

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 24 June 2014.

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 24 June 2014

Present

His Worship the Mayor, Councillor C Mead
Councillor P Lake (Chairperson)
Councillor F Borg
Councillor S Dobson
Director Business Services - Mr M Sewell
Director Community Services - Mrs L Deitz
Acting Director City Works - Mr K Lynch
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Business Assurance - Mr C Taylor
Acting Manager Compliance Services - Mr P Curley
Acting Manager Customer Service - Mrs J Uluibau
Acting Manager Education and Care Services - Ms G Vickers
Manager Emergency and Facility Management - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Financial Services - Mrs C Mears
Manager Healthy Lifestyles - Mr M Berriman
Manager Library Services - Mr G White
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Policy and Governance Coordinator - Ms J Warner
Executive Assistant - Mrs D Taylor

Apologies (Borg/Dobson)

That the apologies from Councillors Brticevic, Glynn and Hawker be received and accepted.

CARRIED

Note: Councillor A Chanthivong has been granted a leave of absence from Council, incorporating all formal Council and Committee meetings until Tuesday 12 August 2014.

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of the Local Traffic Committee Meeting of 29 May 2014 (contained within this report)
2. Minutes of the Campbelltown Traffic Committee Meeting of 29 May 2014 (contained within this report)

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee meeting held on 29 May 2014.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE ON 29 MAY 2014

Reports Listed for Consideration

LTC 14/19 Blomfield Road, Denham Court - No Stopping Restriction

That the report be deferred until the next meeting of the Traffic Committee on 26 June 2014.

LTC 14/20 Car Park Stage V, Parkside Crescent, Campbelltown - Signs and Linemarkings

1. That the information provided in the body of the report be noted.
2. That Council approve the proposed signs and line markings as shown in the attachment 2.

LTC 14/21 University of Western Sydney - Stage 1A & 1B (Goldsmith Avenue) signs and markings

That the signs and line marking plans for Stages 1A and 1B University of Western Sydney Development be endorsed with the amendments as indicated in the body of the report.

LTC 14/22 Old Glenfield Road, Glenfield - Stage 3A1, Subdivision Signs and Linemarking

1. That Council approves the line marking and signposting plans No. 10211E7 Sheet 1, in principle as indicated in the attachment.
2. That the developer submits details of the termination legs of these roads.
3. That Council advises the developer to submit a detailed design plan in accordance with Australian Standards and the Roads and Maritime Services guidelines, to the satisfaction of Council Officers prior to undertaking works.
4. That the developer submits works as executed plans providing dates of installation for Council records.

LTC 14/23 Ingleburn Gardens Estate, Bardia - Stages 9 and 10 Signs and Linemarking

1. That Council endorse the sign and line marking Plan SY110266 for Stages 9 and 10 Ingleburn Gardens Estate, Bardia subject to comments in the body of the report.
2. That the assessment for the proposed cycleway takes into account appropriate warning signs at its crossing with the access road within the rail corridor.
3. That Council undertake a sign and marking audit of the roundabout design for the intersection of Ingleburn Gardens Drive and Nash Street.

General Business

LTC 14/24 Glenfield Public School - Parking in Bus Zone

That the information be noted.

RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE ON 29 MAY 2014

Reports Listed for Consideration

CTC 14/14 Airds Bradbury Renewal Project - Peppin Crescent temporary access

1. That Council supports the application for a temporary access off Georges River Road via Peppin Crescent, subject to the Developer submitting a detail plan for the formalisation of a temporary intersection of Georges River Road and Peppin Crescent.
 2. That the Developer resubmits a revised Construction Traffic Management Plan with the provision of Peppin Crescent as an access road and that the intersection of Peppin Crescent be reviewed.
 3. That the temporary intersection of Georges River Road and Peppin Crescent be removed upon the completion of Stage 1 Airds Bradbury Renewal.
-

CTC 14/15 Kellicar Road and Bolger Street Traffic Signals - Proposed Adjustments

That Council write to the Roads and Maritime Services requesting consideration to the change of the south/west left approach lane to the signals of Kellicar Road and Gilchrist Drive intersection by converting the lane as a through and left turn movement.

CTC 14/16 2014 NAIDOC Week Street March

That the information be noted.

Officer's Recommendation

That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 29 May 2014 be adopted.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

ATTACHMENT 1



LOCAL TRAFFIC COMMITTEE MINUTES

29 May 2014

LOCAL TRAFFIC COMMITTEE

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

Minutes Summary

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LOCAL TRAFFIC COMMITTEE MINUTES

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

Minutes of the Local Traffic Committee held on 29 May 2014

1. ATTENDANCE

Campbelltown City Council

Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Graduate Engineer - Ms A Hanna
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Nil

Police Representatives

Senior Constable M Davies

Bus Companies

Interline – Mr B East

Representatives of Local Members of Parliament

Nil

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson the Manager Technical Services

2. APOLOGIES

Councillor G Greiss
Roads and Maritime Services - Mr J Suprain
Senior Sergeant M Cotton
Representative of Local Member of Parliament - Mr R James

The Roads and Maritime Services representative advised that he had no objections to any of the items in the Agenda.

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 1 May 2014 were recommended by the City Works Committee held on 27 May 2014 and adopted by Council at its meeting held on 5 June 2014.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

LTC 14/19 Blomfield Road, Denham Court - No Stopping Restriction

Previous Report: LTC 13/28
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

1. Locality sketch showing existing parking restriction on Blomfield Road.
2. Plan showing proposed parking restrictions which was presented to Traffic Committee on 5 September 2013.
3. Plan showing parking restrictions as suggested by the residents of No 2 and No 3.

Background (29/5/2014)

The Traffic Committee previously addressed a report at its meeting of 5 September 2013 reviewing the No Stopping restrictions in Blomfield Road outside the Childcare Centre in order to address the on-street parking issues.

The Committee had considered the provision of No Parking for the full frontage of No 2 up to the driveway of the lot No 4. This entailed the removal of the existing No Stopping outside No 2. It was resolved that Council consult with the residents of numbers 1, 2, 3, 4 and 5 Blomfield Road in regards to the proposed amendments to the parking restrictions.

Consultation with the residents was undertaken with comments received by 17 January 2013. Out of the five residents, number 2 and number 3 responded in support of the proposed amendments in principal but wanting Council to consider some amendments as follows:

- That full time No Stopping restriction be imposed on both sides of Blomfield Road covering the full frontage of house numbers 1, 2, 3 and 4 to address sight distance and U turn issues on the crest of the hill.

Furthermore these residents have desired to attend the Traffic Committee to express their concerns.

This matter is being presented to the Traffic Committee for discussion.

Officer's Recommendation

That the concerns raised by the residents of No 2 and No 3 Blomfield Road be discussed and consider the options.

Discussion (29/5/2014)

Due to the history of the site and the number of Committee Members unable to attend it was recommended that this item be deferred until the next meeting of the Traffic Committee to be held on 26 June 2014.

Recommendation of the Local Traffic Committee

That the report be deferred until the next meeting of the Traffic Committee on 26 June 2014.

**LTC 14/20 Car Park Stage V, Parkside Crescent, Campbelltown -
Signs and line markings**

Previous Report: LTC 13/27
Electorate: Wollondilly
Author Location: Traffic and Road Design Unit

Attachments

1. Locality Plan showing proposed works
2. Signs and line marking plan J12414 Stage V

Background (29/5/2014)

At its meeting of 5 September 2013 the committee was briefed about the proposed traffic and pedestrian management in Parkside Crescent that included the addition of 6 proposed car parks.

The Committee is now presented with the design of Stage V which includes road widening along eastern side of Parkside Crescent along with signs and line markings for its concurrence.

1. The proposed road widening of Parkside Crescent commences from the intersection of Hyde Parade to 270m south towards Central Road. This includes widening of northbound and southbound lanes to 3.5m. Provision of 2.0m wide footpath from Hyde Parade to Private Road (near the Campbelltown Private Hospital) and 1.5m wide footpath from Private Road to the roundabout (Parkside Crescent and Central Road) has been made.
 2. Provision of two new raised pedestrian crossings has been made (as per the attached plan)
 3. Provision of a marked pedestrian crossing at the entry to Private Road has been made to enhance the safe passage of the pedestrians.
 4. A 300mm wide median has been proposed along Parkside Crescent at the intersection of Private Road. It is believed that this 20m long median would restrict the access of right in/ right out movements of Private Road. This would ensure the traffic turning in and out of the Private Road does not conflict with the through traffic. This has been enhanced by providing a "No Right Turn" sign on west approach to Private Road.
 5. A rubber speed cushion is provided along the northbound carriageway of Parkside Crescent approximately 100m south of Hyde Parade. It is expected that this speed cushion located along the existing road curvature would reduce the speed of the motorists approaching the pedestrian crossing.
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6. The existing 3P parking (on-street) restriction has been retained. Existing passenger pick-up and drop off facility has been increased from two spaces to four spaces.

Officer's Recommendation

1. That the information provided in the body of the report be noted.
2. That Council approves the proposed signs and line markings as shown in the attachment 2.

Discussion (29/5/2014)

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

Recommendation of the Local Traffic Committee

1. That the information provided in the body of the report be noted.
 2. That Council approves the proposed signs and line markings as shown in the attachment 2.
-

**LTC 14/21 University of Western Sydney - Stage 1A & 1B
(Goldsmith Avenue) signs and markings**

Previous Report: LTC 13/19
Electorate: Wollondilly
Author Location: Traffic and Road Design Unit

Attachments

1. Location Plan showing Stage 1 University of Western Sydney
2. Signs and Line marking Plans Stage 1- Plan 9435/CC191A Sheet 1, CC191B Sheet 2, and CC191C Sheet 3
3. Roundabout Turning Path- Road 1 and 2

Background (29/5/2014)

Urban Growth NSW has submitted signs and line marking plans for Stage 1A and 1B of the University of Western Sydney (UWS) development for endorsement whereas the road design has been approved by a private certifier. Previously the Traffic Committee had addressed a report on plans associated with the intersection of Goldsmith Avenue and Gilchrist Drive.

Stage 1 covers a residential area of 240 lots in the centre of the UWS site. This stage of the subdivision is presently being constructed and the signs and line marking plans are presented to the committee for endorsement.

During the development stage, existing access point will be maintained on Narellan Road and on completion of works improved access will be via a signalised intersection on Gilchrist Drive. The signs and line marking plan for the upgrade of Goldsmith Avenue between the new signals and Stage 1 are being reviewed and will be presented to the Committee at a future meeting.

The main traffic facility feature of Stage 1 is the roundabout at the intersection of Road No 1 and No 2 (Goldsmith Avenue extension), which are collector roads in the subdivision (refer to plan CC191B Sheet2). Road No 1 has residential frontages and kerb extensions and Road No 2 have a curved alignment with kerb extension narrowing points. The roundabout is designed for 12.5m vehicle turning path, which will require vehicles to mount the outer 1.2 m annulus of the roundabout as they make a right hand turn. This round about being on the potential bus route will be mounted regularly by buses and probability of damaging the inner landscaped annulus is high. It is therefore recommended that the inner landscaped annulus be reduced and the outer annulus be increased to 2.2m for the safe turning of buses and similar vehicles.

The size of the splitter islands of the roundabout are designed to cater for the full turning path of a design vehicles through the roundabout and are not large enough to incorporate pedestrian refuge space. The pedestrian crossing points (ramps) are located away from the

splitter islands. The Keep Left signs (R2-209) for the splitter islands should be replaced by R2-3AA which is as per the guidelines of Roads and Maritime Services.

No Stopping parking restrictions are also provided in the vicinity of the roundabout in order to allow the movements of the design vehicle.

A salient feature of Stage 1 is the presence of road narrowing points throughout the subdivision as a provision for traffic calming. Advance warning W4-3 Road Narrow signs are placed in advance of the first road narrowing points on the two main roads i.e. Road No 1 and No 2 (collector roads). The narrowing points are also centre delineated by a short section of BB lines.

Signposting and line marking plans are also provided for an off-street shared cycleway.

On Plan CCC/191C Sheet 3, the eastbound dividing line on Road No 2, on the approach to the intersection with Road No 15 requires extension by another 25m due to the lateral shift that motorists will enter into the divided lane which is separated by a 4m centre median in the adjoining stage.

It is recommended that the signs and line marking plans of Stages 1A and 1B of the subdivision be approved subject to the comments raised in the body of the report.

Officer's Recommendation

That the signs and line marking plans for Stages 1A and 1B University of Western Sydney Development be endorsed with the amendments as indicated in the body of the report.

Discussion (29/5/2014)

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

Recommendation of the Local Traffic Committee

That the signs and line marking plans for Stages 1A and 1B University of Western Sydney Development be endorsed with the amendments as indicated in the body of the report.

**LTC 14/22 Old Glenfield Road, Glenfield - Stage 3A1, Subdivision
Signs and Line Marking**

Previous Report: 13/3
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

Developer Plans No. 10211E7, Sheet 1, Signage and Line Marking

Background (29/5/2014)

JMD Development on behalf of MIRVAC, the applicant for Glenfield Stage 3A1 of the Glenfield Release Area, has submitted the signs and line marking plans for Council's approval.

The development includes the creation of 30 residential lots, 7 residue lots and the construction dedication of riparian zones and roads to Council.

The road works include:

1. The extension of Atlantic Boulevard in a westerly direction from the existing roundabout at the corner of Atlantic Boulevard and Britannia Drive. Atlantic Boulevard has a carriageway width of 13 meters.
2. The creation of 4 off streets from Atlantic Boulevard, each having a carriageway width of 6.5 meters.

The line marking and signposting plan submitted by the developer includes the following treatments to provide a safe environment for both the pedestrians and the motorists;

1. The extension leg of the existing roundabout at the Atlantic Boulevard, Midas Crescent and Britannia Drive has been designed in accordance with Council's approved DCP and the line markings in accordance with RMS's delineation guidelines.
 2. BB Lines on west of the roundabout on Atlantic Boulevard have been extended up to chainage 120 due to the crest on the road. This would enhance the sight distance.
 3. S1 separation line has been used to delineate the centre of the 6.5 m wide Atlantic Boulevard to facilitate for future bus routes.
 4. Provision of temporary end of road treatments to the terminating legs of through roads in order to close roads that are for future construction. More details of the terminating legs are required.
-

5. No Parking restrictions to one side of the road with roll-top kerbing of Road No. 812 due to its carriageway width of 6.5 meters.

Officer's Recommendation

1. That Council approves the line marking and signposting plans No. 10211E7 Sheet 1, in principle as indicated in the attachment.
2. That the developer submits details of the termination legs of these roads.
2. That Council advises the developer to submit a detailed design plan in accordance with Australian Standards and the Roads and Maritime Services guidelines, to the satisfaction of Council Officers prior to undertaking works.
3. That the developer submits works as executed plans providing dates of installation for Council records.

Discussion (29/5/2014)

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

Recommendation of the Local Traffic Committee

1. That Council approves the line marking and signposting plans No. 10211E7 Sheet 1, in principle as indicated in the attachment.
 2. That the developer submits details of the termination legs of these roads.
 2. That Council advises the developer to submit a detailed design plan in accordance with Australian Standards and the Roads and Maritime Services guidelines, to the satisfaction of Council Officers prior to undertaking works.
 3. That the developer submits works as executed plans providing dates of installation for Council records.
-

**LTC 14/23 Ingleburn Gardens Estate, Bardia - Stages 9 and 10
Signs and Linemarking**

Previous Report: LTC 08/44, 09/29 and 09/36
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

1. Location Plan Stage 9 & 10 Ingleburn Gardens Estate
2. Stages 9 and 10 Ingleburn Gardens Estate Plan SY110266 (Revision E)

Background (29/5/2014)

The Traffic Committee is presented with a signs and line marking plan, SY110266 (Rev E) (DA 1333/2013), for endorsement. This plan prepared by Acor Consultants Pty Ltd covers Stages 9 and 10 of the Ingleburn Gardens Estate. Council is required to approve this plan in order to issue a construction certificate to the developer.

The Estate is primarily under Community Title with local streets under private ownership. Ingleburn Gardens Drive which functions as a collector road for the estate and provides access from Campbelltown Road is a dedicated public road. The only other dedicated road is Nash Street, which was created due to the diversion of Ingleburn Gardens Drive as part of planning for the South West Rail Link,

Stages 9 and 10 will have the access off Ingleburn Gardens Drive and Nash Street. The extension of Ingleburn Gardens Drive will ultimately link to Macdonald Road through the Edmondson Park South development area.

The salient features of Plan SY110266 are:

1. That the extension of Ingleburn Gardens Drive is designed to a standard suitable for dedication as a public road and suitable for a future bus route. The stages of this development have the intersection of Ingleburn Gardens Drive and Lowe Avenue as an elbow bend.
 2. That the extension of Ingleburn Gardens Drive completes the construction of the roundabout at its intersection with Nash Street and the provision of a splitter island including a refuge for pedestrians.
 3. That a shared cycle path is provided to link the end of the existing Ingleburn Gardens Drive as a circuit back under the rail corridor to Callinan Crescent (Stage 6).
 4. Give Way controls provided at three T intersections.
 5. As the lots are 7.5m wide lots (duplex building construction) , these will promote on-street parking on the opposite side of the road due to location of driveways.
-

6. "No Parking" restrictions is provided on the southern kerb through the S bend
7. Provision has been made for C3 yellow No Stopping edge lines at nominated elbow bends.

It is recommended that Plan SY110266 showing signs and line marking for Stages 9 and 10 Ingleburn Gardens Drive be endorsed subject to the following comments:

1. The C3 No Stopping edge lines are defined to a minimum length of 10m from the prolongation of the adjacent kerb.
2. That the Keep Left sign in the splitter island of the roundabout be single sided only.
3. That the dimensions of the pedestrian opening in the splitter island of the roundabout meet Roads and Maritime Services requirements.
4. That the sign posting for the shared cycleway be reviewed at its crossing with the rail corridor access road. (Council is presently addressing a separate Development Application on the estate cycleway).

In addition to the submitted plan Council Officers have noted that two legs of the roundabout at the intersection Ingleburn Gardens Drive and Nash Street have been constructed in two previous stages (two legs) with the third leg being constructed shortly. It is recommended that Council undertake a signs and line marking audit of the roundabout to determine its completeness.

Officer's Recommendation

1. That Council endorse the sign and line marking Plan SY110266 for Stages 9 and 10 Ingleburn Gardens Estate, Bardia subject to comments in the body of the report.
2. That the assessment for the proposed cycle way takes into account appropriate warning signs at its crossing with the access road within the rail corridor.
3. That Council undertake a sign and marking audit of the roundabout design for the intersection of Ingleburn Gardens Drive and Nash Street.

Discussion (29/5/2014)

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

Recommendation of the Local Traffic Committee

1. That Council endorse the sign and line marking Plan SY110266 for Stages 9 and 10 Ingleburn Gardens Estate, Bardia subject to comments in the body of the report.
2. That the assessment for the proposed cycle way takes into account appropriate warning signs at its crossing with the access road within the rail corridor.
3. That Council undertake a sign and marking audit of the roundabout design for the intersection of Ingleburn Gardens Drive and Nash Street.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC 14/24 Glenfield Public School - Parking in Bus Zone

Previous Report: Nil

Electorate:

Author Location: Traffic and Road Design Unit

Attachments

Nil

Discussion (29/5/2014)

The Interline Bus representative advised that parents dropping off and picking up students from Glenfield Public School are parking their vehicles in the Bus Zone.

The Manager Technical Services advised that he would request Council Rangers and Council's Road Safety to review the area of concern. The Police representative also advised that this matter would be further investigated.

Officer's Recommendation

That the information be noted.

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 9.36am.

K Lynch
CHAIRPERSON

ATTACHMENT 2



CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

29 May 2014

CAMPBELLTOWN TRAFFIC COMMITTEE

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

Minutes Summary

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CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

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

Minutes of the Campbelltown Traffic Committee held on 29 May 2014

1. ATTENDANCE

Campbelltown City Council

Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Graduate Engineer - Ms A Hanna
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Nil

Police Representatives

Senior Constable M Davies

Bus Companies

Interline – Mr B East

Representatives of Local Members of Parliament

Nil

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson the Manager Technical Services

2. APOLOGIES

Councillor G Greiss
Roads and Maritime Services - Mr J Suprain
Senior Sergeant M Cotton
Representative of Local Member of Parliament - Mr R James

The Roads and Maritime Services representative advised that he had no objections to any of the items in the Agenda.

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 1 May 2014 were recommended by the City Works Committee held on 27 May 2014 and adopted by Council at its meeting held on 5 June 2014.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

CTC 14/14 Airds Bradbury Renewal Project - Peppin Crescent temporary access

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

Attachments

1. Location Plan showing access locations.
2. Extract of Stage 1B1 Construction Traffic Management Plan: Phase 3

Background (29/5/2014)

The NSW Land and Housing Commission is in the process of the redevelopment of Airds Bradbury Renewal Area to improve the amenities, other services and facilities. The Airds Bradbury Urban Renewal Project area is being redesigned with new accesses through and surrounding the project area. Approximately 560 new dwellings will be added to the Project. The reconstruction of the area will be completed over nine stages.

The northern area of the development, stage 1 and 2 that fronts onto Georges River Road will be redeveloped first. It involves the closure of the existing access to Riverside Drive, includes the construction of a new access and roundabout in close proximity to College Road. A new priority controlled intersection on Georges River Road with the alignment on Deans Road and Bellinger Road will also be constructed. During the construction of Stages 1 and 2, the existing Riverside Drive access will be removed and a new temporary access required.

Council has received a Construction Traffic Management Plan (CTMP) from UrbanGrowth NSW for works on Stage 1B1 (part of Stage1), which involves the construction of a roundabout on Georges River Road at the existing College Road intersection site. The existing Riverside Drive link to Georges River Road will be removed during the development of Stage 1B2.

In the CTMP for Stage 1B1 it has been suggested that a significant amount of temporary traffic management can be avoided if a temporary access off Peppin Crescent is provided subject to the approval of Council.

In promoting Peppin Crescent as a temporary access, the intersection of Peppin Crescent and Riverside Drive needs to be improved to a full length right-turn lane channelised T-junction as per the Austroads standards and RMS Supplement Guide to Road Design. The developer would be requested to submit a detailed design for this temporary intersection.

Upon the completion of Stage 1 of Airds Bradbury renewal area redevelopment, it is recommended that this temporary access via Peppin Crescent off Georges River Road be removed and the road be reinstated to match existing condition.

The link off Georges River Road is expected to be busy and the intersection with Peppin Crescent itself may require change of priority control. This is required to be addressed by the developer in the revised CTMP.

Council has also received the plans for Stage 1A from the Developer which are presently being assessed by Council. Stage 1A will involve the construction of the new road link i.e. the extension of Deans Road to connect with Georges River Road. The signs and line markings plans for both Stages 1B1 and 1A are being reviewed by Technical Services and will be presented at a future meeting for the Committee's consideration.

Officer's Recommendation

1. That Council supports the application for a temporary access off Georges River Road via Peppin Crescent, subject to the Developer submitting a detail plan for the formalisation of a temporary intersection of Georges River Road and Peppin Crescent.
2. That the Developer resubmits a revised Construction Traffic Management Plan with the provision of Peppin Crescent as an access road and that the intersection of Peppin Crescent be reviewed.
3. That the temporary intersection of Georges River Road and Peppin Crescent be removed upon the completion of Stage 1 Airds Bradbury Renewal.

Discussion (29/5/2014)

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

Recommendation of Campbelltown Traffic Committee

1. That Council supports the application for a temporary access off Georges River Road via Peppin Crescent, subject to the Developer submitting a detail plan for the formalisation of a temporary intersection of Georges River Road and Peppin Crescent.
 2. That the Developer resubmits a revised Construction Traffic Management Plan with the provision of Peppin Crescent as an access road and that the intersection of Peppin Crescent be reviewed.
 3. That the temporary intersection of Georges River Road and Peppin Crescent be removed upon the completion of Stage 1 Airds Bradbury Renewal.
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CTC 14/15 Kellicar Road and Bolger Street Traffic Signals - Proposed Adjustments

Previous Report: CTC 12/55
Electorate: Wollondilly
Author Location: Traffic and Road Design Unit

Attachments

Location sketch plan

Background (29/5/2014)

Council has received concerns from Bus Company about the traffic queuing in particular lanes of Kellicar Road and Gilchrist Drive causing delays and vehicle conflicts.

It was pointed out that queues occasionally extend into the through lanes of Gilchrist Drive as they prepare to turn right into Kellicar Road (Macarthur Square). There are two right turning lanes known as Lanes 7 and 8 (outside and inside turning lanes). Motorists readily fill the capacity of Lane 8 due to their destination through the subsequent traffic signals of Kellicar Road and Bolger Street.

Lane 7 is usually less utilised due to the fact that the left lane on Kellicar Road becomes a dedicated left turn lane into Macarthur Square at the Bolger Street signals. The motorists wishing to go straight have difficulty merging into the centre lanes which usually fill up to the capacity due to the previous phasing of the Gilchrist Drive traffic signals. Thus the traffic wishing to turn left into Bolger Street is also held up

Council Officers installed a CCTV camera and investigated the footage which showed that 20% of the southbound traffic in Kellicar Road turns left into Macarthur Square. Approximately 5% of the traffic travelled through this left lane contrary to the left turn rule.

In an effort to improve traffic queuing in Gilchrist Drive on the south approach to Kellicar Road and reduce vehicle conflict with the merging in of Kellicar Road, it is recommended that Council request Roads and Maritime Services to consider changing the traffic signal operations at the intersection of Kellicar Road and Bolger Street by amending the south/west bound approach lane as a combined through and left turn movement.

Officer's Recommendation

That Council write to the Roads and Maritime Services requesting consideration to the change of the south/west left approach lane to the signals of Kellicar Road and Gilchrist Drive intersection by converting the lane as a through and left turn movement.

Discussion (29/5/2014)

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

Officer's Recommendation

That Council write to the Roads and Maritime Services requesting consideration to the change of the south/west left approach lane to the signals of Kellicar Road and Gilchrist Drive intersection by converting the lane as a through and left turn movement.

CTC 14/16 2014 NAIDOC Week Street March

Previous Report: CTC 15/13
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

Nil

Background (29/5/2014)

Campbelltown City Council is managing a mobile pedestrian march along Queen Street, Campbelltown on Monday 7 July 2014 as part of its NAIDOC 2014 celebrations. The march is a celebration of Aboriginal and Torres Strait Island cultural heritage, identity and survival, and is an integral part of the National NAIDOC Week celebrations beginning on Sunday 6 July to Sunday 13 July 2014.

The NAIDOC 2014 march details are as follows:

- Approximately 100 to 200 people will be involved.
- The march will commence at approximately 10:30am on Monday 7 July, departing from Campbelltown City Council's Civic Centre.
- The march will conclude at approximately 11:00am at Koshigaya Park.
- There will be several vehicles utilised in the march proceedings to ensure Aboriginal Elders are able to participate.
- These vehicles will follow the procession during the march in Queen Street, Campbelltown.

To ensure a successful start to the NAIDOC 2014 Week celebrations the NSW Police and Council have been asked to assist with traffic control during the march.

In accordance with Special Event Guidelines, Council has determined that the event is a Class 4 event as it falls under the control of the Police. Council will assist the Police by providing traffic control resources where required. Side streets are closed by the Police to continue the progress of the parade.

It is required to close Queen Street, from Browne Street to Camden Road, between 10:15am to 11:00am to facilitate the pedestrian march. No other vehicular floats are allowed in the march other than the vehicles used to transport the Elders.

This section of Queen Street will be reopened as the parade progresses down Queen Street.

The Police will control road closures as the parade proceeds with the lead escort vehicle providing point duty at critical intersections.

Officer's Recommendation

That the information be noted.

Discussion (29/5/2014)

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

Recommendation of Campbelltown Traffic Committee

That the information be noted.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

No reports this round

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 9.45am.

K Lynch
CHAIRPERSON

1.2 IPWEA - 2014 NSW Local Roads Congress

Reporting Officer

Manager Technical Services

Attachments

Nil

Purpose

To advise of Council's attendance at the NSW Local Roads Congress held at State Parliament House on 2 June 2014.

Report

Council representatives along with over 120 delegates met in State Parliament House on Monday 2 June 2014 to discuss the budget cuts to infrastructure funding and the impact this is likely to have on the sustainability of Local Councils in the short to medium term.

The Chairman of the NSW Roads and Transport Directorate was delighted with the attendance at the Congress but warned that action needs to be taken without delay to ensure that the transport infrastructure does not continue to deteriorate any further.

Local and Regional roads are under-funded in NSW by more than \$600M per annum. This does not account for works to meet demand from consistent growth or upgrades to meet the increasing pressure to support higher productivity tasks. This shortfall is inclusive of existing Federal Assistance Grants and Roads to Recovery programs.

The NSW Parliamentary Secretary for Transport and Roads and State Member for Hawkesbury provided an interesting keynote address to delegates highlighting the State Government's commitment to NSW roads.

The key areas and critical points of discussion were:

- Recognition of the importance of Local Roads to the economic development of NSW Communities
 - Seeking changes to allow the redistribution of Federal Assistance Grants to modify rating arrangements on high density developments to promote sustainable rate income levels for urban Councils
 - The benefit of more robust asset management systems that reflect the true state of the community road network assets
-

- Increased resource sharing amongst Councils in order to achieve cost benefits
- The use of new high performance road pavements to reduce cost and improve the life of road pavements.

Professor Graeme Sansom, Chair NSW Independent Local Government Review Panel, addressed the Congress highlighting aspects of the recent review into Local Government and how recommendations from the review could assist Councils in addressing some of the funding shortfall.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Mead/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

1.3 2014 Floodplain Management Conference

Reporting Officer

Manager Technical Services

Attachments

Nil.

Purpose

To advise Councillors of the outcomes of the 2014 Floodplain Management Authorities (FMA) Conference in Deniliquin.

History

The Annual FMA Conference is held at various locations throughout New South Wales on a rotating basis, which brings together various organisations involved in flood mitigation activities. The Conference provides the opportunity for delegates to share information, flood mitigation techniques and management practices.

Campbelltown Council has been a significant beneficiary of funds from the State and Federal Governments for flood mitigation works and flood studies and has been a member of the FMA since 1982.

Report

The 2014 Conference was held at Deniliquin, commencing Wednesday 21 May and concluding Friday 23 May 2014. The Conference was attended by Councillor Borg on behalf of Council's delegate to the FMA together with the Manager Technical Services and the Coordinator Stormwater and Structural Design.

This year the Conference included interesting topics like Community Engagement and Consultation, Identifying Flood Risk, Modelling and Flood Management Tools and Land Use Planning.

Council has recently completed the draft flood modelling exercise for the Bow Bowing Bunbury Curran Creek system. The Conference themes aligned themselves with the next stages of Council's floodplain risk management process, providing valuable insights into how other organisations are progressing with technical advice.

A significant benefit of the Conference is the exposure to numerous technical information sessions as well as the maintaining and establishing new contacts with other Floodplain Management practitioners.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

1.4 Proposed Dog Leash Free Area - Milton Park, Macquarie Fields

Reporting Officer

Manager Technical Services

Attachments

Location map of Dog Leash Free Areas in the Local Government Area (contained within this report)

Purpose

To provide Council with an update on the community consultation process regarding the location of the proposed dog lease free area at Milton Park, Macquarie Fields.

History

A previous report was presented to Council in May 2013 where Council resolved as follows:

1. That Council approve the concept design for the Milton Park Dog Leash free area, subject to confirmation of its location within Milton Park.
2. That a formal public consultation process be undertaken to assess the location for the dog leash free area. Locations to be considered to include the site as detailed in this report and an alternate site be accessed from Macquarie Road adjacent to Council's compound.

Council staff developed further plans for the Macquarie Road site and went out to public consultation. The proposal was advertised in the two local papers, on the Council website as well as direct contact with the sporting groups operating in Milton Park.

Report

Following the public consultation period Council received a number of inquiries regarding the proposal as follows:

- Sporting bodies felt the best location for the leash free area was off Macquarie Road
 - A resident expressed that the facility would be best suited off Railway Parade
 - Concern was raised about having a dog leash free area so close to such a large sporting precinct that has many children present
 - A question was asked as to why Council would consider another leash free area in the northern part of town and why not locate one in the centre of the LGA
-

1.4 Proposed Dog Leash Free Area - Milton Park, Macquarie Fields

- One inquiry expressed concern as to why Council do not simply provide a grassed area for dogs to run on rather than provide facilities and paths that most dogs will not use.

On examining the location of the Council Dog Leash Free areas on a plan of the LGA (refer to attachment) it can clearly be seen that Council does have a number of these facilities in the northern half of the LGA. There is one facility in the southern half and none in the central portion of the LGA. A suitably located facility in the centre of the LGA will provide a more even spread of dog leash free facilities and improve accessibility for the community.

The point of providing an open space facility will ensure the LGA has a variety of different facilities for dogs. This type of facility could provide an area where the obedience training of dogs could be more successful due to fewer distractions. The open paddock approach would also allow Council to divide the area into smaller enclosures and allow dogs of similar size to exercise together. This would remove the concerns raised previously that larger dogs may attack smaller dogs whilst in these enclosures.

If Council was to consider providing a facility that was mainly an open paddock the cost to provide the facility would be significantly reduced costing in the order of \$50,000 rather than the current estimate of \$160,000.

A broader community consultation with interested parties would need to be undertaken to determine the support for this type of facility and the most suitable location.

Officer's Recommendation

1. That Council defer the construction of a Dog Leash Free Area at Milton Park, Macquarie Fields at this stage.
2. That Council undertake further consultation with the community to determine the most suitable type of Dog Leash Free Area.
3. That Council examine further possible sites in the central part of the LGA.

Committee's Recommendation: (Dobson/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

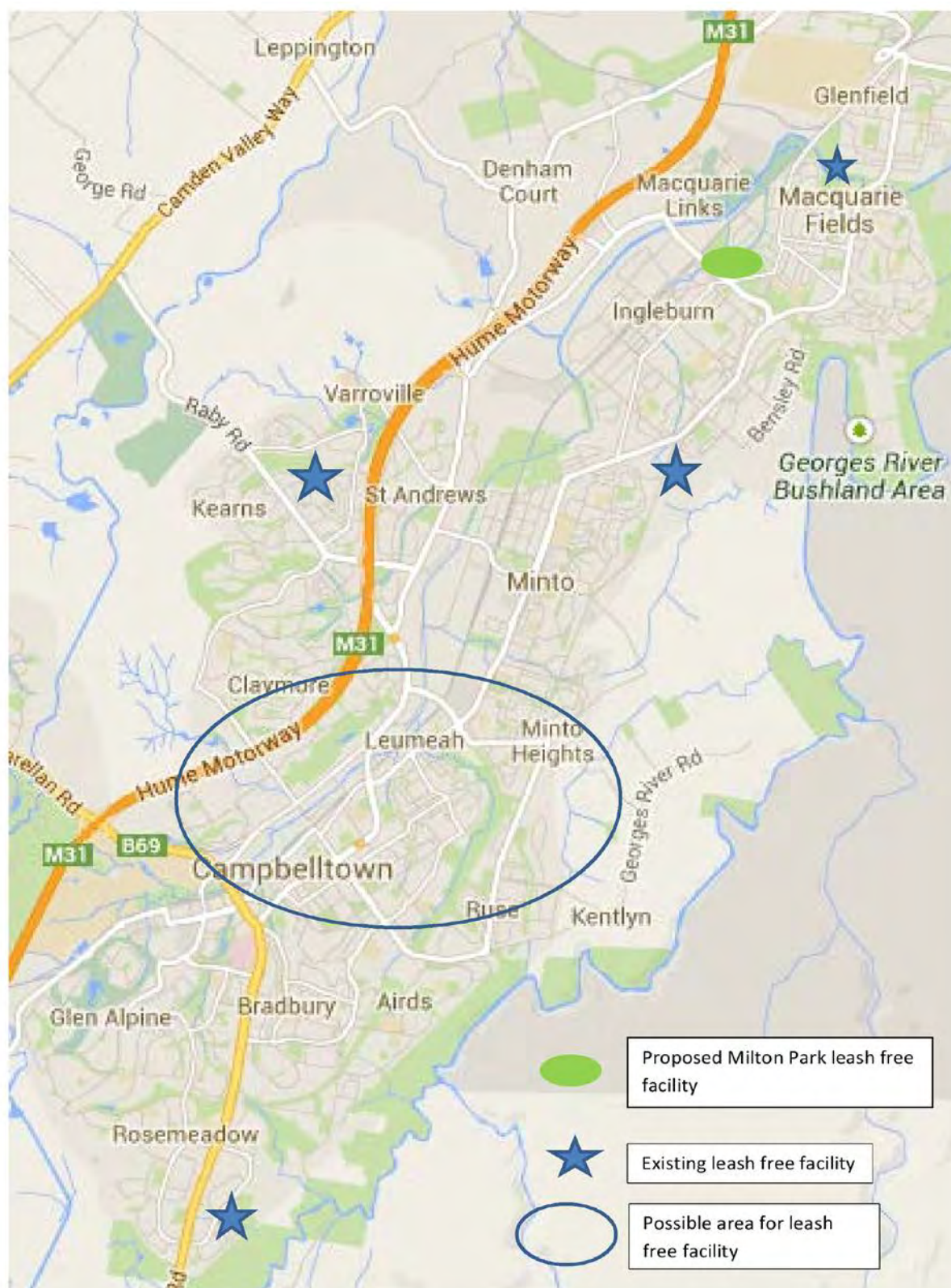
Amendment: (Thompson/Borg)

1. That Council defer the construction of a Dog Leash Free Area at Milton Park, Macquarie Fields at this stage. When Milton Park Leash Free Area is constructed the old storage area on Macquarie Road be considered.
2. That Council undertake further consultation with the community to determine the most suitable type of Dog Leash Free Area.
3. That Council examine further possible sites in the central part of the LGA.

Council Resolution Minute Number 112

That the above amendment be adopted.

ATTACHMENT 1



1.5 Revised Policy Directional Signage on Public Roads

Reporting Officer

Manager Technical Services

Attachments

Directional Signage on Public Roads Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Directional Signage on Public Roads Policy.

History

The abovementioned Policy was adopted by Council on 2 July 2002 and is now due for review in accordance with the Records Management Policy.

Report

The abovementioned Policy has been reviewed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review.

The Directional Signage on Public Roads Policy review resulted in a number of changes to the document (see attached highlights). These changes have been incorporated in order to provide clearer direction on the appropriate use and locations of wayfinding signage.

Officer's Recommendation

1. That the revised Directional Signage on Public Roads Policy as attached to this report be adopted.
2. That the Policy review date be set at 17 September 2017.

Committee's Recommendation: (Mead/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

ATTACHMENT

		POLICY
Policy Title	Directional Signage on Public Roads	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	Roads Act 1993	
Responsible Officer	Manager Technical Services	

Policy details may change prior to review date due to legislative changes etc, therefore this document is uncontrolled when printed.

Objectives

To provide consistent guidelines for the use of directional signage.

To minimise street clutter and reduce the proliferation of signage that interferes with the clarity of regulatory signage and street name signs.

To provide guidance to residents and visitors to locate community facilities and assist general wayfinding in the area.

Policy Statement

The policy deals with directional signage consisting of street name blades on public roads, used for identifying the location of facilities.

The initial installation cost and ongoing maintenance and replacement of signage shall be at the full cost of the applicant. Installation of the signs other than by Council is only permitted if written approval is given by an authorised Council Officer.

Signs will consist of white lettering on a blue background, where no standard colour scheme applies such as tourist signs.

The maximum size of lettering shall be 100mm, and the maximum size of plate shall be 150mm for a single line of lettering. Materials used for the signs will be to Council standards.

The number and location of signs permitted per facility shall be at the discretion of Council. As a general guide, no more than two signs per facility will be permitted and shall provide direct way finding to the facility.

When considering the placement of a direction sign consideration shall be given to sign clutter, driver safety and the effectiveness of providing community guidance. A directional sign cannot be positioned in a location that is in direct competition with another similar business.

Signage on classified roads shall be considered, however requests for signs larger than 150mm plates can only be approved subject to Council receiving the concurrence of the Roads and Maritime Services.

Directional signs shall not use specific business names.

Directional signs shall only be used to provide direction to the following classes of facilities:

- Child Care Centres and similar facilities
- Schools
- Golf Courses and similar facilities
- Nursing Homes and similar facilities
- Shopping Centres
- Churches
- Weighbridges

Any sign in disrepair may be removed at the discretion of Council following notification to the facility operator.

The directional sign may be removed or relocated by Council. Council must make all efforts to locate the facility operator and provide 21 days notice of the intent to remove or relocate the directional signage.

Council reserves the right to remove the sign if the class of the facility changes.

Scope

This policy applies to all requests received for the provision of directional signage on public roads to public and private facilities and businesses within the Campbelltown Local Government Area.

Legislative Context

Council is a Roads Authority under the Roads Act 1993, which provides the power under Section 138 to control works and structures on local public roads.

The Roads and Maritime Services is the Roads Authority for classified State Roads.

Signage under this Policy must comply with the relevant Australian Standards.

Responsibility

The application of this Policy is the responsibility of the Manager Technical Services.

END OF POLICY STATEMENT

1.6 Revised Policy Roadside Memorials

Reporting Officer

Manager Technical Services

Attachments

Roadside Memorials Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Roadside Memorials Policy.

History

The abovementioned Policy was originally adopted by Council on 5 August 2003 and is now due for review in accordance with the Records Management Policy.

Report

The abovementioned Policy has been reviewed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review.

The Roadside Memorials Policy review resulted in a number of changes to the document (see attached highlights). These changes have been incorporated in order to provide clearer direction and certainty to the involved/interested parties.

Officer's Recommendation

1. That the revised Roadside Memorials Policy as attached to this report be adopted.
2. That the Policy review date be set at 17 September 2017.

Committee's Recommendation: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Roadside Memorials	
Related Documentation	112723	
Relevant Legislation/ Corporate Plan	Roads Act 1993	
Responsible Officer	Manager Technical Services	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To allow placement of a suitable roadside memorial by families and friends of persons deceased on or near public roads, while taking into account any comments by family and nearby residents.

Policy Statement

The location of roadside memorials must be approved in writing by the Director City Works. The person(s) wishing to install a roadside memorial must provide Council with their contact details and their relationship with the deceased. A description of the intended roadside memorial must be provided to Council.

The memorial must not be anything more substantial than flowers or a small, lightweight marker or plaque of similar size to a floral tribute, to minimise the potential for the memorial to become a road safety hazard in itself, or to create trip hazards for pedestrians.

There is no time limit that a roadside memorial can remain, however, Council has the authority to remove any memorial that appears to be neglected.

If Council receives objections by the next of kin regarding the placement of a roadside memorial, Council will give consideration to the removal of the memorial.

The roadside memorial may be removed or relocated by Council to facilitate road works and other improvements within the road reserve. Council must make all efforts to locate the person(s) who erected the memorial and provide 21 days notice of the intent to remove or relocate the roadside memorial.

A copy of this Policy will be provided with the approval letter.

Scope

This policy applies to all requests received for the provision of roadside memorials on public roads to public and private facilities and businesses within the Campbelltown Local Government Area.

Legislative Context

Council is a Roads Authority under the Roads Act 1993, which provides the power under Section 138 to control works and structures on local public roads.

The Roads and Maritime Services is the Roads Authority for classified State Roads

Responsibility

The application of this Policy is the responsibility of the Manager Technical Services.

END OF POLICY STATEMENT

2. OPERATIONAL SERVICES

2.1 Rescinded Policy - Tree Removal from Public Reserve

Reporting Officer

Manager Operational Services

Attachments

Tree Removal from Public Reserve (contained within this report)

Purpose

This report seeks Council's endorsement to rescind the Tree Removal from Public Reserve Policy.

History

The Tree Removal from Public Reserve Policy was first adopted on 25 May 1993. The Policy was developed to assist in the preservation, management and removal of public trees within the local government area

Report

The abovementioned Policy has been reviewed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review.

This Policy is considered to be inconsistent in light of current legislation and Council processes and protocol. The Policy is superseded by Council's Campbelltown (Sustainable City) Development Control Plan (DCP) 2012, Part 11 Vegetation and Wildlife Management.

Officer's Recommendation

That Council rescind the Tree Removal from Public Reserve Policy.

Committee's Recommendation: (Mead/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Campbelltown City Council

Policy Register

Policy No 6.4.02

Policy Title Tree Removal from Public Reserve

File No 61827

Related Policies

Section Responsible Park and Construction Maintenance

Review Date 31 March 1996

Policy details may change prior to Review Date due to legislative changes etc, hence printed document details are current as at the stated print date.

Objectives

1. To give Council's Tree Inspector authority to determine whether or not a tree in a public reserve can be pruned or removed.
2. To determine the procedure to prune or remove trees from public reserves.

Policy Statement

1. That the merit of the case be determined by Council's Tree Inspector.
 2. That the agreement of adjoining owners be obtained.
 3. That a permit be issued on the understanding that all costs will be borne by the resident.
 4. That all work must be carried out by a Council-approved contractor.
 5. That the work must be carried out within six (6) months of the date of approval.
 6. That the trimming of trees is to be carried out in such a manner so as not to endanger the life of the tree.
 7. All debris must be removed from the site.
 8. That Council be contacted after completion of work so that a final inspection may be carried out.
-

Policy Documentation

Document Number	Document Title

Adopted:	End of Policy Statement	
	Date: 25.5.93	Minute No: 177
Last Reviewed:	Date:	Minute No:

3. ASSETS AND SUPPLY SERVICES

3.1 T14/07 Agency Payments

Reporting Officer

Acting Manager Assets and Supply Services and Manager Financial Services

Attachments

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

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for agency payments and recommend that Council accept the tender submitted by Australia Postal Corporation t/a Australia Post for Option 1: Over the Counter payments and National Australia Bank Ltd for Option 2, Telephone payments, Option 3 Internet payments and Option 4 Direct Debit payments.

History

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

Report

Legislation

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

Contract Expenditure

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

Contract Term

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

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 10 and 17 March 2014. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

Council requested tenders for agency payments by customers through a third party provider for the following requirements:

- Option 1: Over the Counter Service
- Option 2: Telephone
- Option 3: Internet
- Option 4: Direct Debit.

Organisations were able to submit a tender for one or more option and were requested to submit the following information with their tender response:

- nomination of requirements, by nominating which options they are tendering for
- company details
- company experience, particularly as they relate to the options they are tendering for
- details of any subcontractors and their experience
- details of the service proposed including method of the proposed implementation, support network availability and methods of advising customers of open/closing times
- details of their policy and methods to ensure the security of customers details
- payment options offered (eg. cash, EFTPOS, cheque, money order, Visa, Mastercard)
- references
- pricing
- insurances
- environmental practices
- WHS management systems
- conflict of interest declaration
- additional terms of contract, if proposed.

Tenderers were requested to provide pricing for each tendered option as follows:

- fee per transaction
- merchant service fees (on credit card payments)
- dishonour fees
- establishment fees
- ability to recover credit card merchant service fees from the customer.

Tenders Received

Tenders closed on Tuesday 1 April 2014. Three on-time responses were received from the following organisations:

- Australian Postal Corporation t/a Australia Post: Options 1 to 4
 - Commonwealth Bank of Australia: Options 1 to 4
 - National Australia Bank Limited: Options 2 to 4.
-

Evaluation Process

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

- experience and capability
- counter sites (Option 1 only)
- services and security
- payment options
- price
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the current annualised trend in the number of transactions and volume of turnover.

All tenderers were called upon at their expense to make a presentation of their proposal to the evaluation committee and as part of the evaluation phase.

Recommendation of the Evaluation Panel

Australia Postal Corporation t/a Australia Post are recommended for the provision of Option 1: Over the Counter payments as they:

- detailed considerable experience in the provision of similar services including their satisfactory service to Council over the past 10 years
- provided a satisfactory response for the proposed services including payment sites and payment options available
- submitted satisfactory work health, safety and environmental documentation
- tendered the lowest price to Council.

National Australia Bank Ltd are recommended for the provision of Option 2: Telephone, Option 3: Internet and Option 4: Direct Debit as they:

- detailed considerable experience in the provision of similar services
- provided a satisfactory response for the proposed services including payment sites and payment options available
- submitted satisfactory work health, safety and environmental documentation
- tendered the lowest price to Council.

Tenders Not Recommended

Option 1: Over the Counter

Commonwealth Bank of Australia are not recommended for the provision of Option 1: Over the Counter payments as they:

- did not provide satisfactory details of payment options available.
-

Australia Postal Corporation t/a Australia Post and Commonwealth Bank of Australia are not recommended for the provision of Option 2: Telephone payments, Option 3: Internet payments and Option 4: Direct Debit payments as they tendered a higher price than the recommended tenderer. The Tender Evaluation Panel did not see any additional benefit in recommending a more expensive tenderer.

Assurance of the Process Undertaken

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

Management of Proposed Contract

The Contractor will be subject to contract management 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 Australia Postal Corporation t/a Australia Post for the provision of Option 1: Over the Counter payment for a period of three years with two options for extension of 12 months each.
2. That Council accept the offer of National Australia Bank Ltd for the provision of Option 2: telephone payments, Option 3: Internet and Option 4: Direct Debit for a period of three years with two options for extension of 12 months each.
3. That the Contract documents be executed under the Common Seal of Council.
4. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

3.2 T14/11 Telecommunications

Reporting Officer

Acting Manager Assets and Supply Services

Attachments

Nil

Purpose

To provide information regarding Council's Telecommunications Contract (for mobile, mobile-data and fixed voice line calls).

History

At its meeting on 10 April 2012, Council resolved to accept an offer from Telstra Corporation Limited (Telstra) for a two year contract for fixed and mobile telecommunication services through the NSWBuy Government Telecommunication Agreement. The contract is now due to expire and Telstra have provided Council with details of their proposed offer under a LGP Services Agreement.

Based on the information provided, Council staff undertook an analysis of current usage to determine the cost savings under the proposed new contract. The analysis consisted of the following components:

- mobile phone voice calls
- mobile SMS and message bank services
- mobile device data usage (phone or tablet e.g. iPad).

Report

Legislation

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

Purchases under Existing Contractual Arrangement

For purchases over \$150,000, Council is exempt from inviting tenders if they utilise a contract established by any of the following agencies prescribed under section 55 of the *Local Government Act 1993* for this purpose:

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

Purchases made under these procurement agencies are not required to be submitted to Council for approval. However as the purchase is over \$150,000 it is considered appropriate to report the evaluation outcome to Council for its information.

Evaluation

Council Officers from Assets and Supply Services and Information Management and Technology evaluated Council's telecommunication expenditure against the proposed contract from Telstra to determine approximate annual cost savings for mobile services.

Telecommunications expenditure was assessed against modelling of Council's expenditure over a six month period from October 2013 to March 2014 for mobile voice and data services as follows:

	Current	Anticipated under New Contract
Approximate number of services	447	447
Mobile Voice	\$29,282.93	\$29,282.93
Mobile Data	\$13,134.00	\$1,080.00
Excess data charges	\$3,339.82	\$0.00
Total	\$45,756.75	\$30,362.93

As demonstrated above, by pooling mobile data usage and voice call costs across all users, the anticipated savings over a six month period amount to \$15,393.82 (approximately \$2,565 per month) representing a 33% saving to Council.

In addition to the proposed savings above, the proposed contract offered Council the following benefits:

- Ongoing competitive rates for fixed voice
- Ongoing competitive rates for mobile voice
- Flexibility to manage mobile phone fleet to suit Council requirements through online monitoring
- Bill reporting system utilised to allocate costs within Council
- Pooled mobile data usage and voice calls to reduce costs for data not used each month.

Based on the analysis it was found that Council should enter into a two year contract with Telstra under the LGP Telecommunications (LGP407-2) contract.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

3.3 Resource Sharing - Wollondilly Shire Council

Reporting Officer

Acting Director City Works

Attachments

Nil

Purpose

To provide Council with information about a resource sharing opportunity for Asset Management assistance to Wollondilly Shire Council.

History

In 2001, Council developed its Asset Management System. Council decided to centralise its asset functions to have better control of its asset base.

The Asset Management System provides the following data;

- Number of Assets
- Asset Attributes
- Location of Assets
- Inspection Scheduling
- Condition of Assets
- Individual and total Value of Assets
- Asset Hierarchy
- Long Term Asset Modelling with Backlog
- Mobility Data Collection.

In recent times, Council has been assisting Camden Council and Wollondilly Shire Council with Asset Management support under a resource sharing arrangement based on fee for service.

Report

Wollondilly Shire Council have decided to purchase Conquest Asset Management software for the collection of data for their 161 buildings and asked if Campbelltown officers can assist with the implementation of the software and the condition assessment and data capture.

To do this, Council's Asset Services staff would work alongside Wollondilly staff to ensure that the implementation is correct and the data is correctly logged into the Conquest Asset Management Software at their offices. Campbelltown Council will have dial in remote access to Wollondilly Shire Council's Asset server for the purposes of troubleshooting when needed. Council has estimated that the financial cost for staff and plant required to do the works is in the order of \$67,000. It is also estimated that the work will take up to two months with two teams working on weekends. Wollondilly Shire Council has accepted the cost proposal and timeframe.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Dobson/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

3.4 Revised Policy - Procurement

Reporting Officer

Acting Manager Assets and Supply Services

Attachments

Revised Procurement Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Procurement Policy ("revised policy").

History

The Procurement Policy was adopted by Council on 18 March 2008 and was last revised on 10 May 2011 to incorporate Sustainable Procurement considerations.

The Procurement Policy is now due for review in accordance with the Records Management Policy.

Report

The abovementioned Policy has been developed in accordance with Council's Records Management Policy and the adopted procedure for Policy Development and Review.

The review also identified the need for changes in the Work Health and Safety legislation and the development of various Procurement Procedures.

The proposed changes are highlighted within the attachment.

Officer's Recommendation

1. That the revised Procurement Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2017.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Procurement Policy	
Related Documentation	General Procurement Procedure Council or Other Government Contract Procedure Purchases Less Than \$1,000 Procedure Purchases Between \$1,000 - \$10,000 Procedure Purchases Between \$10,000 - \$50,000 Procedure Purchases Between \$50,000 - \$150,000 Procedure Purchases Over \$150,000 – Request for Tender Procedure	
Relevant Legislation/ Corporate Plan	Local Government Act 1993 Local Government (General) Regulation 2005 Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Local Government Code of Accounting Practice and Financial Reporting	
Responsible Officer	Manager Assets and Supply Services	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

To ensure that procurement activities are conducted in accordance with relevant legislation and Council's various Procurement Procedures.

Policy Statement

This Policy refers to Council's procurement activities for goods, services and consultancies including, but not limited to, the following procedures:

- Petty Cash purchases
- Purchase Card purchases
- Purchase Order purchases
- Quotation processes
- Tender processes

This policy does not cover the purchase of land or contracts for employment.

This policy should be read in conjunction with Council's various Procurement Procedures which provides Council Officers with the procedures involved in the procurement process to enable compliance with this Policy, legislation and Australian Standards. This Policy will ensure compliance with the relevant Work Health and Safety legislation, regulations and guidelines required by Council's Work Health and Safety management system.

This Policy will enable Council to achieve the best value for money in procurement activities whilst ensuring the highest level of probity.

Scope

Council staff involved in any aspect of procurement must adhere to this policy.

Definitions

Contract: an agreement for the supply of goods or the performance of services or consultancy services.

Expression of Interest (EOI): an application from a person or organisation interested in supplying or tendering to supply goods or services to or for Council or in showing their capacity to do so.

Financial Delegation: the level of funds that a Council officer has the authority to expend.

Quotation: written or oral response to a request to a selected or public group of providers for the provision of specific goods or services to a specification prepared by Council.

Tender: a formal written offer in response to a request to tender to provide goods, services or facilities at an agreed amount or rate and to Council's specification. Tender management is governed by the provisions of the Local Government Act 1993 (The Act) and Local Government (General) Regulation 2005 (The Regulation) as well as by this policy.

Value for Money means the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, length of warranty, cost of operating the product, anticipated maintenance and repair, and the direct and indirect costs (or financial return) associated with disposal or removal of the product at the end of its useful life.

Legislative Context

Section 24 of The Local Government Act 1993 states:

"A council may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and of the wider public, subject to this Act, the regulations and any other law."

In order to carry out its functions, section 23 confers on a Council the power "*to do all such things as are supplemental or incidental to, or consequential on, the exercise of its functions.*"

The effect of these provisions is that Council has the power to enter into contracts. This power is constrained by this policy, good practice and probity legislation, by Section 55 of the Act and by the Local Government (General) Regulation 2005.

This Policy is subject to and must be read alongside the Act and the Regulation which requires Council to tender in certain circumstances and to use particular tender procedures. If tenders are called when there is no legislative requirement to do so, it is Council's policy that the same process be used as for situations where tenders must be called. Where quotations are used, the provisions of the Regulation do not apply.

Principles

Purchasing procedures are defined in Council's **various Procurement Procedures**. All procurement must be carried out in accordance with these Procedures.

Work Health and Safety

Council will determine **work** health and safety requirements prior to the purchase of any goods, services or consultancy, and communicate those specifications to the supplier.

Work Health and Safety requirements will be identified, evaluated and incorporated into all purchasing specifications.

Procedures verify that purchased goods conform to health and safety requirements, and any goods that do not conform, are addressed before the goods are put into operational use.

The ability to meet **work** health and safety requirements is assessed in the selection of contractors.

Competent personnel will verify goods, services and consultancies ensuring they meet specified health and safety requirements.

Contractor health and safety performance is monitored and reviewed to ensure continued adherence to health and safety specifications.

Materials and substances are disposed of in a manner that minimises risk of personal injury and illness.

Sustainable Procurement

Council Officers will endeavour to purchase goods and services with the most beneficial environmental impact whenever they perform satisfactorily and are available at a reasonable price. When drafting specifications for procurement of goods or services and when making procurement decisions, Council officers will make the following considerations:

1. Minimising greenhouse gas emissions: confirm products and materials' energy rating and efficiency features. In addition to operational energy performance, consider the energy and water requirements of a product during its production, transportation and eventual disposal.
 2. Minimising habitat destruction: consider paper and wood products obtained from recycled, plantation, salvaged or renewable sources.
 3. Minimising toxicity: consider materials and products that are free from toxic or polluting materials (at any stage of their lifecycle)
 4. Maximising water efficiency: consideration should be given to products that have the best water rating and conserve water or use water in an efficient way.
 5. Minimising soil degradation: consider the purchase of products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.
 6. Minimising waste: purchasing decisions should be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle:
 - a. Avoiding the unnecessary purchase of goods and services through identifying ways to carry out a function or task without using materials that generate waste and confirming the availability of excess goods in another department.
 - b. Selecting products that reduce the amount of materials required.
 - c. Seeking to re-use items where possible and extend the useful life of products and equipment through maintenance and repair or re-allocation.
 - d. Committing to buying recycled/part-recycled products that optimise consumption and stimulate demand for recycled products, promoting the collect and reprocessing of waste and working towards zero discharge to landfill.
-

Responsibility and Delegation

Council Officers' financial delegations for procurement activities are defined in Council's various Procurement Procedures. It is the responsibility of all staff that are involved in procurement activities to ensure that the process is performed in a transparent and accountable way.

END OF POLICY STATEMENT

4. EMERGENCY SERVICES

4.1 Local Emergency Management Committee

Reporting Officer

Manager Emergency Management and Facility Services

Attachments

Nil

Purpose

To advise Council of the outcome of the Campbelltown Local Emergency Management Committee meeting held 15 May 2014.

Report

The Campbelltown Local Emergency Management Committee (LEMC) includes Council representatives, NSW Police, NSW Rural Fire Service, Department of Defence, NSW Ambulance Services, NSW Fire and Rescue and NSW State Emergency Service representatives.

The key issues that were discussed at the meeting were:

Bushfire Season Planning Session (triggers for activation plans)

The Committee discussed the need for identification of trigger points in the event of a bush fire. The recent community consultation of Wedderburn residents was proven to be effective and the information supplied was valuable. Fire behaviour, rate of spread and reaction times of the Committee was discussed and will be further investigated at the working group of the LEMC – Isolated Communities meeting.

LEMC Working Group – Isolated Communities/Community Protection Plan

The LEMC Working Group will discuss the Community Protection Plan on Friday 27 June 2014.

Open Access Forum

An Open Access Forum is currently being planned by Council for people with a disability and aged members of the community. Council is seeking volunteers from all Emergency Management Agencies to participate and present on the day which is yet to be confirmed. The Chair will provide the Committee with more information once the date has been confirmed.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 1 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 112

That the Officer's Recommendation be adopted.

5. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Borg/Dobson)

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 7.38pm.

P Lake
CHAIRPERSON
