

## **PART SEVEN**

**Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 30 March 2010.**

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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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3.1	Provision of Water Bubblers and Refilling Station for the Campbelltown Local	

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<b>4.2</b>	<b>Joint Local Emergency Management Committee</b>	
<b>4.3</b>	<b>Macarthur Bushfire Management Committee</b>	
<b>4.4</b>	<b>Community Fire Units</b>	
<b>4.5</b>	<b>State Emergency Services Quarterly Report October to December 2009</b>	
<b>5.</b>	<b>GENERAL BUSINESS</b>	
<b>Nil.</b>		
<b>11.</b>	<b>CONFIDENTIAL ITEMS</b>	
	<b>No reports this round</b>	

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## Minutes of the City Works Committee held on 30 March 2010

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**Present**

His Worship the Mayor, Councillor A Rule  
Councillor P Lake (Chairperson)  
Councillor F Borg  
Councillor A Chanthivong  
Councillor S Dobson  
Councillor W Glynn  
Councillor P Hawker  
Councillor M Thomas  
Director Business Services - Mr M Sewell  
Director Community Services - Ms L Deitz  
Acting Director City Works - Mr K Lynch  
Manager Assets and Supply Services - Mr G Mitchell  
Manager Business Assurance - Ms M McIlvenny  
Manager Compliance Services - Mr A Spooner  
Manager Corporate Support - Mr S Kelly  
Manager Customer Service - Mr I Hudson  
Manager Emergency Services - Mr J Dodd  
Manager Healthy Lifestyles - Mr M Berriman  
Manager Information and Technology - Mr S McIlhatton  
Manager Library Services - Mr G White  
Acting Manager Operations - Mr A Davies  
Manager Property Services - Mr J Milicic  
Manager Waste and Recycling Services - Mr P Macdonald  
Executive Assistant - Mrs K Peters

**Apology**      **Nil**

### **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.

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### **3. ASSETS AND SUPPLY SERVICES**

#### **3.1 Provision of Water Bubblers and Refilling Station for the Campbelltown Local Government Area**

##### **Reporting Officer**

Manager Assets and Supply Services

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##### **Attachments**

1. Example of Filtered Drinking Station.
2. Details of Water Bubblers currently in use in other Government areas (to be tabled).
2. Details of an offer to trial Refill Water Station (to be tabled).

##### **Purpose**

The purpose of this report is to provide information regarding:-

1. Investigate whether Council's current bottled water supplier is providing water in a sustainable manner.
2. The feasibility of implementing an awareness program to encourage the use of tap water in preference to bottled water.
3. The feasibility of installing bubblers throughout the Local Government Area (LGA) similar to the project undertaken by Manly Council.

##### **Report**

As there are three components to the report, each item is discussed separately

##### **1. Investigate whether Council's current bottled water supplier is providing water in a sustainable manner**

Campbelltown City Council has sourced its bottled water from wholesale outlets under a tender/contract arrangement for the provision of soft drinks, mixer drinks, iced teas, fruit juices and bottled water. Council does not have a purchasing arrangement with bottled water manufacturers and is dependent on the brand provided by the successful contractor.

In recent times, Mount Franklin Spring bottled water has been the most prominent brand that has been offered by the contractor. Should the contractor decide to change its supplier of bottled water then Council would normally purchase that brand or can acquire other brands if they were not happy with the choice.

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An understanding of the company practices with regard to spring water sustainability would be subject to manufacturing processes of the bottled water manufacturers. In Australia, Mount Franklin and Pump make up 17 per cent of the local bottled water market. Consolidation by Coca Cola Amatil has involved the purchase of boutique spring-water bottler Peat's Ridge in June 2004 and Neverfail in August 2009, providing Coca Cola Amatil with 30 per cent share of Australian bottled water.

Investigations also indicate that water used for Mount Franklin Spring Water is sourced from three locations including Mount Franklin.

Mount Franklin Spring Water (Coca Cola Amatil), Councils current supplier, provides the following statements with respect to sustainability.

*Australia's bottled water industry uses just 0.01% of spring water allocated for use across the country. 'Mount Franklin' uses expert hydro geologists to make sure our spring water sources are environmentally sustainable. We're proud to say that parent company Coca Cola Amatil has achieved world's best practice when it comes to water efficiency. Around 1.3 litres of water are used to produce every litre of 'Mount Franklin'. CCA is running major customer recycling initiatives in 2009-10. We estimate that through our customer programs, an extra 700 tonnes of material will be collected and recycled in Australia by the end of 2010. This is equivalent to 31.5 million 600ml PET bottles.*

*According to The Plastics and Chemicals Industries Association (<http://www.softdrink.org.au/Acrobat/PetBottles2.pdf> ) and the Australasian Soft Drink Association ([http://www.pacia.com.au/Media/index\\_frames7.html](http://www.pacia.com.au/Media/index_frames7.html)) have also reassured consumers that PET\* (plastic) bottles used for drinking water can be safely re-used subject to normal hygiene practices. This chemical DEHA is not used in plastic bottles.*

*The advice from the Food Safety Information Council ([www.foodsafety.asn.au](http://www.foodsafety.asn.au)) on the microbiological risk of refilling water bottles is bugs can contaminate used drink bottles from your mouth or touching the top with unwashed hands. These bugs can multiply in the water and give you gastroenteritis however to avoid this you should, after every use, rinse out the bottle and leave to drain until completely dry. Then you can refill the bottle and if you are not using it in the next 2 hours, it would be best to refrigerate under 5 C.*

**2. The feasibility of implementing an awareness program to encourage the use of tap water in preference to bottled water**

*Subject to Item 3, Council could promote an awareness program through Council's website, local newspapers and community groups highlighting the trial unit and its location. Council staff would separately meter and monitor the location to understand the effectiveness and usage whilst providing security to ensure exposure of the unit to damage is minimal the unit during the trial period.*

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### **3. The feasibility of installing bubblers throughout the LGA similar to the project undertaken by Manly Council**

Manly Council have entered into an arrangement with a water filling station company that provides the water station and bubbler facility. Council's previous experience with the bubblers installations at various locations in the LGA has not been successful. This was due to the high degree of vandalism and may have been linked to their location eg Leumeah Skate Park.

The provider of water and bubbler stations to Manly Council has offered a trial to Council for 90 days on the proviso that if damaged Council will be liable and if not returned within a period of ten (10) days after the initial ninety (90) day period, Council will be required to pay the purchase price. It is recommended that the trial of a filling station that incorporates two filling points to satisfy general and disabled use be undertaken in either the sails area in Lithgow Street, Koshigaya Park or Hallinan Park at the Ingleburn Centre subject to Council's preference.

Should Council agree with further use of water filling stations following the trial, a report would be put to Council for consideration in future budgets. If agreed, staff would undertake a procurement process for their acquisition mindful of planning requirements.

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

1. That Council proceed with the trial of the water filling station in Hallinan Park.
2. That the trial be promoted in Council's website, Compass, Circulars and at the Ingleburn Centre asking for feedback.
3. That a further report be provided to Council regarding the public use of the trial.

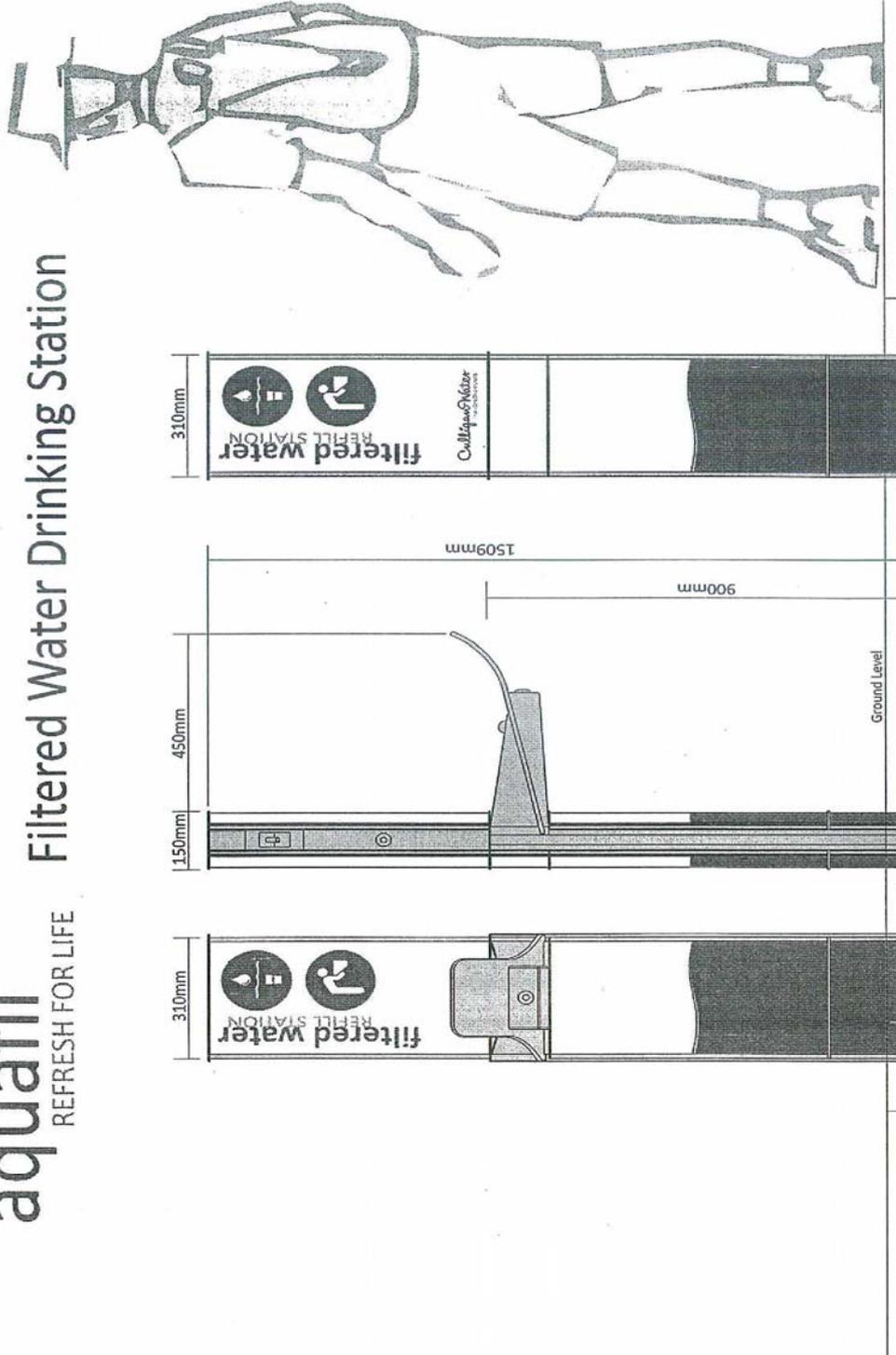
**Committee Note:** This report was withdrawn prior to the meeting and will be re-presented to Council at a future meeting.

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# ATTACHMENT 1

**aquafil**  
REFRESH FOR LIFE

## Filtered Water Drinking Station



<b>Drawing Detail</b>	Combined Unit Drinking Fountain and Refill Station		<b>Client</b>	<b>Project</b>	<b>System</b>	<b>Designer</b>	<b>Date</b>	<b>Sign No.</b>
<small>                 This drawing is the property of Arrow-Alpha Industries and is not to be reproduced or used in any form without the express written permission of Arrow-Alpha Industries. All rights reserved.             </small>			<small>                 Arrow-Alpha Industries © Copyright 2009                  All drawings and designs are the property of Arrow-Alpha Industries and are not to be reproduced or used in any form without the express written permission of Arrow-Alpha Industries. All rights reserved.             </small>		<small>                 Collins &amp; Aikman                  1000 West 10th Street                  Denver, CO 80202             </small>		<small>                 Convey Sign &amp; Display Systems                  Flex                  401 W. 10th St.             </small>	

## **3.2 T09/29 Cleaning Services for Campbelltown Sports Stadium and Athletics Centre**

### **Reporting Officer**

Manager Healthy Lifestyles and Manager Assets and Supply Services

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### **Attachments**

The following Confidential attachments have 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

### **Background**

Council requires a contract for the cleaning of Campbelltown Sports Stadium and Athletic Centre complex.

Due to the current refurbishment of the Western and Eastern grandstands, the existing contract was allowed to expire and the cleaning requirements satisfied by a month to month arrangement with the incumbent contractor.

As the refurbishment is close to completion and the cleaning requirements identified a new tender was invited with a commencement date of 1 May 2010 and will coincide with the opening of the refurbished Sports Stadium.

### **Legislation**

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

### **Purpose**

To advise Council of the tenders received for cleaning services for Campbelltown Sports Stadium and Athletics Centre complex.

### **Report**

This report provides details of the tenders received for the provision of cleaning services for Campbelltown Sports Stadium and Athletics Centre complex and recommends that Council accept the tender submitted by Quayclean Australia Pty Ltd.

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## **Contract Expenditure**

It is anticipated that works under this contract will be approximately \$60,000 per annum. Funds for these works are allocated in Council's budget.

## **Contract Term**

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

## **Tender Document**

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

- Company details
- Referee details
- Company experience in providing similar services
- Operational plan
- Quality control program
- Evidence of financial stability
- Price
- Certificates of currency
- Details of environmental practices
- OHS Management System
- Call out response time

## **Advertising of Tenders**

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 1 and 8 February 2010. Tenders were also advertised on Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

## **Tenders Received**

Tenders closed on Tuesday 23 February 2010. Seventeen on-time responses were received from the following organisations:

- Acadia Pacific Group Pty Ltd
  - Camacorp Pty Ltd
  - Clean Business Services Pty Ltd
  - Egroup Pty Ltd
  - Green KP Pty Ltd
  - ISS Facilities Pty Ltd
  - LPK Services Pty Ltd
  - Northern Contract Cleaning Pty Ltd
  - Nu Century Facility Services Pty Ltd
  - Onsite Cleaning Commercial Cleaning
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- Perpetual Property Care Pty Ltd
- Quad Services Pty Ltd
- Quayclean Australia Pty Ltd
- Site Group Pty Ltd
- Starlink International Group Pty Ltd
- TJS Services Pty Ltd
- Williams Cleaning Service Pty Ltd

### **Evaluation Process**

The Evaluation Panel, consisting of officers from Healthy Lifestyles and Assets and Supply evaluated the tenders against the following weighted assessment criteria:

- Experience of the Company
- Operational Plan
- Quality Control Program
- Response Time
- Suitability of Pricing
- Financial Stability
- Occupational Health and Safety
- Environmental Commitment

The Evaluation Panel used Council's standard 0-5 scoring system for all non-pricing criteria with 5 being the highest score.

The scoring of tendered prices was determined using the 'normalised price score' methodology (lowest Tendered Price/ Tendered Price x 5 (maximum score)) based on estimated annual total price.

### **Tender Evaluation Process**

As part of the initial tender evaluation process the panel ranked the seventeen tenderers in lowest to highest order.

The next stage of the evaluation process was to assess the lowest priced tender to see if they met all the requirements of the tender and assessment criteria. If the tenderer did not meet the requirements of the tender and assessment criteria the panel would move onto the next lowest tender and evaluate until a suitable tenderer was selected.

No further evaluation of higher priced tenderers was undertaken as Council would be recommending a higher offer against a tenderer who had already met the requirements of the tender and assessment criteria.

This method of selection process is normally applied to tenders that have a high number of respondents and where price is a high proportion of the evaluation criteria. In this case the price element was 60% of the criteria percentage

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## **Tenderers Not Recommended**

The lowest offer of Site Group Pty Ltd is not recommended as they did not demonstrate suitable experience in providing similar services, their operational plan and quality control program was very limited and the information provided in the tender response did not contain sufficient detail for the Evaluation Panel to feel satisfactory that the company could provide the cleaning services required in a large stadium facility.

The next lowest offer of Cama Corp Pty Ltd is not recommended for similar reasons identified with Site Group Pty Ltd as they did not demonstrate suitable experience in providing similar services to a stadium facility and their operational plan and quality control program was minimal in detail.

The next lowest offer of Northern Contract Cleaning Pty Ltd is not recommended as they did not demonstrate suitable experience in providing similar services for sports stadium complexes of the size of Campbelltown Sports Stadium. Although Northern Contract Cleaning provided a reasonable operational plan and quality control program, however limited OHS and environmental information as compared to the recommended tenderer. The differential in cost per year between Northern Contract Cleaning and the recommended tenderer is \$1900.

The next lowest offer of Williams Cleaning Service Pty Ltd is not recommended as their tender was non conforming. The Company only provided a price schedule and some tender information. They did not provide mandatory information related to the assessment criteria.

The following companies are not recommended as they submitted a more expensive tender response and the Evaluation Panel did not see any added value or benefit in recommending a more expensive tenderer.

- Acadia Pacific Group Pty Ltd
- Clean Business Services Pty Ltd
- Egroup Pty Ltd
- Green KP Pty Ltd
- LPK Services Pty Ltd
- ISS Facilities Australia Limited
- Nu Century Facility Services Pty Ltd
- Onsite Cleaning Commercial Cleaning
- Perpetual Property Care Pty Ltd
- Quad Services Pty Ltd
- Starlink International Group Pty Ltd
- TJS Services Pty Ltd

## **Recommendation of Evaluation Panel**

Quayclean Australia Pty Ltd (Quayclean) is the fifth priced tenderer and is recommended as they provided the best overall response to Council.

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Quayclean provided a detailed operational plan and quality control program which demonstrated an acute understanding of Council's requirements. Council's Finance Manager reviewed financial information supplied by Quayclean Pty Ltd which confirmed Quayclean is in a stable financial position to undertake the contract. Quayclean submitted substantial occupational health and safety and environmental systems and referee checks provided satisfactory performance.

### **Management of Proposed Contract**

In order to satisfy Council's contract management requirements and due to the OHS exposure of the works required in this contract, the Council Officer assigned to managing the contract will work with Quayclean Australia Pty Ltd to ensure their occupational health and safety documentation is in accordance with Council's contract management requirements.

Quayclean Australia Pty Ltd will be subject to contract management and safety reviews throughout the duration of the Contract.

### **Officer's Recommendation**

1. That Council accept the offer of Quayclean Australia Pty Ltd for the provision of cleaning services for Campbelltown Sports Stadium for a period of two years with options for three 12 month extensions.
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/Chanthivong)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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### **3.3 T09/03 Truck Bodies**

#### **Reporting Officer**

Manager Assets and Supply Services

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#### **Attachments**

The following Confidential attachments have been distributed to Councillors under Separate Cover as numerous tenderers have indicated that their contents of their Tender are commercial-in-confidence.

Evaluation and Pricing Matrix

#### **Purpose**

To advise Council of the tenders received for T09/03 Manufacture and Installation of Truck Bodies.

#### **Report**

This report provides details of the tenders received for the provision of Manufacture and Installation of Truck Bodies (T09/03) and recommends that Council accept the tender submitted by M&M Truck Bodies.

#### **Tender Document**

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

- Company details
- Referee details
- Company experience in providing similar services
- Example orders
- Evidence of financial stability
- Warranty and response times
- Completion times
- Certificates of currency
- Environmental practices
- OH&S Management system

#### **Contract Expenditure**

It is anticipated that works under this contract will be approximately \$90,000 per annum. Funds for these works are allocated in Council's budget.

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## **Contract Term**

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

## **Advertising of Tenders**

Tenders were advertised in the Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 1 and 8 February 2010. Tenders were also advertised on Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

## **Tenders Received**

Tenders closed on Tuesday 23 February 2010. Three on-time responses were received from the following organisations:

- Berry Howe Industries Pty Ltd
- M&M Truck Bodies Pty Ltd
- Montine Pty Ltd t/a Uralla Metal

## **Evaluation Process**

The Evaluation Panel, consisting of officers from Operational Services, Financial Services and Assets and Supply Services evaluated the tenders against the following weighted criteria:

- Company experience
- Suitability of resources
- Scenario pricing
- Financial viability
- Suitability of warranty and response times
- Proposed completion times
- Environmental practices
- Degree of commitment to NSW Occupational Health and Safety Legislation and Council's Occupational Health and Safety policies and procedures

The Evaluation Panel used Council's standard 0-5 scoring system for all non-pricing criteria with 5 being the highest score.

The scoring of tendered prices was determined using the 'normalised price score' methodology (lowest Tendered Price/ Tendered Price x 5 (maximum score)) based on cumulative totals of the scenario pricing.

## **Legislation**

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

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## **Tender Evaluation**

The Tender Evaluation Panel ranked the three companies in order from highest to lowest based on information supplied in compliance with the Request for Tender (RFT). (Refers to evaluation and pricing matrix provided under separate cover).

### **Tenderers Not Recommended**

Berry Howe Industries Pty Ltd (Berry) is not recommended for the following reasons:

- Berry provided a list of tradespersons, however their experience was limited in the area of truck body manufacturing.
- Berry provided a less suitable warranty/response time than the recommended Tenderer
- Berry did not provide a build completion time which was required in the RFT.

Montine Pty Ltd t/s Uralla Metal (Montine) is not recommended for the following reasons:

- Montine provided a less suitable warranty/response time than the recommended Tenderer
- Montine supplied a longer than satisfactory completion time
- Montine provided a less than satisfactory response in regards to OH&S and Environmental Management Systems.

### **Recommendation of Evaluation Panel**

It is the evaluation panel's determination that M&M Truck Bodies Pty Ltd (M&M) provided the best overall response to Council for the following reasons:

- M&M provided sound knowledge of the requirements
- M&M identified qualified tradespersons with many years experience
- M&M provided an excellent warranty/response time
- M&M provided the best overall scenario pricing

It is therefore recommended that M&M Truck Bodies Pty Ltd be awarded this Contract.

### **Management of Proposed Contract**

In order to satisfy Council's contract management requirements and due to the OHS exposure of the works required in this contract, the Council officer assigned to managing the contract will work with M&M Truck Bodies Pty Ltd to ensure their occupational health and safety documentation is satisfactory and in accordance with Council's contract management requirements prior to the commencement of the works. M&M Truck Bodies Pty Ltd will be subject to stringent contract management and safety reviews throughout the duration of the Contract.

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### **Officer's Recommendation**

1. That Council accept the offer of M&M Truck Bodies Pty Ltd for the provision of Manufacture and Installation of Truck Bodies for a period of two years with the option of a 12 month extension.
2. That Council documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers are notified of the results of the tender process.

### **Committee's Recommendation: (Dobson/Thomas)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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### **3.4 T09/06 - Construction Services for Macquarie Fields Skate Park**

#### **Reporting Officer**

Manager Assets and Supply Services

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#### **Attachments**

The following Confidential attachments have 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 construction of Macquarie Fields Skate Park.

#### **Report**

This report provides details of the tenders received for the provision of construction services for the Macquarie Fields Skate Park and recommends that Council accept the tender submitted by Zalem Pty Ltd (Zalem).

#### **Tender Document**

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

- Company details
- Referee details
- Company experience in providing similar services
- Evidence of financial stability
- Warranty and response times
- Completion times
- Certificates of currency
- Environmental practices
- OH&S Management system

#### **Contract Expenditure**

It is anticipated that works under this contract will be approximately \$626,825. Funds for these works are allocated in Council's budget.

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## **Contract Term**

The contract term for this contract will be the period required for the construction of the skate park.

## **Advertising of Tenders**

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 8 December 2009. Tenders were also advertised on Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

## **Tenders Received**

Tenders closed on Tuesday 5 January 2010 with three on time responses from the following companies in lowest to highest order:

- Zalem Pty Ltd
- Convic Skate Parks Pty Ltd
- Michael Haley Precision Parks and Concreting Pty Ltd

## **Evaluation of Tenders**

Tenders were invited for the provision of construction services for the Macquarie Fields Skate Park and closed on Tuesday 5 January 2010.

The Evaluation Panel, consisting of officers from City Works, evaluated the tenders against the following assessment criteria:

Degree of Compliance with the Requirements of the Tender  
Experience of the Company  
Response Time  
Scenario Response  
Lump Sum Pricing  
Suitability of Quoted Price  
Financial Stability  
Occupational Health and Safety  
Environmental Commitment

After a review of the lump sum pricing all three tenders were in the vicinity of \$1M. The project has a budget between \$650,000 and \$700,000 therefore the project had to be reduced in scope. A selective tender with the three tenderers was required with a reduced scope of works.

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## **Selective Tender**

Although there is a reduction in the scope of the skate park project it was important to maintain the following:-

- Overall size of the skate park with minimal design changes
- Maintain plain concrete finish instead of the more expensive coloured concrete finish, the choice of plain concrete finish will minimise future graffiti maintenance costs
- Reduce some of the skate park features such as rails and jumps

In addition should there be any savings, it is also recommended that shade structures and further landscaping of the site be considered.

The design plans and revised scope of works were completed on 12 March 2010 and a selective tender was issued in accordance with the Tendering Regulations of the Local Government Act. The selective tenders closed on 19 March 2010.

## **Tender Evaluation**

Based on their tender information, all three tenderers had the capacity to construct a skate park as designed, had substantial experience in similar projects, and had the ability to satisfy the requirements of the tender.

After the selective tender was evaluated, tenderers did not change their position from lowest to highest order with respect to their lump sum price.

- Zalem Pty Ltd
- Convic Skate Parks Pty Ltd
- Michael Haley Precision Parks and Concreting Pty Ltd

## **Recommended Tenderer**

Zalem submitted the lowest offer in the initial tender process and tendered the lowest offer in the selective tender process.

Zalem has previous experience with Campbelltown City Council as their company was the successful tenderer for the construction of Leumeah Skate Park. The company delivered the Leumeah Skate Park project on time and within budget. Zalem was later awarded further works at the Leumeah Skate Park for a young children's skate park area.

Although the other tenderers provided acceptable responses for the tender, their offers did not provide any additional value to warrant selection over the lowest offer of Zalem. Their delivery program is to have the project completed by end of July 2010.

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### **Officer's Recommendation**

1. That Council accept the offer of Zalem Pty Ltd for the construction of Macquarie Fields Skate Park.
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 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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## **3.5 Extension of the Art Centre Café Licence**

### **Reporting Officer**

Manager Assets and Supply Services

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### **Attachments**

Copy of Letter from J & R Verstseeg Pty Ltd requesting extension of Art Centre Café licence dated 14 March 2010.

### **Purpose**

The purpose of the report is to provide information regarding the extension of the Café licence to the current lessee's for a further period of three years.

### **History**

At it's meeting of the 19 June 2007 Council approved the awarding of a contract for the operation of the Art Centre Café to J & R Verstseeg Pty Ltd for an initial period of three years with an option for a further two (2) three year periods pending satisfactory performance under the terms of the agreement.

### **Report**

The initial three year period of the contract will expire on the 30 June 2010. A requirement of the contract is that the licensee gives notice in writing to Council that it seeks extension of the term of the licence of a further three year period and that this notice is lodged within three months of the expiry date on the initial term, and that the licensee is not in breach of any terms of the agreement.

On the 14 March 2010, Council received a letter from J & R Verstseeg Pty Ltd requesting an extension of the contract under the same terms and conditions of the agreement for the second three year period.

Prior to the engagement of J & R Verstseeg Pty Ltd, the Art Centre Café was not operating in a profitable arrangement. Since J & R Verstseeg Pty Ltd were awarded the contract, Council has received revenue on a commission basis as part of the terms of the agreement.

Due to the satisfactory performance of the Art Centre Café with the current licence, it is recommended that the request of J & R Verstseeg Pty Ltd for a further three year extension be granted.

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**Officer's Recommendation**

That Council approve J & R Verstseeg Pty Ltd request for a further three year licence period under the terms of the original agreement.

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

That the Officer's Recommendation be adopted.

**CARRIED****Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

## ArtsCentreCafe

[www.artscentrecafe.com.au](http://www.artscentrecafe.com.au) [enquiries@artscentrecafe.com.au](mailto:enquiries@artscentrecafe.com.au) 4645 4297

14<sup>th</sup> March 2010

Dear Mr Mitchell

**Re: Extension of contract for Arts Centre Cafe**

We wish to request an extension of our existing 3 year contract to operate the Arts Centre Café within the Campbelltown Arts Centre based on the same terms and conditions that are currently in place.

Please contact me if there are any details that need to be clarified or if there are any issues in regards to this matter.

Yours Sincerely

Hans and Rosemary Versteeg  
J & R Versteeg Pty Ltd

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## **4. EMERGENCY SERVICES**

### **4.1 Campbelltown Local Emergency Management Committee Meeting**

#### **Reporting Officer**

Manager Emergency Management

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#### **Attachments**

Minutes of Meeting held 18 February 2010 (distributed under separate cover).

#### **Purpose**

To advise Council of the outcome of the Campbelltown Local Emergency Management Committee meeting held on the 18 February 2010.

#### **Report**

This meeting was the Campbelltown Local Emergency Management Committee (LEMC) of was attended by representatives from the Ambulance Service, NSW Police, NSW Fire Brigade State Emergency Service, Rural Fire Service Council and DOCS.

The key issues that were discussed included:

##### **Wedderburn Airfield**

Advice was provided on the actions from the previous meeting where correspondence has been forwarded to Wollondilly Council seeking advice on the Airfield development and emergency management provisions.

##### **Use of Lysaght Road Fire Trail for Emergency Access**

Council has received advice from the Government on the process required to progress the use of the fire trail for emergency purposes. Council staff are currently liaising with the Dharawal Land Council.

##### **Progress of the Emergency Risk Management Study or Campbelltown**

Status advice was provided on the progress of the development of the Emergency Risk Management (ERM) study, the next stage will require involvement with each emergency agency.

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### **Natural Disaster Resilience Grants**

Advice was circulated on opportunities to apply for Government grants.

### **Vulnerable Facilities Review**

As part of the Bush Fire Management Plan development and the ERM study the review of the vulnerable facilities has been undertaken.

### **Neighbourhood Safer Places**

Initial Neighbourhood Safer Places identified prior to the 2009/2010 vacation fire period have been reviewed, adjusted and finetuned. The changes were discussed and endorsed.

### **Catastrophic Fire Days Procedure**

Council, in liaison with the fire fighting agencies and the Police have developed a local procedure in response to recent advice received from the Government.

### **Memorandum of Understanding for Cambridge Avenue During Floods**

Council in partnership with the State Emergency Service and the Police are developing a Memorandum of Understanding for the management of the Cambridge Avenue low level bridge during times of flooding. The procedure will be further discussed with the combat agencies and Liverpool Council and the Department of Defence.

### **Role of the Bushland Management Officer**

An outline of the activities planned to be undertaken by this temporary Council position was provided. The function of planning and assessing proposed hazard reduction proposals will be a key activity.

### **Progress of the Bush Fire Risk Management Plan**

Council and the RFS is currently waiting the assessment and anticipated approval from the Government.

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**Officer's Recommendation**

That the information be noted.

**Committee's Recommendation: (Glynn/Chanthivong)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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## **4.2 Joint Local Emergency Management Committee**

### **Reporting Officer**

Manager Emergency Management

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### **Attachments**

Nil.

### **Purpose**

To advise Council of the outcome of the Joint Emergency Management Committee meeting held on the 11 March 2010.

### **Report**

This meeting was the Joint Emergency Management Committee included Campbelltown, Camden and Wollondilly Councils representatives as well as the Ambulance Service, NSW Police, NSW Fire Brigade, State Emergency Service, Rural Fire Service and Welfare.

The key issues that were discussed included:

#### **Wedderburn Airfield**

The emergency issues associated with the Wedderburn Airfield and the Council planning conditions that apply to the site were discussed in detail. The original development relates to a Development Application approved in 1974 and some adjustments to the development have been approved in later years.

#### **Operation Activity**

Operational activity for the past three months of all agencies was reported. Due to the extended period of wet weather, minimal fire activity occurred. The State Emergency Services advised of responses to storms, including local flooding.

#### **Emergency Risk Management Plan**

Emergency Risk Management (ERM) plans and the Macarthur Bush Fire Risk Management Plans progress was reported and discussed. The current status of each Council's ERM plans was advised.

#### **Neighbourhood Safer Places**

The progress on Neighbourhood Safer Places including the installation of sign posts was updated. A review of the initial locations has been undertaken by Campbelltown Council, suggested refinements and adjustments were endorsed by the Committee.

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All local emergency management committees were requested to review their Resource Register and Contact Register as part of the District Disaster Plan (DISPLAN) review.

**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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## **4.3 Macarthur Bushfire Management Committee**

### **Reporting Officer**

Manager Emergency Management

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### **Attachments**

Minutes of Meeting held 7 December 2009 (distributed under separate cover).

### **Purpose**

To advise Council of the outcome of the Macarthur Bushfire Management Committee held on 7 December 2009.

### **Report**

The Macarthur Bushfire Management Committee (MBFMC) is coordinated by the Rural Fire Service (RFS) and covers the bushfire management planning of the Local Government Areas of Camden, Campbelltown and Liverpool. The Committee meets quarterly and reports on activity over the previous three months operation.

A number of key operational and planning issues were considered and dealt with at the Committee including.

#### **Seasonal Review**

The major events within Campbelltown were the Airds and Simmos Beach fires. Charges were laid following the Airds against three individuals.

#### **Bushfire Risk Management Plan**

The draft plan is waiting approval by the Bush Fire Coordinating Committee.

#### **Hazard Reduction Reports**

Rural Fire Service – A hazard reduction program has been prepared for when the weather cool to allow the recommencement of the program.

Liverpool City Council and Camden reported ongoing maintenance programs.

Campbelltown Council – Continued mowing and slashing of Asset Protection Zones (APZ). The Community Services team will recommence their APZ work early in the New Year.

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### **Community Education Report**

The RFS have conducted a number of community education events at Kentlyn, Minto Heights and Wedderburn and the NSW Fire Brigade working on the establishment of additional Community Fire Units.

### **Operations Report**

RFS Brigades have been very busy out of area including attendance at a large fire in the Western Sydney Parklands.

### **General Business**

The issue of Wedderburn Airfield was discussed from a fire perspective with the RFS to raise with the Wollondilly Bush Fire Management Committee and the NSW Fire Brigade to discuss with Wollondilly Councils Environmental Officer.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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## **4.4 Community Fire Units**

### **Reporting Officer**

Manager Emergency Management

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### **Attachments**

1. Community Fire Units area maps (to be tabled).
2. Information on the operation of Community Fire Units.

### **Purpose**

To advise Council of the recruitment of local residents to form Community Fire Units in the suburbs of Ruse, St Helens Park and Campbelltown.

### **History**

The Community Fire Unit (CFU) Program is a NSW Fire Brigades (NSWFB) initiative that enhances community safety. A CFU is a team of local residents who live in urban areas close to bush land in NSW. These local men and women are trained and equipped by the NSWFB, and volunteer their time to prepare and protect their properties from spot fires and ember attack in the event of a bushfire, until the fire services arrive.

The State Government funds the establishment of new units and support existing members. The NSWFB is currently engaging, educating and equipping local residents to confidently carry out property preparation and protection activities for personal and property safety.

### **Report**

The NSWFB have advised as a continuation of the bushfire hazard reduction activities they have completed a hazard analysis of bushland interfaces in the NSWFB district and identified the need for the establishment of Community Fire Units. The areas for roll out of the program over the coming months will be Ruse, St Helens Park and Campbelltown

Activities carried out by a Community Fire Unit (CFU) include:

- Fire hazard reduction activities, such as property preparation and reducing fire fuel in conjunction with your local fire station;
  - Protecting your home and local properties from spot fires or ember attack, until the fire services arrive; and
  - Extinguishing spot fires after a bushfire, so fire fighters can concentrate on moving fire fronts.
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Volunteer CFU members add to the resources of the NSW Fire Brigades and the NSW Rural Fire Service. CFU members do not fight fires; they protect their own properties when bushfires threaten.

### **Officer's Recommendation**

That the program by the NSW Fire Brigade involving Community Fire Units be promoted on Council's web site and Compass Newsletter.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

### **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 2

## What training will you receive?

As a volunteer CFU Member you would complete induction training when you first join the program.

You would learn about bushfire behaviour, first aid, test your skills pumping water from a static water supply using a portable pump and practice using fire hoses and hydrants.

Ongoing training is carried out each year to ensure your skills are up-to-date with current practices.

## What equipment will your CFU receive?

Each CFU is provided a trailer or installed cabinet of equipment including fire fighting hoses, portable pumps, hydrant standpipes, safety helmets, gloves, smoke masks, goggles, tools, first aid kits, boots and protective clothing.

## The Community Fire Unit Team

A typical team is made up of 6 to 12 local members. Members usually live on the same street, although family and friends who live with a 2km radius from your home are also able to join your CFU.



## NSW FIRE BRIGADES

### How do I find out more/ register my interest?

For more information or to register your interest in becoming an NSWFB Community Fire Unit Member, visit [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au) or your local fire station, or alternatively call (02) 9742 7555.

## NSW FIRE BRIGADES

### DO YOU LIVE NEAR THE BUSH?

### COMMUNITY FIRE UNITS



## NSW FIRE BRIGADES FIRE SAFETY AND PREVENTION

- > IN THE HOME
- > FOR SENIORS
- > LIVING NEAR THE BUSH
- > SMOKE ALARMS IN THE HOME



v 2.0 May 2008

You can obtain a copy of any of these brochures by calling us, visiting your local Fire Station or from our website [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

## PREVENTPREPAREPROTECT

## PREVENTPREPAREPROTECT

<p>Learn skills to better prepare and increase your resilience to emergencies and bushfires</p>		<p>Learn how to operate basic fire fighting equipment to protect your property</p>		<p>Learn about activities that help to reduce the impact of bushfires in your community</p>		<p>"Being part of our local CFU makes us confident - having the training and knowing we can handle the equipment in the event of a bushfire or other emergencies." Ian Eastman</p>		<p>Learn how to prepare and protect your property from spot fires and ember attack generated by bushfires</p>		<p>Work with your local fire station on fire hazard reduction activities, such as property preparation and reducing fire fuel</p>		<p>"One of the best things about being in a CFU is the community involvement. In our unit, there is a role for everyone, from raising the alarm to mopping up operations." Dianne Gorman</p>	
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If you live in a bush land area in NSW, there is a chance that **your home could be impacted by a bushfire.**

You and your neighbours could **benefit from becoming volunteer Community Fire Unit (CFU) Members.**

Being a CFU member is about **preparation, prevention and protection** from spot fires and ember attack generated by bushfires.

### What is a Community Fire Unit?

The Community Fire Unit (CFU) Program is one of the many NSW Fire Brigades (NSWFB) initiatives that enhance community safety.

A CFU is a team of local residents who live in urban areas close to bush land in NSW.

These local men and women are trained and equipped by the NSWFB, and volunteer their time to prepare and protect their properties from spot fires and ember attack in the event of a bushfire, until the fire services arrive.

The State Government is committed to the CFU program, providing funding to establish new units and support existing members.

The NSWFB is currently engaging, educating and equipping local residents to confidently carry out property preparation and protection activities for personal and property safety.

### Activities carried out by a Community Fire Unit (CFU)

As part of a CFU team you would participate in:

- Fire hazard reduction activities, such as property preparation and reducing fire fuel in conjunction with your local fire station;
- Protecting your home and local properties from spot fires or ember attack, until the fire services arrive; and
- Extinguishing spot fires after a bushfire, so firefighters can concentrate on moving fire fronts.

As a volunteer CFU Member you would add to the resources of the NSW Fire Brigades and the NSW Rural Fire Service. CFU Members do not fight fires; they protect their own properties when bushfires threaten.

## **4.5 State Emergency Services Quarterly Report October to December 2009**

### **Reporting Officer**

Manager Emergency Management

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### **Attachments**

State Emergency Services Report (to be tabled).

### **Purpose**

To inform Council of the activities of the Campbelltown State Emergency Service for the quarter ending September 2009.

### **Report**

#### **Emergency Requests**

A total of 52 requests for assistance were received during this quarter with the unit being fully operational on two occasions. Tasks involved tarping of roofs, making trees safe and general assistance to residents and commercial premises due to heavy rain, wind and local flooding.

#### **Out of Area Assistance**

The unit was deployed out of the area on two occasions

- One member was deployed to Brewarrina for seven days to assist with aircraft tasking due to floods.
- Two members were deployed to Coonamble for seven days due to floods.
- Up to 15 members were on standby for this flood.

#### **Public Relations Events**

The State Emergency Services volunteers assisted and participated in the following events. Assistance was generally in the form of pedestrian and traffic management.

Fisher's Ghost Street Parade  
Fisher's Ghost Street Fair  
Gift of Time  
Volunteer Emergency Services, Memorial Service  
New Year's Eve Celebrations at Koshigaya Park

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## **Community Education**

Community Education Officers attended the Regional Meeting for briefing and training.

## **Conference and Meeting Attendance**

A number of volunteers participated in planning meetings including the following:

Special Emergency Management Committee  
Community Education Working Group LEMC  
Emergency Risk Management Works Group LEMC  
Emergency Management Facility Committee  
Regional Operations, Rescue, Media Section Heads and Team Leaders Meetings were attended.

## **Training**

Training is a continuous activity for the volunteers both for existing and new members. The key areas of training in this period are indicated below.

Training in flood boats, storm and water damage, chain saw, electrical hazard awareness, SES On-Line, land search, communication, assessor training and general rescue. For this quarter volunteer members devoted a total of 2211 hours to training. A total of 49 certificates of competencies were awarded during this period.

## **Officer's Recommendation**

That the information be noted.

## **Committee's Recommendation: (Glynn/Thomas)**

That the Officer's Recommendation be adopted.

## **CARRIED**

## **Council Meeting 6 April 2010 (Lake/Hawker)**

That the Officer's Recommendation be adopted.

## **Council Resolution Minute Number 54**

That the Officer's Recommendation be adopted.

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**5. GENERAL BUSINESS**

**Nil.**

**11. CONFIDENTIAL ITEMS**

**No reports this round**

P Lake  
CHAIRPERSON

