the outcomes be reported back to the Traffic Committee for final decision.

### **Officer's Recommendation**

That consultation be undertaken with the affected residents for the option 1 and the outcome be presented back to the committee for a final decision.

### **Discussion (12/3/2015)**

The Committee discussed the matter and supported the recommendation.

### **Recommendation of Local Traffic Committee**

That consultation be undertaken with the affected residents for option 1 and the outcome be presented back to the Committee for a final decision.

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**LTC 15/7                      Queen Street Campbelltown - Provision of Keep Clear at King Street**

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

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**Attachments**

Locality Plan 12683

**Background (12/3/2015)**

Council has received a number of requests to consider the provision of a Keep Clear pavement treatment in Queen Street at its intersection with King Street, Campbelltown.

It is a daily occurrence during peak hour that southbound traffic is queuing in Queen Street, from Broughton Street, beyond King Street. Anecdotally, there are motorists keeping clear of the intersection allowing northbound right turning motorists to turn into King Street and traffic to turn right out of King Street, but at the same location many motorists are not aware of their position in the queue and therefore prevent motorists from turning right.

At times when right turning motorists are waiting to accept a gap to turn they are waiting for some time due to the overlap of signal phasing at Broughton Street. From observations, motorists wishing to turn right may form a queue causing some safety concerns with northbound traffic exiting out of Broughton Street immediately weaving into Lane 1 to avoid the end of queue.

A proposal to install Keep Clear markings at the intersection of Queen Street and King Street meets the Roads and Maritime Services Delineation guidelines and warrants for its use.

Keep Clear pavement marking is regulatory and thus a left turning vehicle from King Street would be committing an offence if they joined the queue by entering the keep clear area. A soft option is to install an advisory 'Do Not Queue Across Intersection' (G9-237) sign instead.

Although the Keep Clear markings would be an advantage at this location for the traffic turning right into King Street motorists are still required to proceed with caution due to the traffic heading south in the kerb side lane due to the restricted view by the queuing.

It is recommended that Keep Clear markings be installed on the pavement at this location.

**Officer's Recommendation**

That Council install a Keep Clear pavement treatment in Queen Street, Campbelltown, at its intersection with King Street on the south bound lanes.

**Discussion (12/3/2015)**

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

**Recommendation of Local Traffic Committee**

That Council install a Keep Clear pavement treatment in Queen Street, Campbelltown, at its intersection with King Street on the south bound lanes.

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6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

**LTC15/8 Closure of Joey Crescent and Part of Scout Street, Willowdale Estate, East Leppington**

Previous Report: Nil

Electorate: Camden

Author Location: Traffic and Road Design Unit

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**Attachments**

Locality plan showing proposed road closure.

**Background (12/3/2015)**

Council has given development consent to Stockland in August 2014 for a display village, construction of a temporary sales office, car park and associated civil works. It includes signage and landscaping at the site (refer to the attached plans). The site is bordered by Willowdale Drive, Joey Crescent and Jamboree Avenue, East Leppington. The land would be used for display homes and sales office for a period of five years as part of Stockland's residential land release at the estate known as "Willowdale".

The development consent provided for the following to be constructed at the site, which is accessed by gazetted road, Willowdale Drive;

- A temporary sales and information centre office building, which features office and display space
- Vehicular and pedestrian access to the site is to be from Willowdale Drive
- A 63-space temporary car parking area
- Use of up to 34 residential dwellings as display homes
- Placement of advertising signs throughout the 'village'
- Establishment and maintenance of landscaping throughout the car parking area and streets
- Use of roads and construction of a 'green street'

Stockland proposed the use of part of existing roads (namely Joey Crescent and Scout Street) as part of the display village (see attached plan). Under the concept, the roads would be closed to vehicular traffic and used only for pedestrian's movement for the duration of the display village. The closure of the road will be undertaken by the use of concrete jersey kerbs and will be fenced off to prevent pedestrian access. Advance warning signs will also be erected advising of the closure. The closure will also be advertised for a period of 28 days in the local newspapers.

Houses are currently being constructed in the surrounding street to the south of Scout Street and over the period of the proposed closure, this area to the south will be fully occupied by the residents. Due to the numerous streets emptying out onto the main road of Jamboree

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Avenue, the closure of Scout Street to Jamboree Avenue is not seen to have any adverse effects on the future residents. It should be noted that at present the road is effectively being used for construction only traffic and does not service an established residential community.

During the period of the closure, Stockland proposed to cover the road with a grassed surface. The pavement would be covered by a range of materials including geotextile fabric, sand and turf so that they would have the appearance of being 'green' grassed areas. Council will be conditioning Stockland to undertake all relevant testing and restoration of the pavement prior to it being opened to vehicular traffic as a public road at the end of the five year period. It is noted that the two roads are yet to have their final AC seal and this will be installed after all testing has been completed and certified.

### **Officer's Recommendation**

1. That Council approve the road closure of Joey Crescent and part of Scout Street from the LGA boundary to Jamboree Avenue, with the Willowdale Estate, East Leppington for a period of five years.
2. That Council condition the closure of the roads to ensure that the road pavement is fully restored and certified as a trafficable road by a suitable qualified engineer after the five year period and prior to it begin reopened.

### **Discussion (12/3/2015)**

Copies of the late report were distributed to all attendees.

The Committee discussed the matter and supported the recommendation.

### **Recommendation of Local Traffic Committee**

1. That Council approve the road closure of Joey Crescent and part of Scout Street from the LGA boundary to Jamboree Avenue, with the Willowdale Estate, East Leppington for a period of five years.
  2. That Council condition the closure of the roads to ensure that the road pavement is fully restored and certified as a trafficable road by a suitable qualified engineer after the five year period and prior to it begin reopened.
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**LTC 15/9                      Notification of Upcoming Events**

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

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**Attachments**

Nil

**Discussion (12/3/2015)**

The NSW Police Force representative advised that the Planning Unit often receive applications and notifications of upcoming events. These will now be discussed in General Business at applicable Traffic Committee Meetings. Emails will still be circulated with this information as a FYI including details prior to Traffic Committee meetings.

If Council are aware of a particular road which is deemed dangerous, Council are to advise the Police so they can contact the applicant/event coordinator.

**Recommendation of Local Traffic Committee**

That the information be noted.

**8. DEFERRED ITEMS**

**No reports this round**

There being no further business the meeting closed at 9.50am.

G Greiss  
CHAIRPERSON

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**ATTACHMENT TWO**



**CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES**

**12 March 2015**

**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.

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## **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 12 March 2015**

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#### **1. ATTENDANCE**

##### **Campbelltown City Council**

Councillor G Greiss (Chairperson)  
Manager Technical Services - Mr K Lynch  
Coordinator Traffic and Road Design - Mr A Arora  
Team Leader Traffic Investigation - Mr F Sirc  
Project Design Engineer - Ms S Nepal  
Acting Administrative Assistant - Ms J Richmond

##### **Roads and Maritime Services**

Nil

##### **Police Representatives**

Senior Sergeant M Cotton  
Senior Constable M Davies

##### **Bus Companies**

Busabout - Mr S Burridge

##### **Representatives of Local Members of Parliament**

Mr R James

#### **Acknowledgement of Land**

An Acknowledgement of Land was presented by the Chairperson Councillor Greiss

#### **2. APOLOGIES**

Roads and Maritime Services - Ms K Russell  
Interline Bus Company - Mr J Oliveri

#### **3. CONFIRMATION OF MINUTES**

The Minutes of the previous meeting held on 5 February 2015 were recommended to the City Works Committee on 10 March 2015 and adopted by Council on 17 March 2015.

#### **4. BUSINESS ARISING FROM MINUTES**

No reports this round

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## 5. REPORTS LISTED FOR CONSIDERATION

### **CTC 15/5 Cary Grove and Saggart Field Road, Minto - B-Double route application**

Previous Report: CTC 14/18  
Electorate: Campbelltown  
Author Location: Traffic and Road Design Unit

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#### **Attachments**

1. Locality Plan showing extent of consultation replies
2. Sketch plan showing location of No Stopping restrictions

#### **Background (12/3/2015)**

The Traffic Committee at its meeting of 16 October 2014 addressed a report on an application for a B-Double route into Cary Grove and Saggart Field Road, Minto.

The report advised that to enable B-Doubles to use Saggart Field Road detail civil engineering plans will be required to determine the extent of adjustments required to the infrastructure and the positioning of No Stopping restrictions.

Council subsequently endorsed the Committee's recommendation to undertake Community Consultation to affected businesses seeking feedback on proposed parking restrictions for the movement of B-Doubles.

After sending mail to 17 different property owners and 19 businesses Council has received only two objections, which are summarised as below;

1. No 40 Saggart Field Road: Business 'Safemaster Height Safety Solutions'
    - a. Concerns on loss of kerb side parking
    - b. The right angle bend is dangerous due to lack of sight distance (blind corner)
    - c. Street is narrow and insufficient for subject vehicles
    - d. The narrow street is often congested
    - e. The swing of the turning vehicle is considered dangerous.
  2. No 4/8 Saggart Field Road: Business- 'FKF Mechanical Repairs'
    - a. Business have expanded with increased staff and customers; expressed concerns on loss of kerb side parking.
    - b. Daily running of B-Doubles would cause road damage resulting in delays from road works.
    - c. B-Doubles will increase traffic volumes, which are presently high causing delays in getting into properties.
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In response to the loss of kerb side parking there will be a loss of parking at:

1. The intersection of Cary Grove and Saggart Field Road. With the mandatory 10 metre T-intersection restriction and presence of driveways it is estimated 3 on-street parking spaces will be lost outside of 'Safemaster' Solutions'.
2. The right angle bend in Saggart Field Road, east of Cary Grove, a loss of five parking spaces will be on the outside of the curve and four spaces on the inside curve. The inclusion of this restriction would improve the 'blind corner' sight distance as raised by one of the businesses.
3. The cul-de-sac bulb at the end of Saggart Field Road will lose nine parking spaces.

Regardless the need for additional parking restrictions for B-Double travel the above three sites should include parking restrictions to cater for semi-trailer travel. Due to parking at the intersection opposite Cary Grove (adjacent to Safemaster) there is evidence that large vehicles are mounting the end of the central median to avoid street parking.

The issue raised by Safemaster that losing street parking will impact on their business may have merit when Council observations shows that parking within the site is fully occupied with some spaces double parked. Observations show that on-street parking at the intersection is in heavy demand.

It is recommended that the committee discuss this matter related to the loss of parking and its impact on the existing businesses in Cary Grove and Staggart Fields Road and advise of the further action.

#### **Officer's Recommendation**

That the committee discuss the matter related to the loss of parking and the impact on the existing businesses before deciding on the B-double route in Cary Grove and Staggart Field Road.

#### **Discussion (12/3/2015)**

The Committee discussed the matter noting the concerns of the other local businesses regarding the loss of parking outside of their premises. It was also noted that the businesses were occupying all the on-site parking space available to them. The loss of parking would then cause further parking issues within the street.

It was also noted that once it was an approved B-Double route other businesses could access the route for their own operations.

The Committee discussed the option of the B-Double access being restricted to outside the business hours of 7am - 4pm and discussion be held with the applicant to understand any impacts this restriction might have.

#### **Recommendation of Campbelltown Traffic Committee**

1. That Council discuss with the applicant the impacts of time restricted B-Double access within the street.
  2. That a further report be presented to the Traffic Committee.
-

**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 10.15am.

G Greiss  
CHAIRPERSON

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## 1.2 Active Transport Funding 2015-2016

### Reporting Officer

Manager Technical Services

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### Attachments

Copy of letter from Roads and Maritime Services (contained within the report)

### Purpose

To advise Council of funding approved by the Roads and Maritime Services in the 2015-2016 Active Transport Program (formerly known as Cycleway Program).

### Report

The Roads and Maritime Services have advised Council of projects that have been approved for funding in the 2015-2016 Active Transport Program.

The approved projects are as follows:

T/07267	Williamson Road Stage 1 Ingleburn - SUP 250m	\$ 39,060
T/07280	Airds Road Stage 2 Leumeah - SUP 400m	\$ 62,500
T/07282	Menangle Road, Macarthur - SUP 750m	\$188,135

Council receives \$100,000 per year for the funding of the Cycleway Program and whilst Council has budgeted for \$100,000 the amount of \$289,695 has been awarded.

Council will need to match dollar for dollar, therefore it is proposed that funds be transferred from the carry over funding from the previous transport construction projects.

As outlined in the correspondence from the Roads and Maritime Services 'A Letter of Offer' will be provided to Council outlining the Roads and Maritime Services requirements from Council.

### Officer's Recommendation

That Council accept the funding offer from the Roads and Maritime Services in the amount of \$289,695.

### Committee's Recommendation: (Chanthivong/Mead)

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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## ATTACHMENT



05 March 2015

General Manager  
Campbelltown Council  
PO Box 57  
Campbelltown, NSW 2560  
Attn: Paul Tosie

Dear Paul,

### Active Transport Funding 2015-16 Financial Year

Roads and Maritime Services is pleased to advise Council of projects that have been approved for funding in the 2015/16 Active Transport Program.

Roads and Maritime Services value the partnership with Local Government to jointly plan and deliver infrastructure and programs to further enable walking and cycling in our communities. In response to feedback from Local Government the announcement of successfully funded projects is occurring earlier than in previous years. This is specifically to maximise the time available for Councils to plan and deliver projects during 2015/16.

A *Letter of Offer* will be provided to Council shortly outlining Roads and Maritime' requirements, from Council, to accept this funding offer including forecasting, reporting and programming of works.

The approved projects are as follows:

RMS Reference No.	Project Description	Funding Offered 2015-16
T/07276	Williamson Rd Stage 1 Ingleburn SUP 250m	\$39,060
T/07280	Airds Rd Stage 2 Leumeah SUP 400m	\$62,500
T/07282	Menangle Rd, Macarthur -SUP 750m	\$188,135

Roads and Maritime Services looks forward to working with Campbelltown Council to deliver these projects in the 2015-16 Financial Year.

Should you have any further enquiries in regards to this funding offer please don't hesitate to contact Hilary Johnson, Network and Safety Manager, Sydney on 8849 2504.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. Head'.

On behalf of

Steven Head  
Network General Manager, Sydney

## **1.3 Traffic Study for Campbelltown CBD**

### **Reporting Officer**

Manager Technical Services

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### **Attachments**

1. Plan of study area (contained within this report)
2. List of proposed road improvements (contained within this report)

### **Purpose**

To seek Council's endorsement of the Traffic Study for Campbelltown CBD - 2014.

### **History**

Council completed a Traffic Study of the Campbelltown CBD in 2014 which broadly covered the area bounded by Moore Oxley Bypass, Blaxland Road and Narellan Road, (see attached plan). An initial briefing of the study was presented to Council on the 28 January 2014. This briefing indicated the traffic issues and suggested a number of intersection improvements that would need to be progressively implemented. A further presentation was provided to Council on the 25 November 2014 detailing the intersection improvements and the parking requirements under Council's current DCP.

### **Report**

Council commissioned a consultant to undertake a Traffic Study for the Campbelltown CBD to identify existing network capacity issues that affect the future development capacity of the Campbelltown CBD precinct. A key planning issue for Council relates to the potential impacts of future development on the existing road infrastructure.

The scope of the study was to carry out traffic modelling support to assist Council in the planning of the Campbelltown CBD precinct. Once the study outcomes are endorsed by Council, the result from this Study will form a basis for Council's future amendments to the Section 94 Development Contributions Plan.

Vehicular access to Campbelltown CBD precinct relies upon the main arterial roads, with Campbelltown Road and Narellan Road being the principal routes from the M31 (Hume Motorway). The arterial network also includes Kellicar Road, Gilchrist Drive and Moore Oxley Bypass.

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The Campbelltown CBD is connected to Macarthur by the Hurley Street-Kellicar Road and Moore Oxley Bypass-Appin Road networks. The primary roads including Campbelltown Road, Narellan Road, Moore Oxley Bypass, Gilchrist Drive, Badgally Road, Raby Road and Blaxland Road carry a significant volume of regional and local traffic. In order to quantify the current road network capacity issues around the study area, a road network capacity assessment was undertaken. This assessment involved the development and interrogation of purpose built traffic models. The existing network capacity was investigated for 17 key intersections. The analysis determined the level of service (LoS) for the modelled intersections.

The potential development opportunities for the Campbelltown CBD precinct have been identified in the Campbelltown – Macarthur Structure Plan. The structure plan undertakes the analysis of the key precincts within the study area and outlines the development opportunities which are consistent and complimentary to the existing land uses.

Council identified growth targets in the next 20 years as follows:

- Additional 12,000 dwellings
- Additional 145,000 square metres gross floor area for commercial/retail development

In the event that the predicted growth occurs the analysis indicates a peak trip generation of between 7900 to 9000 additional trips in one typical peak hour. The analysis predicated a traffic growth (background and new developments) in the order of 2-4.4% per annum on the CBD approach roads. Within the new development the model predicts background growth of 0.7-0.9% per annum. The highest traffic growth is predicted for key approach roads to the North Queen Street precinct, core CBD, cultural precinct and south of Blaxland Road.

### **Infrastructure upgrades**

The road network in the Campbelltown CBD precinct needs to be upgraded over the next 20 years to cater for the forecasted growth in development. The timing of actual improvements will depend upon a number of factors but will primarily be a result of the actual rate of development.

The model has tested development scenarios as well as various infrastructure improvements ranging from intersection widening, new traffic signals, new links and peak hour clearway conditions. Resulting from this modelling, 20 road improvements have been identified to Council's regional and local road network (see attached table). These road improvements are required to accommodate the ultimate development potential within the Campbelltown CBD.

The proposed upgrades will substantially improve the network conditions within the CBD and approach roads. Two improvements have been identified as having significant impacts on the future road network level of service:

**Beverley Road extension:** The connection of Beverley Road to Moore Oxley Bypass and its extension through to Broughton Street is shown within the model to have a significant improvement on traffic volumes on Queen Street and access through this precinct. The connection onto Moore Oxley Bypass would provide capacity for the required improvements to the Campbelltown Road Rail overbridge (Morgans Gate Bridge).

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**Broughton Street/Badgally Road connection:** This rail overbridge would significantly improve access between the east and west business precinct. The model indicates that the provision of this bridge would also improve the level of service at critical intersections such as Narellan Road/Blaxland Road and Campbelltown Road/Blaxland Road as it would remove the traffic volumes as intersections that is simply travelling between these two precincts as well as local area residential traffic movement. The bridge would also provide a more direct access from the west into the main business precinct of the Campbelltown/Macarthur Regional City Centre.

Following the endorsement of the Traffic Study, it is intended that various traffic movement scenarios will be modelled to provide the most efficient and cost effective solution for the CBD road network. In conjunction with these works will be the development of a Section 94 Plan for the CBD to maximise Council's capacity to recover contributions from new development towards the cost of undertaking the required works.

### **Officer's Recommendation**

That Council endorse the Traffic Study for Campbelltown CBD - 2014.

### **Committee's Recommendation: (Borg/Brticevic)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 2

### PROPOSED ROAD IMPROVEMENTS

Location	Proposed Works
<b>Beverley Road extension</b>	New east west link connecting Broughton Street and Moore Oxley Bypass
<b>Broughton Street upgrade</b>	Provision of clearway on Broughton Street between Hurley Street and Moore Oxley Bypass  Upgrade to Broughton Street/Moore Oxley Bypass intersection Upgrade to Broughton Street/Queen Street intersection
<b>Chamberlain Street upgrade</b>	Provision of clearway on Chamberlain Street between Beverley Road and Moore Oxley Bypass  Upgrade to Moore Oxley Bypass/Chamberlain Street intersection
<b>Queen Street upgrade</b>	Provision of clearway between Broughton Street and Moore Oxley Bypass  Upgrade to Queen Street/Chamberlain Street intersection
<b>Blaxland Road/Badgally Road</b>	Intersection upgrade
<b>Blaxland Road/Campbelltown Road</b>	Intersection upgrade (to be completed as part of current Narellan Road upgrade package)
<b>Gilchrist Drive/Kellicar Road</b>	Intersection upgrade
<b>Gilchrist Drive/Goldsmith Avenue (UWS access)</b>	Intersection upgrade (new traffic signals) - work underway
<b>Howe Street extension</b>	Extend Howe Street between Broughton Street and Cordeaux Street
<b>Narellan Road</b>	Six lane widening between Camden Valley and Blaxland Road - works underway

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<b>Narellan Road/Moore Oxley Bypass/Appin Road</b>	Intersection upgrade
<b>Narellan Road</b>	Six lane widening between Blaxland Road and Appin Road
<b>Moore Oxley Bypass</b>	Six lane widening between Narellan Road and Bradbury Road
<b>Moore Oxley Bypass</b>	Three lane widening in the northbound direction between Chamberlain Street and Queen Street
<b>Badgally Road/Broughton Street connection via new railway overbridge</b>	A new south new link including railway overbridge between Badgally Road and Broughton Street
<b>Hurley street extension</b>	A east west new link between Hurley Street and Queen Street
<b>Dumaresq Street/Hurley Street</b>	Intersection upgrade
<b>Blaxland Road/Farrow Road/The Kraal Drive</b>	Intersection upgrade
<b>Kellicar Road/Tindall Street/Centennial Drive</b>	Intersection upgrade

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### 3.1 Installation Of Childrens Playground Equipment - Eagle Vale

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## 2. OPERATIONAL SERVICES

**No reports this round**

## 3. ASSETS AND SUPPLY SERVICES

### 3.1 Installation of Childrens Playground Equipment - Eagle Vale

#### Reporting Officer

Acting Manager Assets and Supply Services

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#### Attachments

Nil

#### Purpose

To advise Council on the feasibility of installing playground equipment at Eagle Vale Central in the 2015-2016 financial year.

#### History

In recent years, Council provides an annual budget of approximately \$500,000 for refurbishment and installation of new equipment. The priority of installation or repair of playground equipment is based on criteria that includes: location, available services, expected patronage and suitability of equipment.

At the City Works Committee meeting of 4 November 2014, Council resolved that a report be presented outlining the feasibility of installing children's playground equipment in Eagle Vale at a location between Eagle Vale Central and the duck pond.

#### Report

There is a strategic area identified for enhancement located within Eagle Vale Reserve between the Eagle Vale Leisure Centre and Eagle Vale Pond. The Eagle Vale leisure facility hosts a range of activities which include a gym, 25m pool, branch library and a café. The Eagle Vale Pond hosts Council's Catch a Carp Fishing Day and is also surrounded by a bike/walking track and has a number of timber viewing platforms. It is recommended that a Masterplan be developed to maximise the potential of this location for the community.

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### 3.1 Installation Of Childrens Playground Equipment - Eagle Vale

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Council has an Open Space Working Party that is looking at a number of options including a range of contemporary playgrounds that enhance the setting of particular reserves where playground equipment is intended to be upgraded. It is the objective of this working party to develop a 10 year replacement and repair plan that will inform a prioritisation methodology.

The Eagle Vale site has been included in the 2015-2016 financial year as an area where playground equipment is to be installed. It is recommended that Council first develop a Masterplan to identify a range of facilities including playground equipment to be suitably located in areas that will maximise the use of existing facilities and enhance the potential benefits of these locations to the community. As part of the Masterplan process, community consultation will take place to gauge the types of facilities that the community consider suitable.

Once the appropriate site has been identified for the installation of playground equipment at Eagle Vale Reserve, Council will invite quotations for suitable designs from the LGP Local Government contract.

#### **Officer's Recommendation**

1. That Council develop a Masterplan for Eagle Vale Reserve.
2. That consultation between Council and residents be undertaken to identify the types of equipment to be installed.
3. That once a site has been identified Council invite quotations for suitable designs from the LGP Local Government contract.

#### **Committee's Recommendation: (Hawker/Brticevic)**

That the Officer's Recommendation be adopted.

#### **CARRIED**

#### **Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

#### **Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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## **3.2 Q14/24 Innovative Play Spaces - Design, Supply and Installation Report**

### **Reporting Officer**

Acting Manager Assets and Supply Services

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### **Attachments**

The following confidential attachments have been distributed to Councillors under separate cover as numerous responding organisations have indicated that the contents of their quotation are commercial-in-confidence:

1. Pricing Matrix
2. Concept Design Plans

### **Purpose**

To advise Council of the quotations received for the design, supply and installation of innovative play spaces and to advise Council of the successful quotations.

### **History**

As part of the Renew Connect Revitalise initiative and Council's Assets Management System the following locations were identified for replacement of the existing playground equipment:

- Abington Reserve, Glen Alpine
- Eschol Park Sporting Complex, Eschol Park
- Heathfield Reserve, Raby
- Hyacinth Reserve, Macquarie Fields
- Ingleburn Reserve, Ingleburn
- Kentlyn Reserve, Kentlyn (new play space)
- Manooka Reserve, Bradbury
- Raby Sports Complex, Raby
- Topaz Reserve, Eagle Vale.

A playground consultation group consisting of members from Community Services, Financial Services and City Works was established to provide strategic planning, community consultation and analysis of play space requirements, with a view to obtaining innovative play space designs to replace existing play equipment.

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## **Report**

### **Legislation**

This quotation process was conducted in accordance with Council's Procurement Policy and General Procurement procedures.

### **Purchases under Existing Contractual Arrangement**

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:

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

This purchase is conducted under the Local Government Procurement LGP308-2 Playground, Open Space and Recreational Infrastructure contract.

### **Contract Expenditure**

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

### **Contract Term**

The term for this contract will be until completion of installation and any warranty periods.

### **Quotations Received**

Quotations closed on Friday 30 January 2015. Nine on-time responses were received from the following organisations:

- Austekplay Pty Ltd
- Australasian Playgrounds Pty Ltd t/as A-Play
- Creative Recreation Solutions (CRS)
- Forpark Pty Ltd
- Moduplay Pty Ltd
- Parkequip Pty Ltd
- Play By Design Pty Ltd
- Playrope Pty Ltd
- Viva Recreation Pty Ltd.

### **Quotation Document**

The Request for Quotation issued by Council indicated Council's budget for each location. Responding organisations were requested to submit the following information with their quotation response:

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### 3.2 Q14/24 Innovative Play Spaces - Design, Supply And Installation Report

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- experience, particularly as they relate to design and installation of innovative play spaces
- details of recent completed projects
- a concept design for each location
- program for installation
- price for design supply and installation including optional shading requirements
- additional terms of contract protecting the organisation's business requirements.

Responding Organisations were able to quote for one or more of the locations.

#### **Shade Audit**

Council provided a detailed shade audit report with the Request for Quotation. The shade audit report outlined shade requirements including opportunities to utilise existing natural shade or install shade structures. Responding Organisations were required to submit shade designs and quotations in accordance with the shade audit report. The following locations were identified in the report as requiring a shade structure to be installed pending the availability of funding:

- Abington Reserve
- Heathfield Reserve
- Ingleburn Reserve
- Manooka Reserve.

#### **Evaluation Process**

The Evaluation Panel, consisting of officers from City Works, Financial Services and Healthy Lifestyles evaluated the quotations against the following weighted assessment criteria:

- experience of the company
- concept design
- program for installation
- suitability of pricing against Council's indicated budget for each location.

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

The scoring of quoted prices was determined using the 'normalised price score' methodology (lowest quoted price/quoted price x 10 (maximum score)) based on the price for supply, design and installation of play space equipment for each location.

#### **Shortlisted Responding Organisations**

The Evaluation Panel determined the top three responding organisations for each location would be shortlisted and provided to the playground consultation group for additional input in terms of the suitability of designs and whether they meet the community's requirements.

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The shortlisted responding organisations were:

- Austekplay Pty Ltd
- Australasian Playgrounds Pty Ltd t/as A-Play
- Creative Recreation Solutions (CRS)
- Moduplay Pty Ltd
- Play By Design Pty Ltd
- Viva Recreation Pty Ltd.

### **Quotation/s Recommended**

Following the review of the shortlisted designs the Evaluation Panel determined the successful responding organisations for each location, as follows:

<b>Responding Organisation</b>	<b>Location/s</b>
Austekplay Pty Ltd	Abington Reserve Heathfield Reserve
Australasian Playgrounds Pty Ltd t/as A-Play	Hyacinth Reserve
Creative Recreation Solutions (CRS)	Eschol Park Sports Complex Manooka Reserve
Moduplay Pty Ltd	Ingleburn Reserve
Play By Design Pty Ltd	Kentlyn Reserve
Viva Recreation Pty Ltd	Topaz Reserve Raby Sports Complex

### **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**

That the information be noted.

### **Committee's Recommendation: (Borg/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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### **3.3 T15/01 Employee Assistance Program**

#### **Reporting Officer**

Acting Manager Assets and Supply Services and Manger Human Resources

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#### **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 Employee Assistance Program and recommend that Council accept the tender submitted by Access Programs Australia Pty Ltd t/a Access EAP.

This contract provides individuals and often their immediate family members with counselling for work related and personal issues. These issues often impact on personal wellbeing, work performance, team morale and psychological health.

#### **History**

Council has a contract existing in place for the Employee Assistance Program which is due to expire on 21 May 2015. As Council continues to utilise the contract, a new contract will need to be in place prior to this. The expenditure 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.

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### **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 Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 26 January and 2 February 2015 and in The Sydney Morning Herald in the week commencing 2 February 2015. 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
- proposed methodology and resources including capacity for managing calls, procedures for responding to a request for service, response times and details of their management plan
- pricing
- insurances
- work health and safety management system
- environmental practices
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

### **Tenders Received**

Tenders closed on Tuesday 24 February 2015. Three on-time responses were received from the following organisations:

- Access Programs Australia Pty Ltd t/a Access EAP
- Injury Treatment Pty Ltd
- Converge International Incorporating ResolutionsRTK Pty Ltd

### **Evaluation Process**

The Evaluation Panel, consisting of officers from Human Resources and Community Services evaluated the tenders against the following weighted assessment criteria:

- experience of the company
  - proposed methodology 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 based on the total of the monthly price to provide the services over a three year period, applying indexation to Consumer Price Index if nominated.

### **Recommendation of the Evaluation Panel**

Access Programs Australia Pty Ltd t/a Access EAP provided the best response to Council and is recommended for the provision of the Employee Assistance Program as they:

- provided satisfactory details of their company experience, particularly as they relate to the Services
- provided satisfactory details of their proposed methodology and resources
- provided satisfactory work, health, safety and environmental documentation
- tendered competitive pricing to Council
- have provided a satisfactory service to Council in the past.

### **Tenders Not Recommended**

Converge International Incorporating ResolutionsRTK Pty Ltd and Injury Treatment Pty Ltd and 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.

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### **Officer's Recommendation**

1. That Council accept the offer of Access Programs Australia Pty Ltd t/a Access EAP for the provision of the Employee Assistance Program 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: (Hawker/Chanthivong)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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### **3.4 T15/08 Grab Truck**

#### **Reporting Officer**

Acting Manager Assets and Supply Services and Manager Waste and Recycling Services

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#### **Attachments**

Nil

#### **Purpose**

To advise Council of the tenders received for supply and delivery of one grab truck including cab-chassis, tipper body and crane and recommend that Council not accept the tender.

#### **History**

Council identified the requirement for the purchase of a replacement grab truck which removes illegally dumped rubbish from the streets and land within Campbelltown Local Government Area. As the anticipated expenditure of the purchase was to exceed the legislative threshold, Council invited tenders for the grab truck.

#### **Report**

One on-time response was received from the following organisation:

- S.M.A. Motors Pty Ltd t/as City Hino

Upon review of the submission, it was determined that City Hino did not provide enough documentation in order to evaluate their submission in accordance with the Evaluation Plan.

The Evaluation Panel considered it appropriate that Council decline to accept the tender in accordance with Clause 178(1)(b) Local Government (General) Regulation 2005.

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### **Officer's Recommendation**

1. That Council decline to accept the tender received for the provision of supply and delivery of one grab truck.
2. That Council invite fresh tenders in the near future.
3. That Council advise the tenderer that there will be no action taken on this tender.
4. That the tenderer is refunded the tender fee.

### **Committee's Recommendation: (Borg/Hawker)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 21 April 2015 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 55**

That the Officer's Recommendation be adopted.

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#### **4. EMERGENCY SERVICES**

**No reports this round**

#### **5. GENERAL BUSINESS**

##### **5.1 Bat Colony - Macquarie Fields**

Councillor Chanthivong noted that during his State Election campaign, he was approached by residents regarding the bat colony in the vicinity of Myee Road and Waratah Crescent, Macquarie Fields. Concerns were raised regarding the droppings and stench in the area. Councillor Chanthivong advised that he has inspected the area and the intensity of the odour is overbearing.

##### **Committee's Recommendation: (Chanthivong/Lake)**

That a report be presented to Council investigating methods to remove a bat colony in the vicinity of Myee Road and Waratah Crescent, Macquarie Fields.

**CARRIED**

##### **Council Meeting 21 April 2015 (Lake/Hawker)**

That the Committee's Recommendation be adopted.

##### **Amendment (Chanthivong/Lake)**

That a report be presented to Council investigating methods to remove a bat colony in the vicinity of Myee Road and Waratah Crescent and along Redfern Creek, Macquarie Fields.

##### **Council Resolution Minute Number 55**

That the above amendment be adopted.

##### **Confidentiality Motion: (Borg/Brticevic)**

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**

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## **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: (Mead/Chanthivong)**

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

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