

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 9 October 2012.

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 9 October 2012

Present

- Councillor P Lake (Chairperson)
- Councillor F Borg
- Councillor G Brticevic
- Councillor A Chanthivong
- Councillor W Glynn
- Councillor P Hawker
- Councillor C Mead
- Director Business Services - Mr M Sewell
- Director Community Services - Mrs L Deitz
- Acting Director City Works - Mr G Mitchell
- Acting Manager Assets and Supply Services - Mr W Miller
- Manager Business Assurance - Mrs M McIlvenny
- Acting Manager Compliance Services - Mr P Curley
- Manager Childrens Services – Mrs J Uluibau
- Manager Emergency Management - Mr J Dodd
- Manager Financial Services – Mrs C Mears
- Manager Governance and Administration - Ms D Bourke
- Manager Healthy Lifestyles - Mr M Berriman
- Manager Library Services - Mr G White
- Manager Operations - Mr A Davies
- Manager Property Services - Mr J Milicic
- Executive Assistant - Mrs D Taylor

Apology Nil.

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 Hawker - Item 3.1 - T12/03 Design and Print Services - Councillor Hawker advised that one of the unsuccessful tenderers is known to him through his employer.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of Local Traffic Committee Meeting held on 30 August 2012
2. Minutes of Campbelltown Traffic Committee Meeting held on 30 August 2012

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee held on 30 August 2012.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE

Reports Listed for Consideration

LTC 12/46 Cordeaux Street, Campbelltown - St Peters School bus zone

That subject to the support of St Peters Anglican School and Church community the parking restrictions in Cordeaux Street, Campbelltown as described in the body of the report, be amended.

Acting Directors Comment: It is recommended this area be inspected prior to Council's final consideration of the proposal.

LTC 12/47 Broughton Street, Campbelltown - Streets parking

1. That Council reduce the length of bus zone and provide 2P parking restrictions in Broughton Street, from Howe Street to Appey Lane as described in the body of the report.
2. That Council amend the 2P parking restriction in Broughton Street in the eastbound direction to Council's adopted period parking times.

LTC 12/48 Eagle Vale Drive, Eagle Vale - Raby Road to Gould Road

That the linemarking details of Sheet C108 A Plan 12371 for Eagle Vale Drive between Raby Road and Gould Road be approved.

LTC 12/49 Minto Road and Ohlfsen Road, Minto - Intersection treatment

That Council approve the intersection treatment as recommended in the body of the report.

LTC 12/50 Valley Road, Campbelltown - Extension of No Parking Zone

1. That Council undertake extending the 'No Parking Zone' from 16m to 35m as per the attached plan.
2. That Council consider the construction of footpath in its future footpath program.

Acting Directors Comment: Council has received a request from a resident to consider extending the 'No Parking Zone' in Valley Road at the entrance to the Campbelltown East Public School. The purpose of the extension is to provide a safer set down area for parents to drop off their school children. The current 'No Standing Zone' is 16 metres. After investigation of the site and discussions with the School Principal, Council officers suggested the following actions:

1. Extend the length of the existing 'No Parking Zone' from 16m to 35m.
2. As the location is a high pedestrian access area, Council consider constructing a footpath from the school access gate to the eastern car park entry and this action be included in Council's annual footpath program.

The recommendations endorsed by the Local Traffic Committee remain the same.

LTC 12/51 Anzac Lane, Campbelltown - Temporary reinstatement of Loading Zone

1. That Council temporarily reinstate the Loading Zone in Anzac Lane and associated parking amendments as described in the body of the report.
2. That Council advise local businesses that the reinstatement of the Loading Zone in Anzac Lane is a temporary measure and will be regularly reviewed especially after the completion of the development at 2 Lithgow Street.

LTC 12/52 Lancaster Street, Ingleburn - Parking restrictions in association with development

That the applicant associated with development DA 2462/2011 be advised that No Parking restrictions as described in the body of the report be installed in Lancaster Street, Ingleburn.

General Business

LTC 12/53 Narellan Road - Speed Limit Reduction

That the information be noted.

Acting Directors Comment: On 2 October 2012, the following advice was received from representatives from the Roads and Maritime Service regarding changes to the current 60km speed limits to Narellan Road.

The 60km/hr on Narellan Road (westbound) between Blaxland Road and the Hume Highway will revert back to a 80km/hr speed limit. Signs and pavement marking will be changed this week (5 October) at the same time as the removal of the 40km/hr school zone. From the Hume Highway to the Australian Botanic Garden, Mount Annan, the speed limit will remain at 60km/hr.

RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE

Reports Listed for Consideration

CTC 12/37 Collins Promenade and Eagle Road Intersection - Blackspot submission

That the information be noted.

CTC 12/38 2012 Road Fatality Update

That the information be noted.

CTC 12/39 Williamson Road, Ingleburn - Development access

1. That Council approve in principle the proposal and adjustments to the central median as stipulated in the body of the report.
2. That the Developer provides detail engineering drawings of the opening and construct the works under Council's specification and conditions.

General Business

CTC 12/40 Hollylea Road, Leumeah - Event Road Closure

That the information be noted.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

1.2 Roads and Maritime Services - Road Funding Grants 2012-2013

Reporting Officer

Manager Technical Services

Attachments

Letter of advice from Roads and Maritime Services dated 9 July 2012.

Purpose

To update Council on advice regarding the indicative road programs from Roads and Maritime Services (RMS).

History

The NSW State Government has a number of funding methods to assist Local Council's in the management of their Regional Road Infrastructure. The RMS administers this funding through a number of programs such as Block Grant, Bicycle and Pedestrian, Regional Roads, REPAIR and 3 x 3 Levy. A number of funding programs are provided to each Council annually and the amounts are calculated based on criteria that includes road length, traffic usage, condition and benefit cost ratio.

Most grants do not require Council contribution except for the REPAIR grant. The REPAIR grant is \$125,000 and Council's contribution of this amount is included in this year's budget. Council has been very successful with their grant applications over recent years.

Where Councils are recommended for funding, all road programs must be completed by March 2013.

Report

Council has been formally advised of the overall funding program proposed by the RMS for various projects and programs, totalling \$1,281,000.

Comments on the program are provided as follows:

Bicycle and Pedestrian Programs

Cleopatra Reserve, Ambarvale/cycleway	\$100,000
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Regional Roads

Eagle Vale Drive: Emerald Drive to Flourite Place, Eagle Vale	\$400,000
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Raby Road: Eagle Vale Drive to Spitfire Drive, Raby (northbound)	\$ 56,000
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Block Grants

The traffic component is used for the maintenance of traffic signs and linemarking \$302,000

The roads component is used for maintenance activities on Regional roads \$298,000

The supplementary road component is used for Regional roads pavement maintenance \$125,000

Appropriate matching funds have been provided in Council's 2012-2013 budget for the above projects and programs.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Brticevic/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

ATTACHMENT

Our Reference: 76.5414
Contact: Mr Doug Lamont
Telephone: 8849 2110



The General Manager
CAMPBELLTOWN CITY COUNCIL
DX 5114
CAMPBELLTOWN

- 9 JUL 2012

Attention: General Manager

JUL11'12 08:08:23 RGUC

SUBJECT: 2012_2013 Program Funding

Dear Sir/Madam

Please find attached a list of funding allocations to CAMPBELLTOWN CITY COUNCIL for 2012_2013 following the release of the NSW State Budget. The amounts shown in the attached table are for all projects to be undertaken by Councils. Projects to be undertaken by Roads and Maritime Services are not included in the list.

The funding includes Block Grant and REPAIR Program funding allocations to assist Council to manage its Regional Roads. The Minister for Roads has also included a Supplementary Roads allocation under the Block Grant to be used at Council's discretion for works on Regional Roads.

The 2012_2013 Regional Road Block Grant Agreement applies to all funds for works accepted for the Block Grant components.

The funding in the attached table also includes local pedestrian and bicycle projects.

Individual program managers will be contacting council regarding details of specific work and any special arrangements that might apply. Please note Federal Blackspot and State Blackspot program details have or will be forwarded under separate letter.

Council Funding and Project Acceptance:

The funds are provided in accordance with RMS document "*Arrangements with Councils for Road Management*" (<http://www.rta.nsw.gov.au/doingbusinesswithus/lgr/index.html>).

Council's formal acceptance of both the funding allocations and commitment to the works is required by 1st September, 2012.

Please note that the advice of funds now contained on the attached sheet is for actual value of work and does not include GST - the 10% GST component will be added when the RMS makes payment.

Roads and Traffic Authority of New South Wales

17-31 Argyle Street Parramatta NSW 2150
PO Box 973 Parramatta CBD NSW 2124 DX 28555
www.rta.nsw.gov.au | 13 17 82

Project Completion:

Council are reminded that RMS funded projects should target 50% project expenditure by December, 2012, with project completion by end of March, 2013, in accordance with the Memorandum of Understanding. N.B. These targets may be used as performance measures in future funding submission considerations.

Claim for Payments:

Payments to Council will follow the same format as last year, namely, Council has only to submit a claim for payment using the *Recipient Created Tax Invoice (R.C.T.I)* and not a Tax Invoice. However, claims for payment for works covered by the *Regional Road Block Grant Agreement* are not required as RMS will make quarterly payments to Council during the 2012_2013 financial year as outlined in the *Memorandum of Understanding (MOU)*. For the *Traffic Route Lighting Subsidy* the Authority will forward the payment automatically to Council towards the end of the 2012_2013 financial year.

In your submission of claims please include the project number on the claim form as listed next to the project on the attached list.

A copy of the *Memorandum of Understanding (MOU)*, which includes the *Program Management Cycle, Key Requirements* under the MOU and *Project Pro-formas*, is available on the RMS Internet Web Site

<http://www.rta.nsw.gov.au/doingbusinesswithus/trafficfacilities/localcouncils/memorandumofunderstanding.html>

Yours faithfully


Doug Lamont
Council Liaison & Regional Projects Manager

CAMPBELLTOWN CITY COUNCIL
 2012_2013 Program Funding

*ONLY for Projects undertaken by Council.
 Does NOT include projects undertaken by RMS*

Bicycle and Pedestrian Programs: Contact Maria Swallow 8849 2030

PROJECT	PROGRAM POSITION	PROJECT DESCRIPTION	RTA ALLOCATION
T/05658	27304	Cleopatra Reserve, Ambervale/cycleway Funded 50/50	\$ 100,000
TOTAL			\$100,000

Regional Roads: Contact Doug Lamont 8849 2110

PROJECT	PROGRAM POSITION	PROJECT DESCRIPTION	RTA ALLOCATION
A/01898/23/E	22602	Eagle Vale Drive: Emerald Drive to Flourite Place, Eagle Vale Funded 50/50	\$ 400,000.00
A/01898/23/R	22602	Raby Road: Eagle Vale Drive To Spitfire Drive (n/b), Raby Funded 50/50	\$ 56,000.00
098458	27504	Block Grant TRAFFIC FACILITIES	\$ 302,000
A/04687	22601	Block Grant ROADS	\$ 298,000
A/04689	22604	Block Grant Supplementary Road Component	\$ 125,000
TOTAL			\$1,181,000

TOTAL Allocation **\$1,281,000**

1.3 NSW Floodplain Management Program - Acceptance of Grant 2012-2013

Reporting Officer

Manager Technical Services

Attachments

Letter from the Office of Environment and Heritage dated 12 September 2012.

Purpose

To advise Council of a grant offer for the 2012-2013 financial year, from the Office of Environment and Heritage for the ongoing implementation of the Campbelltown Flood Mitigation Scheme and the development of a new Floodplain Risk Management Plan.

History

The Office of Environment and Heritage provides grant opportunities for Councils under the 2012-2013 Floodplain Management Program. Council has identified the need to develop flood studies for Bow Bowing/Bunbury Curran Creek and has submitted a grant application in August 2012 for the amount of \$100,000 for this purpose. The flood studies will assist Council officers in understanding the flooding potential for these locations. Council does not have to contribute any funding for these programs.

Report

Council has been successful in receiving a grant up to \$100,000 under the Floodplain Risk Management Grants Scheme for Bow Bowing/Bunbury Curran Creek Floodplain Risk Management Study and Plan Development.

It is recommended that Council accept the grant offer, and associated conditions.

Officer's Recommendation

That the grant offer for the Floodplain Management Program and associated conditions be accepted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

ATTACHMENT



Office of
Environment
& Heritage

SEP17'12 08:18:26 RCVD

Our reference: DOC12/38199
Your contact: Kevin Lynch

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

12 September 2012

Dear Mr Tosi

I refer to the recent letter from the Minister for the Environment offering Council funding under the 2012/13 Floodplain Management Program Program for the following project:

Bow Bowling/Bunbury Curran Creek Flood Studies

Maximum Funding Amount: \$100,000

Grant Reference Number: 2012-13-FM-0020

The offer is subject to you undertaking to meet the balance of funds for the project, as outlined in your application, and agreeing to the terms set out in the attached *Funding Agreement for Financial Assistance* (the Agreement). Please pay attention to any project-specific special conditions under clause 19, if applicable, and return evidence of how you meet these conditions where appropriate.

You may accept this offer by signing both copies of the enclosed Agreement and returning one copy to the address noted at the bottom of the Agreement by **29 October 2012**. Please note that if your 2011/12 grant is not acquitted by the due date (28 September 2012 in most cases), or the enclosed signed Funding Agreement is not returned by **29 October 2012**, the offer of funding may lapse.

I would like to draw your attention to condition 3.1 of the Agreement, which outlines the requirement to submit a Work Plan. To assist you in preparing this, I have arranged for an electronic link to the template to be emailed to Kevin Lynch of your office. The Work Plan should be prepared in consultation with your Office of Environment and Heritage regional contact, Greg Davis, and be submitted electronically no later than **26 November 2012**.

If you have any questions, please contact me on 02 9895 7463 or via email at coastalestuary.floodgrants@environment.nsw.gov.au.

Yours sincerely

REBECCA SIMPSON
Grants Program Coordinator
Waters, Wetlands and Coast Division

Enclosure

PO Box 3720 Parramatta NSW 2124
10 Valentine Ave Parramatta NSW
Tel: (02) 9895 6211 Fax: (02) 9895 7263
ABN 30 841 387 271
www.environment.nsw.gov.au

2. OPERATIONAL SERVICES

2.1 21 Linum Street, Macquarie Fields - Tree Removal Request

Reporting Officer

Manager Operational Services

Attachments

1. Locality Plan
2. Photographs
3. Visual Tree Inspection Report (to be tabled)

Purpose

To advise Council of a request to remove one *Eucalyptus moluccana* (Grey Box) located on the footpath at 21 Linum Street, Macquarie Fields.

History

Council is currently developing a Tree Removal Policy that will include a criteria for the removal of trees. The tree removal criteria is substantial in its content as it has to cover the many types of requests received by Council. While the Tree Removal Policy is being developed each request is judged on its merit.

In particular, Council has received an application from the residents of 21 Linum, Macquarie Fields for the removal of a tree adjacent to their boundary fence. Since 2005 Council has received numerous requests from the residents of 21 Linum Street, Macquarie Fields regarding the removal of *Eucalyptus moluccana* (Grey Box) tree.

The residents are elderly and do not have the capacity to maintain the tree. The residents have consistently voiced their concern over the tree particularly their ability to maintain the tree though it sits outside their boundary area.

With regard to the condition of the tree the horticultural assessment on previous occasions suggests that the tree is in reasonable condition however there are signs of minimal decay. Council has also assisted the residents by pruning the tree on a number of occasions.

Report

The *Eucalyptus moluccana* tree at 21 Linum Street Macquarie Fields is approximately 21 metres in height with a canopy spread of approximately five metres. The tree canopy spreads across the front yard of the property and located directly adjacent to the formed concrete driveway and approximately six metres from the dwelling. The tree's condition is still reasonable with minor signs of decay. Due to the size of the tree trunk it is highly likely that the root system will impact the concrete driveway in the future. Should the tree fall during the storm activity the tree would cause considerable damage.

Over the past seven years, the residents have consistently voiced their inability to maintain the tree because of their elderly condition. The presence of the tree is causing significant anxiety and concern.

Recognising the significant personal impact the tree is imposing on the residents and the probability of future damage to the driveway and fence, it is recommended that the tree be removed.

To offset the loss of the tree and demonstrate Council's commitment to achieving a sustainable environment, it is recommended that three replacement trees be planted at the next National Tree Day event.

Officer's Recommendation

That an inspection of the tree take place, prior to Council making a decision regarding the potential removal of the tree.

Committee's Recommendation: (Hawker/Mead)

That the *Eucalyptus moluccana* (Grey Box) located on the footpath at 21 Linum Street, Macquarie Fields be removed.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

2.2 Garbage Facilities Review in Parks and Recreational Areas

Reporting Officer

Manager Operational Services

Attachments

Nil

Purpose

To advise Council of the intention to review garbage facilities within its local government parks and recreational area.

History

At Council's meeting dated 31 July 2012 it was requested if an investigation into the lack of garbage facilities at playgrounds within the Local Government Area could be undertaken.

Report

Council has commenced a feasibility study to establish a uniform strategy for garbage services in parks and recreational areas.

The key aim of the initiative is to:

- Improve the visual amenity in parks and gardens
- Reduce the amount of scattered litter through bin design and capacity
- Maximise resource efficiency and reduce collection costs by optimum bin placement

The scope of this preliminary investigation is to further develop the assets register detailing location, type, capacity and condition of the bins. Upon completion of the preliminary investigation and consideration to other factors such as site usage and surrounding public amenity, a strategy will be prepared with recommendations to Council that provides guidelines for future park and recreation enhancements and maintenance considerations.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Brticevic/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

2.3 Tree Maintenance and Removal at Macarthur Square, Campbelltown

Reporting Officer

Manager Operational Services

Attachments

1. Locality Plan
2. Consultant report (distributed under separate cover)

Purpose

To advise Council of an application from Lend Lease and Macarthur Square for the removal of 18 tree and the pruning of 144 trees. The trees are located in six of the complexes car parks that border Gilchrist Road and Kellicar Streets as per the attached consultant's report which has been provided under separate cover.

Report

Lend Lease and Macarthur Square have engaged tree consultants, to conduct a Strategic Tree Risk Assessment and Work Program due to the increasing number of liability claims. The consultants have completed their report which nominates 18 trees to be removed in response to having the greatest potential for causing damage and injury. In addition to this, 144 trees have been identified for pruning to minimise any further damage. The consultants have provided instructions for the nominated maintenance works that includes safe work method statements as well as ensuring that the appropriate standards and specifications are met. The works must be completed between the hours of 7.00am and 9.00am due to noise restrictions

Council officers have inspected the sites with the consultants, identified the trees for removal and pruning, and concur with the recommendations. The consultants have now lodged an application on behalf of Lend Lease and Macarthur Square to Council for the removal and pruning of the nominated trees. While the application is pending and a tree or trees pose a threat to the safety of the public or damage to property, Council's Tree Management Officer has the ability to approve the removal of a tree. If this situation arises a further report will be provided to Council. Council will also suggest to Land Lease and Macarthur Square that they may consider further planting of trees in other areas of the complex.

Officer's Recommendation

That Council support the application submitted by Ultimate Arbor Solutions Pty Ltd, on behalf of Lend Lease and Macarthur Square, to remove 18 nominated trees as well as the pruning of a further 144, for the reasons outlined in the report.

Committee's Recommendation: (Chanthivong/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

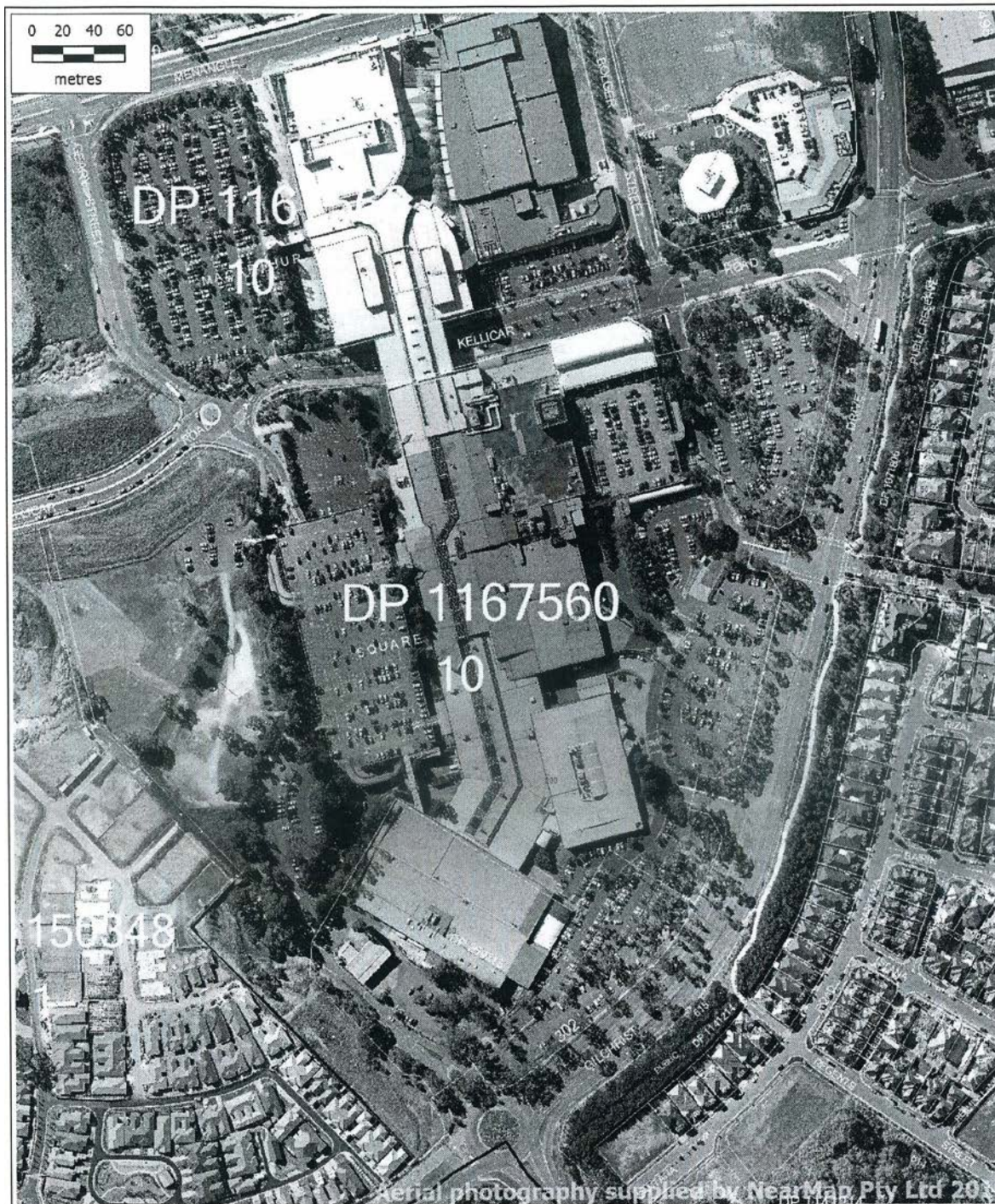
Council Meeting 16 October 2012 (Lake/Borg)


That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.


ATTACHMENT 1



N

1:3,532
27 September 2012

Macarthur Square, Campbelltown
Tree Pruning and Removals

DISCLAIMER: This map has been produced from Council records. If you intend to rely on the information shown you should contact Campbelltown City Council for verification. This map should not be reproduced without permission.



campbelltown
city council

3. ASSETS AND SUPPLY SERVICES

3.1 T12/03 Design and Print Services

Reporting Officer

Acting Manager Assets and Supply Services, Manager Communications and Marketing and Manager Cultural Services

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 design and print services and recommend that Council accepts a number of tenders under a panel arrangement.

History

Council had a contract in place for the provision of design and print services which has recently expired. As Council continues to require these services and expenditure over the term of the contract exceeds the legislative threshold, Council invited tenders for the new contract.

Report

Legislation

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

Contract Expenditure

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

Contract Term

The term for this contract will be for a period of three years with an option for a 12 month extension to be exercised at Council's discretion.

Advertising of Tenders

Tenders were advertised in The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 30 April 2012 and 7 May 2012.

Tenders were also to be advertised in The Sydney Morning Herald in the weeks commencing 30 April 2012 and 7 May 2012, however, did not appear until the week commencing 14 May 2012. To ensure Council's requirements under Local Government Regulations 2005 (Part 7) were met, the Tender closing time was extended two weeks until Tuesday 5 June 2012.

Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 5 June 2012. Eighteen on-time responses were received from the following organisations:

- Big Sky Publishing Pty Ltd (Design and Print components)
- Boccalatte Pty Ltd (Design and Print components)
- B.F Wilson & E.R Wilson & G.P Wilson & S Wilson t/as C.B.S Printing (Design and Print components)
- Concept Factory Pty Ltd (Design component)
- Coyne and Co Design Pty Ltd (Design component)
- Creative Resources Management Pty Ltd t/as Campbell Barnett (Design component)
- I.M Advertising Pty Ltd t/as IMA (Design component)
- J.M Hobbins & K.K McGrath t/as Webbird Media (Design component)
- Joel Spencer Design Pty Ltd (Design component)
- Just Armstrong Pty Ltd (Design and Print components)
- L Allport & S Barrett t/as The National Grid (Design and Print components)
- Loulaki Blue Pty Ltd (Design and Print components)
- Pedro Altuna t/as Milk Bar Studios (Design component)
- Planet Press Pty Ltd t/as The Planet Press Group (Design and Print components)
- PlusMinusOne Pty Ltd t/as Mathematics (Design component)
- Shamrock Printing Pty Ltd (Print component)
- The Flagstaff Group Ltd (Design and Print components)
- Universal Graphics & Printing Australia Pty Ltd t/as ecoDesign ecoPrint (Design and Print components)

Tender Document

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

- Company details
 - Company experience, particularly as they relate to the services
 - References
 - Examples of standard of work on a variety of relevant, recent design and/or printing projects
 - A detailed quotation in response to fictional scenarios
-

- Details of nominated staff who will undertake design services (if tendering for the design component)
- Price
- Insurances
- Environmental practices
- WHS management systems
- Details of subcontractors and their experience
- Conflict of interest declaration
- Additional terms of contract.

Evaluation Process

The Evaluation Panel, consisting of officers from Communications and Marketing, Cultural Services and Governance and Administration evaluated the tenders against the following weighted assessment criteria:

- Experience of the company
- Nominated staff (for design only)
- Standard of work
- Scenario responses
- Suitability of quoted prices/scenarios
- Work 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 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 quoted prices from the fictional scenarios and nominated hourly rates.

Recommendation of the Evaluation Panel

Design

Boccalatte Pty Ltd are recommended as they provided details of their extensive art gallery and high profile project experience, provided high standard examples of similar works and sufficient details of their nominated staff.

I.M Advertising Pty Ltd t/as IMA are recommended as they provided sufficient details of their high profile marketing and branding experience, satisfactory standards of work and sufficient details of their nominated staff.

Pedro Altuna t/as Milk Bar Studios are recommended as they provided sufficient details of relevant project experience, satisfactory standards of work, sufficient details of their nominated staff and offered the most competitive price.

The Evaluation Panel considered the above three companies would collectively satisfy Council's diverse range of requirements due to their differing specialities.

Print

B.F Wilson & E.R Wilson & G.P Wilson & S Wilson t/as C.B.S Printing are recommended as they provided sufficient details of their printing experience, satisfactory examples of standard of works and tendered competitive pricing on fictional scenarios.

Planet Press Pty Ltd t/as The Planet Press Group are recommended as they provided sufficient details of their printing experience, examples of standard or works and tendered competitive pricing on fictional scenarios.

Universal Graphics and Printing Australia Pty Ltd t/as ecoDesign ecoPrint are recommended as they provided sufficient details of their printing experience, examples of standard or works and tendered competitive pricing on fictional scenarios.

The Evaluation Panel considered the above three companies would collectively satisfy Council's range of differing printing requirements.

Tenders Not Recommended

Design

The remaining companies were not recommended as their overall responses were not as competitive as the recommended organisations:

- B.F Wilson & E.R Wilson & G.P Wilson & S Wilson t/as C.B.S Printing
- Big Sky Publishing Pty Ltd
- Concept Factory Pty Ltd
- Coyne and Co Design Pty Ltd
- Creative Resources Management Pty Ltd t/as Campbell Barnett
- J.M Hobbins & K.K McGrath t/as Webbird Media
- Joel Spencer Design Pty Ltd
- Just Armstrong Pty Ltd
- L Allport & S Barrett t/as The National Grid
- Loulaki Blue Pty Ltd
- Planet Press Pty Ltd t/as The Planet Press Group
- PlusMinusOne Pty Ltd t/as Mathematics
- The Flagstaff Group Ltd
- Universal Graphics & Printing Australia Pty Ltd t/as ecoDesign ecoPrint

Print

The remaining companies were not recommended as their overall responses were not as competitive as the recommended organisations:

- Big Sky Publishing Pty Ltd
 - Boccalatte Pty Ltd
 - Just Armstrong Pty Ltd
 - L Allport & S Barrett t/as The National Grid
 - Loulaki Blue Pty Ltd
 - Shamrock Printing Pty Ltd
 - The Flagstaff Group Ltd
-

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Boccalatte Pty Ltd for the provision of design services for a period of three years with an option for extension of 12 months.
2. That Council accept the offer of I.M Advertising Pty Ltd t/as IMA for the provision of design services for a period of three years with an option for extension of 12 months.
3. That Council accept the offer of Pedro Altuna t/as Milk Bar Studios for the provision of design services for a period of three years with an option for extension of 12 months.
4. That Council accept the offer of B.F Wilson & E.R Wilson & G.P Wilson & S Wilson t/as C.B.S Printing for the provision of printing services for a period of three years with an option for extension of 12 months.
5. That Council accept the offer of Planet Press Pty Ltd t/as The Planet Press Group for the provision of printing services for a period of three years with an option for extension of 12 months.
6. That Council accept the offer of Universal Graphics & Printing Australia Pty Ltd t/as ecoDesign ecoPrint for the provision of printing services for a period of three years with an option for extension of 12 months.
7. That the Contract documents be executed under the Common Seal of Council.
8. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Mead/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012

Having declared an interest in regard to Item 3.1, Councillor Matheson left the Chamber and did not take part in debate nor vote on this item.

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 179

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 3.1, Councillor Matheson returned to the Chamber for the remainder of the meeting.

4. EMERGENCY SERVICES

4.1 Seasonal Bushfire Outlook and Climate Forecast for 2012-2013

Reporting Officer

Manager Emergency Management

Attachments

Southern Australia Seasonal Bushfire Outlook 2012-2013 issued by the Australasian Fire and Emergency Service Authorities Council (AFAC) and the Bushfire Co-operative Research Centre (Bushfire CRC) (distributed under separate cover).

Purpose

To outline the seasonal outlook for this year's bushfire season including an update on the El Niño Southern Oscillation (ENSO) outlook for summer.

Report

Large areas of southern Australia, from the east coast to the west coast, face above average fire potential for the 2012-2013 fire season. This is due to the abundant grass growth from the high amount of rainfall from two strong La Niña events seen in the past two years across the eastern seaboard and South Australia. Fuel moisture content within forests remains high, and rainfall has continued to provide widespread vegetation growth in the grasslands, which remain a threat.

For New South Wales, above average rainfall over the state for much of the previous two years has resulted in heavy grass fuel loads throughout grassland areas. These grassland areas include those west of the Great Dividing Range, the Tablelands, the Upper Hunter and the far west. Above normal fire potential has been assessed in these areas due to high grass fuel loads plus an increased likelihood of warmer and drier conditions for spring. The fire potential is expected to be average for forested regions east of the Great Dividing Range due to average fuel moisture.

ENSO update: Tropical Pacific Ocean sea surface temperatures remain at values close to El Niño thresholds. Other ENSO indicators show patterns more typical of neutral conditions. Regardless of whether El Niño thresholds are reached, the tropical Pacific remains warmer than average. This combined with other influences on Australian climate, tends to favour below average spring rainfall. The Bureau of Meteorology will provide an updated ENSO forecast towards the end of September.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Chanthivong)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

4.2 2012-2013 Multi-Agency Bushfire Season Briefing

Reporting Officer

Manager Emergency Management

Attachments

Nil

Purpose

To advise Council of the key messages from the multi-agency pre-season regional briefing held on 4 September 2012.

Report

To assist in preparations ahead of the 2012-2013 bushfire season, the NSW Rural Fire Service (RFS) held a number of pre-season briefings. NSW RFS staff, other emergency services and supporting agencies were to attended.

A number of key messages were considered and dealt with at the briefing including:

Climate and weather

There almost certainly will not be another wet La Nina summer as has occurred for the past two years. The three month outlooks for rainfall, temperature and drought indices for the east coast are in the average range.

Safeguarding strategy

The NSW RFS are working on a safeguarding strategy for catastrophic level fires. When offensive and defensive strategies are likely to fail, the safeguarding strategy needs to be employed. This means that everyone is focused on: warning, moving and protecting people. The public liaison component transfers as a key operations task ensuring timely and consistent messages and warnings using intelligence, surveillance and reconnaissance (ISR).

Public information and liaison

Since 2009, public bushfire information has improved: standardised Fire Danger Ratings, Bushfire Alert Levels, Neighbourhood Safer Places, Bushfire Survival Plans, Emergency Text Messaging and increased Media Presence.

There will be a brand new RFS public awareness campaign for the coming bushfire season running from late September focusing on the actions to be followed by the community.

By October the emergency text messaging service will begin using geo location via mobile towers rather than relying on the billing addresses for identifying recipients of the messages. This means that anyone with a mobile phone in range of a selected tower will be able to receive an emergency text message warning them of a bushfire danger nearby (this is only available to Telstra customers for the 2012-2013 bushfire season with the other providers on-board for next season).

Plans are in place for a Bushfire Survival Plan application enabling reminders to be notified to the user.

Questions were raised about a consistent approach to information distribution by having a standard communication procedure for local government and the RFS – particularly given the role of local government as a chief source of information within the community. RFS replied they had not yet considered the role of local government in this way.

Emergency management

There is an increased emphasis on the emergency management role in bushfires with key roles identified in the State Bushfire Plan 2011.

The Bush Fire Coordinating Committee recently released a new policy on 'Community Safety and Coordinated Evacuations' which revokes the old policy 'Residential Evacuations'.

840 Neighbourhood Safer Places (NSPs) have been established across 111 LGAs with the emphasis of it being a place of last resort (not an evacuation centre). NSW Police have taken on the role of checking NSPs post-fire for community welfare.

Education providers across the state have been issued documentation regarding bushfire prone schools, risk assessment guidelines and assessment process. This has a particular focus on the need to plan around forecast dangerous fire weather days/actual fire events.

Disaster recovery – Fire Incident Controllers are to work with the LEOCON for the Initial Impact Assessments along with the Recovery Committee.

Fire Investigation and Arson – in order for a fire to be investigated it has to meet only one of the following criteria: death/injury; media interest; damage value more than \$0.5m; s44 declaration; malicious/arson; suspect known; undetermined cause; breach of *Rural Fires Act 1997*; on the Commissioners instruction.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Mead/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 178

That the Officer's Recommendation be adopted.

5. GENERAL BUSINESS

5.1 Carparking at Campbelltown Hospital

Committee's Recommendation: (Borg/Chanthivong)

That Council write to the NSW Minister for Health, NSW Premier and the Local State Member of Parliament requesting that the carparking facilities including any new multi-storey carparking facilities at Campbelltown Hospital remain free of charge for both staff and visitors.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 178

That the Committee's Recommendation be adopted.

5.2 Establishment of Anti-Social Behaviour Hotline

Councillor Glynn referred to a recent article regarding the establishment of a 'Hoon Hotline' by Frankston City Council whereby residents are able to report anti-social driving behaviour to Police. Councillor Glynn asked if a report could be presented detailing the Frankston City Council initiative and also examining the feasibility of a similar hotline being established in the City of Campbelltown.

Committee's Recommendation: (Glynn/Brticevic)

That a report be presented outlining details of Frankston City Council's 'Hoon Hotline' initiative and also examining the feasibility of the establishment of a similar hotline for the Campbelltown LGA.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 178

That the Committee's Recommendation be adopted.

Note: Councillor Glynn asked that it be recorded in this Item that the reference that he referred to regarding the 'Hoon Hotline' was found on the Frankston City Council website and also that it should be noted that if immediate police attendance is required at an incident residents are encouraged to dial 000.

5.3 Appin Road Safety

Committee's Recommendation: (Borg/Glynn)

1. That Council contact the Mayors of Wollondilly Shire Council and Wollongong City Council seeking their support in attending an urgent meeting with the NSW Premier to discuss the worsening situation of Appin Road.
2. That Council write to the NSW Premier seeking an urgent meeting to discuss a number of issues regarding Appin Road.

CARRIED

Council Meeting 16 October 2012 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 178

That the Committee's Recommendation be adopted.

Confidentiality Motion: (Borg/Glynn)

That the Committee in accordance with Section 10 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

19. CONFIDENTIAL ITEMS

19.1 Confidential Report Directors of Companies

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

There being no further business the meeting closed at 8.10pm.

P Lake
CHAIRPERSON
