

CONFIRMATION OF COUNCIL'S ORDINARY MEETING MINUTES

At the Council Meeting held 19 August 2014 the following Council minutes were adopted:

There being no further business at the meeting of 29 July 2014, the meeting closed at 9.46pm.

Confirmed by Chairperson:

A handwritten signature in dark ink, appearing to be 'A. Ward', written over a faint horizontal line.

Minutes of the Ordinary Meeting of the Campbelltown City Council held on 29 July 2014

Present His Worship the Mayor, Councillor C Mead
Councillor F Borg
Councillor G Brticevic
Councillor S Dobson
Councillor W Glynn
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Councillor D Lound
Councillor A Matheson
Councillor M Oates
Councillor T Rowell
Councillor R Thompson

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 Mead.

Minutes Silence

In acknowledgement of the tragic incident of Malaysian Airlines flight MH17, the chamber was upstanding to observe a one minute silence in honour of all those that have lost their lives.

1. APOLOGIES

Nil

2. CONFIRMATION OF MINUTES

2.1 Minutes of the Ordinary Meeting of Council held 1 July 2014

It was **Moved** Councillor Lound, **Seconded** Councillor Glynn that the Minutes of the Ordinary Meeting of Council held 1 July 2014, copies of which have been circulated to each Councillor, be taken as read and confirmed.

122 The Motion on being Put was **CARRIED**.

3. DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Councillor Hawker - Corporate Governance - Item 2.1 - Claymore Urban Renewal Project - Council land Stage 1 and 2 - Councillor Hawker advised that he is a panel member of the Joint Regional Planning Panel and that he will leave the Chamber and not take part in debate nor vote on the matter.

Councillor Lake - Corporate Governance - Item 2.1 - Claymore Urban Renewal Project - Council land Stage 1 and 2 - Councillor Lake advised that he is a panel member of the Joint Regional Planning Panel and that he will leave the Chamber and not take part in debate nor vote on the matter.

Councillor Kolkman - Community Services - Item 6.3 - Lynwood Park Synthetic Turf Proposal Update - Councillor Kolkman advised that he is a patron of Macarthur Rams and that he will leave the Chamber and not take part in debate nor vote on the matter.

Non Pecuniary – Less than Significant Interests

Councillor Brticevic advised that he is an employee of the NSW Police Force and if he considers there may be a perceived conflict necessitating him to declare an interest, he will do so and if appropriate, leave the Chamber.

Councillor Hawker - Item 6.1 - Local Government NSW - Councillor Hawker advised that he is a Director of Local Government NSW.

Councillor Greiss - Item 6.1 - Local Government NSW - Councillor Greiss advised that he is a Director of Local Government NSW.

Councillor Matheson - Community Services - Item 6.3 - Lynwood Park Synthetic Turf Proposal Update - Councillor Matheson advised that a member of the Association is known to her.

Councillor Lound - Community Services - Item 6.3 - Lynwood Park Synthetic Turf Proposal Update - Councillor Lound advised that he is the President of the Macarthur Rams.

4. MAYORAL MINUTE

No mayoral minute this round

6. CORRESPONDENCE

6.1 Local Government NSW

Attachments

Copy of letter (contained within this report)

Advising Council of the actions taken by Local Government NSW in response to the damaging cuts to Local Government funding announced in the 2014-15 Federal Budget.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 29 July 2014 (Oates/Kolkman)

That Community Services item 5.3 – Changes in Community Support Program Funding for Family Day Care, be brought forward and dealt with in conjunction with this item.

WON and became part of the Motion.

Council Meeting 29 July 2014 (Greiss/Hawker)

That the Officer's Recommendation be adopted.

Amendment (Thompson/Bricevic)

That Council write to the Member for Macarthur asking him to lobby the Prime Minister to reverse the decision on the following budget items:

1. The freezing of Commonwealth Financial Assistance Grants (FAGs) for the next three years (2014/15 to 2016/17)
2. The discontinuation of the National Partnership Agreement on certain concessions for Pensioner Concession Card and Senior Card holders that is likely to flow through to councils as increased costs for providing pensioner rate rebates
3. Cuts to Family Day Care funding.

Councillor Mead requested that his name be recorded in opposition to the amendment regarding item 6.1.

Council Resolution Minute Number 123

That the above amendment be adopted.

Councillor Mead requested that his name be recorded in opposition to the resolution regarding item 6.1.

ATTACHMENT 1



Our ref: R01/0028.smcg Out-22560

JUN30'14 08:12:16 EST

23 June 2014

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

Dear Mr Tosi

Australian Government Budget Cuts to Local Government

I write to advise you of the actions taken by LGNSW in response to the damaging cuts to Local Government funding announced in the 2014-15 Federal Budget. The specific budget measures I refer to are:

- The freezing of Commonwealth Financial Assistance Grants (FAGs) for the next three years (2014/15 to 2016/17).
- The discontinuation of the National Partnership Agreement on Certain Concessions for Pensioner Concession Card and Senior Card Holders that is likely to flow through to councils as increased costs for providing Pensioner Rate Rebates.
- Cuts to Family Day Care funding.

Immediately following the budget announcement, LGNSW put out a media release denouncing these measures. I have subsequently written directly to the Prime Minister and the Treasurer urging them to reconsider these cuts (Copy of letter to Prime Minister attached). A separate letter has been sent to all NSW Federal Members of Parliament asking them to support LGNSW in opposing these cuts.

LGNSW has joined with the NSW Government and peak pensioner bodies in opposing the discontinuation of the National Partnership Agreement on Certain Concessions for Pensioner Concession Card and Senior Card Holders, which includes the Pensioner Rate Rebate.

This matter is also being dealt with at the national level by the Australian Local Government Association (ALGA). ALGA and LGNSW strongly supported the urgency motions put to the recent National General Assembly (NGA). The respective resolutions are reproduced below:

Delegates of the 2014 National General Assembly, in recognition of the vital importance of the Financial Assistance Grants (FAGs) to local government for the provision of equitable levels of local government services to all Australian communities, call on the Commonwealth Government to:

- *restore indexation of Financial Assistance Grants in line with CPI and population growth immediately,*
- *reject Recommendation 22 of the National Commission of Audit in which the Commission recommends that tied grants to local government cease, and to the extent that programmes are identified as priorities, local and state government provide them to the communities they serve.*

Further Delegates resolve that:

- *It is imperative that the Commonwealth consult with local government, the states and territories and local communities in the development of the White Paper on Reform of the Federation and the White Paper on Taxation; that the Government's White Papers must genuinely reflect the wishes of the Australian people; and that future Federal-state and local financial relationship arrangements must ensure long term sustainable distribution of taxation revenues between the levels of government that are commensurate with the roles and responsibilities of each level government in our modern Federation.*

The battle to restore FAGs and redress the other cuts affecting Local Government will be long and hard. It will be necessary for Local Government nationally to work together in a coordinated strategic manner. I urge all councils to get behind this vital effort.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Rhoades', written in a cursive style.

Cr Keith Rhoades AFSM
President

R01/0021.smcb Out-22548

13 June 2014

The Hon Tony Abbott MP
Prime Minister
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Mr Abbott

Local Government NSW (LGNSW) is the peak body for councils in NSW. LGNSW represents all the 152 NSW general-purpose councils, the special-purpose county councils and the NSW Aboriginal Land Council.

I write to you to protest the serious cuts proposed in the 2014-15 Federal Budget that will adversely affect the ability of Local Government to maintain basic infrastructure and services to the community. Specifically:

- The freezing of Commonwealth Financial Assistance Grants (FAGs) for the next three years (2014/15 to 2016/17).
- The discontinuation of the *National Partnership Agreement on Certain Concessions for Pensioner Concession Card and Senior Card Holders* is likely to flow through to councils.
- Cuts to Family Day Care funding.

Local Government Financial Assistance Grants

Under the budget as it now stands, FAGs will not be increased in line with CPI and population increases for three financial years. FAGs will be frozen at \$2.287 billion per annum nationally until 2017/18. A total of \$925 million will be lost to Local Governments nationally over the period of the forward estimates.

However, the impact will continue beyond the forward estimates as the base level of FAGs will be permanently reduced by more than 12%. In recent years the value of FAGs has slipped to 0.7% of total Australian Government taxation revenue (excluding GST). With the indexation freeze, this figure is to fall to 0.53% by 2017/18. This is the lowest level since the introduction of FAGs.

As a result of the financial imbalance between urban and regional areas, the freeze will have the greatest impact on rural and regional councils that are more heavily dependent on FAGs as a proportion of their revenue.

In NSW the FAGs indexation freeze will result in losses from forgone increase of approximately \$287.7 million over the forward estimates to 2017-18.

Pensioner Concessions

In addition to these cuts, NSW councils are also expecting to face higher costs for the provision of Pensioner Rate Rebates in future. With the discontinuation of Australian Government support for the wide range of pensioner concessions, the 5% Commonwealth contribution towards Pensioner Rate rebates is to be lost.

LGNSW has joined with the NSW Government and peak pensioner bodies in opposing the discontinuation of the *National Partnership Agreement on Certain Concessions for Pensioner Concession Card and Senior Card Holders*, which includes the Pensioner Rate Rebate. LGNSW also commends the NSW Government in promising to cover the shortfall in funding for the 2014/15 financial year. However, there is no certainty beyond this.

Local Government in NSW is concerned that the council share of the cost will increase from 45% to 50% from 2015/16, at a cost in excess of \$7 million per annum. This will steadily increase with an ageing population.

Family Day Care

The Australian Government Budget funding reforms will dramatically affect NSW Family Day Care (FDC) operators, especially those managed by Local Government and could cause families to miss out on affordable, accessible child care from the middle of 2015.

From Wednesday 1 July 2015, all Family Day Care services wishing to access funding from the Community Support Programme (CSP) will be assessed under similar eligibility criteria to those which apply to other care types long day care and outside school hours care. Family Day Care services will only be eligible for CSP funding if they are the sole provider of Family Day Care in the surrounding area, and if they provide care in regional, remote or disadvantaged areas where there is unmet demand for child care or market failure. This is a very difficult test.

These changes could result in a significant loss of revenue for 42 NSW councils if CSP funding is no longer available, as well as potentially reduce the availability of places for families who rely on the service.

Approved services will also have their Operational Support Funding capped at \$250,000 a year.

The Australian Government has effectively undermined the foundations that support the whole Family Day Care system, which is a low blow to current operators, families and the children who will all be affected. It undermines a model deeply respected for over 30 years in many communities. Councils have worked assiduously to remain involved as a public provider of Family Day Care as it offers an affordable, flexible early childhood education and care option for local families.

The combined effect of the cuts to NSW Local Government will result in councils having to;

- finding savings through severe cuts to infrastructure maintenance and service expenditure;
- increase rates fees and charges to offset the cuts; and
- increase child care fees and/or close Family Day Care services.

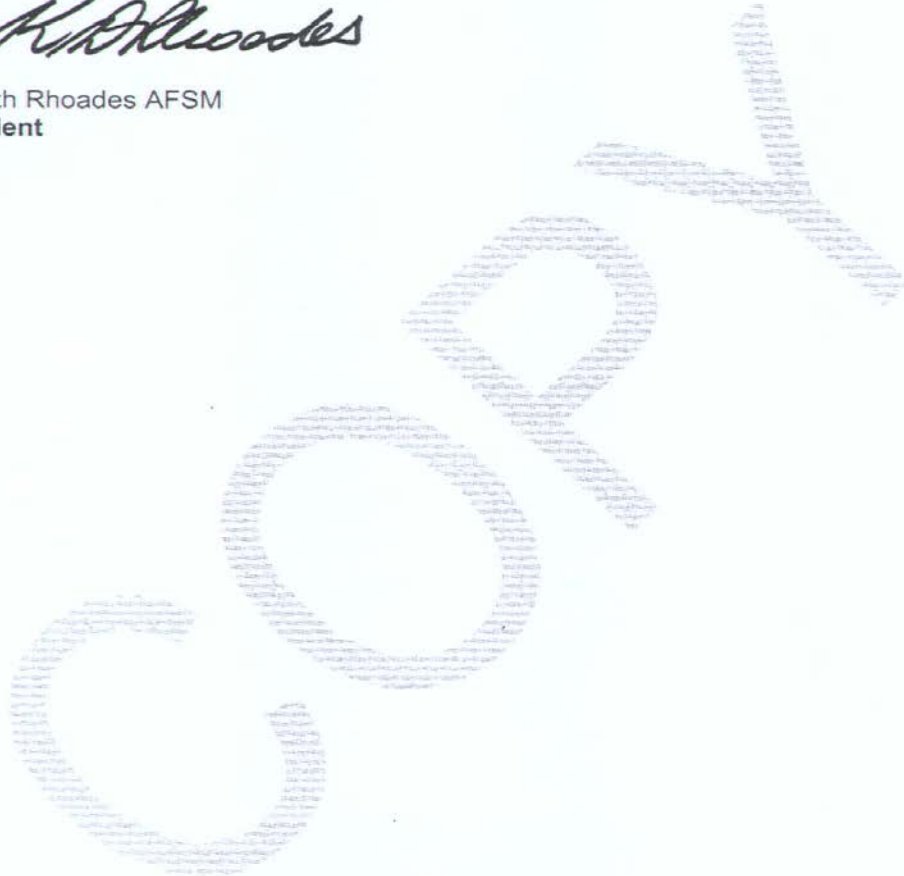
It is conceivable that these draconian measures will also force some rural and regional councils to the wall. The massive existing infrastructure renewal backlogs and the severe stress on Local Government revenue in NSW are well documented. These budget measures will only exacerbate these problems.

There can be no doubt that these cuts will hurt NSW communities, particularly those already subject to the most hardship. I urge you to reconsider these measures.

Yours sincerely

A handwritten signature in black ink, reading "K. Rhoades".

Cr Keith Rhoades AFSM
President



6.2 Mr Bryan Doyle MP Member for Campbelltown

Attachments

1. copy of letter From Mr B Doyle MP (contained within this report)
2. copy of Council's letter (contained within this report)

Responding to Council's letter regarding the NSW Government's long term employment strategy for Campbelltown.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 29 July 2014 (Hawker/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 124

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Bryan Doyle MP
Member for Campbelltown



24 June 2014

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

Dear Mr Tosi

I write to you today in response to your letter dated 13 June, 2014 outlining Council's concerns regarding the NSW Government's long term employment strategy for Campbelltown.

As you are aware, since being elected in March 2011 I have extensively lobbied the NSW Government for recognition of Campbelltown as the Regional City of the Macarthur in line with the 2021 Metropolitan Strategy.

The recognition of Campbelltown as a Regional City will provide for greater public and private investment opportunities and create further employment opportunities for our growing population.

As part of this I have vigorously advocated for the relocation of a NSW Government Department to Campbelltown as part of the Government's Decade of Decentralization policy which aims to reduce Government CBD office holdings by 100,000 m² by 2021.

In April, 2014 I took further steps to secure the relocation of a NSW Government Department to Campbelltown through direct contact with then Minister for Finance & Services, the Hon Andrew Constance MP.

I remain committed to providing the people of Campbelltown with the best infrastructure, services and employment opportunities and I trust Campbelltown Council will play its part in working with the State Government as we work to make NSW Number 1 again.

Yours sincerely

Bryan Doyle MP
Member for Campbelltown

ATTACHMENT 2

25 July 2014

Mr Bryan Doyle MP
Member for Campbelltown
Suite 2A
263 Queen Street
CAMPBELLTOWN NSW 2560

Dear Mr Doyle

Employment Creation in the City of Campbelltown

As I am sure you would be aware, for many years, Campbelltown City Council has sought to pro-actively support the creation of new jobs in the Campbelltown Local Government Area and the wider Macarthur Region.

Council has continued to make representations to Government over the significant need for employment creation in South Western Sydney, recognising the importance of local economic development and improved transport access to employment areas in achieving improved social and economic sustainability for our local and regional community.

Submissions by Council to the Draft Structure Plan for the Broader Western Sydney Employment Area, the proposed extension of the South West Rail Link and the NSW Transport Master Plan highlighted Council's concerns, as did Council's original representations over the draft Metropolitan Strategy.

Council now readily awaits the public release of the finalised Metropolitan Strategy to identify the position of Government concerning planning and other initiatives that will assist job generation in Campbelltown and the Macarthur.

The impact of securing the maximum economic and employment generating benefits for Campbelltown that will stem from the recent decision over the Badgerys Creek Airport should not be overlooked. These opportunities will only be enhanced by the range of recently announced roads and transport initiatives included in the Western Sydney Infrastructure Plan, together with a commitment to consider the extension of the South West Rail Link from Narellan to Campbelltown/Macarthur Regional City Centre.

Council has also consistently acknowledged the significance of achieving regional city centre status for the Campbelltown/Macarthur business centre and has even nominated a large area within the precinct as a potential urban activation precinct.

Campbelltown/Macarthur is a naturally growing regional city that is endowed with major government and private investment in key economic infrastructure such as the University of Western Sydney, Campbelltown Public Hospital, Macarthur Square Regional Shopping Centre, Campbelltown TAFE, Macarthur and Campbelltown Railway Stations, and the Campbelltown Regional Arts Centre. Investment in these economic drivers continues with the current extensions to the Campbelltown Public Hospital and a recent development application for extensions to Macarthur Square.

Local parliamentary representatives would be aware of the extent of new urban development and population growth proposed for the South West Sydney corridor. Whilst Council is not fearful of this growth, it does need the support of the NSW Government to actively partner with it to secure a more pro-active and structured approach to new job creation to sustain new urban development.

Council believes that fundamental to this approach would be an expression of all Local Members unqualified support for the Council's position that the NSW Government should immediately consider the relocation of a Government Department to the City Of Campbelltown.

Your earliest response to Council's request would be greatly appreciated, and should you require any further information please do not hesitate to telephone me on (02) 4645 4659.

Yours sincerely

Paul Tosi
General Manager

6.3 Wollondilly Shire Council

Attachments

Copy of letter (contained within this report)

Advising Council that following the resignation of Mr Les McMahon, Mr Luke Johnson has been appointed as General Manager of Wollondilly Shire Council.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 29 July 2014 (Rowell/Borg)

That the Officer's Recommendation be adopted.

Amendment (Greiss/Borg)

1. That Council write to Wollondilly Council's new General Manager, Luke Johnson congratulating him on his appointment.
2. That Council write to Les McMahon, the outgoing General Manager of Wollondilly Council, congratulating him on his achievements and wishing him well in his retirement.

Council Resolution Minute Number 125

That the above amendment be adopted.

ATTACHMENT 1



Frank McKay Building 62-64 Menangle Street Picton NSW 2571 DX: 26052 Picton
All Correspondence to PO Box 21 Picton NSW 2571
Telephone: 02 4677 1100 Fax: 02 4677 2339
Email: council@wollondilly.nsw.gov.au Web: www.wollondilly.nsw.gov.au
ABN: 93 723 245 808

RURAL LIVING

JUL01'14 08:13:09 RCVD

Our Reference: 531.BB.DH

27 June 2014

Mr Paul Tosi
General Manager, Campbeltown Council
PO Box 57
CAMPBELLTOWN NSW 2560

Dear Mr Tosi

APPOINTMENT OF NEW GENERAL MANAGER

I am pleased to formally advise that Wollondilly Shire Council resolved on Monday 16 June 2014 to appoint Mr Luke Johnson as its new General Manager. This appointment follows the resignation of Mr Les McMahon who retires on Friday 18 July 2014.

Luke has extensive experience at a senior level in local government and has also held the position of Chief Executive Officer on Norfolk Island. Prior to commencing with Wollondilly in 2009, he was the General Manager of Goulburn-Mulwaree Council.

Luke has been Deputy General Manager with Council since 2009 and I look forward to working with him in his new role as General Manager.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Benn Banasik', with a small dot at the end.

**BENN BANASIK
MAYOR**

6.4 Kids of Macarthur Health Foundation

Attachments

Copy of letter (contained within this report)

Thanking Council for its generous sponsorship of the Kids of Macarthur Health Foundation Annual Ball - 2014.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 29 July 2014 (Hawker/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 126

That the Officer's Recommendation be adopted.

ATTACHMENT 1

our children our future

JUL 17 '14 09:17:53 RCM

KIDS OF MACARTHUR HEALTH FOUNDATION ANNUAL BALL – 2014

Dear Mr Tosi

On behalf of the Board of Directors I wish to sincerely thank you for your generous sponsorship of the Kids of Macarthur Health Foundation Annual Ball – 2014.

The night was an outstanding success with wonderful food and entertainment. Throughout the evening there were numerous fundraising activities including a major raffle, balloon sale and silent auction.

Crucial funds were raised in support of Kids of Macarthur Health Foundation. This money will be used to purchase paediatric medical equipment for our local hospital and community health centres and run children's community health projects throughout the year.

Additional funds were raised by guests on the night to enable the Foundation to purchase a life-saving Omnicot. This vital piece of equipment will be used on high-risk, new-born babies at birth. The multi-purpose equipment will allow all treatments to be carried out on baby immediately after birth – including resuscitation, x-ray, administering IV as well as all operating theatre procedures. This piece of equipment alone cost \$42,000.

Thank you for your generous support. It is greatly appreciated by Kids of Macarthur Health Foundation, our local community and the children of Macarthur.

Kind regards

Denise McGrath

Denise McGrath
Chief Executive Officer
Kids of Macarthur Health Foundation

Kids
OF MACARTHUR
HEALTH FOUNDATION

abn 44 094 604 798 postal address PO Box 494, Campbelltown, 2560 telephone 4655 5022 facsimile 4655 5322 email denise@kidsofmacarthur.com.au

6.5 Roads and Maritime Services

Attachments

1. Copy of letter from Roads and Maritime Services (contained within this report)
2. Copy of Council's letter (contained within this report)

Responding to Council's letter requesting information about the progression of the proposed Spring Farm Link Road connection from Camden Bypass to Menangle Road.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 29 July 2014 (Lake/Dobson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 127

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Transport
Roads & Maritime
Services

ML14/04438

JUL11'14 08:20:09 RCVD

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

Dear *Paul* Mr Tosi

Thank you for your letter to the Minister for Roads and Freight requesting information about the progression of the proposed Spring Farm Link Road connection from Camden Bypass to Menangle Road. The Minister has asked me to respond on his behalf.

Transport for NSW and Roads and Maritime Services have been working with UrbanGrowth NSW and their consultants investigating options for connecting the Menangle Park Urban Release Area to the broader State Road network. It is proposed that Roads and Maritime be the acquisition authority for the section of Spring Farm Parkway from Menangle Road to the Menangle Park development access road, including the two motorway ramps (outlined in red in Appendix 1, attached), on the understanding that the land would be dedicated at no cost.

Transport for NSW and Roads and Maritime have no issues with the realignment of Spring Farm Parkway or Menangle Road. It is intended that these works will ultimately be constructed as works-in-kind by the developers of the Menangle Release Area at no cost to Transport for NSW or Roads and Maritime.

The timing of the land release and construction of roads is being managed by the Department of Planning and Environment. Andrew Jackson at the Department may be able to provide further advice.

In summary, the State (through Roads and Maritime) is responsible for the section of the Spring Farm Parkway immediately adjacent to the Hume Highway including the ramp connections to the Hume Highway.

I hope this has been of assistance. For more information please contact Mr Gordon Farrelly, Manager Network Optimisation Planning at Roads and Maritime on (02) 8849 2147.

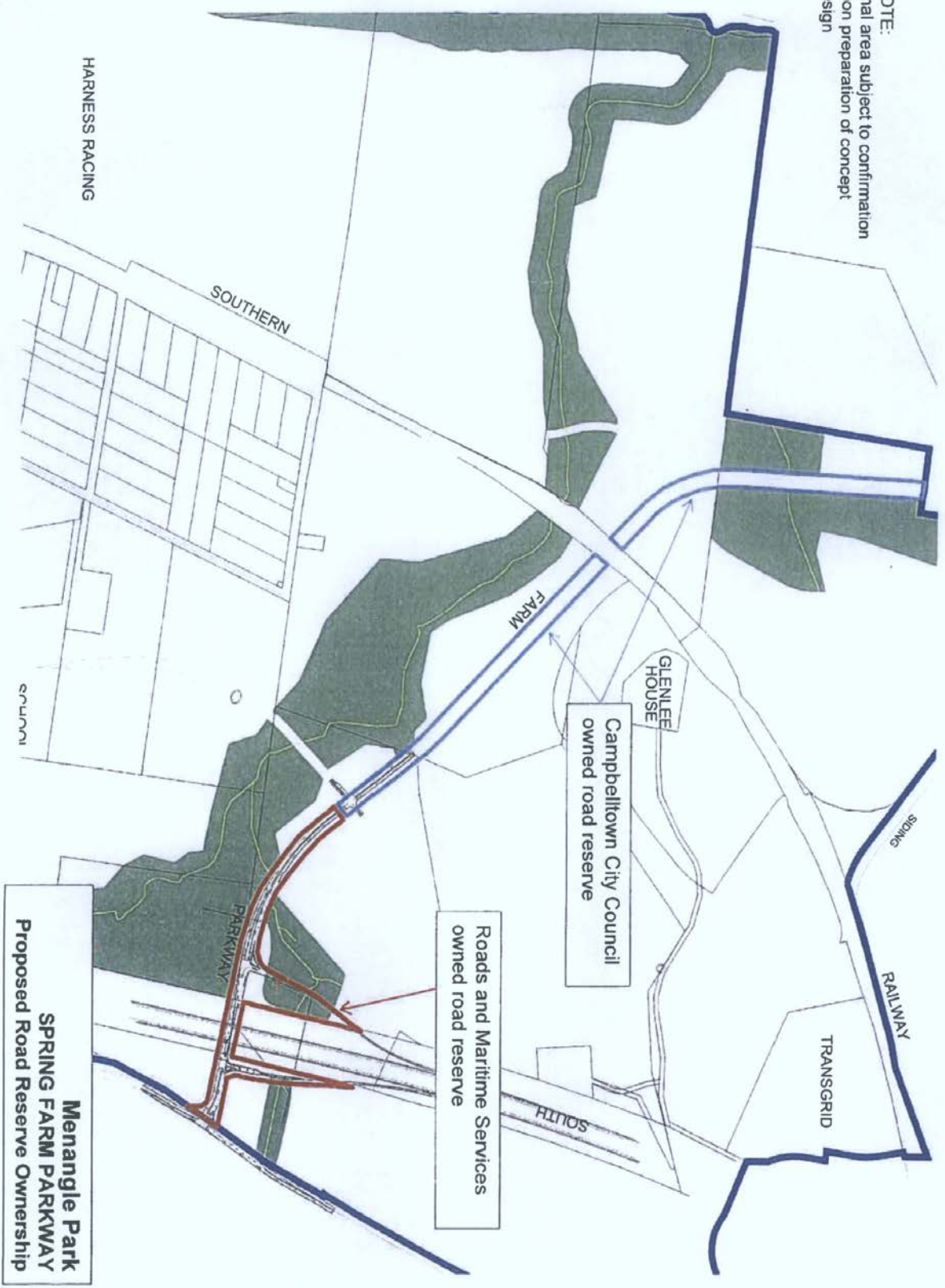
Yours sincerely

Ken Kanofski
Ken Kanofski
Director, Journey Management

Encl.

Roads & Maritime Services

NOTE:
Final area subject to confirmation
upon preparation of concept
design



ATTACHMENT 2



7 April 2014

The Hon Duncan Gay MLC
NSW Minister for Roads and Ports
Level 35
Governor Macquarie Tower
1 Farrer Place
SYDNEY NSW 2000

Dear Mr Gay

Spring Farm Link Road Connection

Council at its meeting of 11 March 2014 resolved to write to you requesting an update on the progression of the proposed Spring Farm Link Road connection from Camden Bypass to Menangle Road.

The significant growth in traffic and public transport volumes arising from urban development within the South West Growth Centre are generating increasing pressure on the capacity and free flow of traffic on Narellan Road, which is now conflicting with traffic moving between the F5 Freeway and Campbelltown/Macarthur CBD and notably the Campbelltown Campus of UWS.

Council welcomes and appreciates the efforts of the NSW Government taking forward additional improvements to Narellan Road and intersection improvements with the F5 Freeway and UWS.

However, Council is firmly of the view that the construction of the Spring Farm Link Road will be needed to deal with traffic and public transport needs generated by new urban release areas located within the South West Growth Centre, other parts of the Camden Local Government Area and at Menangle Park.

Accordingly, your assistance in providing advice on the proposed timing of planning for and the construction of the Spring Farm Link Road is fundamental in reassuring Council and the Campbelltown community that key regional roads needs are being pro-actively addressed by the NSW Government.

More specifically, you may not be aware that the Mayor, Council's Chairman of its Planning and Environment Committee, the General Manager and Director of Planning met with the Minister for Planning and Infrastructure, the Hon Brad Hazzard with the Members for Wollondilly and Campbelltown, to discuss a range of issues relating to urban growth in the Macarthur Region and dealing with the impacts of that growth on Campbelltown as the emerging regional city centre.

Importantly Council's representative raised, amongst a range of items, a specific issue of concern relating to the proposed Menangle Park Urban Release Area that involves the finalisation of planning arrangements for road access arrangements. i.e connection of the release area to the Spring Farm Link Road and thence to the F5 Freeway. Council believes that this matter may also be of interest to you as Minister for Roads and Ports.

Council has for a number of years, been seeking to progress the rezoning of certain land at Menangle Park for a new residential urban release area proposed to accommodate approximately 3,500 new dwellings and a significant employment lands precinct. This work has been undertaken in conjunction with Urban Growth and NSW Planning and Infrastructure.

Unfortunately, there remains an issue over the preparedness of Transport NSW (Roads and Maritime Services) to agree to be listed in the local environmental plan amendment (facilitating the urban land release) as the acquisition authority for that part of the Spring Farm Link Road Corridor that provides access to and from the Menangle Park Release Area via the F5 Freeway.

Any assistance that you as the Minister for Roads and Ports could give to Council to enable this matter to be resolved quickly, would be greatly appreciated.

Council looks forward to continuing to work with the NSW Government on important regional planning and transport issues in the Macarthur area, and would welcome any announcement able to demonstrate that the Spring Farm Link Road connection is acknowledged and being dealt with as a matter of high priority.

If you require any further information, please do not hesitate to telephone me on (02) 4645 4659.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Tosi', with a stylized flourish at the end.

Paul Tosi
General Manager

Reports of the Planning and Environment Committee Meeting held at 7.30pm on Tuesday, 22 July 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 Planning and Environment Committee held on 22 July 2014

Present

His Worship the Mayor, Councillor C Mead
Councillor G Greiss (Chairperson)
Councillor R Kolkman
Councillor M Oates
Councillor T Rowell
Councillor R Thompson
General Manager - Mr P Tosi
Director Planning and Environment - Mr J Lawrence
Acting Director Planning and Environment - Mr J Baldwin
Manager Community Resources and Development - Mr B McCausland
Manager Waste and Recycling Services - Mr P Macdonald
Acting Manager Sustainable City and Environment - Mrs R Winsor
Acting Manager Governance and Administration - Mr T Rouen
Senior Strategic Environmental Planner - Mrs R Haddad
Executive Assistant - Mrs D Taylor

Apologies (Kolkman/Rowell)

That the apologies from Councillors Lound and Matheson be received and accepted.

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

There were no Declarations of Interest at this meeting.

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

1. WASTE AND RECYCLING SERVICES

No reports this round

2. SUSTAINABLE CITY AND ENVIRONMENT

2.1 Outcome of the Public Exhibition of Amendments to the Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

Reporting Officer

Manager Sustainable City and Environment

Attachments

Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol (contained within this report)

Purpose

To inform Council on the outcome of the recent Public Exhibition of an amendment to the draft Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol.

History

At its meeting on 6 May 2014, Council considered a report on a proposed amendment to the Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol to include alternative community facilities. After considering the report, Council resolved to publicly exhibit the draft Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol for a period of 28 days.

Report

The draft Plan was placed on public exhibition on Tuesday 27 May 2014 until Monday 23 June 2014. Copies of the draft Plan were available for inspection at Council's Civic Centre, HJ Daley Library, Eagle Vale Library and Council's website. Notification of the public exhibition was given by means of advertisements in the local newspapers.

No submissions on the draft Plan were received.

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

Conclusion

In accordance with clause 31(1)(b) of the *Environmental Planning & Assessment Regulation 2000*, it is recommended that Council approve the Draft Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol in the form in which it was publicly exhibited (as shown in the attachment), and give public notice of its approval in the local newspapers within 28 days of Council's decision in regard to this matter.

Officer's Recommendation

1. That Council approve the Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol in the form in which it is attached.
2. That in accordance with clause 31 of the *Environmental Planning & Assessment Regulation 2000*, Council give public notice of the making of the Section 94 Development Contributions Plan No.5, Planning District No.5 Blair Athol.

Committee's Recommendation: (Kolkman/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 128

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Campbelltown City Council



Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol *Amended April 2014*



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1. Preamble

This plan was originally prepared to meet the statutory requirements and the policy guidelines issued by the Department of Planning for Section 94 development contribution plans to improve the detail, accountability and administration of providing community facilities in the neighbourhood of Blair Athol.

History

Council has previously adopted background documents relating to the provision of community facilities in Planning Districts No. 4, 6 and 7 including the basis for contribution rates. These documents prepared by Wellings Smith and Byrnes consists of two volumes. Volume I includes the background data and analysis in ascertaining the appropriate public amenities and services required in the development of these new urban areas. The Blair Athol neighbourhood is similar in character to other new residential neighbourhoods in Campbelltown and it has been on this basis that the Section 94 Development Contributions Plan for Blair Athol has been developed.

Council is of the view that its Section 94 practice has a proper nexus to the development occurring in this area and that its contribution rates are reasonable.

This contributions plan is based on a projected growth of the identified neighbourhood accounting for both land, which is currently vacant and urban consolidation.

This plan initially came into effect on 14 February 1995, with further amendments in May 1998, May 2007 and April 2014.

2. The Plan

1. *Citation*

This plan may be referred to as Section 94 Development Contribution Plan No.5 Blair Athol. It has been prepared according to the requirements of Section 94 of the *Environmental Planning and Assessment Act, 1979*.

2. *Purpose*

The purpose of the plan is to enable the levying of development contributions for public facilities and services specified which will be required as a consequence of residential development in the neighbourhood of Blair Athol.

3. *Aims and Objectives*

The aims and objectives of the plan are:

- (a) to provide a basis for the levying of contributions for the provision of community facilities and services;
- (b) to establish the nexus between anticipated development and the contributions required;
- (c) to identify facilities and services which Council has provided or intends to provide to meet the needs of new residential development;
- (d) to provide facilities and services to the community at the earliest possible time; and
- (e) to provide proper accountability, financial management and administration of the expenditure of contributions and the provision of facilities and services.

4. *Relationship to other Environmental Planning Instruments*

This plan is to be read in conjunction with Council's other development control plans and environmental planning instruments applicable to the neighbourhood of Blair Athol.

5. *Land to which the Plan applies*

This plan applies to the neighbourhood of Blair Athol as shown edged heavy black on the map marked "Development Control Plan No. 80" adopted 29 November 1994 as amended, on page 12 of this plan.

3. Assessment of Contributions

1. Establishment of Nexus

The City of Campbelltown, Camden and Wollondilly Councils were formally declared the Macarthur Growth Centre in March of 1975. Since that time the City of Campbelltown has experienced rapid growth and is now recognised as one of the fastest growing local government areas in New South Wales.

The Campbelltown Local Government Area has been and will be a significant part of the Government's urban development programme, which in part accommodates growth within the Sydney Metropolitan Area.

Residential development in Campbelltown typically provides a source of moderately priced but relatively low density housing which is attractive to householders making their first move into the housing market.

New housing areas lack many, if not all, of the basic facilities that are found in more established suburbs. Therefore, there is immediate and substantial demands for capital expenditure to ensure that a range of basic community facilities and services are provided. This ensures that the quality of the social environment in both the short and long term is enhanced so that community networks are developed and social and economic discrimination and antisocial behaviour patterns are minimised.

2. Contribution Formula

Section 94 contributions will be based on the total cost of providing identified facilities and services divided by the projected lot or dwelling yield in the catchment for all residential development which is subject to Section 94 contributions.

The contribution rate will be based on the creation of new lots in the case of subdivision and additional dwellings in the case of multi dwelling (medium density) development.

The formula for calculating contributions is based on the following:

- (a) the number of lots or dwellings, which have or will be subject to Section 94 contributions;
- (b) the cost of providing future community facilities including, where appropriate, the cost of acquiring land; and
- (c) the present day costs of community facilities already provided by Council in anticipation of development.

The contribution formula is:

$$\text{Contribution Rate} = \frac{F1 + F2}{P}$$

(\$per lot/dwg)

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

F1 = The actual cost to Council to date of constructing community facilities (adjusted to present day values by the *I.P.D.)

F2 = The estimated cost of constructing future community facilities

P = The estimated lot/dwelling yield in the contribution catchment.

* I.P.D. = Implicit Price Deflator

(I.P.D.) is an index obtained by dividing a current price value by its corresponding constant price value. Implicit Price Deflator (seasonally adjusted) is published on a quarterly basis by the ABS for all items of expenditure shown in the Gross Domestic Product, Australian National Accounts.

3. Contribution Rate

The current contribution rate per lot/dwelling for the Blair Athol neighbourhood is shown below. It should be noted that the contribution rate is applicable as of December 2006 and will be indexed on a quarterly basis to keep pace with inflation.

For the purpose of this plan the indexing factor to be used is the Implicit Price Deflator (I.P.D.).

It should also be noted that the Council may review all or part of this contribution plan on an annual basis and as such contribution rates may adjust accordingly.

Locality	Proposed Contribution per lot/building
Blair Athol	\$2,436.77

* The contribution rate is applicable as at December 2013

* All contribution rates will be adjusted on a quarterly basis by the Implicit Price Deflator

4. Payment of Contributions

1. Timing of Contribution Payments

Council, upon granting development consent including the subdivision of land, which is subject to this Section 94 Development Contributions Plan, shall, as a condition of development consent, state the value of the Section 94 contribution at the date of issue of consent. The actual payment of any Section 94 contribution shall be at the rate applicable at the time of payment, which will reflect adjustments made by the Implicit Price Deflator.

In the case of a development not being a subdivision, the payment of the required Section 94 contribution shall be made prior to the release of the building approval applicable to that development. In the case of a subdivision, the required Section 94 contribution shall be paid prior to the release of the linen plan of subdivision.

Under unusual or specific circumstances, the method of payment may be varied subject to a detailed written submission being considered by Council. A decision to defer payment shall be entirely at the discretion of Council. Adequate security will be required to cover the value of the contribution including the indexed value of the contribution over the deferred period.

2. Dedication of Land and Material Public Benefit

Council may consider the dedication of land or the provision of a material public benefit/works in kind in lieu of a monetary contribution. In this regard, the following practice will be considered by Council:

- (a) the extent to which the land, material public benefit or works satisfies a community need and the purpose for which the contribution is sought;
- (b) consideration of locational and other factors which may affect useability; and
- (c) the effect of any maintenance or recurrent costs to Council.

3. Exclusion of Works and Improvements from Contributions Plan

The developer is responsible for the provision of all roads, drainage, detention basins and open space land which is not included as part of this plan.

Landscaping relating to noise and visual attenuation measures as required by Development Control Plan No. 80 is also separate to the requirements of this Section 94 Contributions Plan.

It is the responsibility of the developer to provide services i.e. water, sewer, electricity and telephone to the property boundary of community land in proximity to any community buildings or facilities.

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

5. Works Schedule

1. Notes

Park Types applicable to this plan:

Type 1 Park: includes an item of playground equipment, a park seat, tree planting, kopper log barriers, water service and ancillary treatment to Council's specification.

Type 2 Park: includes a park seat, tree planting, kopper log barriers, water service and ancillary treatment to Council's specification.

Type 3 Park: includes tree planting, kopper log barriers, water service and ancillary treatment to Council's specification.

2. Projections

Lot Dwelling Projections

	Pre Sec. 94	Current Sec. 94	Future Sec. 94	Total Lots
No. of Lots	0	0	811	811

- * 195 lots subject to Local Environmental Plan No. 170
- * urban consolidation lots include sites identified for multi dwelling housing in Development Control Plan No. 80.
- * 90 lots subject to LEP No. 194

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development
Contributions Plan No.5 Planning District No.5 Blair Athol

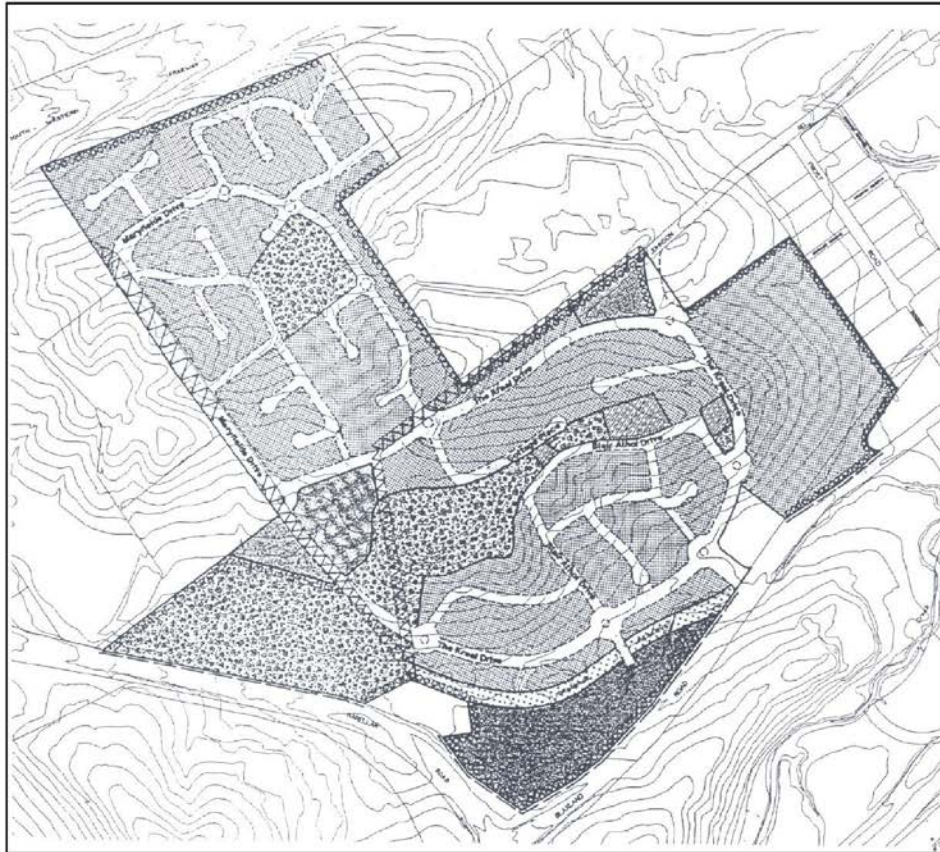
2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

John Kidd Reserve

	Facility	Completed	Cost
	Car Parking	Yes	\$197,135
	Amenities Block	Yes	\$110,000
	Community Centre	Yes	\$525,750
	Gateway Entry Signage to Reserve	2014/2015	\$ 6,000
	Cycleway	Yes	\$360,962
	Pathways	Yes	\$ 18,280
	Boardwalks	2014/2015	\$70,039
	Softworks	2014/2015	\$100,787
	Playground	2014/2015	\$201,908
	Half Basketball Court	Yes	\$ 23,573
	Interpretive Signage/ Artworks	2014/2015	\$ 73,537
	Fencing	Yes	\$ 26,103
	Edging	Yes	\$ 36,180
	Picnic Facilities/Park Furniture	2014/2015	\$ 79,629
Sub Total			\$1,829,883
	Contingency	Yes	\$96,000
Grand Total			\$2,267,683

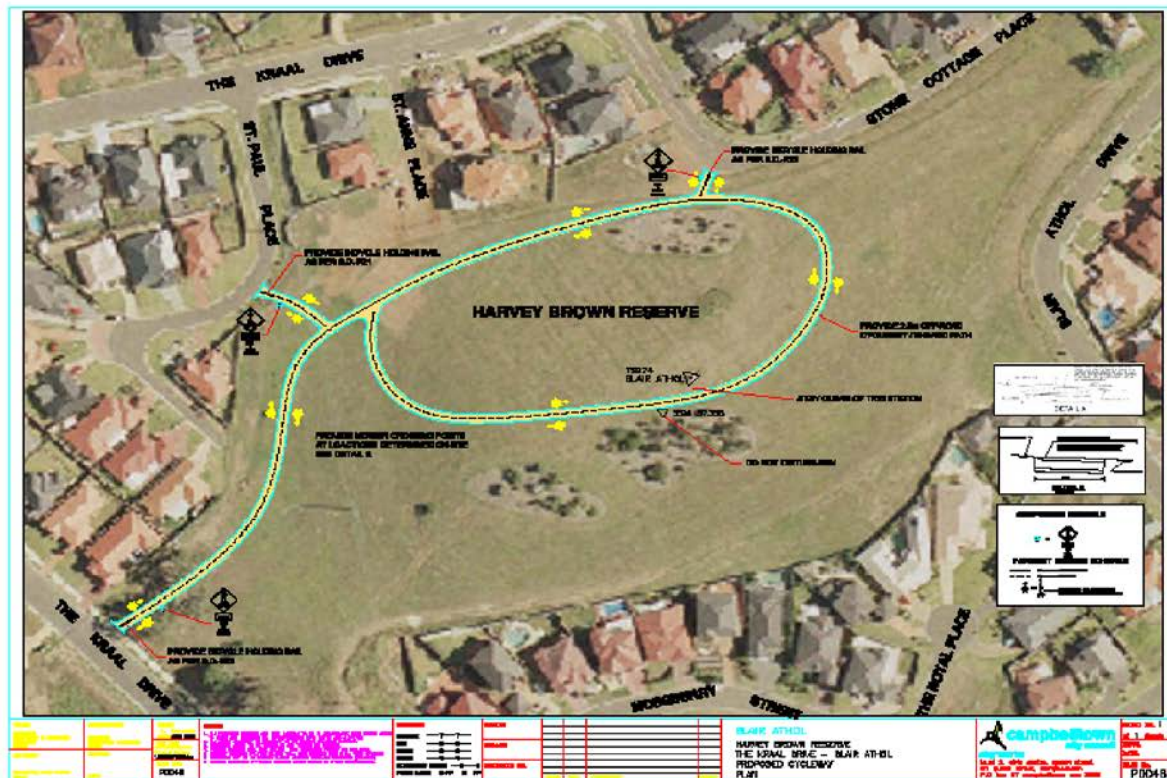
6. Maps and Plans

Blair Athol Neighbourhood

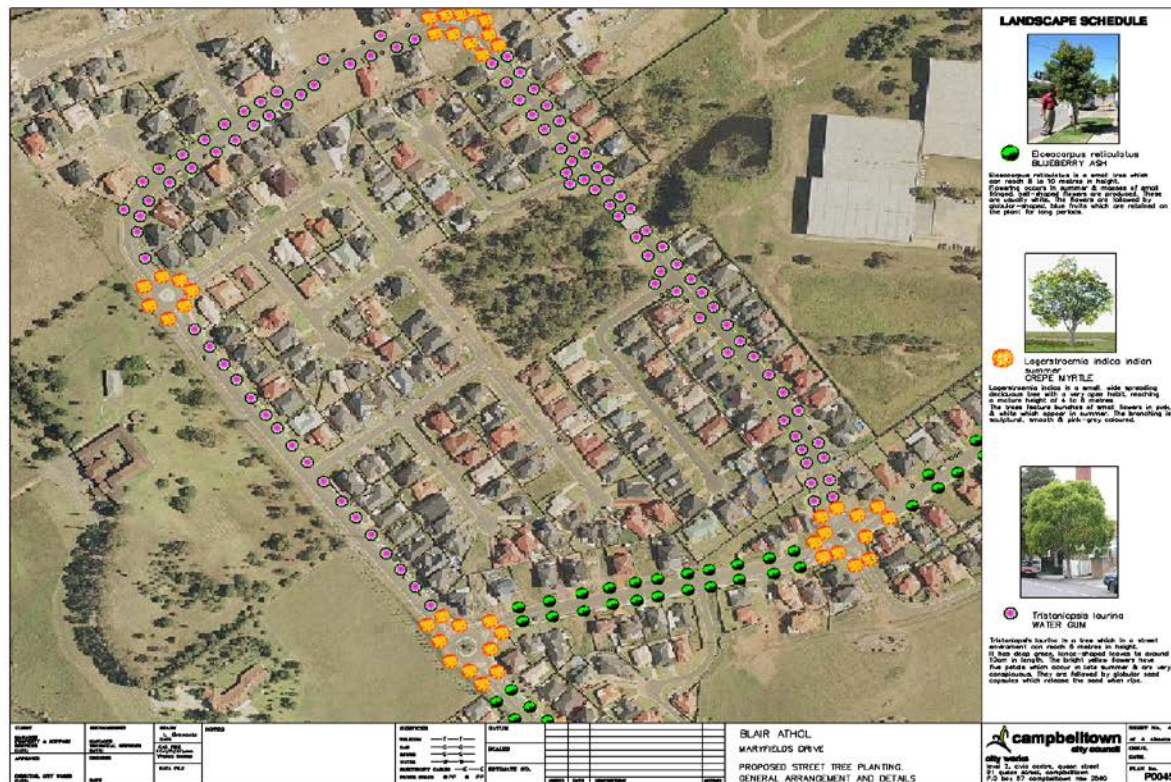


Area Subject to Development Control Plan No.80 Adopted 29 November 1994

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

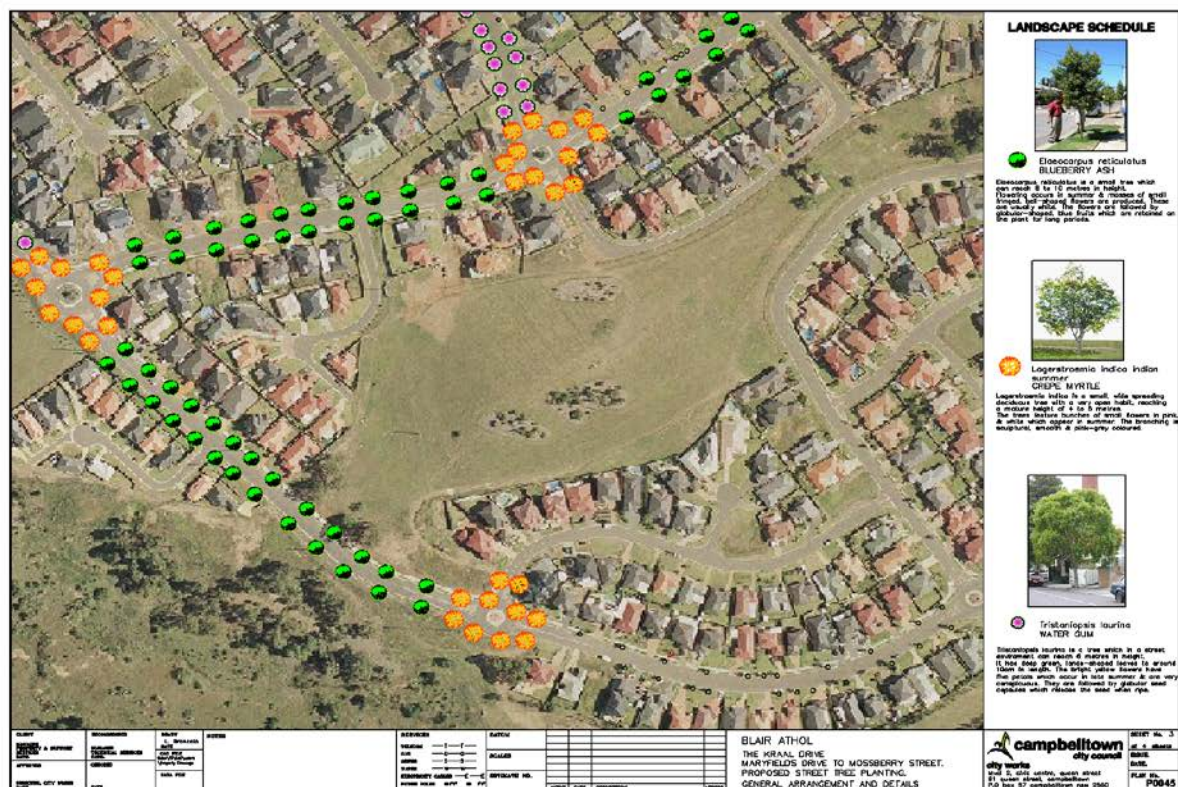


Cycleway - Harvey Brown Reserve

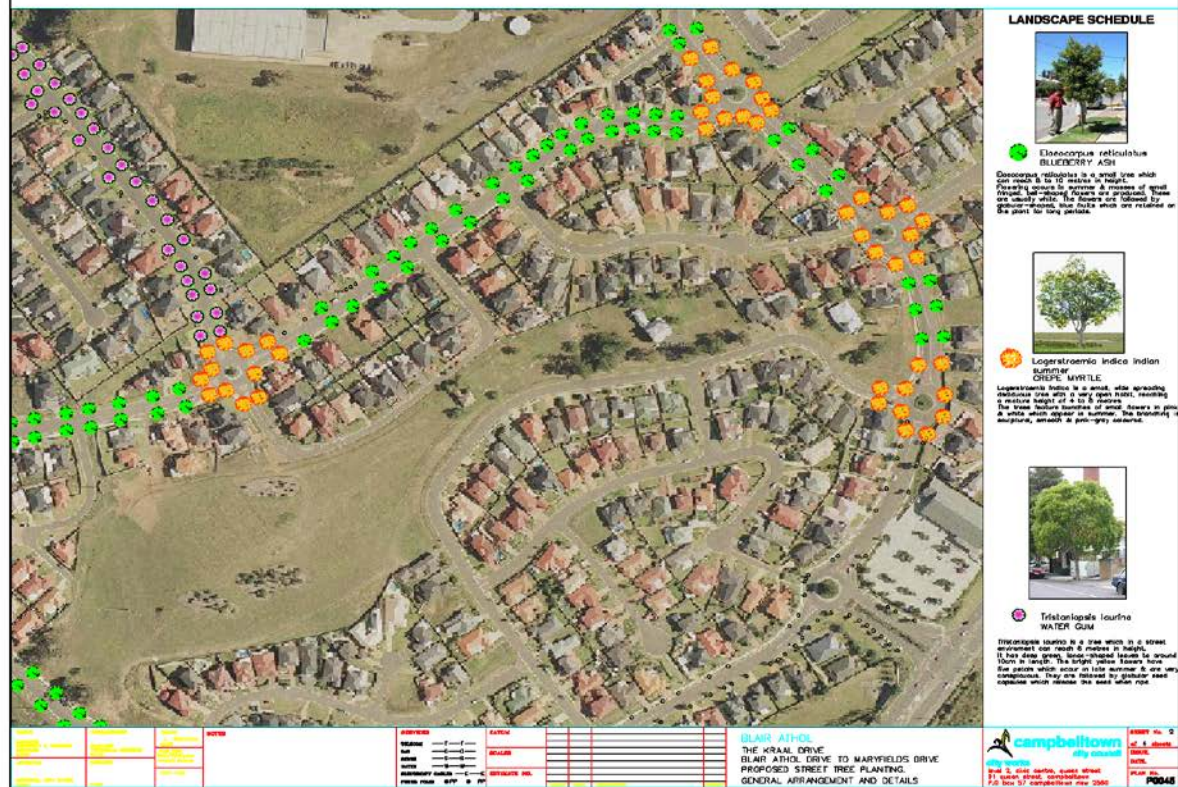


Street Tree Planting - Plan 1

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol



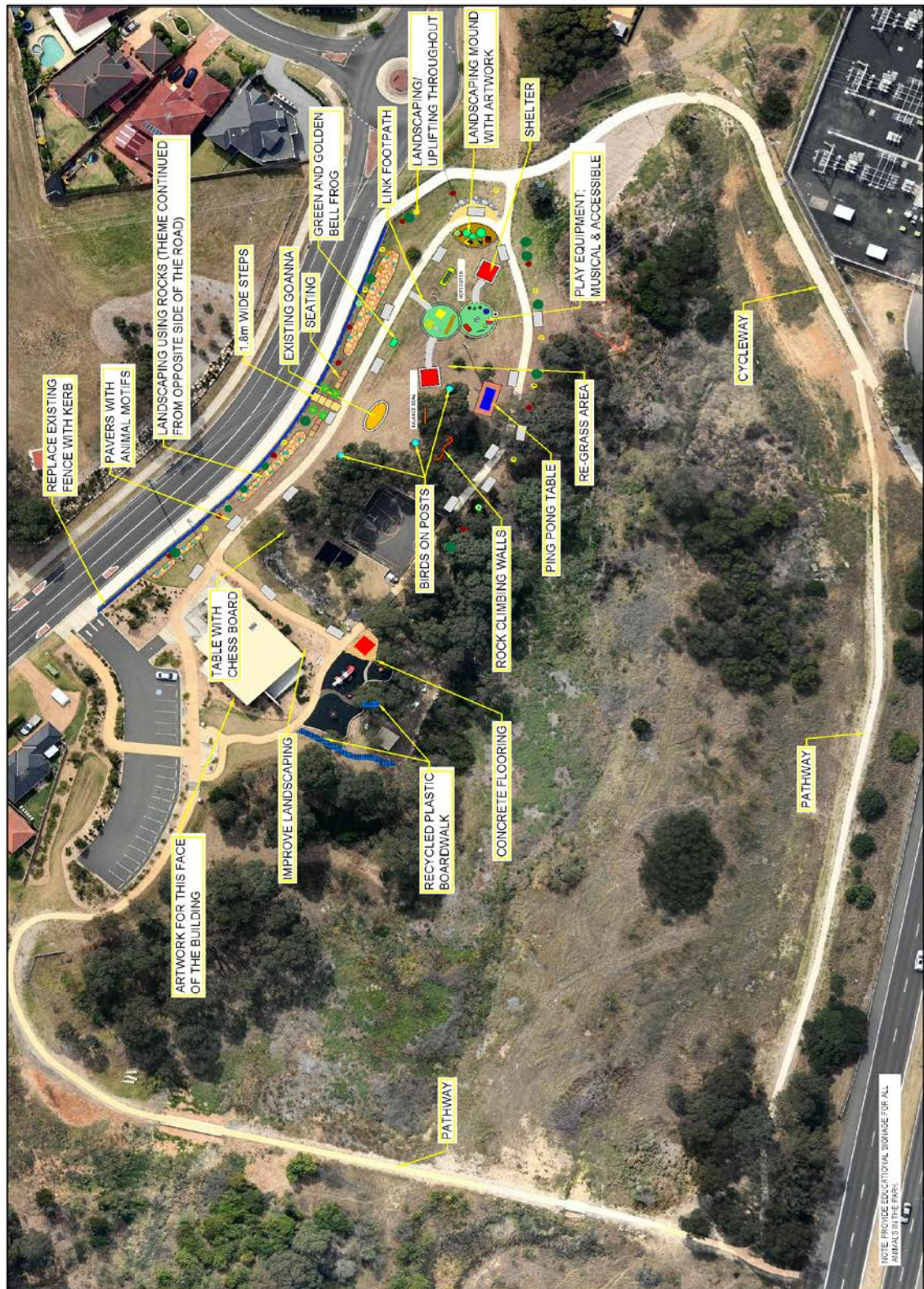
Street Tree Planting - Plan 2



Street Tree Planting - Plan 3

2.1 Outcome Of The Public Exhibition Of Amendments To The Section 94 Development Contributions Plan No.5 Planning District No.5 Blair Athol

John Kidd Reserve



2.2 Outcome of the Public Exhibition of Draft Campbelltown (Sustainable City) Development Control Plan 2014 Volume 1

Reporting Officer

Manager Sustainable City and Environment

Attachments

1. Draft Campbelltown (Sustainable City) Development Control Plan Volume 1 (distributed under separate cover - due to size of document (276 pages))
2. Summary of comments received during the exhibition (contained within this report)

Purpose

The purpose of this report is to inform Council of the outcome of the public exhibition of the draft Campbelltown (Sustainable City) Development Control Plan 2014 Volume 1 (draft SCDCP 2014) and recommend that Council formally adopt the draft SCDCP 2014.

History

On 8 April 2014 Council considered a report on the draft SCDCP 2014 and resolved as follows:

1. That Council endorse draft Campbelltown (Sustainable City) Development Control Plan 2014 Volume 1 (contained in attachment 1) for public exhibition in accordance with the Environmental Planning and Assessment Act, 1979 and associated regulation.
2. That at the conclusion of the public exhibition, a report be provided to Council on the outcome of the public exhibition of the draft Campbelltown (Sustainable City) Development Control Plan 2014 Volume 1.

Draft SCDCP 2014 was placed on exhibition for one month (from Wednesday 30 April 2014 until Friday 30 May 2014) at the following locations:

- Council's Civic Centre
- All Council libraries
- Council's website.

Advertisements advising of the public exhibition were placed twice in the two circulated local papers, prior to the commencement of the public exhibition and halfway through the exhibition period.

This report presents to Council the outcome of the public exhibition of the draft SCDCP 2014 and recommends that Council adopt the draft SCDCP 2014.

Report

External Submissions

Council received one external submission on the draft SCDCP 2014.

The external submission was from a resident in Macarthur Gardens. The submission raised the following concerns:

1. The draft SCDCP 2014 does not protect residents within Macarthur Gardens from future high rise development
2. Macarthur Gardens suburb is not included as part of this draft SCDCP 2014
3. Macarthur Gardens has been left out from the zoning maps.

Comments

The draft SCDCP 2014 does not currently apply to Macarthur Gardens Precinct because there is a site specific draft Development Control Plan (draft DCP) that applies to that area.

Zoning maps for the Macarthur Gardens Precinct are included under Campbelltown (Urban Areas) Local Environmental Plan 2002 and cannot be legally modified by an amendment to a Development Control Plan such as the SCDCP. For a rezoning map to be amended, an amendment to the relevant environmental planning instrument that applies to the land would need to be separately approved.

Importantly, this matter is currently being addressed under the draft Campbelltown Local Environmental Plan (CLEP) 2014, which is currently on public exhibition until 8 August 2014. Under the provision of the draft CLEP 2014, the Macarthur Gardens Precinct is proposed to be zoned R3 Medium Density Residential Zone south of the creek, where it is proposed to prohibit residential flat buildings in that area.

Given the above, no changes are recommended to the draft SCDCP 2014.

Internal comments

A number of internal comments were received from Council's Development Services Section that mainly sought clarification of the intended outcomes of some of the clauses and consistency with the current Australian Standards. The matters raised by staff, a brief clarification of the matter and recommended actions are shown under Attachment 2 of this report.

Following is a dot point summary of the proposed amendments:

- Prohibit bathrooms windows at the front façade of a residential building
- Clarify clause 3.8 f) that deals with side setbacks for narrow lot housing
- Amend the classification of small rigid, medium rigid and heavy commercial vehicles to be consistent with the relevant Australian Standards.

None of the amendments proposed as a result of the internal comments are considered of a major nature.

Next stage – Alignment of the draft SCDCP 2014 with the draft CLEP 2014

The draft SCDCP 2014 will need to undergo a major review in the near future to make it consistent with the forthcoming draft CLEP 2014. For example, a number of additional sections for the various types of proposed residential development types under draft CLEP 2014 would need to be included. In addition, development standards that are proposed to be included under the draft CLEP 2014 would need to be removed from the draft SCDCP 2014.

It is anticipated that a revised SCDCP would be prepared and placed on public exhibition before the end of this year and prior to the gazettal of the draft CLEP 2014.

Conclusion

The draft SCDCP 2014 was publicly exhibited for a period of one month. During this time, one external written submission was received and a number of minor matters were raised by internal staff.

The proposed amendments to the draft SDCDP 2014, as a result of the public exhibition, are considered minor and as such would not trigger the need to re-exhibit the draft plan.

It is therefore recommended that Council endorse and adopt the draft SCDCP 2014. Notably draft SCDCP 2014 amends SCDCP 2012 Volume 1.

For Council to legally adopt the draft SCDCP 2014, an advertisement would need to be placed in the two circulated local papers advising of the adoption of the draft SCDCP 2014 in the prescribed manner in accordance with the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*.

It is further noted that subject to Council's adoption of the draft Campbelltown (Sustainable City) Development Control Plan 2014 (Volume 1), the Plan will come into effect on the date of the public notice.

Officer's Recommendation

1. That Council adopt draft Campbelltown (Sustainable City) Development Control Plan 2014 (Volume 1) as attached to this report.
 2. That Council give public notice of its decision in the two local newspapers in the prescribed manner in accordance with the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*.
-

Committee's Recommendation: (Rowell/Mead)

That the Officer's Recommendation be adopted.

Amendment: (Kolkman/Rowell)

1. That Council adopt draft Campbelltown (Sustainable City) Development Control Plan 2014 (Volume 1) as attached to this report subject to the wording of the three separate points of the recommended actions, under Section 7.4.2 Loading and Unloading, of the table in Attachment 2, being amended to read:
 - a small rigid vehicle shall be taken to mean a rigid vehicle that has a maximum length of 6.4m
 - a medium rigid vehicle shall be taken to mean a rigid vehicle that has a length greater than 6.4m but not exceeding a length of 8.8m
 - a heavy rigid vehicle shall be taken to mean a rigid vehicle that has length greater than 8.8m but not exceeding a length of 12.5m.
2. That Council give public notice of its decision in the two local newspapers in the prescribed manner in accordance with the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*.

WON and became the Motion.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 128

That the Committee's Recommendation be adopted.

Volume 1: Development Controls for All Types of Development

Important Note

A number of the provisions within this Plan require amendments to Campbelltown (Urban Area) Local Environmental Plan 2002. These provisions will not apply until such time as LEP 2002 has been amended. Sections or provisions of this Plan that do not apply are identified by the "###" markings.

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Part 1

Preliminary

1.1

Introduction

1.1 Introduction

1.1.1 Name of the Plan

This Plan is called Campbelltown (Sustainable City) Development Control Plan 2014 (the Plan).

1.1.2 Purpose of the Plan

The Plan has been prepared in accordance with Section 74 C of the Environmental Planning and Assessment Act 1979 (the Act) and Clause No 16 of the Environmental Planning and Assessment Regulation 2000 (the Regulation). The purpose of the Plan is to provide more detailed provisions to supplement Campbelltown (Urban Area) Local Environmental Plan 2002 (LEP 2002), Campbelltown Local Environmental Plan No. 112- Macquarie Field House, Local Environmental Plan No.1, Local Environmental Plan (District 8), Local Environmental Plan No. 32, and Interim Development Orders (IDOs) Nos. 13, 15 and 28.

Council (the consent authority) is required under Section 79C of the Act, to take into consideration the relevant provisions of the Plan in determining development applications on land located within the Campbelltown Local Government Area (LGA).

1.1.3 Land to which the Plan applies

Volume 1 of the Plan applies to all land within the Campbelltown LGA. ~~with the exception of Lot 2 DP 1065919 Glendower Street Gilead and land to which:~~

- ~~– Macarthur Gardens Draft DCP applies;~~
- ~~– The South West Growth Centres strategy (East Leppington) applies; and~~
- ~~– University of Western Sydney DCP 2008 applies~~
- ~~– Edmondson Park South Development Control Plan 2012–~~
- ~~– Edmonson Park South Growth DCP~~
- ~~– East Leppington DCP.~~

~~except if specifically referred to within each of the above masterplan and/or DCP.~~

~~Certain areas within Campbelltown Local Government Area have their own site specific DCPs. Some of those site specific DCPs are included under Volume 2 of this Plan, while others are standalone DCPs.~~

~~Where there is an inconsistency between the provision of a site specific DCP and Volume 1 of the Plan (whether the site specific DCP is included under Volume 2 of the Plan or a standalone site specific DCP), the provisions under the site specific DCP shall prevail to the extent of the inconsistency.~~

~~Volume 2 of the Plan applies to certain lands as indicated by each site specific DCP listed under Volume 2.~~

~~Volume 3 of the Plan applies to all land within Campbelltown LGA.~~

1.1.4 The Consent Authority

~~Campbelltown City Council (Council) is the consent authority for local development within the LGA.~~

1.1.5 Development Assessment

The Environmental Planning and Assessment Act 1979 is the principal law regulating the assessment and determination of development proposals in NSW.

1.1.5.1 Development Types

The following is a summary of the development types under part 4 of the EP&A Act 1979:

Exempt development

Exempt development is incidental development that is of minimal environmental impact and may be carried out without the need to obtain development consent from Council. The type of development that is exempt from the need to obtain development consent is set out in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Complying development

Complying development is development that meets specific criteria set out mainly in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and other State environmental Planning Policies. To carry out a complying development, a complying development certificate must be obtained from Council or an accredited certifier. If the application is successful, the Council or Private Certifier will issue a certificate usually subject to conditions. The type of developments that are complying development are set out mainly in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

Note:

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 is available for view/download from the NSW legislation web site at:

www.legislation.nsw.gov.au

Local development

Local development is development that requires development consent from Council.

Integrated development

Integrated development is development (not being State significant development or complying development) that, in order for it to be carried out, requires development consent and one or more of the approvals under other Acts such as Fisheries Management Act 1994, Heritage Act 1977, Mine Subsidence Compensation Act 1961, Mining Act 1992, National Parks and Wildlife Act 1974, Petroleum (Onshore) Act 1991, Protection of the Environment Operations Act 1997, Roads Act 1993, Rural Fires Act 1997 and Water Management Act 2000

Designated Development

Designated development is development that is declared to be designated development by an environmental planning instrument or the Environmental Planning and Assessment Regulation 2000, but does not include State significant development despite any such declaration.

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A list of developments and criteria which are classified as designated development can be found in Schedule 3 of the Environmental Planning and Assessment Regulation 2000. Examples include agricultural produce industries, aircraft facilities and coal mines.

1.1.6 Monitoring and Review of the Plan

Council is required to keep its LEPs and DCPs under regular and periodic review to ensure that these Plans:

- a) continue to be useful and relevant;
- b) can be judged as to their effectiveness;
- c) reflect an adequate and appropriate capacity for development; and
- d) provide for the appropriate protection of the environment and natural resources.

The Plan shall be reviewed every five (5) years or as considered necessary by Council.

1.1.7 Variation to Planning Controls and Standards within the Plan

Council may consider variations to the requirements of the Plan in certain circumstances. Requests for variations are required to be in writing and shall clearly demonstrate the reason(s) why the variation sought would not adversely impact on the environment or local amenity, would not erode the relevant standard and that compliance with the requirements of the Plan are unreasonable or unnecessary in the circumstances of the case. Council gives no assurance that it will permit any variation(s) to the requirements of the Plan. Variations will only be considered in exceptional circumstances.

Compliance with numerical provisions of the Plan does not guarantee the granting of development consent. Each application will be considered on its merits, having regard to the objectives in the Plan and matters for consideration under Section 79C of the Act.

1.1.8 Structure of the Plan

The Plan identifies objectives and design requirements for all aspects of development permissible with consent under Council's LEPs and IDOs. The Plan comprises the following:

Volume 1 : Development Controls for All Types of Development

- Part 1 Preliminary
- Part 2 Requirements Applying to all Types of Development
- Part 3 ~~Dwelling Houses, Narrow Lot Dwellings, Multi-Dwelling Houses~~
~~and Residential Subdivision~~ Residential and Ancillary Development on Urban Land
- Part 4 ~~Dwelling Houses, Rural Worker's Dwellings, Dual Occupancies~~
~~and Residential Subdivision~~ Residential and Ancillary Development on Non-Urban Land
- Part 5 Residential Apartment Buildings and Mixed-use Development
- Part 6 Commercial Development
- Part 7 Industrial Development

Part 8	Child Care Centres
Part 9	Public consultation
Part 10	Religious Establishments
Part 11	Vegetation Management and Wildlife Habitat
Part 12	Telecommunications Facilities
Part 13	Sex Industry Premises
	Schedule of Maps
	Appendices

Volume 2: Site Specific Development Control Plans

Part 1	One Minto DCP
Part 2	Glenfield Road Area DCP
Part 3	The Link Site DCP

~~Part 4—Bardia Sub-Precinct DCP *ENote: The Bardia Sub-Precinct DCP was repealed by Edmondson Park South Development Control Plan 2012.*~~

Volume 3 : Engineering Design for Development

1.1.9 Relationship to other Plans and Documents

- a) The provisions contained in the Plan are in addition to the provisions within SEPPs, REPs, LEPs and IDOs. In the event of any inconsistency between this Plan and SEPPs, REPs, LEPs and IDOs, the SEPPs, REPs, LEPs and IDOs will prevail. Where there is an inconsistency between the Plan and any other DCP to which this Plan applies (other than those DCPs ~~listed-referred to under~~ in section 1.1.3), the provisions of this Plan shall prevail.
- b) This Plan ~~repeals~~**amends**:
 - **Campbelltown (Sustainable City) Development Control Plan 2012 (that was effective from 03 July 2013).**

Advisory note: ~~In addition to the listed DCPs under Section 1.19 b) above,~~ The following DCPs were repealed as a result of the progression of the various stages of the Plan.

- Campbelltown (Sustainable City) Development Control Plan 2009 (that was effective from 24 June 2009);
- DCP No 82 - Religious Establishment;
- DCP No 96 - The Provision of Parenting Facilities;
- DCP No 107 - Siting of Communication Facilities (Telecommunication towers);
- DCP No 114 - Trees;
- DCP No 6 - Wedderburn;
- DCP - Sex Industry;

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- DCP No 122 - Restricted Premises;
 - DCP No 87 - Public Notification and Exhibition Policy;
 - DCP No 44 - (applies to Lot 2, DP 201351 Scenic Hills);
 - DCP No 49 - Rural Environmental Protection Subdivision and Dwelling Policy;
 - DCP No 47 - Amendment to Residential Development Policy - Attached Flats
 - *Campbelltown (Sustainable City) Development Control Plan (2005)*
 - *Campbelltown (Sustainable City) Development Control Plan 2007*
 - *DCP No 20 - Motor vehicle wreckers, metal recyclers, waste material depots and junk yards;*
 - *DCP No 23 - Ambarvale Local Centre;*
 - *DCP No 25 - Certain industrial land at Minto;*
 - *DCP No 26 - Eagle Vale Neighbourhood Centre;*
 - *DCP No 29 - Applies to land at the corner of Dumaresq Street and Hurley Street;*
 - *DCP No 33 - Glen Alpine Neighbourhood;*
 - *DCP No 46 - Motor Vehicle Smash Repair Policy;*
 - *DCP No 52 - Off Street Car Parking Code;*
 - *DCP No 57 - (Applies to certain industrial land at Minto);*
 - *DCP No 65 - St Helens Park Neighbourhood;*
 - *DCP No 68 - Macarthur Regional Centre;*
 - *DCP No 70 - Bulky Goods Retailing;*
 - *DCP No 79 - Residential Development Policy (Repealed on 31 August 2005);*
 - *DCP No 85 - Business and Comprehensive Centre Zones;*
 - *DCP No 88 - Identification of Land in Campbelltown Regional Centre For an Accommodation Style Hotel/Motel Development; and*
 - *DCP No 111 - Sidewalk Café Policy.*
- c) If a development application or an application under section 96 or 96AA of the Environmental Planning and Assessment Act 1979 to modify a development consent has been made before the effective date of the Plan in relation to land to which this Development Control Plan applies and the said application has not been finally determined before the commencement of this Development Control Plan, the application must be determined as if this Development Control Plan had not commenced.

1.1.10 How to use the Plan

The following steps provide a general guide to using the Plan. If you require any further information or assistance, please contact Council's Technical Support Officers on (02) 4645 4608.

Step 1

- Check the permissibility of the development under the relevant EPI(s);
- Determine the category of the development by referring to section 1.1.5 (development categories).
- If the proposed development is 'exempt development' refer to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. This document is available for view/download from NSW Legislation web site at www.legislation.nsw.gov.au
- If the development is 'complying development' refer to State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- If the development is 'local development' proceed to Step 2.

Step 2

- Check whether Volume 2 contains the principle DCP that applies to your land.
- If Volume 2 applies, ensure that the development satisfies the objectives and design requirements of the relevant DCP under Volume 2 of the Plan.
- If Volume 2 does not apply, proceed to Step 3 below.

Step 3

- Read Part 2 (Requirements applying to all development) and refer to Section 2.1 (Table 2.1 - Thresholds) to determine which sections are relevant to the development.

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Step 4

- Read the relevant part of the Plan that applies to the development.
- Ensure that the development satisfies the objectives and design requirements of each relevant section.
- Ensure that all relevant action/management plans are prepared in accordance with the specifications within the appendix and Volume 3.

Important Note:

- **For definitions of terms used throughout the Plan, refer to Section 1.4 Definitions of Volume 1 .**
- For acronyms and abbreviations used throughout the Plan refer to Section 1.5 Acronyms of Volume 1.
- All development proposals must comply with the relevant requirements of the Building Code of Australia.

1.2 Aims of the Plan

1.2

Aims of the Plan

The aims of the Plan are to:

- Ensure that the aims and objectives of any relevant EPI including Campbelltown's LEPs and IDOs are complemented by the Plan;
- Ensure that the principles of ecological sustainability are incorporated into the design, construction and ongoing operation of development;
- Facilitate innovative development of high quality design and construction in the City of Campbelltown;
- Ensure that new development maintains or enhances the character and quality of the natural and built environment;
- Ensure that new development takes place on land that is capable of supporting the proposed development;
- Encourage the creation of safe, secure and liveable environments;
- Ensure that new development minimises the consumption of energy and other finite resources, to conserve environmental assets and to reduce greenhouse gas emissions; and
- Provide for the design requirements for a variety of housing within the City of Campbelltown.

1.3 Campbelltown 2025 and the Plan

Council has adopted *Campbelltown 2025 - Looking Forward*, an overarching town planning strategy that informs all Council planning policies. *Campbelltown 2025 - Looking Forward* aims to guide the planning decisions within the City to ensure that sustainable planning outcomes can be achieved.

Campbelltown 2025 Looking Forward contains a "vision" for the City, along with six (6) strategic directions to facilitate realisation of the vision. The Plan has been developed to be consistent with and add value to the strategic directions:

- a) Growing the Regional Centre.
- b) Building a distinctive Campbelltown sense of place.
- c) Protecting and enhancing the City's environmental assets.
- d) Getting around the City.
- e) Building and maintaining quality public infrastructure.
- f) Creating education, employment and entrepreneurial activities.



1.4

Campbelltown 2025 and the Plan

1.3.1 The Vision

In 2025 we will live in a safe, prosperous, just, and proud community that enjoys a healthy lifestyle and access to high quality amenities.

We are proud to celebrate our diverse culture, creativity, and spirit at home with our families and at the places where and at the times when we come together as a community.

Prosperity and wellbeing stems from a diverse economy, where the skills of our workforce adapt to changes in emerging technology and markets. New enterprises are committed to the principles of cleaner production and environmental efficiency.

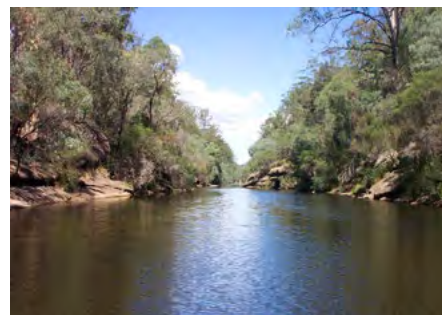


There is an emphasis on self-containment and sustainable community living. More than 50% of the people who live in Campbelltown City who are employed, work in Campbelltown. Business centres are a focus for community amenity and interaction, not just shopping centres. This has been assisted by the integration of in-centre living opportunities within the centres, as part of vibrant mixed use developments.

We move around our City and region in safe and environmentally sustainable ways, promoting public transport as the primary means of mobility. Integrated land use, development and transport planning minimises travel times and promotes more convenient access to amenities and employment areas.

The City has grown to be the 'hub' of the Greater South Western Sydney Region, where access to high level retail, commercial, education, health, community, recreation and cultural amenities is assured. This has been a major conduit for employment development, as has been the University of Western Sydney, the TAFE and the Campbelltown Hospital.

Campbelltown is renowned for its 'leading edge' built environmental character, setting it apart from other metropolitan localities. This is reinforced by a distinctive landscape quality incorporated into the design and treatment of urban environments including the preservation of indigenous vegetation and other natural landscape features. Our cultural heritage, indigenous and non-indigenous, is respected.



The bushland, the Scenic Hills, rural landscape settings, the rivers, and our unique flora and fauna have been protected in recognition of the valuable contribution they make to our quality of life, and the City's identity.

Scarce natural resources - water, soil and clean air, are now appropriately valued, and we use them wisely in the interests of future generations.

The City has achieved much and prospered. We have maintained our natural environmental qualities, yet built a contemporary and striking City image that is renowned across Sydney. New economic development opportunities have been secured and our community spirit and culture flourishes. The City of Campbelltown looks forward to a sustainable future.

1.4 Definitions

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Definitions

Adaptable dwelling means a dwelling that is designed to be able to be adapted to accommodate, or is intended to be used permanently for seniors or people with a disability.

Adjoining land means:

- land that is adjacent to an allotment not in the same ownership; or
- land that is directly opposite another allotment; or
- land that is separated from another allotment only by a road, pathway, driveway, battle-axe handle, or the like.

Amenity means those qualities and characteristics of a site and its neighbouring area that contribute to the comfort and pleasantness of the local environment.

Asset protection zone means a buffer between development and bushfire hazards.

Average Recurrence Interval (ARI) means the average period between the recurrence of a storm event of a given rainfall intensity.

Basement means the space of a building where the floor level of that space is predominantly below ground level (existing) and where the floor level of the storey immediately above is less than 1 metre above ground level (existing).

Battle-axe allotment means an allotment that does not have direct frontage to a public road other than via a driveway (handle).

Brothel means a premises used for the purposes of prostitution, whether or not by only one prostitute.

Building height (or height of building) means the vertical distance between ground level (existing) and the highest point of the building, including plant and lift overruns, but excluding communication devices, antennae, satellite dishes, masts, flagpoles, chimneys, flues and the like.

Building line means the line of a proposed external wall or roof edge (where there is no wall) of a building (other than a wall or roof of any building element for articulation purposes), or the outside face of any existing or proposed ancillary development, closest to a boundary of a lot.

Building Sustainability Index (BASIX) means a web-based planning tool designed to assess the potential performance of new development against a range of sustainability indices including landscape, stormwater, water, thermal comfort and energy.

Burra Charter (The Australia ICOMOS Charter for Places of Cultural Significance) means a guide for the conservation and management of places of cultural significance and is based on the knowledge and experience of Australian ICOMOS members (ICOMOS – International Council on Monuments and Sites).

Bushfire prone land means land which has been identified as bushfire prone land on the Campbelltown Bushfire Prone Lands Map as certified by the Commissioner of the NSW Rural Fire Service.

~~Commercial Vehicle Type 1 means any vehicle that has a gross vehicle mass (GVM) not~~

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~~greater than 15 tonnes or a length not greater than 9.0 metres, excluding:~~

- ~~i) vehicles that can be operated under a NSW Class C licence or equivalent; and~~
- ~~ii) prime-movers.~~

~~Commercial Vehicle Type 2 means any vehicle that:~~

- ~~i) has a gross vehicle mass (GVM) greater than 15 tonnes; or~~
- ~~ii) a length greater than 9.0 metres; or~~
- ~~iii) a prime-mover.~~

Communal open space means the open space/landscaped area of a development used or intended for use for recreation and relaxation purposes by residents or occupants and that is under the control of an owner corporation or similar organisation, which is not for the exclusive use of individual residents or occupants of any single dwelling. It does not include driveways, visitor parking spaces or private open space.

Conventional allotment means the creation of a Torrens Title allotment in which no dwellings are proposed as part of the development application.

Conservation management plan means a document prepared in accordance with the requirements of the NSW Heritage Office which establishes the heritage significance of an item, place or heritage conservation area and identifies conservation policies and management mechanisms that are appropriate to enable that significance to be retained.

Council Strategic Planning Document (CSPD) means any LEP, DCP, S94 Development Contribution Plan, S94A Development Contribution Plan, Planning Agreement and POM, prepared by, or on behalf of Council.

Crown means the portion of the tree consisting of branches and leaves and any part of the trunk which branches arise.

Crown maintenance pruning means pruning that does not reduce the volume of the crown and retains the structure and size of the tree. It comprises deadwooding, crown thinning, and formative pruning.

Crown modification pruning means pruning that changes the form and habit of the tree.

Crown thinning means selective removal of small branches (less than 40 mm in circumference) that does not alter the overall size of the tree by more than 5%.

Dangerous tree means a tree that imposes a threat to a property or humans and/or:

- has a substantial stem damage (e.g. more than 50 percent cross-section area stem damage);
- is in extreme declining health or unstable (e.g. more than 50 percent lateral roots damaged/unsound);
- has large dead limbs; and/or
- has a split trunk.

Dead tree means a tree that is no longer capable of performing any of the following processes:

- Photosynthesis via its foliage crown (as indicated by the presence of

moist, green or other coloured leaves);

- Osmosis (the ability of the roots system to take up water);
- Turgidity (the ability of the plant to hold moisture in its cells);
- Epicormic shoots (the production of new shoots as a response to stress, generated from buds under the bark or from a lignotuber – at ground or underground stem).

Deadwooding means the removal of dead branches.

Deep soil planting means the area of land within the site that has at least 3 metres of soil directly below the whole surface of it.

Domestic outbuilding means a building or structure used for purposes ancillary to the main dwelling(s) on an allotment and includes awnings, pergolas, gazebos, garden sheds, garages, carports and the like, but does not include a swimming pool or a dwelling.

Dormer means a gabled extension built out from a sloping roof to accommodate a vertical window.

Dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

Dwelling house means a building containing one dwelling and any subordinate structure such as a garden-flat secondary dwelling but excludes a domestic outbuilding.

Dying Tree means a tree that has declined to a point that no remedial action will prevent death.

Ecologically Sustainable Development (ESD) means a development that conserves and enhances the community's resources so ecological processes are maintained and the total quality of life, now and in the future, can be increased.

Environmental planning instrument (EPI) means an environmental planning instrument (including a SEPP or LEP or IDO but not including a DCP) made, or taken to have been made, under the Environmental Planning & Assessment Act 1979 and is in force.

Environmental weed means a plant that adversely affects the integrity, conservation status, habitat characteristics and aesthetic values of natural eco-systems (including native and exotic species).

Flood Planning Level is the 100 year Average Recurrence Interval flood level plus freeboard in accordance with Table 4.1 of Volume 3 Engineering Design for Development.

Floor Space Ratio (FSR) means the ratio of the building gross floor area to the site total area (refer to definition of gross floor area below).

Flowpath means the overland route taken by any concentration of, or significant sheet flow of stormwater on its way to any drain or stormwater system, creek, river or flood plain in a storm.

Formative Pruning means pruning of young and establishing trees with the general aims of directing plant growth and/or developing a sound structure.

Freeboard means a factor of safety used in relation to the setting of floor levels. It makes allowance for wave action, localised hydraulic behaviour and system blockages.

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~~**Garden flat** means an attached or detached dwelling subordinate to the existing principal dwelling on the same allotment of land.~~

Gross floor area means the sum of the floor area of each floor of a building measured from the internal face of external walls, or from the internal face of walls separating the building from any other building, measured at a height of 1.4 metres above the floor, and includes:

- i) the area of a mezzanine; and
- ii) habitable rooms in a basement or an attic; and
- iii) any shop, auditorium, cinema, and the like, in a basement or attic;

but excludes:

- i) any area for common vertical circulation, such as lifts and stairs, and
- ii) any basement:
 - storage, and
 - vehicular access, loading areas, garbage and services, and
- iii) plant rooms, lift towers and other areas used exclusively for mechanical services or ducting, and
- iv) car parking to meet any requirements of the consent authority (including access to that car parking), and
- v) any space used for the loading or unloading of goods (including access to it), and
- vi) terraces and balconies with outer walls less than 1.4 metres high, and
- vii) voids above a floor at the level of a storey or storey above.

Ground level (existing) means the existing level of a site at any point.

Ground level (finished) means, for any point on a site, the ground surface after completion of any earthworks (excluding any excavation for a basement, footings or the like) for which consent has been granted or which is exempt development.

Ground level (mean) means, for any site on which a building is situated or proposed, one half of the sum of the highest and lowest levels at ground level (finished) of the outer surface of the external walls of the building.

Habitable room means a room used for normal domestic activities and includes a bedroom, living room, lounge room, music room, television room, rumpus room, sewing room, study, play room, family room, sunroom and the like. It excludes a garage, bathroom, laundry, water closet, pantry, walk in wardrobe, lobby, clothes drying room, and other spaces of a specialised nature that are not occupied frequently or for extended periods.

Injury and wilful destruction of vegetation means damage to vegetation and includes:

- Lopping and topping;
- Poisoning;
- Cutting, tearing, snapping and breaking of branches and roots that is not carried out in accordance with acceptable agricultural practices or is

done for invalid reasons such as vandalism;

- Ring barking, scarring the bark when operating machinery, fixing objects (eg. signs) by nails, staples or wire, using tree climbing spikes in healthy trees or fastening materials that circle and significantly restrict the normal vascular function of the trunk or branches or making a blaze on a tree as a marker point;
- Damaging the vegetation's root zone by compaction or excavation, stripping of top soils, burial, or the alteration of natural ground level or the water table which causes damage to the vegetation or any part of the vegetation.
- 'Under scrubbing', unless carried out by hand tools.

Lop or Lopping means cutting between branch unions or at internodes on growing vegetation with the final cut leaving a stub.

Mixed-use development means a development that contains a mixture of retail and/or commercial and residential uses.

Multi dwellings means development involving the erection of two or more dwellings on a site, each with separate principal access from the ground level, but does not include ~~garden flats~~ **secondary dwellings**, narrow lot dwellings, or residential apartment buildings.

Narrow lot dwellings means a single dwelling on an allotment having an average width less than or equal to 7.7 metres where such an allotment was in existence before the gazettal of LEP 2002 (22 February 2002); but does not include multi dwellings, or residential apartment buildings.

Native vegetation means any of the following types of indigenous vegetation:

- trees (including any sapling or shrub, or any scrub),
- understorey plants,
- groundcover (being any type of herbaceous vegetation),
- plants occurring in a wetland.

Vegetation is indigenous if it is of a species of vegetation, or if it comprises species of vegetation, that existed in the State before European settlement.

Non-urban land means any rural, or environmental protection zoned land under LEP 2002 and any land under IDOs 13,15 and 28, LEPs 1, 32 and District 8.

Noxious weed means a weed declared by an order under the Noxious Weeds Act 1993.

On-site service facilities means facilities that are required for the purposes providing electricity, sewerage, communication and the like. This includes aerials, satellite dishes cable broadband and other service media.

Other Vegetation means any plant life not defined by this Part as a tree and includes any sapling, shrub, scrub, understorey plants, ground cover (being any type of herbaceous vegetation) and plants occurring in a wetland that:

- Provides habitat or likely habitat for threatened species, populations and endangered ecological communities as defined within the Threatened Species

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Conservation Act; or

- Is located within a riparian zone or within 40 metres of the top bank of a creek, river, watercourse, wetland, stream or other aquatic habitat;
- Is located within a wildlife corridor as delineated within Council's Biodiversity Strategy;
- Is located within Koala habitat as delineated within Council's draft Koala Plan of Management; is located on land owned by Council or under its care, control and management; and
- Forms part of native vegetation.

Owner means:

- The person or persons listed on Council's rates file to be the owner of the land at the date of notification; or
- The owners corporation in the case of land that is within a strata scheme under the Strata Titles Act, 1973, or a Leasehold strata scheme under the Strata Titles (Leasehold) Act, 1986; or
- The Association in the case of land that is a community precinct or neighbourhood parcel within the meaning of the Community Land Development Act, 1989.

Parenting Facility means a room which is equipped with facilities for feeding (including breast feeding) and caring of babies/infants.

Place of Aboriginal heritage significance means a place that has the physical remains of pre-European occupation by, or is of contemporary significance to, the Aboriginal people.

Primary street means the area between the front elevation of the building/structure and the road to which it is orientated.

Private open space means ~~open space/landscaped area for the exclusive use of occupants of a dwelling which directly adjoins the living areas.~~ an area external to a building (including an area of land, terrace, balcony or deck) that is used for private outdoor purposes ancillary to the use of the building.

Prostitution means the provision of a sexual act or sexual service in return for payment or reward.

Pruning means any pruning that is not crown maintenance pruning and include Crown Modification Pruning as defined by AS 4373-(as amended).

Public consultation means the public exhibition and/or public notification of CSPDs or development applications.

Public domain means an area that is adjacent to the development site, which is under the care, control and/or ownership of a public authority.

Public exhibition means a formal public showing of information (whether by electronic means or displays of hard copies) that is in Council's opinion relevant to a draft Council Strategic Planning Document or a development application for a period of time and manner as prescribed under relevant sections of Part 9 of the Plan and any other relevant planning legislation.

Public notification means notifying property owners in writing of Councils Strategic Planning Documents and development applications.

Public submission means a letter, petition, email, fax or similar written representation received from individuals or groups of people regarding Councils Strategic Planning Documents or development applications.

Religious establishment means a building or place used primarily for the purpose of religious worship, instruction or training, whether or not it is also used for ancillary purposes such as counselling, recreation or social events, and includes any building or place formerly described or granted consent as a place of public worship.

Remove, Removal and Cutting Down means to dismantle vegetation for example by chainsaw, or to separate the vegetation from the ground where it is growing or dislodging it with earth-moving equipment in order to kill the vegetation, including its branches, foliage, trunk, stump and root system will not regrow. This includes the poisoning of the stump and/or roots and/or taking away, or grinding or burning out of its remains to prevent growth.

Residential apartment building means a *residential flat building* as defined under *Campbelltown (Urban Area) Local Environmental Plan 2002*.

Restricted premises means a building or place, other than a newsagency or pharmacy, where:

- i) publications classified Category 1 restricted, Category 2 restricted or RC under the Classification (Publications, Films and Computer Games) Act 1995 of the Commonwealth are exposed, exhibited, displayed or sold or otherwise made accessible or available to the public, or
- ii) a business is conducted to which section 578E (Offences relating to advertising or displaying products associated with sexual behaviour) of the Crimes Act 1900 applies, or
- iii) a business is conducted, an object of which is the display or exhibition of any article that is primarily concerned with, or is used or intended to be used in connection with, sexual behaviour, but which is not printed matter.

Retail premises means a building or place used for the purpose of selling items by retail, or for hiring or displaying items for the purpose of selling them by retail or hiring them out, whether the items are goods or materials (or whether also sold by wholesale).

Rural dwelling house means a dwelling house within non-urban lands.

Rural dual occupancy means a rural dual occupancy (attached) or a rural dual occupancy (detached) within non-urban land.

Rural dual occupancy (attached) means 2 dwellings on one lot of land that are attached to each other, but does not include a secondary dwelling.

Rural dual occupancy (detached) means 2 detached dwellings on one lot of land, but does not include a secondary dwelling.

Rural worker's dwelling means a building or place that is additional to a dwelling house on the same lot and that is used predominantly as a place of residence by persons employed, whether on a long-term or short-term basis, for the purpose of agriculture or

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a rural industry on that land.

Secondary dwelling means a self-contained dwelling that:

- i) is established in conjunction with another dwelling (the principal dwelling), and
- ii) is on the same lot of land as the principal dwelling, and
- iii) is located within, or is attached to, or is separate from, the principal dwelling.

Secondary street means the area between the side and/or rear elevation/s of the building/structure and any additional road/s to which it adjoins.

Sex industry premises means any brothel, restricted premises or sex-on-premises establishment.

Sex-on-premises establishment means any premises that gain income from entrance or membership fees (or both) for the use of booths or any other area on the premises designated for casual sex between patrons, but does not include a brothel.

Site analysis means a plan that identifies development opportunities and constraints offered and imposed by the site, the potential impact of proposed development on surrounding sites, and the setting of the site to assist in understanding how future development will relate to each other and to their locality.

Solar collectors means any building element or appliance specifically designed to capture or collect the sun's rays for the benefit of the occupants {e.g. windows including clerestory (or highlight) windows, solar hot water collector panels, photovoltaic (solar-electricity) cells/panels and the like}.

Storey means a space within a building that is situated between one floor level and the floor level next above, or if there is no floor above, the ceiling or roof above, but does not include:

- i) a space that contains only a lift shaft, stairway or meter room, or
- ii) mezzanine, or
- iii) basement, or
- iv) an attic.

Suitably qualified person means a person who through suitable education and or experience, accreditation (trade or professional) and knowledge may be reasonably relied upon by Council to provide advice within an area of expertise related to the relevant task.

Telecommunications facility means:

- i) any part of the infrastructure of a telecommunications network, or
- ii) any line, cable, optical fibre, fibre access node, interconnect point equipment, apparatus, tower, mast, antenna, dish, tunnel, duct, hole, pit, pole or other structure in connection with a telecommunications network, or
- iii) any other thing used in or in connection with a telecommunications network.

Telecommunications network means a system, or series of systems, that carries, or is capable of carrying, communications by means of guided or unguided electromagnetic energy, or both.

Treatment train means a sequential series of treatment processes that are designed to improve stormwater quality from its source to the point where it is released to a natural watercourse.

Threatened species, population or ecological community means a species, population or ecological community that is listed under the NSW Threatened Species Conservation Act 1995, Fisheries Management Act 1994 or the Commonwealth Environment Protection Biodiversity Conservation Act 1999.

Tree means a perennial plant with at least one self supporting stem which,

- i) has a height of more than three (3) metres, or
- ii) has an outside circumference of at least 500mm at ground level; or
- iii) has a branch and foliage crown spread of at least 4 metres.

Urban Land means all land under:

- i) LEP 2002 except any rural, or environmental protection zoned land under LEP 2002; and
- ii) Campbelltown Local Environmental Plan No. 112- Macquarie Field House.

Vegetation means a tree or other vegetation.

Virgin Excavated Natural Material (VENM) means material (such as clay, gravel, sand, soil, and rock) that does not contain any other type of waste and which has been excavated from areas of land that are not contaminated with human-made chemicals as a result of industrial, commercial, mining or agricultural activities and which do not contain sulphuric ores or soils.

Watercourse means:

- i) any river, creek, stream or brook (whether natural or artificial) in which water flows ;
- ii) any collection of water (including a reservoir) into, through or out of which any thing coming within paragraph (i) flows; and
- iii) includes the bed and banks of any thing referred to in paragraph (i) or (ii) .

For the purposes of this definition

- i) a flow or collection of water comes within that definition even though it is only intermittent or occasional;
- ii) a river, creek, stream or brook includes a conduit that wholly or partially diverts it from its natural course and forms part of the river, creek, stream or brook; and
- iii) it is immaterial that a river, creek, stream or brook or a natural collection of water may have been artificially improved or altered.

Waste Management Plan (WMP) means a plan demonstrating the details of how waste will be managed during the demolition, construction and ongoing operations of a development.

Water Sensitive Urban Design (WSUD) seeks to ensure that development is carefully designed, constructed and maintained so as to minimise impacts on the natural water

1.4

Definitions

cycle. This can be achieved through a design approach that strives to maintain or replicate the natural watercycle through an incremental, “treatment train” approach, one that optimises the use of rainwater on site while minimising the amount of water transported from the catchment.

Wheel Out-Wheel Back means a service involving Council’s domestic waste collection contractor entering a property, collecting and emptying the 240 litre waste bins from storage areas and returning the bins to the bin storage area from where they were collected.

Zone of influence means the area likely to be influenced by building loads, and is a factor of the structure of the ground on which the building is to be located.

1.5. Acronyms

1.5

Acronyms

###	Provisions of this Plan that do not apply to the extent of an inconsistency between this Plan and an EPI.
APZ	Asset Protection Zone
ARI	Average Recurrence Interval
BASIX	Building Sustainability Index
BCA	Building Code of Australia
CSPD	Council Strategic Planning Document
CPTED	Crime Prevention Through Environmental Design
DA	Development Application
DCP	Development Control Plan
E&CDC	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
ESD	Ecologically Sustainable Development
EP&A Act	Environmental Planning and Assessment Act 1979
EP&A Reg	Environmental Planning and Assessment Regulation 2000
EPI	Environmental Planning Instrument
FSR	Floor Space Ratio
GFA	Gross Floor Area
IDO	Interim Development Order
LEP	Local Environmental Plan
LG Act	Local Government Act 1993
LGA	Local Government Area
OEH	Office of Environment and Heritage
PoM	Plan of Management
REP	Regional Environmental Plan
RFDC	Residential Flat Design Code
RMS	Roads and Maritime Services (previously RTA)
SEPP	State Environmental Planning Policy
Sqm	Square metre
WMP	Waste Management Plan

1.5

Acronyms

VENM	Virgin Excavated Natural Material
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Part 2

Requirements Applying to all Types of Development

2.1

Application

2.1 Application

This Part contains general design requirements for development.

All development is required to conform to all relevant requirements contained in this Part. Table 2.1 below demonstrates which sections are relevant to the development having regard to the possible environmental impacts of the development by listing thresholds for each section. The table asks specific questions about the development and where the answer to a question is "Yes", the development shall consider the nominated section of the Plan.

Table 2.1 Thresholds

Section	Question	Threshold
Site Analysis	Will the development involve the construction of a building or the Torrens title subdivision of land?	If yes, refer to 2.2
Views and Vistas	Will the development involve the construction of a building or the Torrens title subdivision of land?	If yes, refer to 2.3
Sustainable Building Design	Will the development involve the construction of a building?	If yes, refer to 2.4
Landscaping	Will the development involve the construction of a building or the Torrens title subdivision of land?	If yes, refer to 2.5
Weed Management	Is the site occupied by any noxious weeds (as listed in Appendix 3)? Will the development involve the construction of a building within non-urban land?	If yes, refer to 2.6
Erosion and Sediment Control	Will the development involve: a) Disturbance of soil on the site? b) Any potential for the disturbance of soil on the site?	If yes, refer to 2.7 and Vol 3
Cut and Fill	Will the development involve: a) Any excavation of the site? b) Any filling of the site? Is the proposed development below or at flood planning level?	If yes, refer to 2.8 and Vol 3
Fill and Floor Levels	Will the development involve the construction of a building?	If yes, refer to 2.8 and Vol 3
Demolition	Will the development involve any demolition?	If yes, refer to 2.9

2.1

Application

Section	Question	Threshold
Water Cycle Management	Will the development involve any of the following: a) A site that is below the flood planning level? b) A site that is within 40 metres of a water course? c) drains directly to a water course? d) is inundated by the predicted 100 year ARI event; or e) Work that is of a large residential scale (> 2000sqm site area) or any new commercial/ industrial building?	If yes, refer to 2.10 and Vol 3
Stormwater	Will the development involve the construction of a building or the Torrens title subdivision of land?	If yes, refer to 2.10 and Vol 3
Water Demand Management	Will the development involve the construction of a building or the Torrens title subdivision of land?	If yes, refer to 2.10
Indigenous Heritage	Will the development involve the construction of a building , the Torrens title subdivision of land or carrying out of works within an area that may be subject to indigenous heritage?	If yes, refer to 2.11
Non Indigenous Heritage	Will the development involve: a) A site occupied by a heritage item? b) A site located near a heritage item? c) A site located within a heritage conservation area?	If yes, refer to 2.11
Fencing and Retaining Walls	Will the development involve: a) The construction or installation of new fence or retaining wall? b) The renovation of existing fence or retaining wall?	If yes, refer to 2.12 and Vol 3
Security	Will the development involve the construction of a building?	If yes, refer to 2.13 and Vol 3
Risk Management - Contaminated Land	Will the development involve: a) Land that has the potential to be contaminated? b) Land that has been identified as being contaminated?	If yes, refer to 2.14

2.1

Application

Section	Question	Threshold
Risk Management - Salinity	Will the development involve the construction of a building?	If yes, refer to 2.14.2
Risk Management - Bushfire	Will the development involve: a) Land identified as bushfire prone land on the Campbelltown Bushfire Prone Land Maps? b) Any activities in areas occupied by or adjoining areas of native vegetation?	If yes, refer to 2.14.3
Risk Management - Mine Subsidence	Will the development involve the construction of a building on a site located within South Campbelltown Mine subsidence district, or Appin Mine subsidence District?	If yes, refer to 2.14.4 and Vol 3
Risk Management - Public Health	Will the development involve the provision of cooling towers?	if yes, refer to 2.14.5
Waste Management	Will the development involve the construction of a building? Will the development involve the change of use of a building?	If yes refer to 2.15 and Vol 3
Provision of Services	Will the development involve land that is not currently serviced by water, electricity and/or waste water sewage services?	If yes refer to 2.16
Work On, Over or Near Public Land	Will the development involve work on, over or near public land?	If yes refer to 2.17

2.2 Site Analysis

2.2

Site Analysis

The site analysis is the foundation of good design and is used as an initial source of information upon which to base the design and configuration of development taking account of all environmental constraints and opportunities, as they relate to the unique features of the site and nearby land.

Objectives:

- Identify the constraints and opportunities for the development of the site.
- Provide an understanding of how the development relates to the site.
- Identify the capability and suitability of the site for development.

Design Requirements

- a) A Site Analysis Plan shall be lodged with the development application for all development involving the construction of a building and the Torrens title subdivision of land. The scope of the site analysis will depend on the scale and nature of the development and shall address:
- contours, slope and north point;
 - existing landscaping and vegetation;
 - existing buildings and structures;
 - location of windows and other openings on adjoining buildings;
 - roads, access points, parking, and traffic management devices and the like;
 - linkages; open space networks, pedestrian/cycle paths and the like;
 - easements, services, existing infrastructure and utilities;
 - hydraulic features, drainage lines, water features, drainage constraints, and the like;
 - natural hazards (e.g. flooding, bushfire);
 - solar orientation, overshadowing,

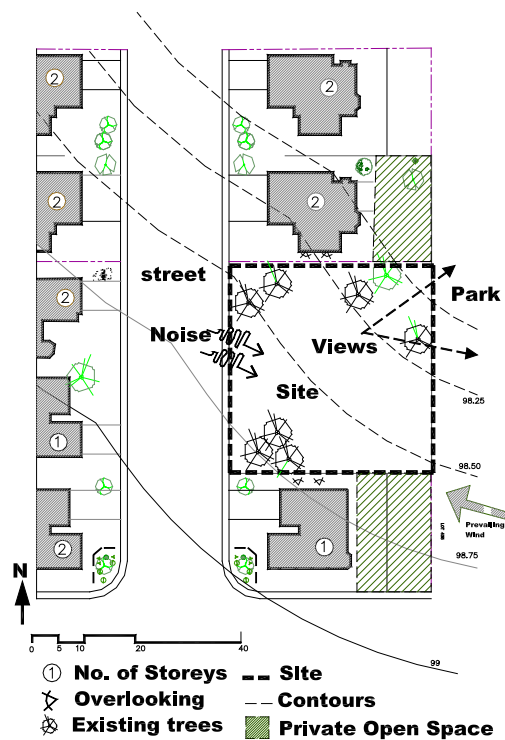


Figure 2.2.1 - Example of a site analysis plan.

2.2

Site Analysis

- prevailing winds;
- xi) views and vistas to, from and within the site;
- xii) a streetscape analysis;
- xiii) special environmental features such as threatened species habitat, endangered ecological communities and wetlands;
- xiv) items and relics of indigenous and non-indigenous heritage; and
- xv) any identified road widening applying to the subject land.

2.3 Views and Vistas

2.3

Views and Vistas

Objectives:

- Protect the scenic value of Campbelltown's natural and built environment.
- Protect significant views and vistas from and to public places.

Design Requirements

- a) Development shall appropriately respond to Campbelltown's important views and vistas to and from public places. These include views and vistas to and from:
 - i) the Scenic Hills;
 - ii) rural/semi rural landscape areas;
 - iii) the Georges and Nepean River corridors;
 - iv) areas of significant public open space (formal and informal); and
 - v) heritage items.
- b) District views and existing significant view corridors as viewed to and from public places shall be protected.
- c) The opportunity to create new view/vista corridors shall be taken wherever possible and appropriate.



Figure 2.3.1 - Example of a significant view corridor.

2.4

Sustainable Building Design

2.4 Sustainable Building Design

Objectives:

- Encourage building design and siting to reduce energy consumption.
- Encourage the use of solar power in building design.
- Encourage the use of water recycling.
- Ensure that residential buildings meet the requirements of BASIX.

2.4.1 Rain Water Tanks

- In addition to satisfying BASIX, residential development is encouraged to provide a rain water tank for new buildings.
- A rain water tank shall be provided for all new buildings containing a roof area greater than 100sqm for all development not specified by BASIX. The rain water tank shall have a minimum capacity in accordance with Table 2.4.1.
- All rainwater tanks shall comply with *AS3500 (as amended) - National Plumbing and Drainage Code Guidelines for Plumbing Associated with Rainwater Tanks in Urban Areas* and *Sydney Water's Guideline for Rainwater Tanks on Residential Properties*.
- The rainwater tank incorporated in new commercial and industrial development exceeding 5,000sqm shall be connected to the plumbing in the building to provide water for toilets.
- Where it is intended that the development be strata title subdivided, the tank shall be sited in a location to be common property.
- Above ground water tanks shall be located behind the primary or secondary building line.



Figure 2.4.1 - An example of a domestic rainwater tank.



Figure 2.4.2 - Solar hot water panels facing north.

2.4.2 Solar Hot Water

- All new buildings are encouraged to provide a solar hot water system.

2.4

Sustainable Building Design

- b) Where the site is connected to the gas main, the solar hot water system is encouraged to be gas boosted.

2.4.3 Natural Ventilation

- a) The design of new buildings shall be encouraged to maximise opportunities for cross flow ventilation, where practical, thus minimising the need for air conditioning.

2.4.4 Light Pollution

- a) Outdoor lighting shall be designed to minimise pollution from the unnecessary dispersion of light into the night sky and neighbouring properties.

2.4.5 BASIX

The Building Sustainability Index (BASIX) is an interactive, internet-based planning tool designed to assess the potential performance of residential development against a range of sustainability indices. The focus of BASIX is on the key indices of water and energy, and the related indices of landscape, stormwater and thermal comfort, reflecting the NSW Government's decision to establish water consumption and greenhouse gas emission reduction targets for all new dwellings built in NSW.

For Development standards requirements for a BASIX certificate refer to www.basix.nsw.gov.au

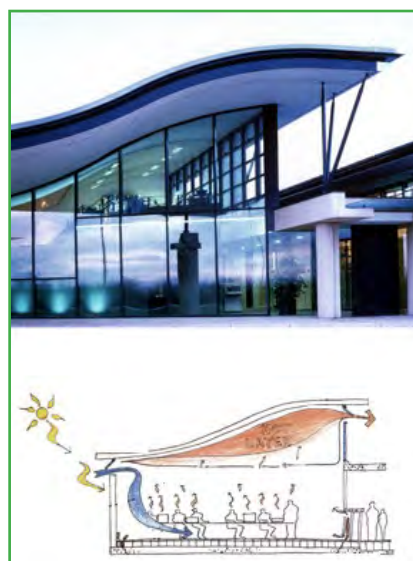


Figure 2.4.3 - An example of a building that has been designed to maximise cross flow ventilation .

Table 2.4.1 Rainwater Tank Capacity

Roof Area	Capacity of Rainwater Tank
101 m ² to 200 m ²	3,000L
201 m ² to 1,000 m ²	5,000L
1,001 m ² to 5,000 m ²	10,000L
5,001 m ² to 10,000 m ²	20,000L
10,001 m ² to 20,000 m ²	50,000L
above 20,000 m ²	100,000L

2.5

Landscaping

2.5 Landscaping

Objectives:

- Maintain and rehabilitate the natural environment and assist in the conservation of Campbelltown's landscape character.
- Provide landscaping that compliments the scale of development.
- Enhance the appearance of development.

Design Requirements

- a) Landscape design shall enhance the visual character of the development and complement the design/use of spaces within and adjacent to the site.
- b) Landscape design shall retain and enhance the existing indigenous flora and fauna characteristics of a site wherever possible.
- c) Landscape design shall add value to the quality and character of the streetscape.
- d) A Landscape Concept Plan is required to be submitted with a development application for:
 - i) narrow lot dwellings;
 - ii) multi dwellings;
 - iii) residential apartment buildings;
 - iv) mixed use development;
 - v) commercial development; and
 - vi) industrial development.
- e) The Landscape Concept Plan shall illustrate mature height, spread of species, trees to be removed/retained and shall be prepared by a suitably qualified person.
- f) Landscaping shall maximise the use of locally indigenous and other drought tolerant native plants and avoid the use of invasive species.



Figure 2.5.1 - Example of appropriate landscape treatment within primary building setback.

Note: An invasive species is a species occurring, as a result of human activities, beyond its accepted normal distribution and which threatens valued environmental, agricultural or other social resources by the damage it causes.

Note: For information on native species refer to Council's Native Gardening Guide and Tree Planting Guide which are available for view/download at:
www.campbelltown.nsw.gov.au

2.6 Weed Management

2.6

Weed Management

Objectives:

- Ensure that weeds within Campbelltown LGA are managed in an ecologically sustainable manner.

- a) A Weed Management Plan shall be submitted with any DA within non-urban lands that:
- i) is proposed on site of two (2) or more hectares in area; or
 - ii) have a significant infestation of noxious or environmental weed present
 - iii) is within 100 metres of a watercourse;
- b) Despite Clause 2.6 a) above, a weed management plan shall be prepared and submitted as part of a DA where Council is of the opinion that such a plan is needed.

Note : Refer to Appendix 2 of Volume One of the Plan for a the requirements on Weed Management Plans.

Note : Refer to Appendix 3 of the Volume One of the Plan for a list of Noxious Weeds list for Campbelltown Local Government Area.

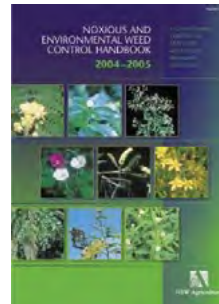


Figure 2.6.1 - Noxious and Environmental Weed Control Handbook (available for download from: www.agric.nsw.gov.au). www.dpi.nsw.gov.au/agriculture/pests-weeds/weeds/publications/noxious-enviro-weed-control

2.7

Erosion and Sediment Control

2.7 Erosion and Sediment Control

Objective:

- Ensure that any potential loss of soil from a site and/or into the stormwater system is prevented by means of:
 - appropriate planning prior to the start of construction works; and
 - the effective interception, diversion and control of stormwater within the site.

Design Requirements

- a) An Erosion and Sediment Control Plan (ESCP) shall be prepared and submitted with a development application proposing construction and/or activities involving the disturbance of the land surface. For requirements relating to the preparation of an ESCP, refer to Appendix 5 of Volume 1 and Volume 3.
- b) Site activities shall be planned and managed to minimise soil disturbance.
- c) Catch drains or diversion banks shall be designed and constructed to divert water around any area of soil disturbance.
- d) All stockpiles shall be located within the sediment control zone and shall not be located within an overland flow path.



Figure 2.7.1 - Example of a stabilised, all weather access point.

2.8 Cut, Fill and Floor Levels

2.8

Cut, Fill and Floor Levels

Objectives:

- Minimise the extent of earthworks associated with development.
- Ensure that development appropriately responds to site conditions with proper consideration given to land capability and privacy/amenity of adjoining properties.
- Ensure that excavation is minimised and properly retained.
- Ensure that adequate freeboard is provided to protect development from overland flows and flooding.

2.8.1 Cut and Fill

Design Requirements

- a) A Cut and Fill Management Plan (CFMP) shall be submitted with a development application where the development incorporates cut and/or fill operations.

Note: For the requirements relating to a CFMP refer to Appendix 6.

- b) For any dwellings within residential zones, the maximum level of cut shall not exceed 1.0 metre below the ground level (existing) and the maximum level of fill shall not exceed 1.0 metre above ground level (existing), when measured at any corner of the building platform.
- c) Any excavation within the zone of influence of any other structure requires a 'dilapidation report' (prepared by a suitably qualified person) demonstrating that adequate ameliorative measures are to be implemented to protect the integrity of any structure.
- d) Development incorporating any cut or fill shall comply with the following requirements:
 - i) minimum cross fall of 1% to any adjoining waterway; and
 - ii) batters to be no steeper than 2H:1V ('H' stands for the term 'horizontal distance' and 'V' stands for the

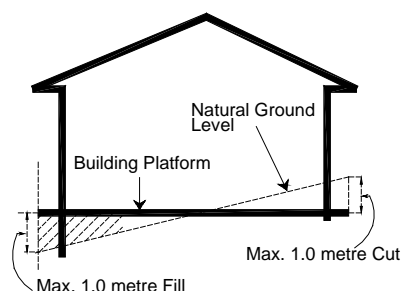


Figure 2.8.1 - Cross section of cut and fill on a residential site.

Note: Refer to Salinity Section of Volume 3 of the Plan for additional information and requirements on how to address salinity.

2.8

Cut, Fill and Floor Levels

term 'Vertical distance';

- iii) batters to be no steeper than 6H:1V for public areas.
- e) All fill shall be 'Virgin Excavated Natural Material' (VENM).
- f) No fill shall be deposited in the vicinity of native vegetation.

Note: All filling works shall satisfy Council's Specification for Construction of Subdivision Roads and Drainage Works and AS 3798 Guidelines for Earthworks for Commercial and Residential Development (refer Volume 3).

2.8.2 Surface Water and Floor Levels

Design Requirements

- a) Development shall not occur on land that is affected by the 100-year ARI event unless the development is consistent with the NSW Floodplain Development Manual.
- b) All development on land affected by flow from main stream, local creek or over land flow shall satisfy the relevant fill and floor level requirements as specified in Table 2.8.1.
- c) All development shall have a ground surface level, at or above a minimum, equal to the 100-year 'average recurrence interval' (ARI) flood level.
- d) For development on land not affected by an overland flow path the minimum height of the slab above finished ground level shall be 150 mm, except in sandy, well-drained areas where the minimum height shall be 100 mm. These heights can be reduced locally to 50 mm near adjoining paved areas that slope away from the building in accordance with AS 2870 (*Residential Slabs and Footings Construction*).

Note: These minimum heights are to the top of the finished ground level after completion of paving and similar.

Note: The development shall satisfy Sydney Water's requirements for 150mm clearance between finished floor level and the surface



Figure 2.8.2 - Proposed building platform.

2.8

Cut, Fill and Floor Levels

of the sewerage surcharge gully.

- e) Buildings involving basements, hospitals, seniors living dwellings and educational establishment with more than 50 students shall comply with the provisions of Volume 3.
- f) Any solid fence constructed across an overland flow path shall be a minimum 100mm above the finished surface level of the overland flow path.
- g) Where underground car parking is proposed, measures shall be taken in design and construction to ensure escape routes, pump out drainage systems (which include backup systems) and location of service utilities (including power, phone, lifts) are appropriately located in relation to the 100 year ARI event, in accordance with Section 4.13.8 of Volume 3.

Note: Any allotments located on land that has been filled, shall be burdened by an 88B restriction regarding that fill and shall be noted on the respective Section 149 certificate.

Table 2.8.1 Floor Level Requirements

Development Criteria	Where the depth of flow is:	Minimum Freeboard above the predicted 100yr ARI Flood level
Floor Level for any dwelling room# including all commercial or industrial areas	< 300mm	300mm
	> 300mm	500mm
Floor Level in relation to any creek or major stormwater line including detention basins for any dwelling room# including all commercial or industrial areas	Any depth	500mm
Garage or shed Floor Level**	<300mm	100mm
	>300mm	300mm
Underside of solid fencing in relation where overland flow is to be accommodated	Any depth	100mm (min)

For the purpose of Clause 2.8.2 b) 'a dwelling room' is any room within or attached to a dwelling excluding a garage or shed.

** Garages and sheds with floor levels set to these standards will not be permitted to be converted to dwelling rooms at any time in the future.

2.9

Demolition

2.9 Demolition

Objectives:

- Ensure that demolition is carried out in accordance with the relevant legislation and guidelines.
- Ensure that demolition does not have an adverse impact on the environment, buildings, footpaths and roadways or upon the safety, health and well being of the community.

Design Requirements

- a) A development application involving demolition shall be considered having regard to the following information:
 - i) a detailed work plan prepared by a suitably qualified person, in accordance with AS2601-2001- The Demolition of Structures (as amended);
 - ii) details of the licensed demolition contractor engaged to carry out the work (including name, address and building licence number);
 - iii) a hazardous materials report that lists details of methods to prevent air, noise and water pollution and the escape of hazardous substances into the public domain;
 - iv) details of any asbestos or other hazardous substances to be removed from the site and/or damaged during demolition; and
 - v) a dilapidation report where any demolition work is to be undertaken within the zone of influence of any other structure.
- b) Where appropriate, demolished materials shall be recycled for reuse on site.

Note: All demolition work shall comply with AS2601-2001 - The Demolition of Structures (as amended).



Figure 2.9.1 - Demolition waste materials separated and stored on-site until they are safely removed for reuse, recycling or disposal.

2.10 Water Cycle Management

2.10

Water Cycle Management

Objectives:

- Ensure that water cycle management appropriately responds to site and water catchment conditions.
- Ensure that Water Sensitive Urban Design (WSUD) principles are incorporated into development.
- Retain and reinstate (where appropriate) the natural water course into stormwater management measures.
- Ensure that the development is protected from mainstream, local catchment and overland flow aspects of flooding.

2.10.1 Water Cycle Management

Design Requirements

- a) A comprehensive Water Cycle Management Plan (WCMP) shall be prepared and submitted as part of a development application.

Note: Refer to Table 2.1 Thresholds for when a WCMP is needed.

Note: For requirements relating to the preparation of a WCMP refer to Volume 3.



Figure 2.10.1 - Example of a WSUD approach to water quality.

2.10.2 Stormwater

Design Requirements

- a) All stormwater systems shall be sized to accommodate the 100-year ARI event (refer to Section 4 of Volume 3).
- b) The design and certification of any stormwater system shall be undertaken by a suitably qualified person.
- c) Water quality control structures shall be located generally off line to creek paths or other watercourses. Major detention storages shall not be located on areas of native vegetation or within riparian areas.
- d) Development shall not impact on adjoining sites by way of overland flow of stormwater unless an easement is provided. All overland flow shall be directed to designated overland flow

2.10

Water Cycle Management

paths such as roads.

- e) Safe passage of the Probable Maximum Flood (PMF) shall be demonstrated for major systems.
- f) A treatment train approach to water quality shall be incorporated into the design and construction of major systems.
- g) A major/minor approach to drainage is to be taken for stormwater flows. Generally the piped drainage system shall be sized to accommodate the difference between the 100-year ARI flow and the maximum safe overland flow, with minimum requirements as set out in section 4 of Volume 3.
- h) Stormwater collected on a development site shall be disposed of (under gravity) directly to the street or to another Council drainage system/device. Where stormwater cannot be discharged directly to a public drainage facility, a drainage easement of a suitable width shall be created over a downstream property(s) allowing for the provision of a drainage pipe of suitable size to adequately drain the proposed development to a public drainage facility.

Note: Rubble pits and charged lines are not generally considered a suitable drainage solution.

- i) All proposed drainage structures incorporated within new development shall be designed to maintain public safety at all times.

Note: For the preparation of a comprehensive WCMP refer to Appendix 7 of Volume 3.

- j) Development shall not result in water run-off causing flooding or erosion on adjacent properties.
- k) Stormwater run-off shall be appropriately channelled into a stormwater drain in accordance with Volume 3.
- l) Where applicable, the development shall incorporate the creation of an appropriate easement to manage



Figure 2.10.2 - Water quality devices can improve water quality and give an important visual enhancement to a development area.

stormwater in accordance with Volume 3.

2.11

Heritage Conservation

2.10.3 Stormwater Drainage

- a) A stormwater Drainage Concept Plan shall be prepared by a suitably qualified person, and submitted with all development applications, involving construction (except for internal alterations/fitouts), demonstrating to Council how the stormwater will be collected and discharged from the site.
- b) The stormwater concept plan shall include the following information as a minimum:
 - i) locations layouts and sizes of stormwater pipes and pits;
 - ii) minimum grades and capacity of stormwater pipes; and
 - iii) existing and proposed easements, site contours and overland flow path/s.

2.11 Heritage Conservation

Objectives:

- Ensure that new development takes appropriate account of the significance of heritage items, heritage conservation areas, relics and their settings.
- Respect the City's Indigenous and non-Indigenous heritage resource.
- Promote the protection or conservation of those resources wherever possible.
- To conserve the environmental and cultural heritage of the City in accordance with the the principles contained within the Burra Charter.

2.11.1 Indigenous Heritage

Design Requirements

- a) All developments that have the potential to impact upon Aboriginal cultural heritage must provide an assessment in accordance with the "Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW", published by the Office of Environment and Heritage (OEH). This requires an initial investigation of the potential impact of a development on Aboriginal Cultural



Figure 2.11.1 - Aboriginal rock art.

2.11

Heritage Conservation

Heritage in circumstances where the proposed development involves disturbance to cultural sites (eg. Aboriginal culturally modified trees), or the ground surface. This initial investigation is to be undertaken by the applicant and requires an assessment of whether there are:

- i) any known Aboriginal sites within the development site (determined by undertaking a search of the Aboriginal Heritage Information Management System (AHIMS) database (which is maintained by the Office of Environment and Heritage); and/or
- ii) any other sources of relevant information of which a person is already aware; and/or
- iii) Whether the development is on a site that is not disturbed land and is:
 - within 200m of waters, or
 - located on a ridge top, ridge line or headland, or
 - located within 200m below or above a cliff face, or
 - within 20m of/or in a cave, rock shelter, or a cave mouth.
- b) Where the initial investigation confirms the presence or likely presence of Aboriginal objects or the above landscape features, further assessment and visual inspection must be conducted in accordance with the “Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW” by a person with expertise in Aboriginal cultural heritage management.
- c) If this assessment indicates that there are, or are likely to be, Aboriginal objects, and/or an Aboriginal Place in the area of the proposed activity, more detailed investigation and an impact assessment shall be required and must be prepared by a person with expertise



Figure 2.11.2 - Rock shelters often contain artefacts in the form of rock art or occupation deposits.

2.11 Heritage Conservation

in Aboriginal cultural heritage management. Where it is determined that harm could occur to Aboriginal objects then an Aboriginal Heritage Impact Permit application must be made to the OEH (and be approved prior to works occurring).

- d) The assessment shall be prepared in accordance with the following documents:
 - i) Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW (2010);
 - ii) Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales (2010); and
 - iii) Aboriginal cultural heritage consultation requirements for proponents 2010. Part 6 National Parks and Wildlife Act 1974 (2010).
- e) The assessment shall take into account the following documents:
 - vi) Operational Policy: Protecting Aboriginal Cultural Heritage (February 2009);
 - vii) OEH Guide to investigating, assessing and reporting on Aboriginal cultural heritage in NSW (2011).

Note: The Office of Environment and Heritage web site has further information about how to do a detailed investigation and Aboriginal Heritage Impact Permit applications (www.environment.nsw.gov.au).

Note. For the purpose of this Section:

Aboriginal culturally modified tree means a tree that, before or concurrent with (or both) the occupation of the area in which the tree is located by persons of non-Aboriginal extraction, has been scarred, carved or modified by an Aboriginal person by:

- (a) the deliberate removal, by traditional methods, of bark or wood from the tree, or
- (b) the deliberate modification, by traditional methods, of the wood of the tree.

Note: Land is disturbed if it has been the subject of a human activity that has changed the land's surface, being changes that remain clear and observable. Examples of activities that may have disturbed land include the following:

- i) soil ploughing,
- ii) construction of rural infrastructure (such as dams and fences),
- iii) construction of roads, trails and tracks (including fire trails and tracks and walking tracks),
- iv) clearing of vegetation,
- v) construction of buildings and the erection of other structures,
- vi) construction or installation of utilities and other similar services (such as above or below ground electrical infrastructure, water or sewerage pipelines, stormwater drainage and other similar infrastructure),
- vii) substantial grazing involving the construction of rural infrastructure,
- viii) construction of earthworks associated with anything referred to in paragraphs (ii-vii).

2.11

Heritage Conservation

2.11.2 Non-Indigenous Heritage

Design Requirements

- a) Any development application made in respect to development on land that is:
 - i) occupied by a heritage item; or
 - ii) adjoining land occupied by a heritage item; or
 - iii) located within a heritage conservation area,shall provide a Statement of Heritage Impact (SHI) that assesses the impact of the proposed development on the heritage significance, visual curtilage and setting of the heritage item or conservation area.
- b) Any development on land occupied by an item of heritage,—or land located within a heritage conservation area shall be designed by a suitably qualified person and have regard to the provisions of any relevant study or Conservation Management Plan (CMP) .
- c) Unless otherwise advised by council, a Conservation Management Plan (CMP) shall be required for all proposed development involving the adaptive reuse of a heritage item, or major alterations and additions.

Note: The CMP shall be prepared by a suitably qualified person in accordance with the relevant guidelines of the NSW Office of Environment and Heritage.

Note: For requirements relating to the preparation of a non-Indigenous heritage impact assessment report refer to Appendix 9.

Note: A Heritage Impact Statement must be prepared by a suitably qualified person in accordance with the document "Statements of Heritage Impact" published by the NSW Heritage Branch and available for view at: www.environment.nsw.gov.au



Figure 2.11.3 - Careful consideration shall be given to any development that has the potential to impact on items of heritage and their setting.

Heritage Impact Statement is a document consisting of a statement demonstrating the heritage significance of a heritage item or heritage conservation area, or of a building work, archaeological site, tree or place within a heritage conservation area, an assessment of the impact that proposed development will have on that significance.

2.12 Retaining Walls

2.12

Retaining Walls

Objective:

- Ensure that retaining walls visible to a public place are compatible with the character and scale of development within the streetscape and other public domain areas in the locality.

Design Requirements

- a) Any retaining wall that is not complying or exempt development as specified in the E&CDC shall be designed by a suitably qualified person.
- b) In the case of retaining walls constructed to support proposed fill on an allotment, the following design criteria shall apply:
 - i) No filling shall be permitted within 2 metres of any property boundary unless sufficient details are submitted to Council illustrating how privacy, overshadowing, stormwater management and access issues have been addressed to Council's satisfaction.
- c) In the case of retaining walls constructed to support proposed cut on an allotment, the following design criteria shall apply:
 - i) The retaining wall shall be setback a minimum of 450mm from the rear and side boundary of the lot containing the cut.

Note: Council may allow for a zero setback of retaining walls ~~at subdivision stage~~, where neighbours' consent has been obtained and submitted as part of the DA.

- d) Any retaining wall shall not adversely alter surface flows to adjoining private land.
- e) Any retaining wall and associated structures shall be designed to be located wholly within the property boundary, except where written or legal agreements have been reached



Figure 2.12.1 - Example of a retaining wall.

2.13

Security

between relevant parties to Council's satisfaction.

- f) Any excavation within the zone of influence for any other structure or building requires a Dilapidation Report (prepared by a suitably qualified professional) demonstrating that adequate and appropriate measures are to be implemented to protect the integrity of any structure.

2.13 Security

Objective:

- Ensure that development incorporates security features in accordance with the principles of Crime Prevention Through Environmental Design (CPTED) to:
 - minimise opportunities for crime; and
 - enhance security.

Design Requirements

- a) Development shall be designed to:
- i) maximise, where possible, casual surveillance opportunities to the street and surrounding public places;
 - ii) minimise dead ends and other possible entrapment areas;
 - iii) clearly identify and illuminate access points to buildings and designated public places; and
 - iv) clearly differentiate between private and public space.
- b) External lighting shall be designed to:
- i) encourage the use of safe areas;
 - ii) define safe corridors for movement of people; and
 - iii) allow facial recognition of approaching pedestrians at 15 metres.
- c) Development shall incorporate appropriate landscaping, fencing and

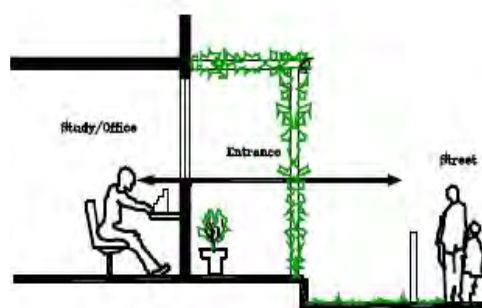


Figure 2.13.1 - Illustration of how buildings may be designed to provide for passive surveillance to and from a public place.

2.13

Security

security devices to assist in crime prevention.

- d) Commercial and industrial buildings that are not secured from public access after close of business shall have external finishes that are graffiti resistant.
- e) Development applications for multi dwellings, residential apartment buildings, mixed-use development, commercial development, industrial development and large scale subdivision comprising more than 10 dwellings/units allotments or incorporating works to be dedicated to Council shall be accompanied by a crime prevention plan to be prepared by a suitably qualified person addressing how the development embraces the principles of Crime Prevention Through Environmental Design.

Note: For requirements relating to the preparation of a Crime Prevention Plan refer to Appendix 13.

2.14

Risk Management

2.14 Risk Management

Objective:

- Ensure that hazards of the site are addressed so as to minimise the risk of:
 - injury to persons/property;
 - damage to the environment; and
 - financial loss.

2.14.1 Contaminated Land

Design Requirements

- a) The requirements of *Managing Land Contamination Planning Guidelines, SEPP 55 - Remediation of Land* (EPA, DUAP, 1998) shall be satisfied on sites known to have, or may give Council reason to suspect, a potential for previous contamination.
- b) An initial investigation regarding the possible or actual contamination of a site shall be carried out by a suitably qualified person.
- c) Where a site is identified by Council, Office of Environment and Heritage and/or by the initial investigation as being, or having the potential to be contaminated, a Contamination Management Plan shall be submitted with the development application.

Note: For requirements relating to the preparation of a Contamination Management Plan refer to Appendix 10.

2.14.2 Salinity

Design Requirements

- a) Any development :
 - i) within 50 metres of the top of the bank of a watercourse;
 - ii) located in an area that has bare soil patches or salt scalds;
 - iii) occupied by soils that appear 'puffy' when dry, or greasy when

wet;

- iv) located in an area that is occupied by salt tolerant plant species;
- v) located in an area that has white staining on nearby house foundations or walls; or
- vi) located on soils that are derived from Wianamatta Shale;

shall be designed in accordance with Section 5.8 Volume 3.

- b) A detailed Salinity Analysis and Remedial Action Plan shall be prepared and submitted with the development application if:
 - i) the site has been identified as being subject to a salinity hazard; or
 - ii) an investigation reveals that the land is saline.

2.14.3 Bushfire

Design Requirements

- a) Development shall be designed and located so as to minimise the risk of loss of life or property from bushfire.
- b) Development on bush fire prone land (as detailed on the Campbelltown Bush Fire Prone Lands Map) shall comply with the requirements of *Planning for Bushfire Protection*, (*NSW Rural Fire Service*) as amended.
- c) Development applications relating to land identified on the Bushfire Prone Land Map shall be accompanied by a Bushfire Hazard Assessment Report prepared by a suitably qualified person.
- d) All 'Asset Protection Zones' shall be provided within the boundary of the subject land. National Parks, Crown Reserves, water catchments, easements, Council managed reserves, riparian corridors other private land shall not be considered as part of asset protection



Figure 2.14.1 - Salt damage in the brickwork of surrounding properties identifies a possible salinity problem in the area.

2.14

Risk Management

zones unless approved by the NSW Rural Fire Service.

- e) Adequate water reserves for fire fighting shall be available and accessible on site as specified in *Planning for Bushfire Protection, as amended*. Hazard reduction (burning or mechanical) proposals shall be in accordance with the *Campbelltown Bush Fire Risk Management Plan and the Bush Fire Environmental Assessment Code*. Landowners wishing to undertake hazard reduction shall contact the *NSW Rural Fire Service (NSWRFS)* for any requirements. Applications to undertake hazard reduction will be assessed by the *NSWRFS* under the *Bushfire Environmental Assessment Code*. Guidelines for hazard reduction include:
 - i) as far as possible, the frequency, time of year and intensity of any hazard reduction burning in native vegetation is to approximate the natural regime; and
 - ii) periodic weed monitoring and control shall be undertaken after bushfires and hazard reduction burning, and appropriate action taken as necessary.
- f) Any development proposing the removal of native vegetation for APZ purposes shall investigate the environmental impact of the removal of that vegetation.

Note: Refer to Volume 1, Part 4 *Dwelling Houses, Rural Workers' Dwelling, Dual Occupancy and Residential Subdivision within Non-Urban Land* for additional specific requirements in relation to bushfire requirements.

2.14.4 Subsidence

Design Requirements

- a) Any development on a site located within South Campbelltown Mine Subsidence District, or Appin Mine Subsidence District may be at risk of the effects of subsidence from past and/or future underground mining. An appropriate engineering outcome shall be achieved.
- b) An applicant shall make appropriate enquiries and have plans stamped with the Mine Subsidence Board regarding any

construction requirements for any type of development involving the erection of a building within a mine subsidence district prior to a development application being submitted to Council.

Note: A copy of the South Campbelltown Mine Subsidence District map can be inspected at Council's Civic Centre or at www.minesub.nsw.gov.au.

2.14.5 Public Health

Design Requirements

- a) Cooling towers shall be located in accordance with the requirements of the following standards:
 - i) Australian Standard No. AS/NZS 3666 Part 1, *Air-Handling and Water Systems of Buildings-Microbial Control Installation and Commissioning* (as amended).
 - ii) Australian Standard No. AS/NZS 3666 Part 2, *Air-Handling and Water Systems of Buildings-Microbial Control Operation and maintenance* (as amended).
 - iii) Australian Standard No. AS/NZS 3666 Part 3, *Air-Handling and Water Systems of Buildings-Microbial Control Performance-based maintenance of cooling water systems* (as amended).

2.15

Waste Management

2.15 Waste Management

Objectives:

- Ensure waste systems are easy to use and that, where necessary, collection vehicles are able to access buildings to remove waste.
- Ensure healthy and safe practices for the storage, handling and collection of waste and recycling materials.
- Prevent stormwater pollution that may occur as a result of poor waste storage and management arrangements.
- Promote the principles of ESD through appropriate resource recovery and recycling, leading to a reduction in the consumption of finite natural resources.
- Minimise the creation of noise during the collection of waste and recyclables.

2.15.1 Waste Management Plan

Design Requirements

- a) A detailed Waste Management Plan' (WMP) shall accompany development applications for certain types of development/land uses, as detailed in Table 2.15.1.
- b) Plans submitted with a development application shall detail the following (as applicable):
 - i) the size and location of waste and recycling storage areas;
 - ii) routes for occupants to access waste and recycling areas;
 - iii) collection point and/or access route for collection vehicles;
 - iv) ventilation of waste and recycling storage areas;
 - v) location of garbage chute and service rooms;
 - vi) bin and storage area washing facilities; and
 - vii) occupants' disposal points for all waste streams.

Note: Waste Management Plan forms are available on Council's web site at www.campbelltown.vic.gov.au.

2.15.2 Waste Management During Demolition and Construction

Design Requirements

- a) All waste and recyclable streams shall be stored separately on site.
- b) All storage areas/containers for each waste and recycling stream shall be kept on the site at all times and shall be indicated on the site plans/drawings as part of the WMP.
- c) Where material cannot be reused or recycled, it shall be disposed of at an appropriately licensed waste management facility. Details of disposal arrangements shall be specified in the WMP.
- d) Convenient and safe vehicular access to waste and recycling material storage areas shall be provided.
- e) The removal, handling and disposal of asbestos or other hazardous materials shall be carried out in accordance with WorkCover NSW, Office of Environment and Heritage and other regulatory authority guidelines and requirements.

2.15

Waste Management

Table 2.15.1 - Requirements for submitting a WMP

Development Type	Demolition	Construction	Ongoing
Dwelling houses (including garden flats and domestic outbuildings)	✓	✓	×
Narrow lot dwellings	✓	✓	×
Multi dwellings	✓	✓	✓×
Residential apartment buildings	✓	✓	✓
Mixed use development	✓	✓	✓
Building fit out	×	✓	✓
Commercial development	✓	✓	✓
Industrial development	✓	✓	✓

2.15.3 On-going Waste Management

Design Requirements

- Provision shall be made for all waste and recycling storage containers to be located behind the primary and secondary building **setback line** and out of public view.
- Any room(s) for storing garbage and recycling shall be located in a position that is convenient for occupants and waste collection staff. Collection rooms shall compliment the development and not be visibly obtrusive when viewed from any public place.
- A refuse collection point shall be nominated demonstrating that waste-loading operations can occur on a level surface not adjacent to steep gradients, vehicle ramps and pedestrian access points.
- The path for wheeling bins between waste storage area(s) and the collection vehicle shall be free of steps or kerbs and have a maximum gradient of 1V:8H.
- The maximum travel distance between any storage area/point and the collection point for all bins shall be 25 metres.



Figure 2.15.2 - Example of management of construction waste.

- f) Where it is intended that collection vehicles are to drive into a private property to collect waste and recycling, the development shall be designed to provide for:
- i) the safe and efficient service of the development with minimal need to reverse;
 - ii) vehicles to enter and exit in a forward direction;
 - iii) adequate clearance to accommodate the waste collection vehicle dimensions detailed in Table 2.15.2.
 - iv) where collection vehicles are required to enter the property, the pavement shall be constructed in such a manner that will not be damaged by a collection vehicle carrying the maximum legal weight.

Note: No waste incineration devices shall be located on the site.

Table 2.15.2 - Indicative dimensions of waste collection vehicles

	Side loading collection vehicle	Front loading collection vehicle	Rear loading collection vehicle
Overall length	9.9 metres	9.2 metres	8 metres
Overall width	2.5 metres	2.5 metres	2.5 metres
Operational height	4 metres	6 metres	4 metres
Travel height	4 metres	4 metres	4 metres
Weight (vehicle only)	13 tonnes	16.5 tonnes	13 tonnes
Weight (payload)	9.5 tonnes	11 tonnes	9.5 tonnes
Turning circle radius	12.5 metres	12.5 metres	12.5 metres

Note: These specifications are indicative only and may vary depending on vehicle brand, model, axle configuration etc.

2.16 Provision of Services

2.16 Provision of Services

Objectives:

- Ensure that development is provided with adequate water and power supply.
- Ensure that the operations, installation and maintenance of on-site sewage systems do not:
 - impose risks on public health;
 - result in any potential contamination to groundwater, and natural and artificial watercourses.
 - result in degradation of soil structure.

2.16.1 Water

Design Requirements

- a) Where connections to the reticulated water supply system is not available, development shall be provided with:
 - i) sufficient water storage to cater for all relevant activities of the proposed use of the development;
 - ii) sufficient storage for fire fighting purposes in accordance with Planning for Bushfire Protection 2006, NSW Rural Fire Service.

Note: Water reserved for fire fighting may be stored in an above water tank, underground water tank, a dam or a swimming pool, no further than 30 metres from the proposed development and is within a 4 metre reach of a Category one tanker.

2.16.2 Electricity

- a) Details of the proposed method of power supply shall be provided as part of the development application for any development involving the construction of a building within the non urban lands.
- b) Any structure associated with the provision of electricity shall not result in any adverse impacts on the natural environment and/or adjoining properties.

2.16.3 On-Site Wastewater Sewage Management

- a) On-site Wastewater Management Systems and Private Recycled Water Schemes shall comply with the following codes and standards:
 - i) Council's Wastewater Management and Water Recycling Strategy 2009;
 - ii) *Environmental & Health Protection Guidelines: On-site Sewage Management for Single Households 1998;*
 - iii) *NSW Guidelines for the Management of Private Recycled Water Schemes 2008;*
 - iv) *NSW Guidelines for Greywater Reuse in Sewered, Single Household Residential Premises 2007;*
 - v) *the then Department of Environment & Conservation NSW, Environmental Guidelines Use of Effluent by Irrigation, 2004;*
 - vi) *AS/NZS 1547:On-site Domestic Wastewater Management (as amended);*
 - vii) *AS/NZS 3500 National Plumbing and Drainage Standards and NSW Code of Practice - Plumbing and Drainage (as amended);*
 - viii) *AS/NZS 1546.1 On-site domestic wastewater treatment units Part 1: Septic Tanks (as amended);*
 - ix) *AS/NZS 1546.2 On-site domestic wastewater treatment units Part 2: Waterless composting toilet (as amended);*
 - x) *AS/NZS 1546.3: On-site domestic wastewater treatment units Part 3:Aerated Wastewater treatment systems (as amended);*
 - xi) *AS/NZS 3500 National Plumbing and Drainage Standard (as amended);*

2.16

Provision of Services

2.16

Provision of Services

xii) National Water Quality Management Strategy-Australian Guidelines for Water Recycling (Phase 1) 2006; and

xiii) National Water Quality Management Strategy-Australian Guidelines for Water Recycling Stormwater Harvesting and Reuse 2009.

- b) All development applications for an on-site wastewater management system or private recycled water scheme shall be accompanied by a site specific wastewater report for all wastewater facilities located on the premises. The report shall be prepared by a suitably qualified person/company specialising in wastewater and water recycling systems in accordance with Council's Wastewater Management and Water Recycling Strategy 2009.
- c) The type of wastewater management system and method of reclaimed effluent application shall be determined having regards to the following:
 - i) allotment size and slope;
 - ii) soil classification; and
 - iii) proximity to water courses.
- d) The connection of an existing septic tank to a single tank Aerated Wastewater Treatment System will be assessed on its merits providing that the existing septic tank is structurally sound in accordance with Council's requirements and specifications. On-site sewage management facilities shall be designed, installed, operated and maintained in accordance with the manufacturer's specifications.
- e) On-site Wastewater Management Systems & Private Recycled Water Schemes shall be designed, installed, operated and maintained in accordance with the manufacturer's specifications.

Note: Council's Minimum Requirements for a site specific Wastewater Management On-Site System Report Guidelines and Council's Waste water Management and Water Recycling Strategy 2009 are available for download from Council's website

at www.campbelltown.nsw.gov.au.

- f) All wastewater management systems and private recycled water schemes shall be provided with the following buffer distance:
- i) 100 metres to permanent surface waters;
 - ii) 250 metres to domestic groundwater well; and
 - iii) 40 metres to other waters

2.17

Work On, Over or Near Public Land

2.17 Work On, Over or Near Public Land

Objectives:

- Protect public health and safety.
- Ensure that Council assets and infrastructure are protected.
- Ensure proper management of traffic during the construction phase of development.

2.17.1 Approval Required Prior to Working On or Over Public Land

Design Requirements

- a) Written approval shall be obtained from Council, prior to the commencement of any works, activities or occupancy upon public land, including roads, road related areas, stormwater connections, Council car parks, footpaths or nature strips.

Note: Written approval under Clause 2.17.1a) may be in the form of a road occupancy approval, standing plant approval or work zone approval depending upon the intended activities. Further information about the type of approval required can be obtained by contacting Council's Customer Service Centre on (02) 4645 4000.

Note: Failure to obtain written approval prior to the carrying out of works, activities or occupancy upon public land may result in Council taking enforcement action.

2.17

Work On, Over or Near Public Land

2.17.2 Working Near Public Land

Design Requirements

- a) Notwithstanding clause 2.17.1 a) a hoarding or fence shall be erected between the work site and a public place where:
 - i) the work involved in the development is likely to cause pedestrian or vehicle traffic in a public place to be obstructed or altered; and/or
 - ii) the building involves the enclosure of a public place in accordance with Work Cover requirements
- b) Where a hoarding fence is required to be erected upon public land, including any road, road related area, footpath or nature strip, prior written approval shall be obtained from Council.
- c) Where the site work is likely to be hazardous to persons on a public place, the work site shall be kept lit between the sunset and sunrise.

2.17.3 Excavation Work Near State Roads

- a) Any proposal that includes excavation works adjacent to a State Road shall be accompanied by detailed geotechnical report relating to the proposed excavation of the site and support structures to RMS's satisfaction.

Part 3

~~Dwelling Houses,~~

~~Narrow Lot Dwellings,~~

~~Multi Dwellings and~~

~~Residential Subdivision~~

Residential and

Ancillary Development

on Urban Land

3.1 Application

3.1 Application

Part 3 sets out controls relating to the following residential and ancillary development located on urban land:

- 'Single dwellings', 'secondary dwellings' and 'domestic outbuildings' swimming pools/spas and fencing;
- 'Narrow lot dwellings';
- 'Multi dwellings'; and
- Residential subdivision.

The design requirements contained within Part 3 of Volume 1 complement the provisions contained in Part 2 of Volume 1.

3.2 Background - Residential Precincts

The residential areas within the City of Campbelltown reflect various settlement patterns, ranging from the early 20th Century detached housing in close proximity to the business centres of Campbelltown and Ingleburn, to more recently settled communities at Glen Alpine, St Helens Park, and areas west of the railway line including Raby, Kearns and Eschol Park.

Most residential development within the City comprises detached dwelling houses on suburban allotments. Since the 1970's alternate housing types including villas, town houses and residential apartment buildings have emerged.

Land located within close proximity to services and transport are in high demand for medium and higher density housing and greater numbers of people are seeking greater housing choice to better suit their lifestyle, budget and household composition. Issues of housing affordability, an ageing population and a trend towards increasingly smaller households are leading to greater take up of higher density living. Amidst changing demands and needs in the housing market, the image of residential areas, and in particular, the character of neighbourhood streetscapes has become a major focus of community attention. New development needs to incorporate good building design principles and be appropriate to its context to ensure in future, there is a positive contribution to the overall architectural and landscape quality of the City.



3.3 Building Form and Character

3.3

Building Form & Character

Building form and character refers to the collective result of a number of different elements of building design and siting, that when combined make up the appearance and feel of the 'built environment'. Through good quality design, the character of a neighbourhood can be enhanced.

Objectives:

- Ensure that the massing and scale of new development are complementary to the existing and desired residential buildings in the neighbourhood.
- Maintain a low-medium density spatial character within existing neighbourhoods.
- Ensure that buildings are designed to enhance the existing and future desired built form and character of the neighbourhood by encouraging innovative and quality designs that fit harmoniously with their surroundings.
- Ensure that parking areas, garages and driveways are appropriately sited, designed and constructed so that they do not detract from the appearance of the development or the streetscape.
- Ensure the provision of equitable access to natural light and ventilation for the occupants of all residential buildings.

3.3.1 Streetscape

Design Requirements

- a) Building design (including facade treatment, massing, roof design and entrance features), setbacks and landscaping shall complement the scale of development, character and qualities of the desired streetscape.
- b) Development on corner sites shall incorporate facade treatments that address both street frontages and achieve positive articulation in building design.
- c) The built form shall relate to the natural landform and setting.
- d) On-site parking areas shall be designed and sited to reduce the visual prominence of garage doors and external parking spaces as viewed from the street or other public place.
- e) Garage doors facing a public street shall be no wider than 50% of the width of the



Figure 3.3.1 - Example of a streetscape with various architectural features.

3.3

Building Form & Character

- building (at its street fronting facade).
- f) No carports or garages (or like structures) shall be located within 6 metres of the primary street boundary.
 - g) No bathroom, ensuite, toilet or laundry windows shall face the primary street of an allotment.

3.3.2 Building Height

Design Requirements

- a) Residential development shall:
 - i) not exceed 2 storeys; and
 - ii) have a height not exceeding 7.2 metres at the upper most ceiling measured vertically from ground level (existing) ; and
 - iii) have a building height not exceeding 9.5 metres.
- b) The height of development shall not result in any significant loss of amenity (including loss of solar access and visual and acoustic privacy) to adjacent properties and public places.

3.3.3 Fencing

Design Requirements

- a) Bonded sheet metal fencing shall not be constructed at any location other than along side and rear boundaries shared with other private property, where such fencing is not highly visible from the street, public reserve or other public place, unless the site is within a bushfire prone area.
- b) Urban land residential fencing along the rear and side boundaries shall be:
 - i) located behind the primary street dwelling setback;
 - ii) a maximum 2.1 metres in height (excluding retaining walls); and
 - iii) a maximum 1.8 metres in height, if adjoining a secondary street.
- c) Front residential fencing shall be



Figure 3.3.2 - Example of a part masonry/part timber fence that helps to define private space and adds interest to the character of the streetscape.

3.3

Building Form & Character

a maximum of 1.2 metres in height and complement the design of the development.

- d) Fencing on corner allotments shall not obstruct the sight distance of traffic entering or within an intersection or roundabout.
- e) Fencing shall not obstruct power, water, sewer, gas or telephone services, drainage systems, (including overland flow paths) or any easements or rights of way.
- f) Details for fencing shall be submitted with the development application.

3.4

Car parking & Access

3.4 Car Parking and Access

Objectives:

- Provide adequate on-site car parking for residents and visitors that is convenient, secure and safe having regard to the traffic generated by the development.
- Ensure efficient and safe vehicle and pedestrian movement within, into and out of development.
- Ensure that the location and design of driveways, parking, service areas and access areas are practical, easily maintained, convenient, safe and suitably landscaped.
- Provide safe convenient access for vehicles, pedestrians and cyclists whilst minimising conflict between them.

Design Requirements

- a) The minimum dimensions of any required parking space shall be 2.5 metres x 5.5 metres. If the car parking space adjoins a 100mm vertical edge, the minimum width shall be 2.7 metres.
- b) The minimum internal dimension of an enclosed garage shall be 3 x 6 metres.
- c) Transitional grades shall comply with AS2890.1 (as amended) Parking Facilities - Off-Street Car Parking.
- d) The maximum garage floor levels (above or below) for a garage setback 6.0 metres from the front property boundary shall be in accordance with Figure 3.4.1.
- e) Driveways greater than 30 metres in length as viewed from the street shall be avoided.
- f) Driveways shall be located a minimum distance of 6 metres from the tangent point of any unsignalled intersection (refer to Figure 3.4.2).

Note: In circumstances where an intersection is controlled by lights, a roundabout or the like, applicants are requested to contact Council for specific requirements.

- g) The minimum width of the driveway at

3.4

Car parking & Access

the street kerb shall be:

- i) 2.5 metres where the driveway provides access for one (1) dwelling; and
 - ii) 5 metres where ~~the a single~~ driveway provides access for ~~three (3)~~ **two (2)** or more dwellings (excluding secondary dwellings).
- h) The maximum width of the driveway at the street kerb shall be:**
- i) ~~3.0 metres where the driveway provides access for two (2) or less dwellings (excluding secondary dwellings); and~~
 - ii) ~~6 metres where the driveway provides access for three (3) or more dwellings (excluding secondary dwellings);~~

Note: For additional technical specifications relating to the location, gradient and driveway widths refer to Volume 3.

- i) For residential developments incorporating more than 50 dwellings, a Traffic Impact Assessment Report shall be prepared by a suitably qualified person and submitted with the development application.

Note: For requirements relating to the preparation of a Traffic Impact Assessment Report refer to Appendix 12.

- j) Driveways shall be designed perpendicular to the road.
- k) Plain concrete driveways shall not be permitted. Details of driveway colours and pattern shall be submitted with the development application.

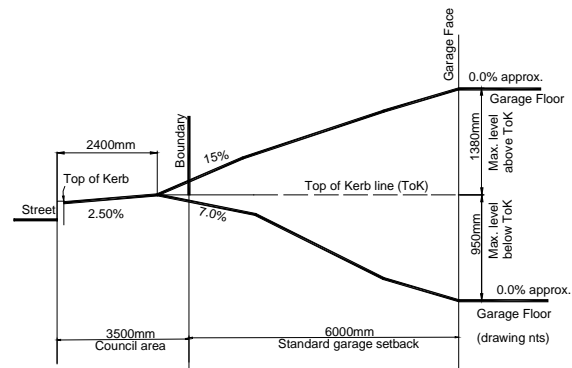


Figure 3.4.1 Requirements for the maximum garage floor levels.

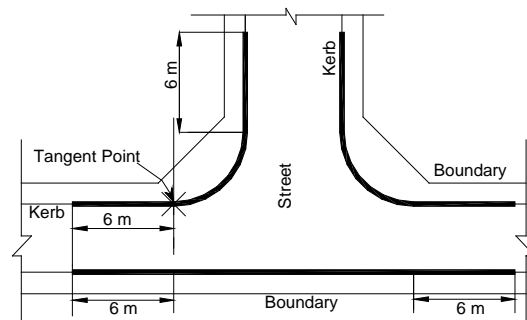


Figure 3.4.2 - Restricted locations of driveways entry as shown heavy edged lines.

3.5

Acoustic & Visual Privacy

3.5 Acoustic and Visual Privacy

Objective:

- Provide adequate visual and acoustic privacy for residents of new and existing development.

3.5.1 Acoustic Privacy

Design Requirements

- a) Development that adjoins significant noise sources, (such as main roads, commercial/industrial development, public transport interchanges and railways) shall be designed to achieve acceptable internal noise levels, based on recognised Australian Standards and any criteria and standards regulated by a relevant State Government Authority.
- b) Development shall incorporate noise attenuation measures that are compatible with the scale form and character of the street.
- c) On-site noise generating sources including, but not limited to, plant rooms and equipment, air conditioning units, pool pumps, and recreation areas shall be designed and located to ensure that the noise levels generated by such facilities do not exceed 5dBA above background levels at the property boundary.
- d) Multi dwellings and narrow lot dwellings near railway lines and major roads shall demonstrate to Council's satisfaction compliance with the requirements under the Guidelines entitled *Development Near Rail Corridors and Busy Roads - Interim Guideline, 2008*

Note: This Guide is available for view/download from the Infrastructure & Planning website at: www.planning.nsw.gov.au.

Note: Applicants are encouraged to refer to the Office of Environment and Heritage Environmental Criteria for Road Traffic

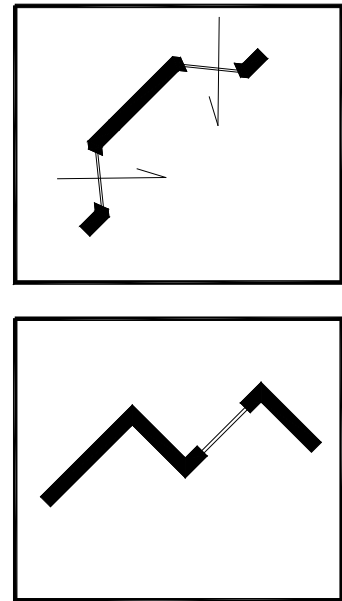


Figure 3.5.1 - Illustration of a method to offset windows to avoid potential privacy conflict.

Noise.

3.5.2 Visual Privacy

Design Requirements

- a) No window of a habitable room or balcony shall directly face a window of another habitable room, balcony or private open space of another dwelling located within 6 metres of the proposed window or balcony unless appropriately screened.
- b) Notwithstanding 3.5.2(a) any window of a living room located on an upper level shall:
 - i) be offset by 2 metres to limit views between windows and balconies; or
 - ii) have a sill height 1.7 metres above the floor level; or
 - iii) be splayed to avoid direct views between windows; or
 - iv) have fixed translucent glazing in any part of the window within 1.7 metres of the floor level.
- c) Notwithstanding 3.5.2(a), a balcony will be considered where the private open space area of any adjacent dwelling is screened from view.
- d) No wall of a building shall be permitted to be constructed on the boundary for that portion of the boundary that is directly adjacent to an existing approved private open space area on the adjoining allotment.
- e) With any development application involving the construction of a building wall on a boundary, the creation of an easement for access and maintenance on the adjoining land may be required.

3.6

Solar Access & Energy Efficiency

3.6 Solar Access

Good design based on efficient use of renewable natural resources can maximise the thermal comfort and energy efficiency of dwellings. This can be achieved by reducing unwanted winds and draughts whilst optimising natural ventilation as well as maximising use of natural light for heating, lighting and clothes drying purposes.

Objectives:

- Encourage building design and siting to take advantage of climatic factors and reduce household energy consumption.
- Encourage features to be incorporated into site and building design to optimise passive solar access to internal and external spaces.

Design Requirements

- Living areas shall have a northerly orientation.
- A minimum 20sqm **fixed** area of the required private open space shall receive three(3) hours of continuous direct solar access on 21 June, between 9.00am and 3.00pm, **when** measured at ground level.
- Development shall have appropriate regard to the impact on solar access to useable private open space and living areas, solar collectors and clothes drying areas of adjoining residential development.
- Building siting shall take into consideration the range of factors that impact on solar access including slope of land, vegetation and existing building and other structures.

Note: Council may consider the use of deciduous trees at the north and west elevations to protect against hot summer temperature and to allow for solar penetration in winter, where it may otherwise be inappropriate to plant native trees.

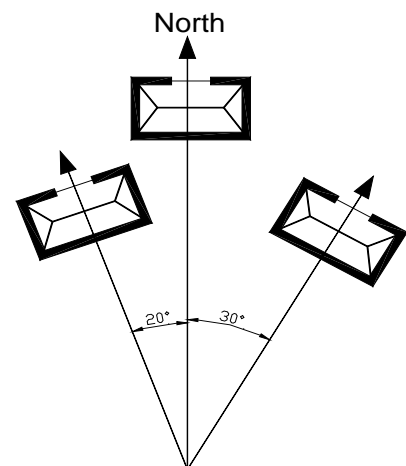


Figure 3.6.1 - Desirable range of window orientation for north facing windows.

3.7 Dwelling Houses, Domestic Outbuildings, Swimming Pools/Spas and Secondary dwellings

This section only applies to dwelling houses, domestic outbuildings, swimming pools/spas and secondary dwellings.

Objectives:

- Encourage quality-designed dwelling houses, secondary dwellings and domestic outbuildings that make a positive contribution to the streetscape and amenity of the neighbourhood.

3.7.1 General Requirements for Floor Space Ratio (FSR) and Deep Soil Planting

- The total (FSR) applicable to the sum of all buildings undertaken on a residential allotment, including a dwelling house, domestic outbuildings, and a secondary dwelling shall not exceed 0.55:1.
- A dwelling house, domestic outbuildings and a secondary dwelling shall satisfy the following provisions relating to deep soil planting:
 - no more than 30% of the area forward of any building line shall be surfaced with impervious materials; and
 - a minimum of 20% of the total site area shall be available for deep soil planting.



Figure 3.7.1 - Example of a dwelling house

Floor Space Ratio (FSR) means the ratio of the building gross floor area to the site total area (refer to definition of gross floor area on next page).

3.7.2 Dwelling Houses

3.7.2.1 Minimum Site Requirements

- A dwelling house shall not be erected on land with an area of less than 500 square metres and average width of not less than 15 metres (measured at the primary building setback) unless the allotment was in existence at the date upon which the Plan came into effect.

3.7.2.2 Setbacks

- A dwelling house shall be setback a minimum of:

3.7 Dwelling Houses, Domestic Outbuildings, Swimming Pools/Spas & Secondary dwellings

3.7

Dwelling Houses, Domestic Outbuildings, Swimming Pools/Spas & Secondary dwellings

- i) 5.5 metres from the primary street boundary for the dwelling;
- ii) 6.0 metres from the primary street boundary for the garage;
- iii) 3 metres from the secondary street boundary;
- iv) 5.5 metres from the secondary street boundary for the garage, where the garage is accessed directly from the secondary street;
- v) 0.9 metres from any side boundary; and
- vi) ~~5 metres from the rear boundary.~~ 3 metres from the rear boundary for any part of the building that is up to 4.5 metres in height from ground level (existing); and
- vii) 8 metres from the rear boundary for any part of the building that is higher than 4.5 metres from ground level (existing).

3.7.2.3 Car Parking Rates

- a) A dwelling house shall be provided with a minimum of one undercover car parking space.

3.7.2.4 Private Open Space

- a) A dwelling house shall be provided with an area of private open space that:
 - i) is located behind the primary building setback;
 - ii) has a minimum area of 75sqm;
 - iii) has a minimum width of 3 metres;
 - iv) includes a minimum levelled area of (5x5)sqm;
 - v) has a minimum of unfragmented area of 60sqm;
 - vi) has an internal living room directly accessible to outdoor private open space areas; and

Gross floor area means the sum of the floor area of each floor of a building measured from the internal face of external walls, or from the internal face of walls separating the building from any other building, measured at a height of 1.4 metres above the floor, and includes:

- i) the area of a mezzanine; and
- ii) habitable rooms in a basement or an attic; and
- iii) any shop, auditorium, cinema, and the like, in a basement or attic;

but excludes:

- i) any area for common vertical circulation, such as lifts and stairs, and
- ii) any basement:
 - storage, and
 - vehicular access, loading areas, garbage and services, and
- iii) plant rooms, lift towers and other areas used exclusively for mechanical services or ducting, and
- iv) car parking to meet any requirements of the consent authority (including access to that car parking), and
- v) any space used for the loading or unloading of goods (including access to it), and
- vi) terraces and balconies with outer walls less than 1.4 metres high, and
- vii) voids above a floor at the level of a storey or storey above.

- vii) satisfies solar access requirements contained in section 3.6.

Note: For sloping sites, Council may consider the provision of a minimum 2 metre x 8 metre balcony as part of the required private open space as satisfying the requirements of Clause 3.7.2.4 a) v).

3.7.2.5 Waste Bin Requirements

- a) Space shall be allocated behind the primary and secondary building lines and out of public view to store the following:
 - i) a 140 litre bin; and
 - ii) two (2) 240 litre bins.

3.7.3 Domestic Outbuildings on Urban Land

3.7.3.1 General Requirements

- a) Domestic outbuildings on urban land shall:
 - i) incorporate similar or complementary design features, finishes, materials and colours to those of the principal dwelling house;
 - ii) not contain any other sanitary fixtures other than a toilet and a hand basin; and
 - iii) not be used for any habitable, commercial or industrial purpose.

3.7.3.2 Maximum Floor Area for Domestic Outbuildings on Urban Land

- a) The combined areas of all 'detached' domestic outbuildings (including carports and garages) on urban land shall be a maximum of:
 - i) 55sqm in the case of a property on urban land;
 - ii) 150sqm in the case of a property on non-urban land having a site area less than 2 hectares; and
 - iii) 250sqm in the case of a property on non-urban land having a site area of



Figure 3.7.2 - An example of a pergola with a zero setback the rear boundary.

3.7

Dwelling Houses,
Domestic Outbuildings,
Swimming Pools/Spas
&
Secondary dwellings

3.7

Dwelling Houses, Domestic Outbuildings, Swimming Pools/Spas & Secondary dwellings

~~2 hectares or more.~~

3.7.3.3 Maximum Height for Domestic Outbuildings on Urban Land

- a) The maximum building height for outbuildings on urban land (including carports and garages) shall be :
 - i) 3.6 metres ~~in the case of a property on urban land; and~~
 - ii) ~~4.5 metres in the case of a property on non-urban land.~~

3.7.3.4 Setbacks for Domestic Outbuildings on Urban Land

- a) Domestic outbuildings on urban land shall be setback by a minimum of:
 - i) 6 metres from the primary street boundary;
 - ii) 3 metres from the secondary street boundary for all domestic outbuildings other than any garage that is accessed directly from the secondary street;
 - iii) 5.5 metres from the secondary street boundary for the garage, where the garage is accessed directly from the secondary street;
 - iv) 0.45 metres from the side boundaries;
 - v) despite 3.7.3.4 a) iv), zero metres from the side and rear boundaries for open structures such as pergolas, carports and awnings, subject to compliance with the BCA; and
 - vi) ~~5 metres from the rear boundary.~~
~~a) 0.90 metres from rear boundary .~~
- b) ~~Domestic outbuildings on non-urban land shall be setback by a minimum of:~~
 - i) ~~50 metres from the primary street boundary, or in line with the front elevation of an existing dwelling on the allotment, which ever is the lesser;~~
 - ii) ~~10 metres from the secondary street~~



Figure 3.7.3 - Illustration of a fenced pool

- ~~boundary; and~~
- iii) ~~5 metres from the side and rear boundary;~~

3.7.4 Swimming Pools/Spas

3.7.4.1 General Requirements

- a) Safety fencing for Swimming pools/spas shall comply with the *Swimming Pools Act 1992, Swimming Pools Regulation 2008 and the Australian Standard 1926 - 2007 - Swimming Pool Safety (As amended)* .

3.7.4.2 Setbacks

- a) Swimming pools/spas shall be located behind the front primary building setback.
- b) Swimming pools/spas that do not incorporate decking/coping greater than 600 mm above natural ground level at any point shall be setback a minimum of:
- i) 1 metre from the rear and side boundaries; and
 - ii) 1 metre from the secondary ~~setback boundary~~(corner allotments).
- c) The setback requirements under Clause 3.7.4.2 b) shall be inclusive of any decking/coping associated with the pool. (i.e. the minimum 1 metre setback shall be calculated from the edge of the decking/coping to the side boundary, rear or secondary boundary).
- d) Swimming pools/~~spas~~ that incorporate decking /coping greater than 600mm above natural ground level at any point shall be setback a minimum of:
- i) 5.5 metres from the primary street boundary;
 - ii) 3 metres from the secondary street boundary;
 - iii) ~~5.0 metres from the side and rear boundaries.~~1.5 metres from the side and rear boundaries.

3.7

Dwelling
Houses,
Domestic
Outbuildings,
Swimming
Pools/Spas
&
Secondary
dwellings

3.7

Dwelling Houses, Domestic Outbuildings, Swimming Pools/Spas & Secondary dwellings

- e) Adequate measures shall be implemented to ensure the amenity (noise/privacy) of adjoining neighbours is maintained.
- f) The pool pump/filter shall be located as far away as practicable from neighbouring dwellings and shall be enclosed in an acoustic enclosure to minimise noise impacts on adjoining properties.

3.7.5 ~~Garden~~ Flats Secondary Dwellings

3.7.5.1 General Requirements

- a) A secondary dwelling shall incorporate similar or complementary design and construction features, finishes, materials and colours to those of the principal dwelling house.
- b) A secondary dwelling shall be designed to ensure that the entry door to the secondary dwelling is not visible from the street or other public place.
- c) A BASIX certificate shall accompany a development application for a garden flat.

3.7.5.2 Maximum floor area

- a) An attached secondary dwelling shall:
 - i) not exceed 60sqm in gross floor area;
 - ii) be located under the same roof as the main part of the principal dwelling house.
- b) A detached secondary dwelling shall not exceed 60sqm in gross floor area.

3.7.5.3 Setbacks

- a) A secondary dwelling land shall be setback a minimum of:
 - i) 5.5 metres from the primary street boundary of the dwelling;
 - ii) 3 metres from the secondary street boundary;
 - iii) 0.9 metres from any side boundary; and
 - iv) ~~5~~ 3 metres from the rear boundary for any part of the building that is up to 3.8 metres in height from ground level

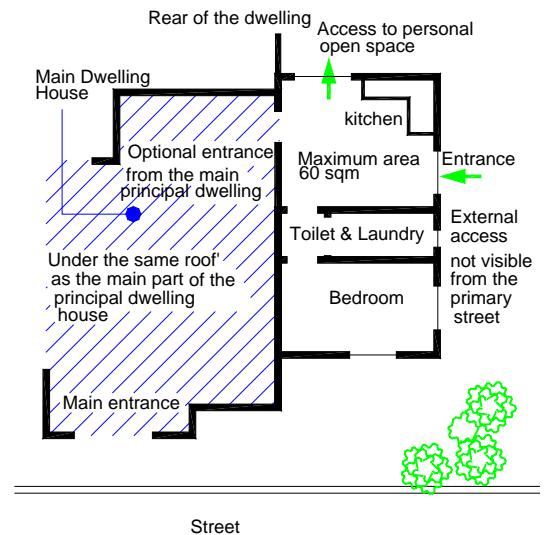


Figure 3.7.4 - Illustration of an attached secondary dwelling

(existing); and

- v) 8 metres from the rear boundary for any part of the building that is higher than 3.8 metres from ground level (existing).

3.7.5.4 Maximum Height

- a) A secondary dwelling shall not exceed two storeys in height ~~)be single-storey structure and located at ground level.~~

~~3.7.5.5 Car Parking Rates~~

- a) ~~A separate car parking space for a secondary dwelling shall be provided behind the primary and secondary building lines.~~

Note: Nothing in this Plan shall be taken to mean that a secondary dwelling can be subdivided from the principle dwelling on the allotment unless such a subdivision is consistent with relevant development standards within an EPI.

3.7

Dwelling
Houses,
Domestic
Outbuildings,

Swimming
Pools/Spas

&

Secondary
dwellings

3.8

Narrow Lot Dwellings

3.8 Narrow Lot Dwellings

This section applies to existing narrow allotments with an average width less than 7.7 metres and an area less than 300sqm, where the allotment was in existence before the gazettal of *Campbelltown (Urban Area) Local Environmental Plan 2002 (22 February 2002)*.

Objectives:

- Ensure that narrow lot dwellings are designed to enhance the streetscape character of established residential neighbourhoods.
- Ensure that narrow lot dwellings offer a high standard of amenity for its occupants and maintains the amenity of other residents in the locality and acknowledges the dimensional constraints of the existing undersized allotments.

Design Requirements

- a) The total FSR of a narrow lot dwelling shall not exceed 0.6:1.
- b) A narrow lot dwelling shall be provided with one covered car parking space.
- c) Covered car parking spaces fronting the primary street shall only be provided in a non-obtrusive open type design so as not to detract from the street facade of the development. In this respect standard garages shall not be permitted on the primary street frontage.
- d) A narrow lot dwelling shall be attached to at least one other narrow lot dwelling.
- e) A narrow lot dwelling shall be setback a minimum of:
 - i) 5.5 metres from the primary street boundary;
 - ii) 0.9 metres from the secondary street boundary; and
 - iii) 5 metres from the rear boundary.

Notwithstanding the above, the car parking space shall be setback a minimum of 6 metres from the primary street setback.

- f) A narrow lot dwelling adjoining an allotment not developed as narrow lot housing shall be ~~setback from the side~~



Figure 3.8.1 - Narrow Lot Dwellings need to be carefully designed to respond to the constraints of the site on which it is located

Note: For narrow allotments held in common ownership (generally comprising three (3) adjoining narrow allotments occupied by a traditional dwelling house), a single DA for the entire development shall be lodged with Council, so it is appropriately assessed and if approved a single consent would be issued.

3.8 Narrow Lot Dwellings

boundary a minimum of:

- i) ~~0 metres in the case of any single storey component of the dwelling providing that the wall does not exceed a length of 10 metres; and 0.9 metres for all levels of the dwelling above the ground floor level.~~ allowed to be built to the side boundary (zero side setback) for the ground floor component of the building;
- ii) setback a minimum of 0.9 metre from the side boundary for the ground floor component of the building adjacent to an existing approved private open space area on the adjoining allotment;
- iii) setback a minimum of 0.9 metre from the side boundary for the first floor component of the building.
- g) Where the first floor's wall exceeds 10 metres in length, the wall shall be setback by 1.5 metres from the side boundary for a minimum length of 2.0 metres for that part of the wall that exceeds 10 metres.
- h) Notwithstanding the above, no wall of a building shall be permitted to be constructed on the boundary for that portion of the boundary that is directly adjacent to an existing approved private open space area on the adjoining allotment.
- i) With any development application involving the construction of a building wall on a boundary, the creation of an easement for access and maintenance on the adjoining land may be required.
- j) The height of a narrow lot dwelling shall not exceed two (2) storeys above ground level (existing) at any point. Council may consider the use of the roof space for a habitable room, but only if a dormer window is provided and:
 - i) is located within a roof plane with its main ridge running parallel to the street frontage;
 - ii) is not visually prominent against the roof plane;
 - iii) does not interfere with the ridge line of the main roof;

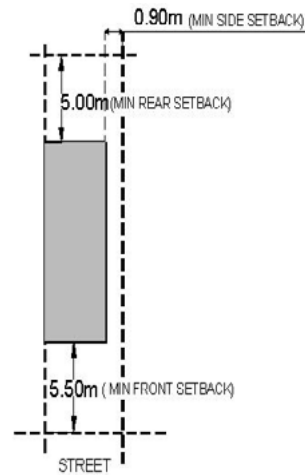


Figure 3.8.2 - Diagram depicts the requirements relating to the building envelope for a narrow lot dwelling.

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.

3.8

Narrow Lot Dwellings

- iv) is at least 300mm below the main ridge line of the roof;
- v) has a maximum width of 1 metre; and
- vi) has a minimum separation of 2 metres between the dormer on the adjoining narrow lot dwelling.
- k) The total floor area occupied by all bedrooms (and/or rooms capable of being used as a bedroom **and wardrobes**) within each dwelling shall not exceed 40% of the gross floor area of that dwelling.
- l) Each narrow lot dwelling shall be provided with a combined area of private open space that:
 - i) is located behind the primary building line;
 - ii) has a combined minimum area of 60sqm;
 - iii) has a minimum level area of (5x5)sqm; and
 - iv) satisfies solar access requirements contained in section 3.6.
- m) The private courtyard shall be directly accessible from the internal living area.
- n) Narrow lot dwellings shall satisfy the following provisions relating to deep soil planting:
 - i) the area forward of the front building line shall remain permeable other than the area occupied by the driveway and the pedestrian access to the main door of the dwelling;
 - ii) a minimum of 20% of the total site area shall be available for deep soil planting.
- o) A detailed landscape design plan incorporating vegetation compatible with the character of the development shall be submitted with a development application.
- p) Space shall be allocated behind the primary and secondary building lines, out of public view to store the following:
 - i) a 140 litre bin; and
 - ii) two (2) 240 litre bins.
- q) The bin storage area shall not be located in such a place that requires any bins to be transported through any habitable part of the dwelling to reach the collection point.

3.9 Multi Dwellings

3.9 Multi dwellings

Important Note: For the purpose of the Plan, the definitions “dual occupancy”, “dual occupancy (attached)”, “integrated housing development” and “multi dwellings” within Campbelltown (Urban Area) Local Environmental Plan 2002, have the meaning “multi dwelling” within this Plan.

Objective:

- Encourage quality designed multi dwellings that makes a positive contribution to the streetscape and amenity of the neighbourhood.

3.9.1 Site and Density Requirements for Multi Dwellings

Design Requirements

- Multi dwellings shall not be erected on land with an area of less than 700sqm.
- Multi dwellings shall not be erected on an existing battle-axe allotment.
- Subject to the satisfaction of other requirements within the Plan, the number of dwellings permitted within a multi dwelling development shall not exceed:
 - 2 dwellings for the first 700sqm of land area; and
 - 1 dwelling for each 300sqm of land area thereafter.
- For the purpose of calculating the developable area of an allotment:
 - any land that is part of an environmental corridor as specified by the *Office of Environment and Heritage* or any other government agency; or
 - any land that is subject to bushfire, flooding or other risk (excluding mine subsidence); or
 - a right of carriage way;

shall not be included within the developable area of the allotment, unless the relevant public agency



Figure 3.9.1 An example of a multi dwelling development, with street frontage.

3.9 Multi Dwellings

is satisfied that that part of the allotment is capable of being developed for the purpose of multi dwellings.

- e) Multi dwellings incorporating 2 dwellings shall only be permitted on an ~~allotment site~~-having;
 - i) a minimum width of 15 metres measured along the side boundaries at a distance of 5.5 metres from the primary street boundary; and
 - ii) a minimum width of 7 metres measured between the extended property side boundaries, or in the case of a corner allotment, the secondary street boundaries where they intersect with the kerb line.
- f) Multi dwellings incorporating 3 or more dwellings shall only be permitted on an ~~allotment site~~-:
 - i) having a minimum width of 22.5 metres measured along the side boundaries at a distance of 5.5 metres from the primary street boundary;
 - ii) having a minimum width of 10 metres measured between the extended property side boundaries, or in the case of a corner allotment, the secondary street boundaries where they intersect with the kerb line; and
 - iii) where no part of the allotment is within 50 metres of the commencement of the head of a cul-de-sac to which vehicular access to the site is obtained (refer to Figure 3.9.3).
- g) The total FSR shall not exceed 0.45:1.
- h) A multi dwelling development shall be set back a minimum of:
 - i) 5.5 metres from the primary street boundary;
 - ii) 3 metres from the secondary

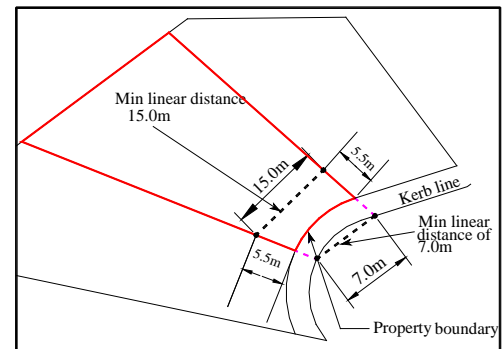


Figure 3.9.2 - Illustration of the requirements for the minimum allotment frontage incorporating 2 mutli dwellings.

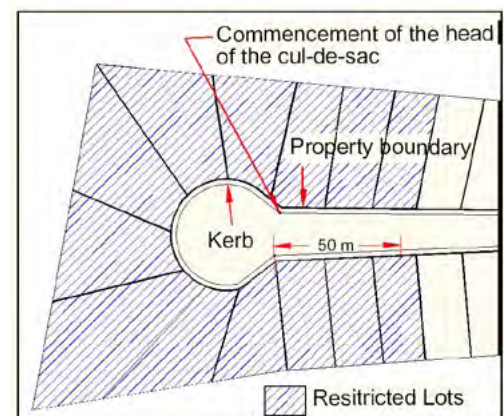


Figure 3.9.3 - Illustration of the 50 metre distance from the commencement of the head of a cul-de-sac where multi houses development incorporating 3 or more dwellings are restricted.

3.9 Multi Dwellings

street boundary;

- iii) 0.9 metres from any side boundary for the ground level;
 - iv) 1.5 metres from any side boundary for all levels above the ground level;
 - v) 5 metres from the rear boundary for the ground level; and
 - vi) 10 metres from the rear boundary for all levels above ground level.
- i) Notwithstanding 3.9.1(h), any garage shall be setback a minimum of 6 metres from any street boundary.

3.9.2 General Requirements for Multi Dwellings

Design Requirements

- a) A minimum of 10% of the total number of dwellings within a multi dwelling development containing 10 or more dwellings shall be adaptable dwelling(s).
- b) Each multi dwelling unit shall be provided with a minimum of one single garage.
- c) One (1) external additional visitor car parking space shall be provided for every two (2) units (or part thereof), unless all dwellings within the development have direct frontage to a public street.
- d) No visitor car parking space shall be located forward of the primary or secondary street boundary.
- e) No visitor car parking space shall be in a 'stacked' configuration.
- f) Unless Council can be satisfied that an existing dwelling located on the site makes a positive contribution to the character of the streetscape, that dwelling shall be demolished. In the case where an existing dwelling house is to be retained, the design of the new development shall complement

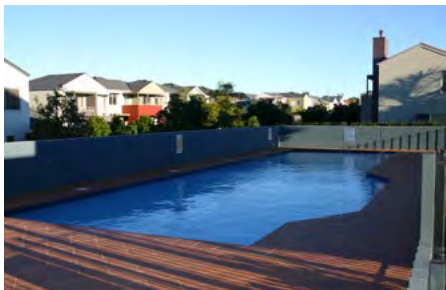


Figure 3.9.4 - Example of communal facilities for a multi dwellings development.

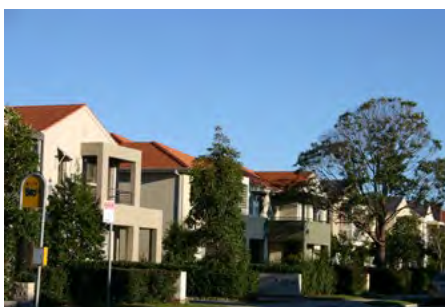


Figure 3.9.5 - Example of multi dwellings streetscape.

3.9

Multi dwellings

the siting, bulk, scale, form, materials, colours and finishes of the existing dwelling.

- g) The total floor area occupied by all bedrooms (and/or rooms capable of being used as a bedroom and wardrobes) within each dwelling shall not exceed 40% of the gross floor area of that dwelling.
- h) Each multi dwelling unit shall be provided with an area or areas of private open space that:
 - i) are not located within the primary street setback;
 - ii) have a minimum area of 60sqm,
 - iii) have a minimum width of 3 metres;
 - iv) include a minimum levelled area of (5x5)sqm;
 - v) have an internal living room directly accessible to outdoor private open space areas; and
 - vi) satisfy solar access requirements contained in section 3.6.

Note: For sloping sites, Council may consider the provision of a minimum 2 metre x 8 metre balcony as part of the required private open space as satisfying the requirements of Clause 3.9.2.h) v).

- i) No part of an outdoor living area is permitted to be located within the primary or secondary street setback area.
- j) Any communal open space or recreation facility provided as a part of a development shall be designed and constructed to:
 - i) ensure safe access by the occupants of the development;
 - ii) prevent access by members of the public; and
 - iii) provide for the safety and well being of children in accordance with any



Figure 3.9.6 - Example of high quality façade treatment for multi dwellings.

3.9

Multi Dwellings

applicable Australian Standard.

k) Multi dwellings shall satisfy the following additional provisions relating to streetscape:

i) architectural features (such as balconies, openings, columns, porches, colours, materials etc) and articulation in walls are to be incorporated into the front facade of each dwelling;

ii) no more than 30% of the area forward of any building line shall be surfaced with impervious materials.

l) Multi dwellings shall satisfy the following requirements relating to landscape:

i) a detailed landscape design plan shall be submitted by a suitably qualified person with the development application; and

ii) a minimum of 20% of the total site area shall be available for deep soil planting.

m) Multi dwellings shall satisfy the following architectural requirements:

i) a distinctive architectural outcome that unifies the range of building elements and diversity within the development and which also harmonises with surrounding development;

ii) incorporation of variations in roof heights and wall planes to avoid long unbroken ridge lines;

iii) incorporation of facade shifts and articulation, varied materials and colours in order to avoid duplication of the same building elements; and

iv) provision of windows and active spaces in the building ends, to provide additional security and visual interest.

n) Multi dwellings shall not incorporate

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.



Figure 3.9.7 - Example of architecturally designed multi dwellings.

3.9 Multi dwellings

vehicular access that utilises any gate structure /mechanism other than access to basement car parking.

3.9.3 Site Services

Design Requirements:

- a) The location, design and construction of utility services shall satisfy requirements of the relevant servicing authority and Council.
- b) Development shall ensure that adequate provision has been made for all essential services (i.e water, sewerage, electricity, gas, telephone, broadband and stormwater drainage).
- c) All site services shall be placed underground.
- d) All communication dishes, antennae and the like shall be located to minimise visual prominence.

3.9.4 Multi Dwellings and Waste Management

Design Requirements

- a) Except as provided in 3.9.3.(b) multi dwellings development shall make provision for individual waste storage, allocated behind the primary and secondary building line out of public view, for the following:
 - i) a 140 litre bin; and
 - ii) two (2) 240 litre bins.
- b) Development incorporating more than six (6) dwellings not able to be Torrens title subdivided under this Plan shall make provision for an appropriately sized communal waste/ recycling bin storage facility that is centrally located and provides convenient access for occupants and collection contractors. Such storage facility shall:
 - i) be located behind the primary and secondary building line;
 - ii) be no more than 25 metres from the street;
 - iii) be covered;

3.9

Multi Dwellings

- iv) contain a hose connection;
 - v) have an impervious floor that is connected to the sewer;
 - vi) be located no closer than 3 metres (in a horizontal direction) from an opening within a dwelling on the site or from the property boundary; and
 - vii) incorporate design and construction (including colours, materials and finishes) that complement the development.
- c) Any communal storage facility shall be of sufficient size to accommodate the following for each multi dwelling:
- i) a 140 litre bin; and
 - ii) two (2) 240 litre bins.
- d) All waste storage areas shall be appropriately screened from public view.

3.10

Residential Subdivision

3.10 Residential Subdivision

Objectives:

- Ensure that land once subdivided, contributes positively to the desired character of the locality and provides for the safe and attractive integration of existing and new development.
- Ensure that subdivision responds to the physical characteristics of the land, its landscape setting, orientation, landmarks and key vistas to and from that land.
- Ensure that subdivision provides safe connections with and extension of existing street patterns, as well as any pedestrian, cycleway and public open space networks.
- Promote walking and cycling as a mode of travel within a residential neighbourhood.
- Facilitate opportunities for public transport to service new subdivision estates.
- Encourage subdivision that will result in the creation of allotments that are orientated, and of such dimension and configuration to facilitate the siting, design and construction of development resulting in the conservation of non-renewable resources and the environmental attributes of the land.

3.10.1 General Requirements

Design Requirements

- a) Subdivision shall have appropriate regard to orientation, slope, aspect and solar access.
- b) Subdivision design shall comply with the requirements specified in Volume 3.
- c) Where relevant, roads shall be designed to provide satisfactory level of services for the evacuation of occupants in the event of emergency.
- d) Subdivision shall promote through street access and minimise the number of cul-de-sacs.
- e) Roads/access handles shall be provided to separate allotments from any park, reserve, waterway and the like.
- f) All allotments within a subdivision that are located adjacent to the intersection of local public roads

3.10

Residential Subdivision

(existing or proposed) shall provide a splay in accordance with Volume 3 to ensure adequate sight distances and maintain footpath widths.

Note: All splays shall be dedicated to Council at no cost to Council.

Note: In the case of an RMS road the size of the splay shall be in accordance with the RMS's requirements.

- g) Residential subdivision shall be designed to address the public domain.
- h) Wherever possible, subdivision design shall avoid the creation of allotments that have rear boundaries (and fencing) that adjoin the public domain.
- i) For the purpose of calculating the minimum allotment size and dimensions under this Plan, any land that is part of an environmental corridor as specified by the *Office of Environment and Heritage* or any other government agency shall not be included within the calculated area of land unless the relevant public agency is satisfied that that part of the allotment is capable of being developed.
- j) For the purpose of calculating the minimum allotment size and dimensions under this Plan, any land that is subject to bushfire, flooding or other risk (excluding mine subsidence) shall not be included within the calculated area of land unless it is demonstrated to Council's satisfaction that the site can be appropriately managed in a manner that retains the ability to be developed for the purpose to which it is intended under the zone.
- k) Access to residential subdivisions shall not be permitted to any classified road where alternative access can be made available via the non-classified road network.



Figure 3.10.1 - Example of Greenfield residential subdivision

3.10 Residential Subdivision

3.10.2 Residential Torrens Title Subdivision-Conventional Allotments

Design Requirements

- a) Any residential conventional allotment created by Torrens Title subdivision shall satisfy the following standards:
 - i) a minimum area of 500sqm;
 - ii) a minimum width of 15 metres measured along the side boundaries at a distance of 5.5 metres from the front property boundary;
 - iii) a minimum width of 7 metres measured between the extended property side boundaries where they intersect with the kerb line; and
 - iv) a minimum depth of 25 metres.
- b) Any battle axe shaped allotment created by subdivision shall satisfy the following standards:
 - i) a minimum area of 500sqm excluding the area of the access handle;
 - ii) a minimum depth of 25 metres excluding the length of the access handle;
 - iii) no more than one allotment shall be accessed via a battle axe handle;
 - iv) a minimum access handle width of 3.5 metres;
 - v) a maximum access handle length of 35 metres;
 - vi) no encroachment/s or right of carriage way shall impinge into land within the access handle;
 - vii) the provision of an adequately dimensioned vehicle manoeuvring area, located behind the access handle; and
 - viii) the provision of a minimum 0.5 metre wide landscape strip along the length of the access handle, **where it adjoins the boundary/fence of the neighbouring property.**



Figure 3.10.2 - Example of residential subdivision under construction.

3.10.3 Subdivision of Multi Dwelling Housing

3.10

Residential Subdivision

Design Requirements

- a) For the purposes of the subdivision of multi dwellings incorporating 2 dwellings (being the only dwellings in the development), each allotment to be created shall be part of a Strata Title scheme.
- b) Despite 3.10.3 a) Council will consider a development application for Torrens Title subdivision of 2 multi dwellings (being the only dwellings in the development) if each allotment satisfies the following standards:
 - i) a minimum area of 300sqm (excluding any access handle);
 - ii) all allotments have access to a public street;
 - iii) at least 1 allotment has direct frontage to a public street;
 - iv) a minimum access handle width of 3.5 metres for the servicing of the rear allotment (if proposed); and
 - v) where a battleaxe allotment is created, no right of carriage way shall be created over other allotments.

Note: Nothing in sub clause 3.10.3(a) shall be taken to mean that multi dwellings are permissible on an allotment having an area of less than 700sqm.

- c) For the purposes of the subdivision of multi dwellings incorporating more than 2 dwellings, all allotments to be created shall be part of a Strata Title scheme.
- d) Despite 3.10.3 c) Council will consider a development application for Torrens Title subdivision of 3 or more multi dwellings, if each allotment satisfies the following standards:
 - i) a minimum area of 300sqm;
 - ii) a minimum depth of 25 metres;

3.10

Residential Subdivision

- iii) all allotments/dwellings within the development have direct frontage to a public street;
- iv) no common property is created;
- v) a minimum width of 7 metres measured between the extended property side boundaries where they intersect with the kerb line; and
- vi) no battle axe allotments are created.

Note: For the purpose of clause 3.10.3 d) iii), an access handle does not constitute direct frontage to a public street.

- e) All required visitors car parking spaces within a Strata Title subdivision shall be within common property.

Note: Council shall not release a subdivision certificate for multi dwellings until an occupation certificate (under the EP&A Act 1979) has been issued for all dwellings on the land.

3.10.4 Community Title Subdivision

Design Requirements

- a) Council will consider the creation of community title allotments subject to the Council being satisfied that:
 - i) the development provides for significant communal open space and recreation facilities with convenient and safe access for all occupants;
 - ii) the communal open space and recreation facilities are made available for the sole benefit of the occupants of that subdivision; and
 - iii) access to the development does not involve the erection of any gate structure/mechanism.
- b) The minimum allotments size for a community title housing development shall be in accordance with 3.10.2, or 3.10.3 as applicable.

Note: All roads within the community title scheme shall be designed and constructed



Figure 3.10.3 –Residential subdivision allowing adequate accessibility for waste collection vehicles.

to satisfy the requirements of Volume 3.

3.10.5 Subdivision and Waste Management

Design Requirements

- a) Subdivision shall be designed and constructed so that upon completion:
 - i) kerbside waste collection vehicles are able to access bins at a minimum distance of 300mm, and a maximum distance of 1500mm from the left side of the vehicle to the bin;
 - ii) adequate space behind the kerb is provided for the occupant of each premises to present 1 x 140 litre bin and 1 x 240 litre bin side-by-side, a minimum 300mm apart;
 - iii) where it is not possible to provide bin collection points immediately in front of each allotment, a concrete pad shall be constructed at the closest practical location to the allotment for garbage collection;
 - iv) the location for kerbside presentation provides a minimum 4 metres overhead clearance for the operation of the collection vehicle (eg. no trees or transmission lines overhanging the bins).
 - v) waste collection vehicles are not required to make a reverse movement to service bins.

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Part 4

~~Dwelling Houses, Rural Worker's Dwellings, Dual Occupancies, and Residential Subdivision~~ Residential and Ancillary Development on Non- Urban Land

4.1

Application

4.1 Application

Part 4 sets out controls relating to the following residential **and ancillary** development located in non-urban land:

- **fencing**;
- dwellings houses;
- rural worker's dwellings;
- **rural** dual occupancies;
- domestic outbuildings; and
- residential subdivision.

The design requirements contained within Part 4 complement the provisions contained in Part 2, Volume 1.

4.2 Background

The non-urban lands of Campbelltown encompass some of the most spectacular and valuable lands. They take in the Scenic Hills, Varroville, and Denham Court to the west, the Scenic Protection Edge lands, Kentlyn, Long Point, Minto Heights and Wedderburn to the east and Menangle Park and Gilead to the south.

These areas are important for a range of reasons including scenic, aesthetic, environmental and agricultural value.

The development controls within this part aim to ensure that residential development on non-urban land is sited and designed in harmony with the natural environment and its surroundings.

The following environmental planning instruments apply to non-urban land within Campbelltown:

- LEP 2002; LEP1; LEP 32 LEP District 8 (Scenic Hills); and
- IDO 15; IDO 28 and IDO 13.

Important Note: Nothing in this Part shall be taken to mean that rural worker's dwellings, **rural** dual occupancy (attached) and/ or **rural** dual occupancy (detached) are permissible within all of the non-urban land. It is important to check the permissibility of this type of development for a particular site under the relevant EPI before proceeding with a development application.

Important Note: Proposed residential development with Bush Fire Prone Lands shall comply with the requirements of Planning for Bush Fire Protection 2006 (as amended), prepared by NSW Rural Fire Service.

Note: Planning for Bushfire Protection 2006 Document is available for view/download from NSW Rural Fire Service Website at www.rfs.nsw.gov.au

4.3 Building Form and Character

4.3

Building Form and Character

Objectives:

- Ensure that the aesthetic and environmental values of non urban land are appropriately conserved.
- Ensure that the massing, scale, form, colour and appearance of new development are complementary to the existing and desired residential buildings in the neighbourhood.
- Ensure that buildings are designed to enhance the existing and future desired built form and character of the neighbourhood by encouraging innovative and quality designs that fit harmoniously with their surroundings.
- Ensure that parking areas, garages and driveways are appropriately sited, designed and constructed so that they do not detract from the appearance of the development or the streetscape.

4.3.1 Siting & Streetscape

- a) Developments shall be designed to fit the existing contours and landform of the site and to minimise the amount of cut and fill.
- b) Buildings shall not be sited on top of prominent hills and ridgelines.
- c) Details of materials, colours and finishes of roofing, fencing and walls shall be submitted to Council as part of the development application.
- d) Materials, colours and finishes of roofing, walls, driveways and fencing shall not be obtrusive and shall complement the landscape setting of the building.
- e) Garages and outbuildings shall be designed and located so that they do not dominate the primary street frontage of the building as viewed from the street and prominent public places.
- f) Garage doors facing public streets shall be no wider than 50% of the width of the main dwelling (at its street fronting facade).
- g) Highly reflective materials and bright colours for roofing shall not be allowed.

4.3

Building Form and Character Non-Urban Land

- h) Building shall not be sited downstream from existing dams in order to reduce the potential for inundation of the buildings if the dam falls or overtops.

4.3.2 Fencing on Non-Urban Land

- a) Bonded sheet metal fencing shall not be constructed at any location other than along side and rear boundaries shared with other private property, where such fencing is not highly visible from the street, public reserve or other public place, unless the site is within a bushfire prone area.
- b) Residential fencing on non-urban land forward of the primary building line shall:
 - i) be a maximum of 1.8 metres in height;
 - ii) be of an open style for any part of the fence that is higher than 1.2 metres;
 - iii) be of solid or open style for any part of the fence that is lower than 1.2 metres;
 - iv) not be constructed of solid metal sheeting; and
 - v) complement the design of the development.
- c) Residential fencing on non-urban land at the side and rear boundaries shall:
 - i) be a maximum of 1.8 metres in height;
 - ii) located behind the primary building line; and
 - iii) a maximum 1.8 metres in height, if adjoining a secondary street.
- d) Fencing shall not obstruct power, water, sewer, gas or telephone services, drainage systems, (including overland flow paths) or any easements or rights of way.
- e) Fencing on corner allotments shall not obstruct the sight distance of traffic entering or within an intersection or roundabout.
- f) Details for fencing shall be submitted with the development application.
- g) If the land on which a fence is to be erected is bush fire prone land, the fence or retaining wall shall be constructed from non-combustible

4.4

Car Parking and Access Non-Urban Land

materials.

- h) A fence shall not be constructed so as to redirect the overflow of surface water onto adjoining properties.

4.3.3 Building Height

Design Requirements

- a) Residential development on non-urban land shall:
- not exceed 2 storeys;
 - have a height not exceeding 7.2 metres at the upper most ceiling measured vertically from ground level (existing) ; and
 - have a building height not exceeding 9.5 metres.
- b) The height of development shall not result in any significant loss of amenity (including loss of solar access and visual and acoustic privacy) to adjacent properties.

4.4 Car Parking and Access - Non-Urban Land

Objectives:

- Ensure efficient and safe vehicle and pedestrian movement within, into and out of development.
- Ensure that the location and design of driveways, parking, service areas and access areas are practical, easily maintained, convenient, safe and suitably landscaped.

Design Requirements

- a) The minimum dimensions of any required parking space shall be 2.5 x 5.5 metres. ~~The minimum internal dimension of an enclosed garage shall be 3.0 x 6.0 metres.~~
- b) The minimum internal dimensions of an enclosed garage shall be 3.0 x 6.0 metres.
- c) Transitional grades shall comply with AS2890.1 (as amended) Parking Facilities - Off-Street Car Parking.
- d) Driveways shall meet the following criteria:
- constructed to a standard that allows for all weather access;

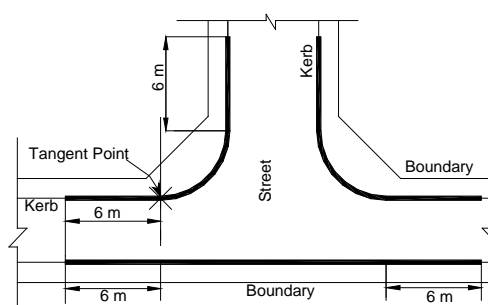


Figure 4.4 - Inappropriate locations of a driveway entry as shown by heavy edged lines.

4.4

Car Parking and Access Non-Urban Land

- ii) designed and located to follow contours to avoid excessive site works, erosion and sedimentation run off;
 - iii) have a minimum width of 3.0 metres and a maximum width of 5.0 metres;
 - iv) allow for entry to and exit from the property in a forward direction;
 - v) located to minimise the impact on vegetation and the removal of mature trees; and
 - vi) one (1) driveway access is permitted per property, in addition to any access required by the NSW Rural Fire Service, where relevant.
- e) Driveways shall be located a minimum distance of 6 metres from the tangent point of any unsignalised intersection (refer to Figure 4.4).
- f) Driveways shall be designed and constructed so that they do not divert stormwater from the adjoining road onto the property.

Note: In circumstances where an intersection is controlled by traffic signals, a roundabout or the like, applicants are requested to contact Council for specific requirements.

Note: For additional technical specifications relating to the location, gradient and driveway widths refer to Volume 3.

4.5 Dwelling Houses, Rural Worker's Dwelling, Rural Dual Occupancy and Domestic Outbuildings on Non-Urban Land.

This section applies to dwelling houses, rural worker's dwellings, rural dual occupancy, and domestic outbuildings located within non-urban land.

Objectives:

- Encourage quality-designed dwelling houses, rural worker's dwellings, rural dual occupancy and domestic outbuildings on non-urban land that make a positive contribution to the streetscape and character of the neighbourhood.

4.5 Dwelling Houses, Rural Worker's Dwelling, Rural Dual Occupancy and Domestic Outbuildings on Non Urban Land

4.5.1 Dwelling Houses

- Only one dwelling house shall be permitted per allotment, providing that the allotment meets the minimum standards specified within the relevant planning instrument that applies to that land subject of the development application.
- The minimum setbacks for a dwelling house shall be in accordance with the setback requirements for dwelling houses shown in Table 4.5.1.

Note: For Provision of Services (water, electricity and waste water treatment requirements), refer to Section 2.16 Provision of Services under Part 2 of the Plan.

4.5.2 Rural Worker's Dwelling

- A rural worker's dwelling shall only be permitted where the relevant planning instrument that applies to the land subject of the development application allows for this type of development to occur.
- Only one rural worker's dwelling shall be permitted per allotment, providing that the allotment meets the minimum standards specified within the relevant planning instrument that applies to the land subject to the development application.
- A rural worker's dwelling shall not exceed 120 sqm in gross floor area.
- A rural worker's dwelling shall have the same road access as the principal dwelling.
- An application for a rural worker's

Proposed residential developments within Bush Fire Prone Lands shall comply with the requirements of Planning for Bush Fire Protection 2006 (as amended), NSW Rural Fire Service. Available for view/download at:

www.rfs.nsw.gov.au

4.5

Dwelling Houses, Rural Worker's Dwelling, Rural Dual Occupancy and Domestic Outbuildings on Non-Urban Land

dwelling shall demonstrate to Council that the rural worker's dwelling shall be occupied by an employee of the farm or a contractor.

- f) The minimum setbacks for a rural worker's dwelling shall be in accordance with the setbacks requirements shown in Table 4.5.1.

4.5.3 Rural Dual Occupancy

- a) A **rural** dual occupancy development shall only be permitted where the relevant environmental planning instrument that applies to the land, subject of the development application, allows for this type of development to occur.
- b) Only one **rural** dual occupancy development shall be permitted per allotment, providing that the allotment meets the minimum standards specified within the relevant planning instrument that applies to the land subject to the

Important Note: Despite any other provision of this Plan, rural developments within Bush Fire Prone Lands must comply with the setbacks requirements under Planning for Bush Fire Protection 2006, NSW Rural Fire Services (as amended). Refer to Section 2.14.3 of Volume 1 of the Plan.

Table 4.5.1 Setbacks for Dwelling Houses, Rural Worker's Dwellings and Rural Dual Occupancies in Non-Urban land.

Lot Size in Hectares	Primary Street Setback in metres (m)		Side, Rear and Secondary Street Setbacks in metres (m)
	Single Storey	Double Storey	
0.4 & less than 1	15 m	20 m	10 m
1 to 2	35 m	50 m	10 m
> 2, 10, 40 & 100	35 m	50 m	10 m

Table 4.5.2 Setbacks for Domestic Outbuildings in Non-Urban land

Domestic Outbuildings Primary Street Setback (non-urban land)	Secondary Street Setback in metres (m)	Side and Rear Setbacks in metres in metres (m)
50 m or in line with the front elevation of an existing dwelling on the allotment, whichever is the lesser.	10 m	5 m for rural properties less than or equal to 0.4 hectare in site area and 10 m for rural properties with site areas larger than 0.4 hectares.

4.5

Dwelling Houses, Rural Worker's Dwelling, **Rural** Dual Occupancy and Domestic Outbuildings on Non-Urban Land

development application.

- c) Notwithstanding Clauses 4.5.1 a) and 4.5.2 a) the total number of dwellings that occupy a certain allotment of land, shall be limited to two (2) dwellings, (i.e. on one allotment, and subject to the permissibility under the relevant EPI, you are only allowed one principle dwelling and one rural worker's dwelling, or a **rural** dual occupancy attached or detached, consisting of a total of two (2) dwellings per allotment.
- d) The minimum setbacks for a **rural** dual occupancy shall be in accordance with the setback requirements shown in Table 4.5.1.
- e) Each dwelling within a **rural** dual occupancy shall be provided with a minimum one off street car parking space.
- f) A **rural** dual occupancy (attached) development shall:
 - i) be constructed under the same roofline; and
 - ii) shall have the appearance of one dwelling.

Note: Attaching two dwellings via a breeze way or a carport shall not be considered to meet the requirements of Clause 4.5.3 f) above.

4.5.4 Domestic Outbuildings on Non-Urban Land

- a) a) The combined areas of all 'detached' domestic outbuildings (including carports and garages) on non-urban land shall be a maximum of:
 - i) 150sqm on land having a site area less than 2 hectares; and
 - ii) 250sqm on land having a site area of 2 hectares or more.
- a) ~~The combined areas of all 'detached' domestic outbuildings on non-urban~~

4.5

Dwelling Houses, Rural Worker's Dwelling, Rural Dual Occupancy and Domestic Outbuildings on Non-Urban Land

~~land (including garages) shall be a maximum of:~~

- ~~i) 150 sqm on land having a site area less than 10 hectares; and~~
- ~~ii) 250 sqm on land having a site area of 10 hectares or more.~~
- b) The building height for domestic outbuildings on non-urban land (including carports and garages) shall be a maximum of 7.0 metres.
- c) The minimum setbacks for a domestic outbuilding shall be in accordance with the setback requirements shown in Table 4.5.2
- d) Domestic outbuildings shall:
 - i) incorporate similar or complementary design features, finishes, materials and colours to those of the principal dwelling;
 - ii) not contain any other sanitary fixtures other than a toilet and a hand basin; and
 - iii) not be used for any habitable, commercial, industrial or any other use apart from storage of goods/materials that are ancillary to the residential use of the principal dwelling.
 - iv) ~~be designed and located to minimise adverse visual impacts on the environmental and scenic values of the non-urban land .~~

4.6 Residential Subdivision of Non-Urban Land

4.6

Residential Subdivision of Non-Urban Land

Objective:

- Ensure that land once subdivided, contributes positively to the desired character of the locality and provides for the safe and attractive integration of existing and new development.
- Ensure that subdivision responds to the physical characteristics of the land, its landscape setting, orientation, landmarks and key vistas to and from that land.
- Ensure that subdivision provides safe connections with and extension of existing street patterns, as well as any pedestrian, cycleway and public open space networks.
- Encourage subdivision that will result in the creation of allotments that are orientated, and of such dimension and configuration to facilitate the siting, design and construction of development resulting in the conservation of non-renewable resources and the environmental attributes of the land.

4.6.1 Subdivision of Allotments - 0.4 ha minimum

- a) The minimum subdivision standard for allotments that are subject to a 0.4 ha minimum in an EPI shall be in accordance with the relevant planning instrument that applies to the land subject of the subdivision development application.
- b) Allotments that are subject to the 0.4 ha minimum in an EPI lot size subdivision standard shall:
 - i) have a minimum street frontage of 45 metres;
 - ii) have a minimum frontage to depth ratio of 1:2.
- c) Battle-axe allotments that are subject to 0.4 ha minimum in an EPI allotment size shall:
 - i) have a minimum width of 45 metres;
 - ii) have a minimum frontage to depth ratio of 1:2;
 - iii) have a minimum area of 0.4 ha

4.6

Residential Subdivision of Non-Urban Land

- excluding access handle; and
- iv) have a minimum width of access handle of 6 metres.
- d) Where two access handles to battle-axe allotments are located adjacent to each other, reciprocal rights of carriageway shall be created so that only one drive way needs to be constructed.

4.6.2 Subdivision of Allotments - One (1) ha and 2 ha minimum

- a) The minimum subdivision standard for allotments that are one (1) and two (2) two ha minimum shall be in accordance with the relevant planning instrument that applies to the land subject of the subdivision development application.
- b) Allotments that are subject to the one (1) ha or two (2) ha minimum lot size subdivision standard in an EPI shall have a minimum street frontage of 60 metres;
- c) Battle axe allotments subject to one (1) ha and two (2) ha minimum allotment in an EPI size shall:
 - i) have a minimum width of 60 metres; and
 - ii) have a minimum width of access handle of 6 metres.
- d) Where two access handles to battle-axe allotments are located adjacent to each other, reciprocal rights of carriageway shall be created so that only one drive way needs to be constructed.

4.6.3 Subdivision of Allotments - 10 ha 40 ha, and 100 ha minimum

- a) The minimum subdivision standard for allotments that are 10 ha, 40 ha and 100 ha shall be in accordance with the relevant planning instrument that applies to the land subject of the subdivision development application.

4.6.4 Road Construction

Design Requirements

- a) Proposed roads and any proposed changes to existing roads shall be constructed in accordance with Volume 3 Council's Engineering Design for Development.
- b) Where relevant, roads shall be designed to provide satisfactory level of services for the evacuation of occupants in the event of emergency.

4.6.5 Farm Dam Construction

- a) A development application shall be lodged with Council for any proposal that involves the construction of a new farm dam or modification to an existing dam.
- b) Dam construction shall comply with the requirements of NSW Office of Water Guidelines.
- c) All development applications for any proposal that involves the construction of a new dam or modification to an existing dam shall be accompanied by:
 - i) all licences required by the NSW Office of Water or NSW Department of Investment and Industries where relevant; and
 - ii) a geotechnical report prepared by a suitably qualified person.
- d) Any farm dam that is proposed to be located upstream of an existing or proposed dwelling shall be referred by Council to the NSW Dams Safety Committee for concurrence.

Important Note:

When building a farm dam, it is important to make sure that the appropriate consent or licence from the relevant government authority has been obtained.

For Information on farm dams licences contact the NSW Office of Water. Website www.water.nsw.gov.au

Under the Fisheries Management Act 1994, any new dam or modification to an existing dam may require the owner to provide for fish passage. NSW Fisheries Office website:

<http://www.dpi.nsw.gov.au/fisheries>

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Part 5

Residential Apartment Buildings and Mixed- Use Development

5.1 Application

5.1 Application

This part sets out controls relating to residential apartment buildings and mixed use development in the City of Campbelltown.

Important Note: For the purpose of this Plan, a “residential apartment building” has the same meaning as a “residential flat building” under Campbelltown (Urban Area) Local Environmental Plan 2002.

5.2 Background

Campbelltown has a range of business centres with a range of functions.

There is an increasing recognition that encouraging residential apartment and mixed-use development within business centres can enhance their viability. This can help to create interest and activity at different times of the day across business centre precincts and can encourage a wider diversity of housing choices in close proximity to facilities and services. Overall, business centres present an opportunity for sustainable city living in quality apartment style accommodation, making the most of convenient access to business, shopping, recreation and public transport services.

The form and character of residential apartment and mixed use developments are required to be carefully managed to ensure the creation of attractive business centre environments, that in themselves, will be a mainstay in attracting investment in housing, retail, commercial and other forms of development. Importantly though, significant heritage and other ‘community places’ need to be respected.

5.3 General Requirements

5.3

General Requirements

Objective:

- Ensure that residential apartment buildings and mixed use developments offer a high level of amenity and make a positive contribution to the creation of new, high quality and contemporary urban streetscapes in business centres by:
 - achieving well articulated building forms that avoid a plain and monolithic appearance;
 - adopting appropriate building scale, massing and proportions that best reflect the role of centres as a focus of business and community activity; and
 - demonstrating high architectural value.

5.3.1 Relationship of the Plan to SEPP 65 Design Quality of Residential Flat Development

- a) In addition to satisfying the requirements of the Plan, all residential apartment buildings and mixed use development having 3 or more storeys and 4 or more self-contained dwellings (whether or not the building includes uses for other purposes, such as shops) shall satisfy all the standards within *State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Development (SEPP 65)* and the *Residential Flat Design Code (RFDC)* (Published by the NSW Department of Planning and Infrastructure).



Figure 5.3.1 Example of contemporary residential apartment building.

5.3.2 Building Form and Character

Design Requirements:

- a) The maximum height of a residential apartment building and a mixed-use development shall be a maximum of two (2) storeys above ground level (existing), except as specified within Schedule 1 of the Plan.
- b) Building design shall consider foremost the qualities (both natural and built) and character of the surrounding area including the significance of any heritage

5.3

General Requirements

- item on land.
- c) Building design shall incorporate the following features to assist in the achievement of high quality architectural outcomes:
 - i) incorporation of appropriate facade treatments that helps the development to properly address the relevant street frontages, key vistas and to add visual interest to the skyline;
 - ii) incorporation of articulation in walls, variety of roof pitch, architectural features (balconies, columns, porches, colours, materials etc) into the facade of the building;
 - iii) variation in the planes of exterior walls in depth and/or direction;
 - iv) variation in the height of the building so that it appears to be divided into distinct base, middle and top massing elements;
 - v) articulation of all building's facade (including rear and side elevations visible from a public place) by appropriate use of colour, arrangement of facade elements, and variation in the types of materials used;
 - vi) utilisation of landscaping and architectural detailing at the ground level; and
 - vii) avoidance of blank walls at the ground and lower levels.
 - d) Building design shall demonstrate to Council's satisfaction that the development will:
 - i) facilitate casual surveillance of and active interaction with the street;
 - ii) be compatible with a higher density character where schedule 1 applies;
 - iii) be sufficiently setback from the property boundary to enable the

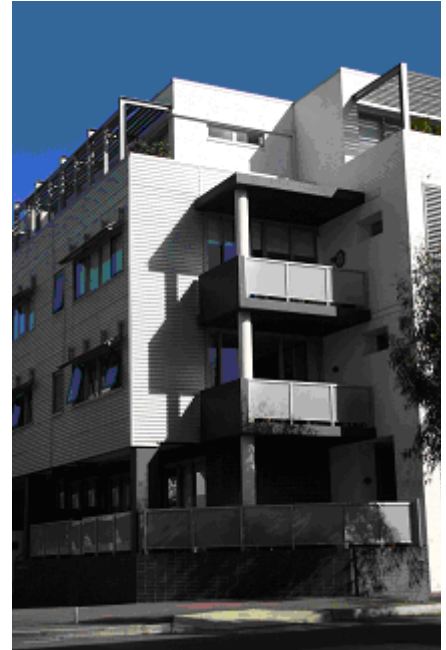
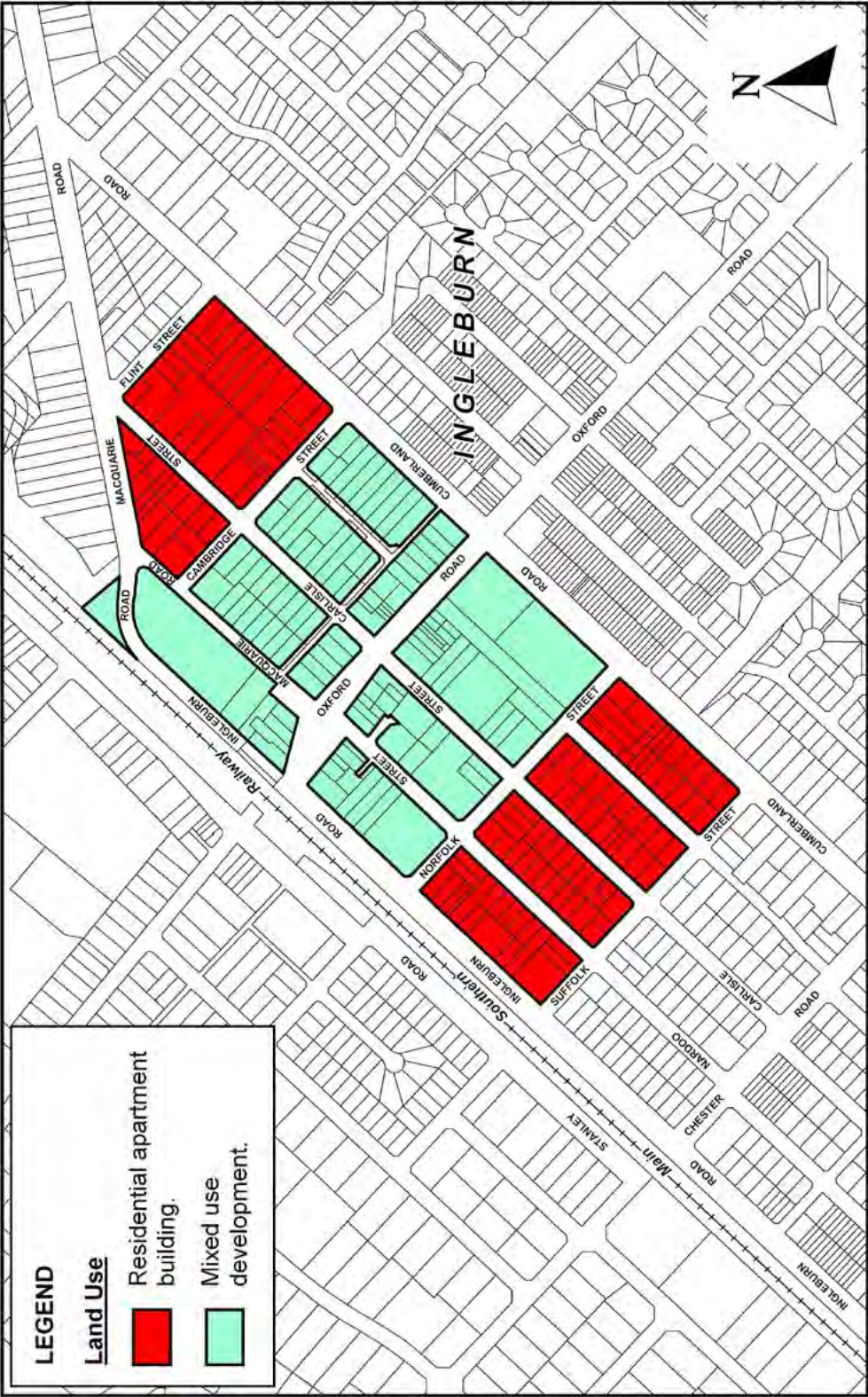


Figure 5.3.2 Example of architectural features including articulation and variety of material finishes.

Figure 5.3.3 Ingleburn Business Centre - Residential Apartment Buildings and Mixed Use Development Land Use Map.

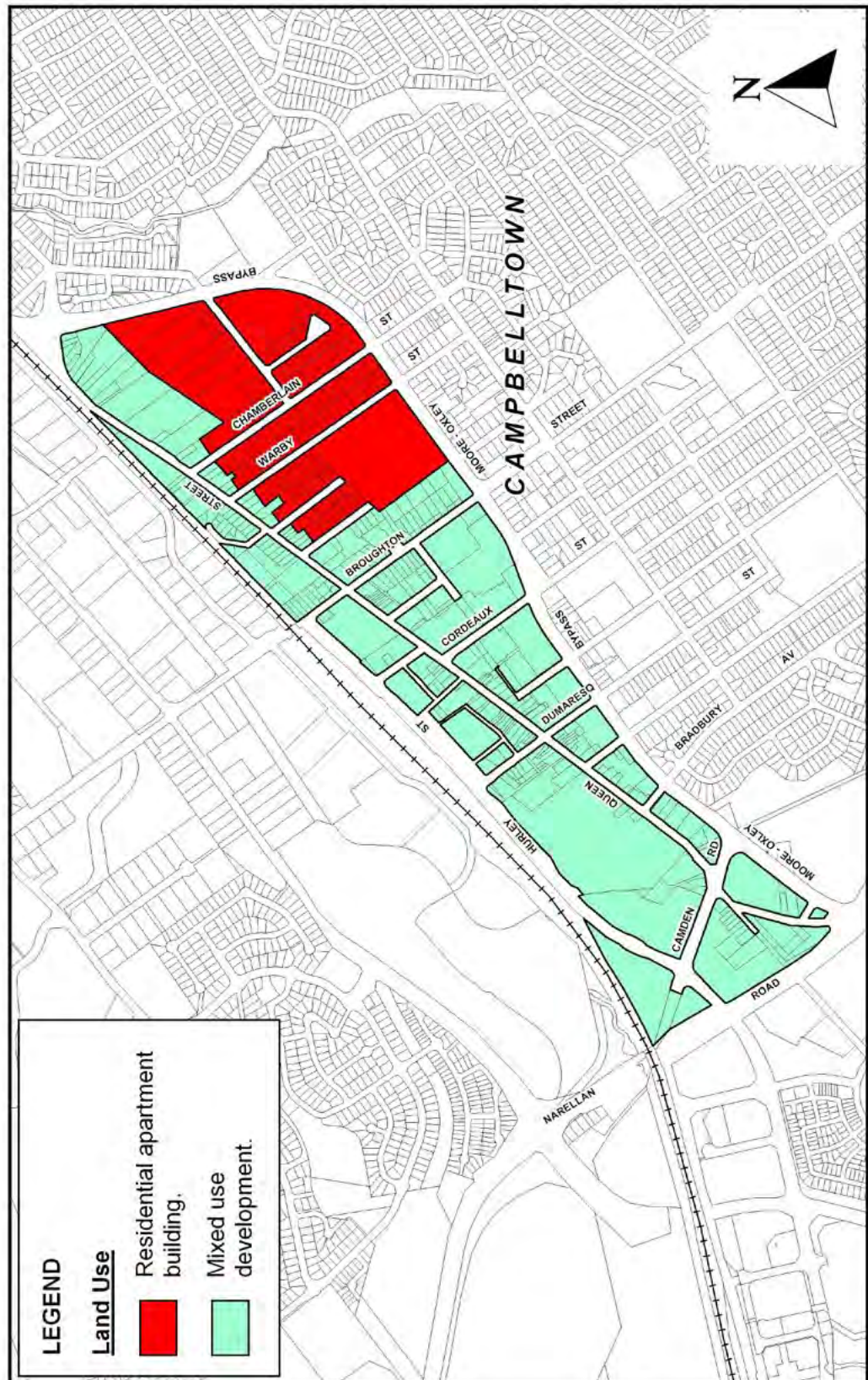
5.3
General
Requirements



5.3

General Requirements

Figure 5.3.4 Campbelltown Business Centre - Residential Apartment Buildings and Mixed Use Development Land Use Map.



5.3

General Requirements

planting of vegetation to soften the visual impact of the building; and

- iv) maximise cross flow ventilation, therefore minimising the need for air conditioning.
- e) Building colours, materials and finishes shall generally achieve subtle contrast. The use of highly reflective or gloss materials or colours shall be minimised.
- f) Building materials shall be high quality, durable and low maintenance.
- g) Within the Ingleburn Business Centre the location of a residential apartment building and a mixed use development shall be in accordance with Figure 5.3.3.
- h) Within the Campbelltown Business Centre the location of a residential apartment building and a mixed use development shall be in accordance with Figure 5.3.4.

5.3.3 Site Services

Design Requirements:

- a) The location, design and construction of utility services shall satisfy requirements of the relevant servicing authority and Council.
- b) Development shall ensure that adequate provision has been made for all essential services (i.e water, sewerage, electricity, gas, telephone, broadband and stormwater drainage).
- c) All roof-mounted air conditioning or heating equipment, vents or ducts, lift wells and the like shall not be visible from any public place and shall be integrated into the design of the development.
- d) All communication dishes, antennae and the like shall be located to minimise visual prominence.

5.3

General Requirements

- e) An external lighting plan shall be prepared by a suitably qualified person and submitted with the development application.
- f) An on-going waste management plan shall be prepared by a suitably qualified person and submitted with the development application.

5.3.4 Acoustic Privacy

- a) Residential apartment buildings and the residential component of a mixed-use development shall provide noise mitigation measures to ensure that the following LAeq levels are not exceeded:
 - i) in any bedroom in the building—35 dB(A) ,
 - ii) anywhere else in the building (other than a garage, kitchen, bathroom or hallway)—40 dB(A).

Note: Noise mitigation measures for residential apartment buildings and the residential component of a mixed use development may include insulating building elements such as doors, walls, windows, floors, roof and ceilings. Options for window design include sealing air gaps around windows and doors, laminated or thick glass, and double-glazing.

5.3.5 Vehicular Access

- a) Residential apartment buildings and mixed-use developments shall only be permitted where Council is satisfied that existing road networks are capable of providing safe and efficient vehicle access to and from the proposed development.

5.3.6 Stormwater Drainage

- a) Residential apartment buildings and mixed-use developments shall only be permitted where Council is satisfied



Figure 5.3.5 - Location of site services for a residential apartment building.

that sufficient provisions are provided for the management of stormwater. All necessary upgrades to existing stormwater infrastructure shall be addressed as part of the proposed development.

5.3.7 Thermal Comfort

- a) Residential apartment buildings and mixed-use developments shall be designed to maximise thermal comfort for occupants through the use of appropriate building materials. Examples include the use of energy efficient glazing and/or shading devices for windows and the like.

5.4

Residential Apartment Buildings

5.4 Residential Apartment Buildings

This section sets out controls relating to residential apartment buildings in the City of Campbelltown.

Objectives:

- Encourage high quality, high-density residential apartment development within close proximity to public transport and business centres, which is innovative and responsive to the site's environmental characteristics and setting.
- Ensure a high level of amenity for the occupants of residential apartment buildings, adjoining developments and public places.

5.4.1 Site Requirements for Residential Apartment Buildings

Design Requirements

- a) Residential apartment buildings shall not be erected on land having an area less than 1,200 square metres.
- b) Residential apartment buildings shall only be permitted on an allotment having a minimum width of 30 metres measured at the front property boundary.
- c) Sites shall be amalgamated where required, to achieve the minimum site area and width requirement applicable to the proposed development.
- d) Development shall not result in an "isolated allotment" adjoining the development site.
- e) For the purpose of Clause 5.4.1d) above, an "isolated allotment" is an allotment that has a site area of less than 1200 square metres and/or a width at the front property boundary of less than 30 metres that has no immediate potential for amalgamation with any other adjoining allotments to achieve a minimum site area of 1200 square metres and a width at the front property boundary of 30 metres.



Figure 5.4.1 - Entry to residential apartment building.

5.4

Residential Apartment Buildings

5.4.2 Building Setbacks for Residential Apartment Buildings

Design Requirements

- a) Residential apartment buildings shall be setback a minimum of:
 - i) 5.5 metres from any street boundary; and
 - ii) 6 metres from any other boundary.



Figure 5.4.2 The provision of 20% of the site for deep soil planting can aid the aesthetics of the development.

5.4.3 General Requirements for Residential Apartment Buildings

Design Requirements

- a) A minimum of 5% of the total number of dwellings within a residential apartment building shall be one (1) bedroom apartment(s) or a studio(s).
- b) A minimum of 10% of the total number of dwellings within a residential apartment building shall be adaptable dwelling(s).
- c) The floor space occupied by each dwelling within a residential apartment building shall no be less than:
 - i) 40sqm in the case of a studio apartment;
 - ii) 60sqm in case of a 1 bedroom apartment;
 - iii) 90sqm in case of a 2 bedroom apartment;
 - iv) 125sqm in case of a 3 bedroom apartment or more.
- d) A maximum of 8 dwellings shall be accessible from a common lobby area or corridor on each level of a residential apartment building.
- e) All residential apartment buildings shall contain at least one (1) lift for access from the basement to the upper most storey that provide access to a dwelling space. Further, the lift(s) shall extend to provide access to the roof space if the roof is intended for use by occupants of

5.4 Residential Apartment Buildings

the building as a roof terrace.

- f) A maximum of fifty (50) dwellings shall be accessible from a single common lift.
- g) Access to lifts shall be direct and well illuminated.
- h) A minimum of 25% of the required open space area, or 15% of the total site area, whichever is the greater, shall be available for deep soil planting.
- i) Each apartment shall be provided with an 'incidentals' storage facility within the unit and/or the basement, which shall be available for personal use of the occupants of each dwelling, and designed and constructed of materials to Council's satisfaction. Such storage facility shall have a storage capacity of no less than:
 - i) 6 cubic metres in the case of a studio apartment;
 - ii) 8 cubic metres in case of a 1 bedroom apartment;
 - iii) 10 cubic metres in case of a 2 bedroom apartment;
 - iv) 12 cubic metres in case of a 3 bedroom apartment; and
 - v) 15 cubic metres in the case of a 4 (or more) bedroom apartment.

Note: A suspended storage facility within the basement may be included as part of, or the whole of the required incidentals storage facility.

- j) The incidentals storage facility shall not be created as a separate (strata) allotment.

5.4.4 Car Parking and Access

Design Requirements

- a) All car parking and access for vehicles, including disabled access spaces, shall be in accordance with *AS2890 parts 1 and 2 (as amended)*, except as otherwise



Figure 5.4.3 - Example of an unobtrusive basement parking access point.

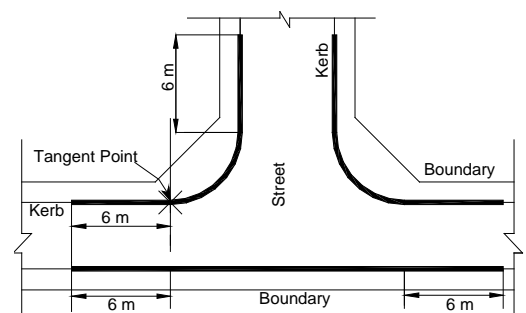


Figure 5.4.4 - Restricted locations of driveways entry as shown heavy edged lines.

5.4

Residential Apartment Buildings

specified in the Plan.

- b) The minimum dimensions of any parking space shall be 2.5 x 5.5 metres. The minimum width of any car parking space shall be increased by 300mm for each side that adjoins a vertical edge.
- c) Driveways shall be located a minimum distance of 6 metres from the splay of any unsignalled intersection (refer to Figure 5.4.4).

Note: In circumstances where an intersection is controlled by lights, a roundabout or the like, applicants are requested to contact Council for specific requirements.

- d) For development incorporating 75 20 or more dwellings, the DA shall be accompanied by a 'Traffic Impact Assessment Report'.

Note: For requirements relating to the preparation of a 'Traffic Impact Assessment Report' refer to Appendix 12.

- e) Where existing, vehicular entry points shall be located at the rear or side streets.
- f) Development containing 3 or more storeys shall provide all required car parking at basement level.
- g) Parking provided at ground level shall be appropriately screened from public view.

Note: For additional technical specifications relating to the location gradient, driveway widths and basement car park refer to Volume 3.

- h) Each dwelling shall be provided with a minimum of one car parking space, and:
 - i) an additional car parking space for every 4 dwellings (or part thereof); and
 - ii) an additional visitor car parking space for every 10 dwellings (or part thereof).



Figure 5.4.5 Example of balconies in a residential apartment building.

5.4

Residential Apartment Buildings

- i) No required car parking space shall be in a stacked configuration.
- j) Each development shall make provision for bicycle storage at a rate of 1 space per 5 dwellings within common property.

5.4.5 Solar Access

Design Requirements

- a) Buildings shall be orientated and sited to maximise northern sunlight to internal living and open spaces.
- b) A minimum 20sqm area of the required private open space on adjoining land, (having a minimum width of 3 metres), shall receive three (3) hours of continuous direct solar access on 21 June, between 9.00am and 3.00pm, measured at ground level.

5.4.6 Balconies and Ground Level Courtyards

Design Requirements

- a) Apartments shall be provided with a private courtyard and/or balcony.
- b) Courtyards/balconies shall be:
 - i) not less than 8sqm in area and have a minimum depth of 2 metres;
 - ii) clearly defined and screened for private use;
 - iii) oriented to achieve comfortable year round use; and
 - iv) accessible from a main living area of the apartment.

5.4.7 Privacy

Design Requirements

- a) Ground level apartments, incorporating a courtyard shall be provided with a privacy screen.



Figure 5.4.6 - Example of a residential apartment building provided with communal recreation facilities (in the form of a lap pool).

5.4

Residential Apartment Buildings

- b) No window of a habitable room or balcony shall be directly face a window of another habitable room, balcony or private courtyard of another dwelling located within 9 metres of the proposed window or balcony.
- c) Notwithstanding 5.4.7(b) a window of a habitable room may be permitted only where it:
 - i) is offset by 2 metres to limit views between windows, or
 - ii) has a sill height 1.7 metres above the floor level; or
 - iii) is splayed to avoid direct views between windows; or
 - iv) has a fixed translucent glazing in any part of the window within 1.7 metres of the floor level; or
 - v) is otherwise appropriately screened.
- d) Notwithstanding 5.4.7(b), a balcony will be considered where the private open space area of any adjacent dwelling is screened from view.



Figure 5.4.7 - Example of landscaping treatment in a residential apartment building.

5.4.8 Communal Recreation Facilities

Design Requirements

- a) Each residential apartment buildings shall be provided with communal recreation facilities for the use of all the occupants of the building comprising:
 - i) a recreation room with a minimum area of a 50sqm per 50 dwellings (or part thereof); and
 - ii) a bbq/outdoor dining area with a minimum area of 50sqm per 50 dwellings (or part thereof).
- b) Communal recreation facilities shall not be located within the primary or secondary street boundary setback.
- c) All communal recreational facilities shall be provided on the same land as the residential apartment building.

5.4

Residential Apartment Buildings

- d) Communal open space provided on the roof of a building shall not be included as part of the required communal open space.
- e) All required communal and recreational facilities are required to be constructed prior to the issue of an interim occupation certificate for any residential units within a staged development.

5.4.9 Residential Apartment Buildings and Waste Management

Design Requirements

5.4.9.1 Number of Bins

- a) All buildings shall be provided with household garbage bins at the following rates:
 - i) a 240 litre bin/3 dwellings/week for household garbage; or
 - ii) 1000 litre bulk bin/12 dwellings or part thereof.
- b) All buildings shall be provided with dry recyclable bins at the rate of a 240 litre bin/3 dwellings/fortnight for dry recyclable.

5.4.9.2 Garbage Chutes and Waste Service Rooms

- a) All buildings with a rise of four (4) storeys or more shall make provision for a household garbage chute on each level which is accessible for all occupants.
- b) All garbage chutes shall have input points located within waste service rooms. Waste service rooms shall also make provision for a sufficient number of dry recycle bins for intermediate storage of recyclable materials for access by occupants on each level.
- c) Garbage chutes shall not be located adjacent to habitable rooms in each apartment.
- d) Garbage chutes shall feed into a garbage



Figure 5.4.8 - Example of a garbage and recycling collection room (Internal view).

5.4

Residential Apartment Buildings

container or mechanical compaction device located in the bin storage room.

- e) The outlet area in which the garbage chute outlets and mechanical collection devices are located shall be secured to prevent access by occupants.

5.4.9.3 Bin Storage Room

Design Requirements

- a) The development shall make provision for an appropriately sized communal bin storage room(s) that provides convenient access for occupants and collection contractors. The storage room shall:
 - i) be located behind the primary and secondary building alignment;
 - ii) have a non slip floor constructed of concrete or other approved material at least 75mm thick and provided with a ramp to the doorway (where necessary);
 - iii) be graded and drained to a Sydney Water approved drainage fitting;
 - iv) have coving at all wall and floor intersections;
 - v) be finished with a smooth faced, non-absorbent material(s) in a light colour and capable of being easily cleaned;
 - vi) be provided with an adequate supply of hot and cold water mixed through a centralised mixing valve with hose cock; and
 - vii) have a self-closing door openable from within the room.
- b) Bin storage rooms shall be ventilated by:
 - i) a mechanical exhaust ventilation system; or
 - ii) permanent, unobstructed natural ventilation openings having direct access to external air, and a total



Figure 5.4.9 Example of waste chute within a residential apartment building.

5.4

Residential Apartment Buildings

area of not less than one-twentieth (1/20th) of the floor area of the room.

- c) Exterior doors of communal bin storage rooms shall be:
 - i) consistent with the overall design of the building;
 - ii) located away from the frontage of the building; and
 - iii) (if collection service is to be carried out by Council), fitted with a Council compatible keyed locking system that provides access to the room or activates the electronic opening and closing of the door.
- d) All bin storage rooms and service rooms shall be constructed in such a manner to prevent the entry of vermin.
- e) Waste collection contractors shall have adequate access to bin storage rooms for collection of waste as required.
- f) Signage on the use of the waste management system shall be displayed in all bin storage rooms.

5.4.9.4 Garbage Compactors

- a) Any mechanical compaction device within the building shall comply with the following requirements:
 - i) maximum compaction rate of 2:1;
 - ii) designed to accommodate general household garbage only; and
 - iii) not be used to compact recyclables.

5.4.9.5 Waste Collection

- a) Any development containing 30 or more dwellings shall be designed to accommodate a 'Wheel-Out Wheel-Back' service or a 1,000 litre bulk bin on-site collection service.
- b) A Wheel-Out Wheel-Back service shall meet the following requirements:
 - i) bins shall be no larger than 240 litre

5.4

Residential Apartment Buildings

- capacity;
- ii) the maximum grade of any path of travel between the collection point and the bin storage area shall be 1V:8H; and
- iii) the maximum distance between the collection point and the bin storage area shall not exceed 25 metres.
- c) A 1000 litre bulk bin service shall meet the following requirements:
 - i) adequate provision shall be made for a rear loading collection vehicle to make a three-point-turn on site;
 - ii) the maximum grade of any path of travel for collection vehicle shall be 1V:20H for the first 6 metres from the street, and 1V:12H thereafter;
 - iii) the minimum path width for a collection vehicle shall be 3.6 metres; and
 - iv) the minimum vertical clearance for a collection vehicle (including services) shall be 4 metres.

5.5

Mixed Use Development

5.5 Mixed Use Development

Objectives:

- To encourage high quality, high-density mixed-use development within close proximity to public transport and business centres, which is innovative and responsive to the site's environmental characteristics and setting.
- To ensure a high level of amenity for the occupants of mixed-use development, adjoining development and public places.

5.5.1 General Requirements for Mixed-use Development

Design Requirements

- The requirements for mixed-use development shall be consistent with the requirements for residential apartment buildings (Section 5.4 except as specified in this section).
- ~~Mixed-use development shall incorporate retail and/or commercial office uses at least at ground levels.~~ Mixed-use developments shall only be occupied at ground level by retail and/or commercial office or like uses.
- No ground floor level shall be occupied by a residential use (other than for the purposes of a caretaker and where such occupancy does not have frontage to the street).
- Any mixed-use buildings that are designed to accommodate the preparation of food from a commercial tenancy, shall provide ventilation facilities to ensure that no odour is emitted in a manner that adversely impacts upon any residents or other occupants of the building.



Figure 5.5.1 - Example of mixed-use development.

5.5.2 Site requirements and Building Envelope for Mixed-use Development

Design Requirements

- Council may consider a mixed-use

5.5

Mixed Use Development

development on land with an area less than 1,200 square metres and a width less than 30 metres.

- b) Mixed use buildings shall be setback a minimum of:
 - i) zero metres from any street boundary; and
 - ii) 6 metres from any other boundary for any residential component of the building.

5.5.3 Car Parking and Access

Design Requirements

- a) In addition to residential car parking rates (section 5.4.4), the development shall provide one (1) car parking space per 25sqm of leasable floor space at ground level and one (1) car parking space per 35sqm of floor space at upper levels for all commercial/retail parts of the building.
- b) Pedestrian access to residential apartments shall be separated from the commercial/retail uses.
- c) The development shall provide adequate space for the on-site parking, loading and unloading of all delivery/service vehicles as detailed in Part 6.4.2 of this Plan.



Figure 5.5.2 - Example of vehicle access point for a mixed-use development.

5.5.4 Roof Terraces

Design Requirements

- a) Consideration will only be given to the provision of a roof top terrace as part of communal open space, subject to appropriate landscaping treatment and recreation facilities provided; and satisfying the respective provisions of the RFDC.

5.5.5 Mixed-use Development and Waste Management

Design Requirements

- a) Self contained and lockable areas

shall be provided for commercial and residential waste.

- b) Areas for commercial and residential waste shall be kept separate.

Part 6

Commercial Development

6.1

Application

6.1 Application

This part sets out controls relating to commercial development in the City of Campbelltown.

For the purpose of this Plan, the term “ commercial development” includes, but is not limited to the definition of “commercial premises” under any relevant Environmental Planning Instrument.

Commercial development includes, but is not limited to any commercial, retail, bulky goods retail, restaurant, temporary accommodation, sporting, social and/or community based premises (and ancillary structures) whether or not operated for the purpose of gain, but does not include any other use that is covered by a separate part under the Plan.

6.2 Background - Commercial Development

Campbelltown has a range of Business and Comprehensive Centre areas with different characteristics ranging from small neighbourhood centres to large regional centres, employment generating lands and areas for community and sporting facilities.

6.3 Building Form and Character

Building form and character refer to the collective result of a number of different elements of building design and siting, which when combined make up the appearance and feel of the “built environment”. Through good quality design, the character of commercial development can be enhanced.

Objectives:

- Ensure that buildings are designed to enhance the existing and future desired built form and character of business centres by encouraging innovative and quality designs that fit harmoniously with their surroundings.
- Ensure that parking areas, loading/unloading and storage areas are appropriately sited, designed and constructed so that they do not detract from the appearance of the development or the streetscape.
- Ensure that development is functional, in scale with surrounding development, is safe and promotes high quality architectural outcomes.

6.3.1 Building Form and Character

Design Requirements

- a) The maximum height of commercial development shall be two (2) storeys above ground level (existing), except as specified within Schedule 1 of the Plan.

6.3

Building Form and Character

- b) All building facades, including rear and side elevations visible from a public place or adjacent to residential areas, shall be architecturally treated to enhance the quality of the streetscape.
- c) Large buildings shall incorporate the following elements to assist in achieving a high quality architectural outcome:
 - i) the provision of vertical and/or horizontal offsets in the wall surfaces at regular intervals, including columns, projections, and recesses; variation to the height of the building so that the building appears to be divided into distinct massing elements;
 - ii) articulation of the different parts of a building's facade by use of colour, arrangement of facade elements, or by varying the types of materials used; and
 - iii) maximising the interior and exterior interactions at the ground level.
- d) The main entry to the building shall be easily identifiable from the street and directly accessible through the front of the building.
- e) Large expansive blank walls on ground floor levels or side and rear boundaries shall not be permitted unless abutting a building on an adjoining allotment.
- f) Roof mounted plant rooms, air conditioning units and other services and equipment shall be effectively screened from view using integrated roof structures and architectural elements.
- g) Solid opaque roller doors/shutters over windows and entry doors shall not be permitted on any building that has frontages to a street or a public place.
- h) Buildings shall not incorporate highly reflective glass.
- i) A schedule of proposed colours, materials and finishes shall accompany all development applications for new



Figure 6.3.1 An example of a well articulated commercial building.

6.3

Building Form and Character

buildings.

- j) Development on corner sites shall incorporate splays, curves, building entries and other architectural elements to reinforce the corner as land mark feature of the street.
- k) Except in the case of an outdoor cafe, the design of the development shall not provide for outdoor display and/or storage.
- l) Commercial development shall be designed to address both primary and secondary street setbacks.

6.3.2 Commercial Development Floor Area

Design Requirements:

- a) With the exception of the Campbelltown, Macarthur and Ingleburn Business Centres, the maximum gross floor area of any single retail premises within any business shall not exceed 500 square metres unless the proposal has been supported by an economic impact assessment, prepared by a suitably qualified person. In this regard, the economic impact assessment shall demonstrate that the economic impacts of the proposed development on the retail hierarchy of affected business areas in the Campbelltown Local Government Area are acceptable, and shall include an assessment of:
 - i) the trade area of the proposed development;
 - ii) market demand within the trade area to justify the proposal; and
 - iii) economic impacts on comparative retail outlets in the trade area.
- b) Despite Clause 6.3.2 a), bulky goods retailing development shall:
 - i) have a minimum gross floor area of 200 square metres; and
 - ii) be permitted to have a gross floor area greater than 500 square metres.



Figure 6.3.2 An example of a well articulated commercial building.

6.3.3 Building Setbacks

Design Requirements:

- a) All commercial development outside of a comprehensive centre zone under Campbelltown (Urban Area) LEP 2002 shall be setback from property boundaries in accordance with this section.
- b) In the case of permissible commercial development within an industry zone under Campbelltown (Urban Area) LEP 2002 the minimum setback shall be:
 - i) 30 metres to:
 - the main southern railway line corridor,
 - the South Western Freeway corridor,
 - Ben Lomond Road between Pembroke Road and the Main Southern Railway Line Corridor,
 - Campbelltown Road,
 - Henderson Road,
 - Pembroke Road,
 - Rose Payten Drive; and
 - Williamson Road.
 - ii) 15 metres to:
 - Airds Road,
 - Badgally Road,
 - Ben Lomond Road between Campbelltown Road and the Main Southern Railway Line corridor,
 - Blaxland Road between Campbelltown Road and Rose Street,
 - the south eastern side of Blaxland Road between Rose Street and Lot 5 DP 538258,
 - Blaxland Road between Lot 5 DP 538258 and Narellan Road,
 - Devon Road,

6.3

Building Form and Character

6.3

Building Form and Character

- Grange Road,
 - Plough Inn Road between Campbelltown Road, and Hollylea Road,
 - Sussex Street and
 - Swaffham Road.
- iii) 10 metres from any other primary street frontage.
- exclusive of any required road widening.
- c) In the case of permissible commercial development within the 2(b) Residential B Zone under Campbelltown (Urban Area) LEP 2002 the minimum setback shall be:
- i) 5.5 metres from any street or adjoining open space;
 - ii) 3 metres from any other property boundary.

6.3.4 Fencing

- a) Commercial fencing shall be a maximum 2.4 metres in height.
- b) The use of sheet metal fencing is not permitted.
- c) Fencing on corner allotments shall not obstruct the sight distance of traffic entering or within an intersection or roundabout.
- d) Fencing shall not obstruct power, water, sewer, gas or telephone services, drainage systems, (including overland flow paths) or any easements or rights of way.
- e) Details for fencing shall be submitted with the development application.

6.4 Car Parking and Access

6.4

Car Parking and Access

Objectives:

- Ensure that sufficient car parking is accommodated on site to meet the traffic demand generated by the development.
- Ensure that the layout of car parking spaces is functional and maintains the free flow of traffic into and out of site.

6.4.1 General Requirements

Design Requirements

- a) Off street parking and loading shall be designed in accordance with *Australian Standards 2890.1 and 2 (as amended)*, except as otherwise provided by this Plan.
- b) The minimum car parking rates shall be provided in accordance with Table 6.4.1. If in the opinion of Council, additional car parking spaces are required due to the constraints of the site and or the nature of the use, additional car parking spaces shall be provided as part of the development.
- c) All car parking spaces that are required under clause 6.4.1 b) shall not be locked off, obstructed, reserved or separately allocated to any individual use at any time.
- d) Commercial development shall be designed to accommodate all related vehicle movements on site such that:
 - i) all vehicles shall enter and exit the site in a forward direction.
 - ii) the area for manoeuvring of delivery and service vehicles is separate from vehicle parking areas, and preferably accessed via a rear service lane;
 - iii) cause minimal interference to the flow of traffic within the surrounding road network; and
 - iv) safe and convenient access is provided for pedestrians.

6.4

Car Parking and Access

- e) A *Traffic Impact Assessment Report* shall be prepared by a suitably qualified person and submitted as part of a development application addressing the following criteria if the development exceeds the relevant thresholds within *SEPP (Infrastructure) 2007*:
 - i) the existing traffic environment;
 - ii) anticipated traffic generation from the proposed development;
 - iii) the potential cumulative impact in the locality;
 - iv) the need for traffic improvements in the locality;
 - v) traffic egress/ingress to arterial/sub arterial roads; and
 - vi) sight distance and other safety issues.
- f) Each site shall have a:
 - i) maximum of one ingress and one egress for heavy vehicles (combined or separated); and
 - ii) each site may have an additional ingress/egress for cars (and other light vehicles).
- g) No car parking spaces shall be designed in a stacked configuration.
- h) No required car parking spaces shall be created as a separate Strata or Torrens Title allotment.

Note: Council may consider the use of mechanical turntables as part of the car parking arrangements.

6.4.2 Loading and Unloading

Design Requirements

- a) Where practicable, loading bays shall be separated from parking and pedestrian access.
- b) All loading and unloading shall take place wholly within the site.
- c) No loading or unloading shall be carried



Figure 6.4.1 Examples of a well landscaped car park

6.4

Car Parking and Access

out across parking spaces, landscaped areas pedestrian aisles or on roadways.

- d) Parking and loading bays shall be provided and clearly identified on site.
- e) Required manoeuvring areas for heavy vehicles shall not conflict with car parking.
- f) Each new commercial building/unit having a gross floor area:
 - i) up to 200 square metres shall provide a loading area to allow for a small rigid vehicle to manoeuvre on site;
 - ii) more than 200 square metres, but up to 1500 square metres shall provide an area to allow for a medium rigid vehicle to manoeuvre on site; and
 - iii) more than 1500 square metres shall provide a loading area to allow for a heavy rigid vehicle to manoeuvre on site.
- g) Loading docks and service areas shall not be visible from any public place and shall be suitably screened from adjacent properties. Screening may be achieved by locating such areas behind the buildings, by fencing, landscaping, mounding or a combination of these, or by other means to Council's satisfaction.

6.4.3 Access for People with Disabilities

Design Requirements

- a) Commercial development shall comply with the minimum access requirements contained within the BCA and *Australian Standard 1428 - Design for Access and Mobility* (as amended).
- b) Despite Clause 6.4.3 a) the required percentage of car parking spaces for people with disabilities within retail/commercial development shall be:
 - i) one car space per development; plus
 - ii) one for every 20 car parking spaces.

6.4

Car Parking and Access

Table 6.4.1 Car Parking Rates

<ul style="list-style-type: none"> Commercial Premises Retail Premises Medical Facilities Shopping Centres 	Ground level	1 space per 25m ² GFA
	Upper level(s)	1 space per 35m ² GFA
<ul style="list-style-type: none"> Restaurants Cafes Clubs Function Centres Hotels 	1.5 spaces per 10m ² GFA	
<ul style="list-style-type: none"> Convenience stores Service Stations 	1 space per 25m ² GFA Plus 5 spaces per work bay (for vehicle servicing facilities)	
<ul style="list-style-type: none"> Bulky Goods 	1 space per 60m ² GFA	
<ul style="list-style-type: none"> Car Sales Motor Showrooms 	1 space per 100m ² site area plus 5 spaces per work bay (for vehicle servicing facilities)	
<ul style="list-style-type: none"> Squash Courts Tennis Courts Bowling Alley 	3 spaces per court/alley	
<ul style="list-style-type: none"> Gymnasiums Recreational Facilities Sport Facilities Cinemas 	for indoor facilities: — 1 space per 25m ² GFA for outdoor facilities: — 1 space per 50m ² of site area	
<ul style="list-style-type: none"> Motels 	1 space for each unit Plus 1 space per 2 employees	
<ul style="list-style-type: none"> Plant Nurseries 	15 spaces; Plus 0.5 spaces per 100 m ² of site area.	

6.5 Public Domain

6.5

Public Domain

Objectives:

- Ensure that commercial development enhances and integrates with the existing public domain.
- Ensure that public art is provided in accordance with Council's Public Art Master Plan.

Design Requirements

- A public domain plan incorporating street furniture, paving, landscaping and public art shall be submitted as part of any development application for a new building having a gross floor area greater than 5,000sqm.
- Any development application for a new building having a gross floor area greater than 5000sqm shall provide public art in accordance with Council's Public Art Master Plan.
- Any commercial outdoor areas fronting the street and used by the general public shall be designed to compliment the surrounding public domain and spaces.
- Awnings shall be provided on all newly constructed buildings that have road frontages, be it primary or secondary located within the Campbelltown, Macarthur, and Ingleburn Business Centres as shown in Schedule 1 of the plan.
- Awnings shall:
 - be 2.5 metres wide;
 - be setback from the kerb by a minimum of 1 metre; and
 - provide a minimum of 3 metres clearance to the underside of the fascia.



Figure 6.5.1 - Examples of public art within commercial centres.

6.6

Landscaping

6.6 Landscaping

Objectives:

- Enhance the existing streetscape and promote a scale and density of planting that softens the visual impact of buildings.
- Encourage the planting of native and low water consumption plants and trees.
- Ensure that landscaping is in scale with the development.

Design Requirements

- a) A detailed landscape plan and report shall be prepared by a suitably qualified person and submitted with all development applications for commercial development involving the construction of a new building.
- b) Landscaping shall be provided between the primary street boundary and the building in accordance with Section 2.5 Landscaping of this Plan.
- c) All landscaped bays shall be a minimum 2 metres wide and allow for deep soil planting.
- d) Landscaped areas shall be separated from driveways and car parking areas by a suitable device such as bollards or concrete wheelstops to ensure that the landscaping is not damaged as a result of vehicular movement.
- e) Landscaped area at ground floor level shall be incorporated within the car park at all the outer edges of car parking bays as illustrated in Figure 6.6.1.
- f) High canopy trees shall be used to allow for clear lines of sight within car parking areas and to internal site access pathways.

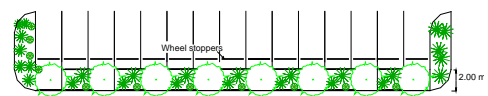
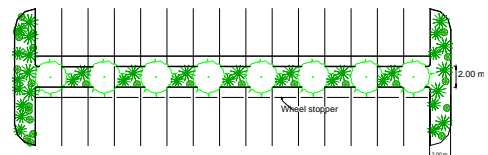
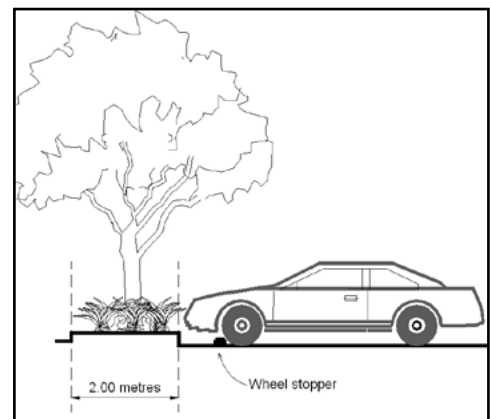


Figure 6.6.1 - An illustration of the need to use wheel stoppers to protect landscaping and the need to landscape all parking edges and between parking bays.

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.

6.7 Residential Interface

6.7 Residential Interface

Objectives:

- To ensure that commercial development does not have adverse impacts on the amenity of adjoining and nearby residential zones.
- To ensure that commercial buildings are appropriately setback from nearby residential zones.
- To ensure that heavy vehicles associated with commercial development do not adversely impact upon the residential amenity.

Design Requirements

- a) Buildings adjoining residential zones and/or open space shall be setback a minimum of 3 metres from that property boundary.
- b) Loading areas, driveways, ~~rubbish~~ waste storage areas and roof top equipment shall not be located adjacent to residential zones.
- c) Any commercial buildings that are designed to accommodate the preparation of food from a commercial tenancy, shall provide ventilation facilities to ensure that no odour is emitted in a manner that adversely impacts upon any residential zones.
- d) External lighting shall be positioned to avoid light spillage to adjoining residential zones.
- e) An acoustic report may be required to be prepared as part of a development application where the proposed development is adjacent to residential or other sensitive uses, such as places of worship and child care centres.

Note: Enquiries should be made with Council's Development Services Section as to whether an acoustic report is required in respect to a particular development application.



Figure 6.7.1 - An example of a commercial building, where upper storeys are stepped back to minimise bulk of the building.

6.8

Subdivision

6.8 Subdivision

Objective:

- Encourage the equitable distribution of car parking within strata titled commercial development.

6.8.1 Strata Subdivision

Design Requirements

- a) No more than 50% of the required car parking within a strata title subdivision shall be allocated to individual commercial units within a multi-unit complex.
- b) All car parking spaces that are allocated to individual units shall be proportioned in number to the size of the units.
- c) No car parking spaces shall be created as a separate allotment.
- d) No internal or outdoor storage space shall be created as a separate allotment.
- e) No common property car parking spaces shall be fenced off from other parts of the development.

6.9 Commercial Waste Management

6.9

Commercial Waste Management

Objective:

- Ensure that appropriate facilities are provided for the storage and collection of commercial waste.

Design Requirements

- Commercial development shall make provision for an enclosed onsite waste and recycling facility that has adequate storage area to accommodate the waste generated from the development. Minimum commercial waste generation rates are contained in Table 6.9.1.
- Any commercial premises that generates more than 20% of total weekly waste generated or 50 litres by weight or volume (whichever is the lesser) of meat/seafood product shall be collected daily or refrigerated awaiting collection.
- All commercial premises shall hold evidence of a contract with a licensed collector for garbage and recycling collection.

Type of Premises	Waste Generation	Recycling Generation
Food Premises		
Butcher, Delicatessen, Seafood Shop, Takeaway	80L/100 m ² floor area/day	Discretionary
Restaurants	10L/1.5 m ² /day	2L/1.5 m ² /day
Retail (other than food premises)		
Less than 100m ² floor area	50L/100 m ² floor area/day	25L/100 m ² floor area/day
Over 100m ² floor area	50L/100 m ² floor area/day	50L/100 m ² floor area/day
Offices	10L/100 m ² /day	10L/100 m ² /day
Hairdresser/Beauty Salon	60L/1.5 m ² /day	Discretionary
Licensed Premises	50L/100 m ² /bar area/day 10L/1.5 m ² /off dining area/day	50L/100 m ² /of bar and dining areas/day
Motel and other temporary accommodation premises	5L/bed/day	1L/bed/day

Table 6.9.1 Commercial Waste Generation Rates.

6.10

Outdoor Dining

6.10 Outdoor Dining

Objectives:

- Ensure that outdoor dining areas do not interfere with pedestrian amenity.
- Encourage the vitalisation of public domain areas within business centres.
- Ensure a consistent theme is implemented for streetscapes.

6.10.1 General Requirements

Design Requirements

- a) For the purposes of establishing an outdoor dining area, the footpath shall:
 - i) be a minimum of 3.5 metres wide, and;
 - ii) allow for a minimum of 2.4 metres unobstructed pedestrian access as measured between the shop front and the outdoor dining area.
- b) Outdoor dining on footpaths shall be limited to the space that is directly in front of the premises.
- c) Physical barriers such as planter boxes, balustrade fencing or the like shall be erected between the outdoor dining area and the road kerb where the outdoor dining area is within 0.5 metres of the kerb.

6.10.2 Furniture

Design Requirements

- a) Details (showing size, shape, number and location) of all proposed furniture/ umbrellas/heating shall be submitted with the development application.
- b) Any proposal for permanent planter boxes and or balustrade shall be constructed in a scale and style to that of existing public furniture.
- c) Furniture shall be coordinated and primarily constructed of high quality non-reflective stainless/powder coated steel, aluminium, or timber (natural/

6.10

Outdoor Dining

painted) and canvas, and be generally in harmony with existing street furniture design themes.

- d) Umbrellas and other shade structures shall have a minimum ground clearance of 2.2 metres when open and be secured in a manner to withstand the effects of wind.
- e) All furniture and umbrellas shall be stored within the premises after hours or when not in use and kept in a good state of repair.
- f) Heating devices shall be powered by portable gas cylinders and shall be designed to automatically turn off, if overturned.

*Note: For seating arrangement, Refer to Appendix 7 Outdoor Dining **Seating Design** Guide of Volume 1 of the plan.*

6.10.3 Insurance Requirements

Design Requirements:

- a) Operators shall maintain a public liability insurance indemnifying Council against all claims of public liability for an amount as advised by Council's Property Coordinator.
- b) Operators shall annually submit to Council a current copy of their public liability insurance policy (on 1st July).

6.10.4 Outdoor Dining on Footpaths of Classified Roads

- a) Applications for outdoor dining on classified roads shall be prepared in accordance with Appendix 15 *Applications for outdoor dining on footpaths of classified roads.*

6.11 Parenting Facilities

6.11 Parenting Facilities

Objective:

- Ensure that adequate parenting facilities are provided within large scale commercial and retail developments.
- Provide easily accessible, safe and adequately equipped parenting facilities suitable for the feeding and other purposes related to care of babies/infants by both female and male carers.

6.11.1 Development Applications to which this Section Applies

Design Requirements

- a) Parenting facilities shall be incorporated in all new buildings and alterations/refurbishment of existing buildings for regional and district shopping centres, major sporting facilities, swimming centres, community facilities, libraries, hospitals, theatres, cinemas, department stores, and any other building where in Council's opinion such facilities should be provided.

A parenting facility is a room which is equipped with facilities for feeding (including breast feeding) and caring of babies/infants.

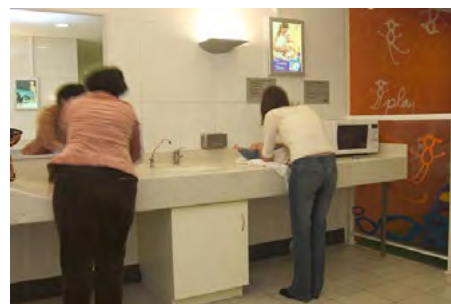


Figure 6.11.1 - An example of a parenting facility.

6.11.2 General Requirements

Design Requirements

- a) Each parenting facility shall be designed to:
 - i) provide a quiet place for parents to feed children in privacy;
 - ii) be a unisex use facility;
 - iii) provide an allocated area to change nappies;
 - iv) provide hand washing (warm and cold) and drying facilities;
 - v) provide a toddler toilet;
 - vi) be separated from male, female and disabled toilets; and
 - vii) be well ventilated in accordance with *Australian Standard 1668 Part 2- Acceptable Indoor Air Qualities* (as amended).

Part 7

Industrial Development

7.1

Application

7.1 Application

This part sets out controls relating to industrial development in the City of Campbelltown.

For the purpose of this Plan, the term 'industrial development' includes, but is not limited to the definition of "industry" under any relevant Environmental Planning Instrument.

Industrial development includes, but is not limited to any industrial, warehousing, storage, vehicle industry and the like activities (and ancillary works) whether or not operated for the purpose of gain.

7.2 Background - Industrial Development

Campbelltown has a number of dynamic industrial areas, accommodating a wide range of industrial uses. These industrial areas are generally located along the Main Southern Railway transport corridor and within close proximity to the F5 Freeway.

The controls contained within this Part aim to reinforce the character and design elements of more recent industrial development to ensure that these employment-generating areas of Campbelltown retain a safe and high level of function and amenity.

7.3 Building Form and Character

Building form and character refer to the collective result of a number of different elements of building design and siting, which when combined make up the appearance and feel of the "built environment". Through good quality design, the character of industrial development can be enhanced.

Objectives:

- Ensure that industrial development is both functional and attractive in the context of its local environment through appropriate design.
- Reduce the visual impact of industrial development on the streetscape and surrounding areas.
- Ensure that sufficient areas are available for landscaping, access, and car parking and manoeuvring of heavy vehicles on site.
- Ensure that building materials are high quality and durable.
- Ensure that fencing and walls for security purposes have positive impacts on the streetscape and other public domain areas.

7.3.1 Building Design

Design Requirements

- a) Building design shall incorporate

7.3

Building Form and Character

the following features to assist in the reduction of the perceived bulk and mass of development:

- i) provision of vertical and/or horizontal offsets in the wall surfaces at regular intervals, including columns, projections, and recesses;
 - ii) articulate architectural details around doors, windows front facades, roofs and entrances;
 - iii) articulate walls through the use of texture, colour, material changes, shadow lines and other facade treatments, at least every 15 metres; and
 - iv) at least 50% of the total surface area of the front elevation to be constructed of masonry material.
- b) Buildings located on corner allotments shall be designed to address both street frontages.
- c) Buildings shall be predominantly single storey (excluding basements, mezzanines and offices).
- d) ~~Mezzanines and/or offices shall not comprise more than 50% of the gross floor area of the ground floor of the building (or each gross floor area of the ground floor of a unit in a complex). Mezzanines shall not comprise an area of more than 50% of the gross floor area of the ground floor of the respective unit building (or each gross area of the ground floor of a unit in a complex).~~
- e) Offices shall not comprise more than 30% of the gross floor area of the ~~building, or each gross floor area of a unit in a complex of the respective unit.~~

Note: For the purpose of Clause 7.3.1 e) above, 'office space' means the part of the gross floor area that is dedicated to office use.

- f) No building shall rely upon a required path of egress (as defined within the



Figure 7.3.1 Examples of well articulated industrial buildings.



Figure 7.3.2 An example of easily identifiable entry.

7.3

Building Form and Character

BCA) over adjoining private land.

- g) No building or structure shall be erected within a right of carriage way or easement.
- h) A schedule of proposed colours, materials and finishes shall accompany all development applications for new industrial buildings.
- i) The main entry to the building shall be easily identifiable from the street and directly accessible from the front of the building or driveway in the case of a multi unit complex.

Worked example:

For a proposed development that comprises a gross floor area of 100sqm, the office area shall be a maximum of 30 sqm. As such the development would be comprised of:

a) 30sqm of office area; and

b) 70sqm of the primary use.

7.3.2 Building Setbacks

Design Requirements

- a) Industrial development shall be setback by:
 - i) 30 metres to:
 - the main southern railway line corridor,
 - the South Western Freeway corridor,
 - Ben Lomond Road between Pembroke Road and the Main Southern Railway Line Corridor,
 - Campbelltown Road,
 - Henderson Road,
 - Pembroke Road,
 - Rose Payten Drive, and
 - Williamson Road.
 - ii) 15 metres to:
 - Airds Road,
 - Badgally Road,
 - Ben Lomond Road between Campbelltown Road and the Main Southern Railway Line corridor,
 - Blaxland Road between Campbelltown Road and Rose Street,



Figure 7.3.3 An example of a well articulated industrial building incorporating a range of colour, texture and materials.



Figure 7.3.4 An example of the use of a palisade fence in an industrial development.

7.3

Building Form and Character

- the south eastern side of Blaxland Road between Rose Street and Lot 5 DP 538258,
- Blaxland Road between Lot 5 DP 538258 and Narellan Road,
- Devon Road,
- Grange Road,
- Plough Inn Road between Campbelltown Road, and Hollylea Road,
- Sussex Street, and
- Swaffham Road.

iii) 10 metres from any other public road.

excluding any required road widening.

- b) Except as nominated above, buildings adjoining residential, commercial and/or open space zones shall be setback a minimum of 10 metres.

7.3.3 Fences

Design Requirements

- a) Industrial fencing shall be a maximum 2.4 metres in height.
- b) All fencing in industrial developments shall be of recessive colours, palisade design, or plastic coated and framed chain wire with a maximum height of 2.4 metres, unless required as part of an acoustic solution.
- c) The use of sheet metal fencing is not permitted unless required as part of acoustic solution and is appropriately screened with landscaping.
- d) All fencing in industrial developments shall be setback a minimum of 3.0 metres from property boundaries addressing a primary and/or secondary street.

Note: For the purpose of 'SEPP 1 - Development Standards', a fence nominated

7.3

Building Form and Character

in Section 7.3.3 of this Plan does not constitute a building.

- e) Fencing on corner allotments shall not obstruct the sight distance of traffic entering or within an intersection or roundabout.
- f) Fencing shall not obstruct power, water, sewer, gas or telephone services, drainage systems, (including overland flow paths) or any easements or rights of way.
- g) Details for fencing shall be submitted with the development application.

7.4 Car Parking and Access

7.4

Car Parking and Access

Objectives:

- To ensure that all required car parking is accommodated on site.
- To maintain the free flow and safe movement of traffic into and out of the site.
- To ensure that on site car parking does not detract from the visual character of the streetscape.

7.4.1 General Requirements

Design Requirements

- a) Off street parking and loading shall be designed in accordance with *Australian Standard AS 2890.1 and 2 (as amended)*, except as otherwise provided by this Plan.
- b) For that part of the gross floor area occupied by office areas, lunch rooms and any associated office storage areas, car parking shall be provided at a rate of one space per 35sqm.
- c) For that part of the gross floor area occupied by uses other than office areas, lunch rooms and any associated office storage areas, car parking rates shall be provided in accordance with the following:
 - i) a minimum of two (2) spaces (per unit), plus
 - ii) one space for every 100sqm of gross floor area for buildings up to 2000 square metres; plus
 - iii) one space per 250sqm for that part of the building exceeding 2000 square metres in gross floor area.
- e) In addition to clauses 7.4.1 (b) & (c), one car parking space shall be provided for every 300sqm of outdoor storage space.
- f) Mezzanine areas that are exclusively used for storage purposes shall be excluded from the calculation of total



Figure 7.4.1 A good example of landscaping incorporated into car parking areas.

7.4

Car Parking and Access

gross floor area for the purpose of calculating the required number of car parking spaces, providing that the mezzanine areas:

- i) are not divided into smaller spaces by internal walls; and
- ii) have no external windows.
- g) In addition to clause 7.4.1 (c), motor vehicle industries shall provide a minimum of three (3) car parking spaces per work bay/hoist.
- h) Sufficient space shall be provided on site so that no vehicle shall be required to make more than a three-point movement to ~~enter~~ and exit the site in a forward direction.
- i) No car parking spaces shall be designed in a stacked configuration.
- j) No required car parking spaces shall be created as a separate strata or Torrens title allotment.
- k) Each site shall have a:
 - i) maximum of one ingress and one egress for heavy vehicles (combined or separated).
 - ii) each site may have an additional ingress/egress for cars (and other light vehicles).
- l) A minimum of 10% of the required car parking spaces, including disabled spaces, shall be located within close proximity to the main pedestrian entry to the building.

Note: Council may consider the use of mechanical turntables as part of the car parking arrangements.

7.4.2 Loading and Unloading

Design Requirements

- a) Each industrial factory/unit shall be provided with a loading bay.
- b) Provision shall be made for all loading



Figure 7.4.2 Examples of loading bays provided for individual units and separate from car parking and landscaped areas.

7.4

Car Parking and Access

and unloading to take place wholly within the ~~site or~~ designated loading area.

- c) No loading or unloading shall be carried out across parking spaces, landscaped areas, pedestrian aisles or on roadways.
- d) Each industrial building/unit having a gross floor area :
 - i) up to 400 square metres shall provide a loading area to allow for a small rigid vehicle to manoeuvre on site.
 - ii) more than 400 square metres, but up to 1500 square metres shall provide an area to allow for a medium rigid vehicle to manoeuvre on site; and
 - iii) more than 1500 square metres shall provide a loading area to allow for a large heavy rigid vehicle to manoeuvre on site.
- e) Heavy rigid vehicle swept turning paths shall be provided demonstrating that a heavy rigid vehicle can enter and exit the site in a forward direction. ~~Heavy vehicles swept sweep/turning paths shall be provided with development applications which demonstrate to Council how heavy vehicles will ingress and egress to and from the site in a forward direction and to and from designated loading areas.~~

7.4.3 Access for People with Disabilities

Design Requirements

- a) Industrial development shall comply with the minimum access requirements contained within the BCA and *Australian Standard 1428 - Design for Access and Mobility* (as amended).

Note: For the purpose of this section (Section 7.4.2):

- a small rigid vehicle shall be taken to be any vehicle that has a maximum load capacity ~~GVM greater than~~ of 4.0 tonnes and a length less than 6.4 metres;
- a medium rigid vehicle shall be taken to mean any vehicle that has a ~~GVM greater than~~ maximum load capacity of 8.0–4.5 tonnes and a length of 8.8 metres or greater but less than 12.5 metres; and
- a heavy rigid vehicle shall be taken to mean any vehicle that has a length of 12.5 metres or more.

Refer to AS 2890.2 (as amended) for more information on heavy vehicle measurements and classifications.

7.5

Landscaping

7.5 Landscaping

Objectives:

- To encourage the planting of native and low water consumption plants and trees.
- To enhance the existing streetscape and promote a scale and density of planting that softens the visual impact of buildings.

Design Requirements

- a) A detailed landscape plan and report shall be prepared by a suitably qualified person and submitted with all development applications for the construction of industrial buildings.
- b) Landscaping shall be provided to a minimum of 50% depth of the following required setback area located:
 - i) along the full width of each street frontage (other than vehicle driveways); and
 - ii) along the full width of setbacks of sites adjoining open space, residential and/or commercial areas.
- c) The first three (3) metres of all required street front landscaped area (as measured from the street boundary) shall be planted of advanced canopy trees that are:
 - i) a minimum of two (2) metres in height with a minimum pot size of 400 litre at the time of planting;
 - ii) of native species; and
 - iii) planted /placed every 10 metres.
- d) Site boundary landscaping of minimum one (1) metre width shall be provided between the street boundary and the building line.



Figure 7.5.1 - An Example of well landscaped industrial development.

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.

7.6 Outdoor Storage Areas

7.6

Outdoor Storage Areas

Objectives:

- To ensure that outdoor storage areas are appropriately accommodated on site.
- To reduce the visual impact of outdoor storage areas on the streetscape and surrounding areas.

Design Requirements

- No outdoor storage shall occur without development consent.
- Outdoor storage areas shall not be located between the primary or secondary street boundary and any building on the allotment.
- Outdoor storage areas shall be adequately screened from public view.
- Goods and materials stored shall not be stacked higher than an approved screening structure.
- Screen fencing and structures shall be constructed of high quality materials that complement the buildings located on site.
- All outdoor storage areas shall be sealed and drained to the storm water system in accordance with any environmental management requirements.
- Notwithstanding any other provision of this Plan, no external storage of used unregistered motor vehicles, vehicle parts, used building materials, scrap products or other industrial waste shall be permitted.
- No above ground tanks or other storage facilities shall be erected within a required setback.
- Goods shall be stored above the flood planning level.



Figure 7.6.1 - An example of unacceptable solution for outdoor liquid storage area

7.7

Industrial Waste Management

7.7 Industrial Waste Management

Objective:

- To ensure that appropriate facilities are provided for the storage and collection of industrial waste.

Design Requirements

- a) Industrial development shall make provision for an enclosed on site waste and recycling facility that has adequate storage area to accommodate the waste generated from the development.
- b) Any industrial premises that generates more than 20% of total waste generated by the development or 50 litres or 50 kg (whichever is the lesser) of meat/ seafood product shall be collected daily or refrigerated awaiting collection.
- c) Adequate provision shall be made for the screening and storage of all industrial waste behind the front building setback.
- d) All industrial premises shall hold evidence of a contract with a licensed collector for garbage and recycling collection.

7.8 Environmental Management

7.8

Environmental Management

Objective:

- To ensure that appropriate environmental management measures are implemented to prevent air, stormwater and noise pollution.

7.8.1 Liquid Storage

Design Requirements

- The storage and handling of flammable and combustible liquids shall be in accordance with *Australian Standard 1940 - The Storage and Handling of Flammable and Combustible Liquids* and the *Environment Protection Authority* publication, *"Bunding and Spill Management"* (as amended).
- All above ground liquid storage facilities, including waste shall be in a covered bunded area that is constructed of impervious materials.
- Above ground tanks shall be contained in a bunded area that:
 - is at least 110% of the volume of the tank or the largest tank, where a group of tanks are enclosed; and
 - walls shall be at least 250mm in height.
- The bunded area of drum storage facilities shall be able to contain 25% of the total volume of all drums and shall have a minimum capacity of at least 400L. Walls shall be at least 250mm in height.



Figure 7.8.1 - An example of liquid storage tank.

Note: Some liquid storage requires a licence from WorkCover. Further enquiries, refer to www.workcover.nsw.gov.au.

7.8.2 Air Quality

Design Requirements

- Any development that is likely to or capable of generating levels of air emissions exceeding the requirements

7.8 Environmental Management

of the *Protection of the Environment Operations Act 1997* shall demonstrate appropriate measures to mitigate against air pollution.

7.8.3 Noise

Design Requirements:

- a) Any development that is likely to or capable of generating levels of noise exceeding the requirements of the *Industrial Noise Policy* (published by the *Office of Environment and Heritage*) and shall demonstrate appropriate measures to mitigate against noise pollution.

Note: In addition to the requirements of this Plan, SEPP 33 Hazardous and Offensive Development specifies standards for environmental management of certain industrial development.

7.8.4 Stormwater and Drainage

Design Requirements

- a) All activities with the potential to pollute the stormwater system from a system failure shall be carried out within a covered and bunded area sited, designed and constructed to Council's satisfaction.
- b) Liquid waste and waste water shall either be:
 - i) recycled on site;
 - ii) treated and discharged to the sewer in accordance with a trade waste licence issued by Sydney Water; or
 - iii) collected, stored in a covered, bunded area and collected by the *Office of Environment and Heritage*; and
 - iv) discharged to a licensed waste management facility.
- c) Development shall not result in water run-off causing flooding or erosion on adjacent properties.

-
- d) Stormwater run-off shall be appropriately channelled into a stormwater drain in accordance with Volume 3.
- e) Where applicable, the development shall incorporate the creation of an appropriate easement to manage stormwater in accordance with Volume 3.

7.9

Residential Interface

7.9 Residential Interface

Objectives:

- To ensure that industrial development does not have adverse impacts on the amenity of adjoining residential neighbourhoods.
- To ensure that industries which emit significant noise pollution, odour and the like are appropriately separated from residential neighbourhoods.
- To ensure that vehicle traffic associated with industrial development does not adversely impact upon the amenity of residential neighbourhoods.

Design Requirements

- a) Loading areas, driveways, ~~rubbish and waste~~ storage areas, and roof top equipment shall not be located adjacent to residential areas.
- b) External and security lighting shall be positioned to avoid light spillage to adjacent residential development.
- c) An acoustic report shall be prepared as part of a development application where the proposed development is adjacent to residential or other sensitive uses, such as religious establishments, educational establishments and child care centres.

7.10

Multi Unit Complexes

7.10 Multi Unit Complexes

Objectives:

- Ensure that the design of multi unit complexes provide sufficient facilities to ensure the orderly development of a number of industrial activities on the site.

Design Requirements

- a) Each industrial unit proposed on land zoned 4(a) General Industry under Campbelltown (Urban Area) LEP 2002, shall have a minimum LFA of 400 square metres.
- b) Each industrial units proposed on land zoned 4(b) Industry B and 4(c) Industry C under Campbelltown (Urban Area) LEP 2002, shall have a minimum LFA of 100 square metres.



Figure 7.10.1 - An example of a multi-unit complex with individual loading/parking for each unit.

7.11 Subdivision

7.11

Subdivision

Objectives:

- Ensure that industrial allotments are of an appropriate size to provide sufficient space to accommodate future industrial operations and buildings and allow the site to function in a safe and efficient manner.
- Ensure that all allotments created have proper and sufficient access.
- Encourage the consolidation of allotments that are below the minimum allotment size under this Plan.
- Encourage the equitable distribution of car parking within strata titled industrial development.

7.11.1 Torrens Title

Design Requirements

- a) Any allotment created by Torrens title subdivision within 4(a) General Industry under Campbelltown (Urban Area) LEP 2002, shall satisfy the following standards:
 - i) an area of at least 4,000 square metres ; and
 - ii) a minimum street frontage width of at least 30 metres to the primary street.
- b) Any allotment created by Torrens Title subdivision within 4(b) Industry B and 4(c) Industry C under Campbelltown (Urban Area) LEP 2002, shall satisfy the following standards:
 - i) an area of at least 2,000sqm; and
 - ii) a minimum street frontage width of 30 metres to the primary street frontage.
- c) No industrial subdivision shall create allotments with battle-axe handles.
- d) Where a single development is proposed on more than one allotment, all allotments the subject of the development shall be consolidated into a single allotment.

7.11

Subdivision

7.11.2 Strata Subdivision

Design Requirements

- a) No more than 50% of the required car parking within a strata title subdivision shall be allocated to individual industrial units within a multi-unit complex.
- b) All car parking spaces that are allocated to individual units shall be proportioned in number to the size of the units.
- c) No car parking spaces shall be created as a separate allotment.
- d) No internal or outdoor storage space shall be created as a separate allotment.
- e) No common property car parking spaces shall be fenced off from other parts of the development.

Part 8

Child Care Centres

8.1 Application

8.1 Application

This Part sets out controls relating to child care centres in the City of Campbelltown.

8.2 Licence Requirement

In order to operate a child care centre in Campbelltown, the applicant needs to obtain:

- i) a development consent from Council under the EP&A Act 1979; and
- ii) a licence to operate from the NSW Department of Family and Community Services

Note: Applicants are advised to consult with the NSW Department of Family and Community Services prior to lodging a development application with Council.

8.3 Building Form and Character

Objectives:

- Ensure that child care centres are:
 - appropriately located and designed to ensure high levels of safety, security, health and amenity for children and staff; and
 - functional through appropriate building design.
- Ensure that child care centres within residential areas are designed to:
 - minimise the impact of child care centres on the amenity of the existing neighbourhood by way of noise, traffic and loss of privacy; and
 - maintain the characteristics of residential neighbourhoods.

8.3.1 Locality Requirements

Design Requirements

- a) Child care centres shall not be located on an allotment that:
 - i) is accessed from a State road (refer to Table 8.3.1 for a list of State roads in Campbelltown LGA);
 - ii) is within 100 metres of the intersection of a State road;
 - iii) is within a no through road;
 - iv) has vehicular access to a road where the carriageway is less than 6.5 metres in width;
 - v) has a building erected upon it that is constructed of materials that

8.3

Building Form and Character

contain asbestos or lead paint;

vi) is adjacent to a:

- potentially hazardous industry;
- hazardous industry;
- potentially offensive industry;
- offensive industry;
- intensive horticulture;
- intensive livestock keeping; or
- waste management facility.

vii) is within a 150 metre radius of a sex industry premises;

viii) presents a potential safety hazard for vehicle and pedestrian traffic, unless it can be demonstrated to Council's satisfaction that there would be no vehicular/pedestrian conflict (refer to Figure 8.3.1);

b) Child care centres shall not be located within a basement of a building (excluding storage rooms and offices ancillary to the child care centre).

c) Child care centres shall not be permitted on a local street, unless it can be demonstrated to Council's satisfaction that:

- i) the proposed child care centre will not impact negatively on the local traffic network;
- ii) the proposed child care centre has adequate on site parking and manoeuvring/turning spaces; and

iii) the amenity of the surrounding properties is maintained.

d) Where a child care centre is proposed to be located in a building on land within Business Centres, the child care centre (excluding storage rooms and offices) shall:

- i) be directly accessible by car;
- ii) not occupy more than one (1) storey; and
- iii) be located no higher than the first floor to ensure the easy evacuation of children in

State Roads in Campbelltown LGA
1. Appin Road
2. Moore-Oxley By Pass
3. Narellan Road
4. Pembroke Road
5. Glenfield Road
6. Campbelltown Road
7. Rudd Road (Queen St to O'Sullivan Rd)
8. Minto Road (Pembroke Rd to Collins Promenade)
9. Collins Promenade (Minto Road to Harold St)
10. Harold Street (Collins Promenade to Canterbury Rd)
11. Canterbury Road (Harold St to Glenfield Rd)
12. Hume Highway
13. Menangle Road

Table 8.3.1 - A list of State roads within Campbelltown LGA.



Figure 8.3.1 - An illustration of lots that may present potential vehicular/pedestrian safety hazard.

8.3

Building Form and Character

case of emergency.

8.3.2 Site Requirements

Design Requirements

- a) Child care centres shall not be developed on an allotment with an area less than 800sqm.
- b) Child care centres shall only be developed on an allotment having a minimum width of 20 metres.
- c) Despite clauses 8.3.2 a) and b), Council may consider a proposal for a child care centre within an existing building on land within a Comprehensive Centre or Industry zone under Campbelltown (Urban Area) LEP 2002.

8.3.3 Streetscape

Design Requirements

- a) The design of new purpose built buildings (including facade treatments, building massing, roof design and entrance features, setbacks and landscaping) shall complement the scale of surrounding development, character and qualities of the desired streetscape.
- b) Notwithstanding Clause 8.3.1 a) viii) new buildings on corner sites shall incorporate facade treatments that address both street frontages and achieve positive articulation in building design.
- c) Clothes lines and air conditioning units shall be screened and not visible by the public when viewed from a public area.
- d) The built form, design and layout of all outdoor play areas shall relate to the natural land form and setting to ensure that the amenity (visual and acoustic privacy) of adjoining properties is protected.



Figure 8.3.2 - An example of a child care centre located within a residential area that is of appropriate scale and character.

8.3.4 Fencing

Design Requirements

- a) Fencing along the primary and secondary street boundaries shall:
 - i) not be constructed of bonded sheet metal;
 - ii) not be higher than 1.2 metres;
 - iii) be articulated, incorporate landscape treatments and complement the design and finish of the development.
- b) Fencing to the rear and side boundaries shall be:
 - i) located behind the primary and secondary street setbacks; and
 - ii) a maximum of 2.1 metres in height (excluding retaining walls).
- c) Bonded sheet metal fencing shall only be permitted where all of the following criteria have been met:
 - i) the fence is located behind a 1.5 metre wide landscaped buffer; and
 - ii) the fence is located behind the building line of all street frontages.

8.3.5 Hours and days of operation

Design Requirements

- a) In residential and rural areas, the hours and days of operation shall be limited to:
 - i) 7:00 am to 7:00 pm Monday to Friday;
 - ii) 7:00 am to 6:00 pm on Saturdays; and
 - iii) no operation on Sundays or public holidays.

8.3.6 Visual and Acoustic Privacy

Design Requirements

- a) An acoustic report prepared by a suitably qualified person shall be submitted with all child care centre development applications demonstrating :
 - i) that the noise levels generated from the

8.3

Building Form and Character

- child care centre, when measured over a 15 minute period, does not exceed the background noise by more than 5 db(A);
 - ii) that the noise levels comply with the requirement of the Protection of The Environment Operations Act 1997; and
 - iii) illustrating ways to minimise the impacts of noise on adjoining properties.
- b) Direct views to and from neighbouring and surrounding properties shall be minimised through:
- i) appropriate building design and location of outdoor play areas; and
 - ii) the use of fencing and landscaping buffers.

8.3.7 Waste Management

Design Requirements

- a) Waste storage, collection areas and service/ delivery areas shall be screened from public view and located to minimise adverse impacts on adjoining properties.
- b) The waste collection area shall be located and designed to minimise safety hazards for any person within the site or within the adjacent private/public areas.
- c) A waste management plan shall be submitted for all child care centre developments including information with regard to the storage and disposal of used nappies.

8.3.8 Additional Requirements - Residential Zones

Design Requirements

- a) A maximum of 50 children shall occupy a child care centre on any single allotment.
- b) The child care centre shall be wholly located on the ground floor of the building (excluding offices and storage rooms).
- c) Child care centres shall be setback a minimum of:
 - i) 5.5 metres from the primary street

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Building Form and Character

- boundary;
 - ii) 5 metres from the rear boundary;
 - iii) 3.0 metres from the side boundary; and
 - iv) 3 metres from any secondary street boundary.
- d) Where a proposal comprises a child care centre and a residential dwelling, the proposal shall meet the following:
- the combined FSR for both uses shall not exceed 0.55:1.
 - an open space area shall be provided for the exclusive use of the residential dwelling, and shall comply with the section 3.7.2.4 of Part 3, Volume 1 of the Plan ;
 - the dwelling shall be separated from the child care centre;
 - separate kitchen, toilet and laundry facilities shall be provided for the exclusive use of the child care centre.

8.3.9 Additional Requirements - Rural and Environmental Protection Zones

Design Requirements

- a) A maximum of 50 children shall occupy a child care centre on any single allotment.
- b) The child care centre shall be wholly located on the ground floor of the building.
- c) Child care centres shall be setback a minimum of:
 - i) 20 metres from the primary street boundary;
 - ii) 10 metres from the rear boundary;
 - iii) 10 metres from the side boundary; and
 - iv) 20 metres from any secondary street boundary.

8.3.10 Additional Requirements - Industry Zones

Design Requirements

- a) The setbacks of child care centres within

8.3

Car Parking and Access

industry zones shall comply with the requirements of section 7.3.2 *Building Setbacks* within Part 7 *Industrial Development, Volume 1* of the Plan.

8.4 Car Parking and Access

Objectives:

- Provide adequate on-site car parking for staff and visitors that is convenient, secure and safe having regard to the traffic generated by the development.
- Ensure efficient and safe vehicular and pedestrian movements to all areas and aspects of a child care development.
- Ensure that the location and design of driveways and parking areas, waste access and collection areas are practical, easily maintained, convenient, safe and suitably landscaped.
- Provide safe convenient access for vehicles and pedestrians whilst minimising conflict between them.

8.4.1 Car Parking

Design Requirements

- a) Car parking areas shall be setback a minimum of 3 metres from the front boundary and any secondary boundary.
- b) A minimum of one (1) on site car parking space shall be provided for every four (4) children approved to attend the child care centre.
- c) Off street parking and loading shall be designed in accordance with *Australian Standards 2890.1 and 2 (as amended)*, except as otherwise provided by this Plan.
- d) No required car parking space shall be designed in a stacked configuration.
- e) Pedestrian access shall be separated from vehicular access with clearly defined paths to and from the building.
- f) Each site shall have a maximum of one ingress and one egress driveway.
- g) The minimum width of a driveway shall be:
 - i) three (3) metres for one way traffic movement; and
 - ii) six (6) metres for two way traffic movement.



Figure 8.4.1 - Illustration of car parking space, marked for people with disabilities.



Figure 8.4.2 - Stacked configuration of car parking spaces as shown in this photos will not be accepted.

8.3

Car Parking and Access

- h) Driveways shall be located a minimum distance of six (6) metres from the tangent point of any unsignalised intersection.

Note: In circumstances where an intersection is controlled by lights, a roundabout or the like, applicants are requested to contact Council for specific requirements, as the location of the driveway may vary.

- i) Sufficient space shall be provided on site so that no vehicle shall be required to make more than a three-point turn to exit the site in a forward direction.
- j) All car parking spaces shall be line marked and delineated with appropriate signage and pavement marking.
- k) Development applications child care centres catering for 20 or more children shall include
 - a) Traffic Impact Statement, prepared by a suitably qualified person addressing the following criteria:
 - i) the existing traffic environment;
 - ii) anticipated traffic generation from the proposed development;
 - iii) the potential cumulative impact on the locality;
 - iv) the need for local traffic improvements in the locality;
 - v) traffic egress/ingress; and
 - vi) sight distance and other relevant safety issues including vehicular/pedestrian movements.

8.4.2 Access for People with Disabilities

Design Requirements

- a) Child care centres shall comply with the minimum access requirements contained within the BCA and *Australian Standard 1428 - Design for Access and Mobility* (as amended).

8.4.3 Emergency Evacuation

Design Requirements

- a) Development applications for child care centres

8.4

Car Parking and Access

catering for 20 or more children shall include an Emergency Evacuation Plan prepared by a suitably qualified person in accordance with *Australian Standard 3745 Emergency Control Organization and Procedures for Buildings, Structures and Workplaces* (as amended), addressing:

- i) the mobility of children and how this is to be accommodated during an evacuation;
- ii) the location of a safe congregation area, away from the evacuated building, busy roads, other hazards and the evacuation points of other residents or tenants within the building or surrounding buildings;
- iii) where the child care centre is part of a larger building or complex, that the emergency evacuation plan for the child care centre is complementary and consistent with other emergency evacuation plans for the complex; and
- iv) the supervision of children during an evacuation and at the safe congregation area, giving regard to the capacity of the child care centre and its approved child: staff ratios.

8.5 Landscaping

8.5

Landscaping

Objectives:

- To encourage the planting of native and low water consumption plants and trees.
- To enhance the existing streetscape and promote a scale and density of planting that softens the visual impact of buildings, while maintaining opportunities for passive surveillance.
- Ensure that to minimise the risk of personal injuries the appropriate species of plants are selected for the landscaping of child care centres.

Design Requirements

- a) Landscaping shall be provided to a minimum of a:
 - i) 3 metre wide strip along the primary and secondary street frontage (other than vehicle driveways); and
 - ii) 1.5 metre wide strip along the full width of side and rear setbacks.
- b) Native mature trees on site shall be retained.
- c) Development applications for child care centre shall include a Landscape Plan and report, prepared by a suitably qualified person addressing the following:
 - i) species, location and mature height of proposed planting;
 - ii) location of play equipment;
 - iii) separation from car parking spaces and driveway areas;
 - iv) fencing height and materials; and
 - v) surfaces (sand, grass or the like).
- d) All existing vegetation on the site and on adjoining sites shall be assessed to ensure that the plants:
 - i) are not toxic or dangerous (refer to Appendix 14 for a list of Unsuitable Plant Species); and
 - ii) do not impose a safety hazard such



Figure 8.5.1 - Landscaping used for shading and screening.

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.

8.6 Play Areas

as personal injury from falling branches and seeds, poisoning and/or choking.

8.6 Play Areas

Objectives:

- Ensure the provision of sufficient play areas for the use of children.
- Ensure that play areas are safe, secure and functional.

Design Requirements

- a) Child care centre play areas shall:
 - i) comply with the *Children (Education and Care Services) Supplementary Provisions Regulation 2004 (as amended)*;
 - ii) be appropriately designed and located to minimise noise impacts to adjoining properties; and
 - iii) be naturally lit and ventilated.
- b) The siting of outdoor play areas shall:
 - i) be located on a predominantly flat gradient;
 - ii) allow direct supervision from within the centre; and
 - iii) provide adequate fencing.
- c) Where a child care centre is proposed to be located on the first floor of a building (in the case of a child care centre proposed within a comprehensive centre zone), the designated play areas shall:
 - i) be provided on the same level and directly accessible from the child care centre;
 - ii) have a minimum ceiling height of 2.7 metres; and
 - iii) be physically separated from the indoor space area.



Figure 8.6.1- Examples of a well designed, shaded outdoor play areas.

8.7 Advertising Signs

8.7 Advertising Signs

Objective:

- Ensure that child care centres use appropriate advertising signs.

Design Requirements

- a) ### Despite any other provision of this Plan, a child care centre shall have a limit of one (1) business identification sign in accordance with the following:
- i) not an illuminated sign;
 - ii) the sign shall be located at the building or mounted within the front landscaped area no higher than 1 metre from the natural ground level of the landscaped area;
 - iii) the sign shall only include the name of the centre and business related information such as opening hours, type of child care centre and the owners of the centre and any other accreditation relevant to the child care centre.
 - iv) the sign shall not exceed 1.0 square metres in area.
- b) An advanced warning sign that is approved by Council shall be provided on each road approach, warning motorists that they are approaching a child care facility. The sign shall be provided and erected by Council at the applicant's expense.

Note: Refer to page (i) of Volume 1 of this Plan for a note explaining this (###) symbol.

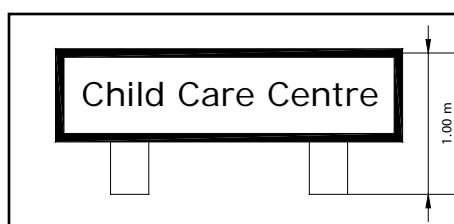


Figure 8.7.1 - Examples of acceptable signs for child care centres.

Note: Plans for proposed advanced warning signs will be submitted to Council's Traffic Committee.

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Part 9

Public Consultation

9.1 Application

9.1 Application

This Part sets out Council's requirements for public consultation involving Council Strategic Planning Documents (CSPDs) and Development Applications (DAs).

9.2 Background

Public consultation is an essential component of the plan making and development process. This Part aims to ensure that public participation is facilitated in an orderly and transparent manner within the City of Campbelltown when dealing with CSPDs and DAs.

This Part provides guidance for the following matters:

- i) what type of development will be notified and/or exhibited;
- ii) how public consultation will be carried out;
- iii) what information will be notified and/or exhibited;
- iv) who will be notified;
- v) how the community will be consulted;
- vi) opportunities for community submissions;
- vii) time of the consultation period;
- viii) who to contact for further information;
- ix) what type of development will be referred to a Council meeting for determination;
and
- x) how the community can be involved in the decision making process.

CSPD: Council Strategic Planning Document

LEP: Local Environmental Plan

DA: Development application

DGP: Development Control Plan

S94 Plan: Sections 94 Plan

S94A Plan: Section 94 A Plan

POM: Plan of Management

9.3 Public Consultation of Draft CSPDs

9.3

Public Consultation of Draft CSPDs

Objectives:

- Ensure that the community is adequately consulted in respect of draft CSPDs.
- Provide an opportunity to persons who may be affected by a draft CSPD to make comments to Council for consideration, prior to the matter being determined.

9.3.1 Statutory Requirements for Draft CSPDs

a) Statutory requirements for the public consultation of draft CSPDs are prescribed in the *EP&A Act*, the *EP&A Reg* and the *LG Act* as follows:

i) For Local Environmental Plans (LEPs)

The requirements for the public consultation of a draft LEP is set out in Part 3, Division 4 of the *EP&A Act*.

ii) For Development Control Plans (DCPs)

The requirements for the public exhibition of a draft DCP is set out in Part 3, Division 2 of the *EP&A Reg*.

iii) For Section 94 Plans, Planning Agreements and Section 94A Plans

The requirements for the public exhibition of a draft Section 94 Plan, draft Planning Agreements and draft Section 94A Levy Plans are set out in Part 4 of the *EP&A Reg*.

iv) Plans of Management

The requirement for public consultation of a draft PoM is articulated in Sections 38 & 39 of the *LG Act*.

9.3.2 Public Exhibition of draft CSPDs

a) Council shall give a written notice of a public exhibition of a draft CSPD by a one or more of the following means:

- i) an advertisement placed in a local newspaper;
- ii) on the web-site of Campbelltown City

9.3

Public Consultation of Draft CSPDs

Council at www.campbelltown.nsw.gov.au;

- iii) in writing to adjoining landowners, unless Council's officers are of the opinion that the number of landowners makes it impractical to notify them.
- b) The written notice of the public exhibition for draft CSPD shall contain the following details:
 - i) the purpose of the draft CSPD;
 - ii) where relevant, the land affected by the draft CSPD;
 - iii) the commencement date of the public exhibition;
 - iv) the closing date of the public exhibition;
 - v) how long is the period of the public exhibition
 - vi) where the draft CSPD can be viewed;
 - vii) who to contact for further information; and
 - viii) the address of Council for the receipt of submissions;
- c) Submissions shall be made in writing and;
 - i) sent to:

The General Manager
Campbelltown City Council
PO Box 57
Campbelltown NSW 2560

or
 - ii) e-mailed to:

council@campbelltown.nsw.gov.au
- d) Council shall place a draft CSPD on public exhibition:
 - i) at Campbelltown Civic Centre;
 - ii) at HJ Daley Library Campbelltown;
 - iii) at the nearest library to which the draft CSPD applies; and
 - iv) at Council's web site.
- e) All written submissions shall be acknowledged

9.3

Public Consultation of Draft CSPDs

by Council in writing within 14 days of the closing date of the public exhibition period.

- f) The public exhibition period of draft CSPDs that are endorsed by Council for public exhibition at a December meeting shall be extended by an additional 14 days or as seen appropriate by Council.

9.3.3 Draft CSPDs and Council Meetings

- a) One week prior to the Planning and Environment Committee meeting, the applicant and any person who made a written submission to a draft CSPD shall be invited to attend and address Council's Planning and Environment Committee meeting; and
- b) Any person who made a written submission to Council on a draft CSPD shall be advised of Council's decision.

9.4

Public Consultation of Development Applications

9.4 Public Consultation of Development Applications

Objectives:

- Ensure that public participation is facilitated in an orderly and transparent manner when dealing with development applications and related matters.
- Outline procedures for the notification and advertisement of development applications, applications to modify development consents and the review of development consents.
- Identify development applications that will be notified and/or advertised and those persons who will be notified.

9.4.1 Public Notification of DAs

9.4.1.1 Publicly Notified Development Applications

- a) The following types of development applications shall be publicly notified if the proposed development adjoins **residential, rural or environmental protection zoned** land ~~where residential development is permissible:~~
- i) dwellings and additions more than one storey in height;
 - ii) ~~garden flats~~ **secondary dwellings**;
 - iii) swimming pools;
 - iv) narrow lot dwellings;
 - v) multi dwellings;
 - vi) Torrens title residential subdivision involving more than five (5) allotments;
 - vii) home activities;
 - viii) child care centres;
 - ix) religious establishments;
 - x) educational establishments;
 - xi) community facilities;
 - xii) health care establishments;
 - xiii) commercial and industrial developments that **in the opinion of Council would have major impacts on adjoining properties** ~~involve construction works greater than \$50,000;~~
 - xiv) any non residential development in a residential zone;

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Public Consultation of Development Applications

xv) all development on Council land that in the opinion of Council would have major impacts on adjoining private properties having a value greater than \$50,000; and

xvi) any other development that in the opinion of Council would have major impacts on adjoining private properties.

b) In addition to the above, Council shall publicly notify any DA which, in the opinion of Council, would be in the public interest.

9.4.1.2 Re-notification of Amended DAs

a) If in Council's opinion any amendments to the proposed development would have a greater impact upon an adjoining property, the DA shall be re-notified

9.4.1.3 Parties to be Notified of DAs

a) Development applications shall be notified to all:

- i) adjoining land owners;
- ii) adjoining properties of lands located outside the boundaries of Campbelltown Local Government Area; and
- iii) the relevant neighbouring Council, where in the opinion of Council, adjoining lands within the neighbouring Council are likely to be affected by a development application.

Note: Adjoining properties on neighbouring Councils' land shall be notified by a "mail box" drop notification method, due to potential legal privacy matters for Council.

b) Where a property is owned by an owner's corporation under the Strata Titles Act, 1973, a Leasehold Strata scheme under the Strata Titles (Leasehold) Act, 1986 or associations under the Community Land Development Act, 1989, notification to the secretary of the owner's corporation is taken to be

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Public Consultation of Development Applications

notification to all owners.

9.4.1.4 Method of Notification

- a) DAs shall be notified in writing via post or email.

9.4.1.5 Period for Notification

- a) The notification period shall be 14 calendar days, unless otherwise prescribed in the *EP&A Act* and *EP&A Reg.*
- b) The notification period of development applications that are lodged with Council between the first week of December to third week of January shall be extended by two (2) to six (6) weeks or as seen appropriate by the Director Planning and Environment.

9.4.1.6 Public Notification Letter

- a) Notification letters shall include the following information:
 - i) the address of the development site;
 - ii) a description of the proposal;
 - iii) where and when the plans can be inspected;
 - iv) the time/period within which written submissions will be received by Council; and
 - v) A4 plans of the proposed development (where applicable);

Note 1: For information on the notification process and how to make a submission refer to Notification Development Application Booklet (Figure 9.4.2).

Note 2: For information on the development application process refer to What is a Development Application Booklet (Figure 9.4.3).

Note 3: For information on Residential Zone 2(b) refer to What is zoning (2b) Residential Zone Booklet (where applicable) Figure 9.4.4).



Figure 9.4.2 - Notification of Development Application Booklet.



Figure 9.4.3 - What is a Development Application Booklet.

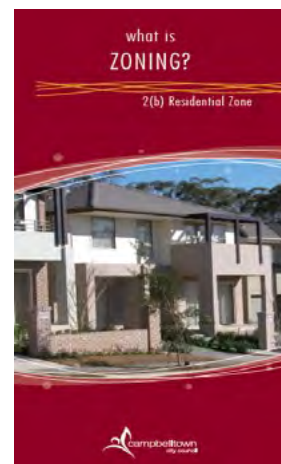


Figure 9.4.4 - What is Zoning (2b) Residential Zone Booklet.

9.4

Public Consultation of Development Applications

Note 4: Council may also publicly notify building certificates for illegally constructed buildings/structures in accordance with 9.4.1 where it is considered to be in the public interest.

The above Booklets are available for download from council's website www.campbelltown.nsw.gov.au.

9.4.2 Public Notification and Exhibition of DAs

9.4.2.1 Publicly Notified and Exhibited Development

a) ~~In addition to any public exhibition requirements under the EP&A Act 1979,~~ The following development applications shall be publicly **notified and** exhibited:

- i) residential apartment buildings;
- ii) mixed use development greater than 2 storeys in height;
- iii) residential master plans (staged DA) involving more than 100 allotments;
- iv) commercial and industrial development that **in the opinion of Council would have major impacts on adjoining properties** ~~greater than 10,000sqm GFA and/or greater than \$10,000,000 in value;~~
- v) designated development;
- vi) new licensed premises ~~(excluding restaurants/cafes)~~ or existing licensed premises extending trading hours **(excluding restaurants/cafes)** ;
- vii) non low impact communication facilities under the *Commonwealth Telecommunications Act, 1997*;
- viii) sex industry premises;
- ix) any development on Council land that **in the opinion of Council would have major impacts on adjoining private properties** ~~having a value greater than \$500,000;~~
- x) Demolition of a heritage item;



Figure 9.4.5 - An example of a development that would be publicly exhibited.

Licensed Premises are premises licensed under the Liquor Act 2007.

9.4

Public Consultation of Development Applications

- x) Any external works to a heritage item unless Council is satisfied that the proposed works are minor and will not have an adverse impact on the heritage significance of the item;
- xii) any other development ~~exceeding \$10,000,000 in value that in the opinion of Council would have major impacts on adjoining private properties.~~
- b) In addition to the above, Council shall publicly ~~notify and~~ exhibit any DA which in the opinion of Council is in the public interest.
- c) ~~In the event that the publicly exhibited development adjoins a land where residential development is permissible, Council shall also publicly notify the DA.~~

9.4.2.2 Re-exhibition of Amended DAs

- a) If in Council's opinion any amendments to the proposed development would have a greater impact upon an adjoining property, the DA shall be re-exhibited.

9.4.2.3 Public Exhibition Notice

- a) Council shall place DAs on public exhibition:
 - i) in a public notice in a locally circulated newspaper;
 - ii) at Campbelltown Civic Centre;
 - iii) at HJ Daley Library Campbelltown;
 - iv) at the nearest library of the proposed DA; and
 - v) at Council's web site.
- b) The public notice of a DA shall contain the following details:
 - i) the description of the land (including the address) on which the development is proposed to be carried out;
 - ii) the name of the applicant and the name of the consent authority;

Campbelltown LGA Branch Libraries are :

- HJ Daley Library
- Eagle Vale Branch Library
- Glenquarie Branch
- Greg Percival Library Ingleburn

9.4

Public Consultation of Development Applications

- iii) a description of the proposed development;
 - iv) the time/period within which written submissions will be received by Council;
 - v) where the DA can be viewed; and
 - vi) who to contact for further information.
- b) Information submitted to Council as part of the DA shall be made available for the public to view including:
- i) all plans;
 - ii) the DA application form;
 - iii) the Statement of Environmental Effects; and
 - iv) any other supplementary reports.

9.4.2.4 Period for Public Exhibition

- a) The public exhibition period shall be 14 calendar days, unless otherwise prescribed in the *EP&A Act* and *EP&A Reg.*
- b) The public exhibition period of development applications that are lodged with Council between the first week of December to third week of January shall be extended by two (2) to six (6) weeks or as seen appropriate by the Director Planning and Environment.

9.4.3 Development Proposal Notice at the Development Site

- a) Within 14 days of the lodgement of a DA, the applicant shall place a sign(s) titled "Development Proposal" on the primary frontage of the development site.

Note: The 'development proposal' sign shall be supplied by Council following lodgement of the DA.

- b) The sign(s) shall contain the following information:
- i) the DA number;

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Public Consultation of Development Applications

- ii) a site plan;
 - iii) elevation plans (if applicable); and
 - iv) a brief description of the development.
- c) The development proposal sign shall remain on the subject site until Council's determination of the DA.

9.4.4 Public Submissions

- a) Public submissions are required to be made in writing and provide:
- i) the name, address and contact number of the person/s who made a submission;
 - ii) a reference to the subject DA; and
 - iii) reasons for objecting to, or supporting the DA.

Note: Public submissions are not confidential, and may be accessed by any person under the NSW Freedom of Information ACT 1989.

Note: Council shall only acknowledge receipt of public submissions where a person has provided a name and contact details.

Note: Any person is entitled to make a public submission to a DA whether or not a notification letter was forwarded to that person.

- b) Where a submission is a petition, the following information is requested:
- i) the name and address of the person who coordinated the petition; and
 - ii) the name and address of each person who signed the petition.

Note: In the event that Council receives a petition Council shall acknowledge receipt of the submission from the identifiable person coordinating the petition.

- c) Written submissions shall be;

- i) posted to:

The General Manager
Campbelltown City Council

PO Box 57 Campbelltown NSW 2560

or

ii) e-mailed to:

council@campbelltown.nsw.gov.au

- d) All submissions are required to be received by the closing date, unless by prior arrangement with the responsible Council officer.

Note: There is no guarantee that submissions received after the closing date of the public exhibition will be considered by Council as part of its assessment of the DA.

- e) Council shall acknowledge all written submissions within 14 days of the closing date of the public consultation period.

Note: All submissions received within the public consultation period will be taken into consideration during the assessment of the DA.

Note: The DA will not be determined prior to the closing date of the public consultation period.

- f) Except as otherwise provided by Section 9.5, any person who made a written submission to a DA will be advised of Council's decision.

9.5

9.5

Development Applications & Council Meetings

9.5 Development Applications and Council Meetings

Objective:

- Ensure that DAs which have significant community/public interest are referred to a Council meeting for consideration.
- Ensure that interested persons are provided with the opportunity to address Council's Planning and Environment Committee.

9.5.1 DAs Referred to a Council Meeting

- a) The following DAs shall be referred to Council's Planning and Environment Committee Meeting and Council's Ordinary Meeting for consideration:
 - i) new licensed premises ~~(excluding restaurants/cafes)~~—or existing licensed premises **under the Liquor Act 2007** extending trading hours **(excluding restaurants/cafes)**;
 - ii) non low impact communication facilities under the *Commonwealth Telecommunications Act, 1997*;
 - iii) significant works to a heritage item;
 - iv) sex industry premises;
 - v) any DA that has received a significant number of public submissions;
 - vi) any DA that seeks a significant departure from a CSPD; and
 - vii) any DA that, in Council's opinion, is in the public interest to be determined at Council's Ordinary Meeting.
- b) One week prior to the meeting, the applicant and any person who made a written submission shall be:
 - i) invited to attend and address Council's Planning and Environment Committee meeting; and
 - ii) invited to attend Council's Ordinary meeting;
- c) All public submissions shall be addressed within the Council officer's report.

Note: Licensed premises changing locations within the same commercial building will not be submitted to Council's meetings.

Note: Licensed Premises are premises licensed under the Liquor Act 2007.

9.5

Development Applications & Council Meetings

- d) Any person who made a written submission to a DA shall be advised of Council's decision.

Note: In the event of a petition, Council shall invite the identifiable person coordinating the petition.

Note: Any person who seeks to address Council's Planning and Environment Committee is required to contact Council's Planning and Environment Division, at least 24 hours prior to the meeting to register details.

Note: Subject to the discretion of the Chairperson of Council's Planning and Environment Committee, an applicant and any other person will be given approximately 5 minutes to address the Committee

Note: The Council officer's report will be publicly available at 4:00pm on the Friday prior to the Planning and Environment Committee Meeting via Council's web site or by contacting Council's Corporate Strategy & Support Section.

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Part 10 Religious Establishments

10.1

Application

10.1 Application

This part of the Plan sets out controls relating to the development of religious establishments (including extensions to existing development) in the City of Campbelltown.

10.2 General Design Requirements

Objectives:

- Ensure that religious establishment are appropriately located and designed to minimise any adverse effects (high noise levels, traffic impacts, overshadowing, privacy and access) on the amenity of surrounding land uses.
- Ensure that the scale, bulk and height of religious establishments are compatible with the predominant character of surrounding developments.

10.2.1 Locality Requirements

- a) Development applications for newly proposed religious establishments or additions and alterations to an existing religious establishment shall be accompanied by a report addressing the suitability of the site, street, neighbourhood and locality for the scale and intensity of the proposed development.
- b) Religious establishments shall not be located within a 150 metre radius (as measured from the point of the main entry of the proposed religious establishment) of a brothel, sex-on-premises establishments and restricted premises.
- c) Religious establishments on urban land shall be located a minimum of 250 metres (as measured from the point of the main entry of the proposed religious establishment) of any other approved religious establishment development, in order to minimise potential traffic generation, noise or amenity impacts upon the surrounding locality.
- d) Newly proposed religious establishments located on land within a residential zone shall have a maximum capacity of 100 people at any one time.

10.2.2 Height

- a) Religious establishments shall:

10.2

General Design Requirements

- i) not exceed 2 storeys in height;
 - ii) have a height not exceeding 7.2 metres at the upper most ceiling measured vertically from ground level (existing); and
 - iii) have a building height not exceeding 9.5 metres.
- b) Notwithstanding Clause 10.2.2 c), spires and similar structures shall only be permitted if in Council's opinion the proposed structure:
- i) is of appropriate height, bulk and scale; and
 - ii) does not result in overshadowing of private open space and living rooms of adjacent residential development or the residential component of a mixed use development.

10.2.3 Acoustic and Privacy Amenity

- a) An acoustic report prepared by a suitably qualified person shall be submitted with all religious establishment development applications demonstrating :
- i) that the noise levels generated from the religious establishment, when measured over a 15 minute period, does not exceed the background noise by more than 5 db(A) at the property boundary;
 - ii) that the noise levels comply with the requirement of the Protection of The Environment Operations Act 1997; and
 - iii) ways to minimise the impacts of noise on adjoining properties.

Note: Choice of fencing material should be considered and addressed as part of the acoustic report.

- b) On-site noise generating sources including, but not limited to:
- i) plant rooms and equipments;
 - ii) power supply generators;
 - iii) air conditioning units;
 - iv) pool pumps; and
 - v) recreation areas;

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General Design Requirements

shall be designed and located to ensure that the noise levels generated by such facilities do not exceed 5dBA above background levels at the property boundary.

- c) The use of external amplified sound including public address systems, amplified bells and amplified calls for prayers by religious establishments is prohibited.
- d) Direct views to and from neighbouring and surrounding properties shall be minimised by means including:
 - i) appropriate building design and location of gathering areas; and
 - ii) the use of appropriate screening, fencing and landscaping.

10.2.4 Streetscape

Design Requirements

- a) The design of new purpose built buildings (including facade treatments, building massing, roof design and entrance features, setbacks and landscaping) shall complement the scale of surrounding development, character and qualities of the desired streetscape.
- b) New buildings on corner sites shall incorporate facade treatments that address both street frontages and achieve positive articulation in building design.
- c) Air conditioning units and water tanks shall be screened and not visible by the public when viewed from a public area.
- d) Off street car parking areas shall be screened by means of landscaping.

10.2.5 Fencing

Design Requirements

- a) Fencing along the primary and secondary street boundaries shall:
 - i) not be constructed of bonded sheet metal;
 - ii) not be higher than 1.2 metres;
 - iii) be articulated, incorporate landscape

Important Note: Nothing in this section shall be taken that religious establishments are permissible within all residential zones. It is important to check the permissibility of this type of development under LEP 2002 before proceeding with the development application.

10.2

General Design Requirements

treatments and complement the design and finish of the development.

- b) Fencing to the rear and side boundaries shall:
 - i) be located behind the primary and secondary street setbacks; and
 - ii) be a maximum of 2.1 metres in height (excluding retaining walls).
- c) Despite Clause 10.2.5 b) above, fencing, where applicable, shall be designed to ensure that the privacy of adjacent residential developments is maintained.
- d) Bonded sheet metal fencing shall only be permitted where all of the following criteria have been met:
 - i) the fence is located behind a 1.5 metre deep landscaped buffer; and
 - ii) the fence is located behind the building line of all street frontages.

10.2.6 Religious establishments on land located within residential zones

- a) Newly proposed religious establishments (whether a newly proposed building is proposed to be built or a change of use of an existing building) located on land within residential zones shall not be located on ~~an allotment~~^{a site} that:
 - i) has an area less than 1,500 sqm;
 - ii) is within a no through road;
 - iii) has principal vehicular access to a road where the carriageway is less than 6.5 metres; and
 - iv) has a width less than 20 metres (measured at the front building line).
- b) For newly proposed religious establishments within residential zones, the indoor assembly area shall have a maximum total floor area of 160sqm. For the purpose of this clause, assembly area means the total floor space area of all buildings on the site excluding the areas of offices, library, kitchens, toilets, changing rooms and residential accommodation.

10.2

General Design Requirements

- c) Any area that is immediately adjacent to the assembly area and not fully separated from the assembly area by walls, shall be included in the calculations of the assembly area including open access corridors and areas between aisles.
- d) Buildings and structures comprising religious establishments shall be setback a minimum of:
 - i) 3 metres from any side boundary;
 - ii) 5.5 metres from the primary street boundary; and
 - iii) 10 metres from the rear boundary; and
 - iv) 5 metres from the secondary street boundary.
- e) Religious establishments shall not result in loss of solar access that would exceed the minimum requirements specified in clause 3.6 Solar Access.
- f) Religious establishments shall have appropriate regard to the impact on solar access to useable private open space, windows of living areas, solar collectors and clothes drying areas of adjoining and nearby residential development.
- g) The operation hours of newly proposed religious establishments within residential zones shall be determined on individual merit.

10.2.7 Religious establishments located on land within business zones

Important Note: Religious establishments are only permissible within certain business zones. It is important to check the permissibility of this type of development under the relevant EPI before proceeding with any application.

- a) Religious establishments located on land within business zones shall comply with the setbacks and building envelope requirements specified in Part 6 Commercial Development of this Plan.
- b) Religious establishments shall not result in loss of solar access that exceeds the

minimum requirements specified in *Part 5 Residential Apartment Buildings and Mixed-Use Development* under *Clause 5.4.5 Solar Access* of the Plan.

10.2

General Design Requirements

10.2.8 Religious establishments located on land within Industrial zones

Important note: Under LEP 2002 religious establishments are prohibited within industrial areas, other than within an existing building.

10.2.9 Religious establishments on land located within non-urban lands

Important Note: Religious establishments are only permissible on certain zones within non-urban lands. It is important to check the permissibility of this type of development under the relevant EPI before proceeding with any application.

- a) Despite any other provisions of this Part, building and structures comprising religious establishments located on land within non urban lands shall be set back a minimum of:
 - i) 20 metres from the primary street boundary;
 - ii) 10 metres from the rear boundary;
 - iii) 10 metres from a side boundary; and
 - iv) 20 metres from any secondary street boundary.
- b) Religious establishments shall only be permitted where it is serviced by a sealed road.

10.3

Car Parking & Access

10.3 Car Parking and Access

Objectives:

- Ensure efficient and safe vehicular and pedestrian movements to and from the religious establishment.
- Ensure that the location and design of driveways and parking areas, waste access and collection areas are practical, easily maintained, convenient, safe and suitably landscaped.
- Ensure that the surrounding street network and intersections continue to operate safely and effectively.
- Ensure that sufficient car parking spaces are provided on site.
- Minimise parking arising from religious establishments on local streets.

10.3.1 Car Parking

Design Requirements

- a) Car parking areas shall be setback a minimum of 3 metres from the front boundary and any secondary boundary.
- b) A minimum of one (1) car parking space shall be provided for every 3.5 site users.
- c) Off street parking and loading shall be designed in accordance with *Australian Standards 2890-1 and 2 (as amended)*, except as otherwise provided by this Plan.
- d) No required car parking space shall be designed in a stacked configuration.
- e) No required car parking space or emergency/overflow space shall be located within Effluent Disposal Area.
- f) Pedestrian access shall be separated from vehicular access and car parking areas with clearly defined paths to and from the building.
- g) Each religious establishment shall have a maximum of one ingress and one egress driveway.
- h) The minimum width of a driveway serving a religious establishment shall be:
 - i) 3 metres for one way traffic movement;
and

10.3

Car Parking & Access

- ii) 6 metres for two way traffic movement.
- i) Driveways shall :
 - i) be located a minimum distance of 6 metres from the tangent point of any unsignalled intersection; and
 - ii) be sealed.

Note: In circumstances where an intersection is controlled by lights, a roundabout or the like, applicants are requested to contact Council for specific requirements, as the location of the driveway may vary.

- j) Sufficient space shall be provided on site so that no vehicle shall be required to make more than a three-point turn to exit the site in a forward direction.
- k) All car parking spaces shall be line marked and delineated with appropriate signage and pavement marking.
- l) Development applications for religious establishments shall include a Traffic Impact Statement, prepared by a suitably qualified person addressing the following criteria:
 - i) the existing traffic environment;
 - ii) anticipated traffic generation from the proposed development;
 - iii) identification of the celebrations, festivals, and the main day of the week for gathering/ praying which are likely to attract larger than normal attendance at the premises, the attendance numbers associated with such events and measures to mitigate and manage their impacts upon the traffic movements within the locality;
 - iv) the potential cumulative impact on the locality;
 - v) the need for local traffic improvements in the locality;
 - vi) traffic egress/ingress; and
 - vii) sight distance and other relevant safety issues including vehicular/pedestrian movements.

10.3

Car Parking & Access

10.3.2 Access for People with Disabilities

Design Requirements

- a) Religious establishments shall comply with the minimum access requirements contained within the BCA and *Australian Standard 1428 - Design for Access and Mobility* (as amended).

Objectives:

- To encourage the planting of native and low water consumption plants and trees.
- To enhance the existing streetscape and promote a scale and density of planting that softens the visual impact of buildings, while maintaining opportunities for passive surveillance.

Design Requirements

- a) Landscaping shall be provided to a minimum of a:
 - i) 3 metre deep strip along the primary and secondary street frontage (other than vehicle driveways); and
 - ii) 1.5 metre deep strip along the full width of side and rear setbacks.
- b) Where possible, existing on-site mature vegetation shall be retained and incorporated into the development.
- c) Development applications for religious establishments shall include a Landscape Plan and report, prepared by a suitably qualified person addressing the following:
 - i) species, location, pot size and mature height of proposed planting;
 - ii) separation from car parking spaces and driveway areas; and
 - iii) fencing height and materials.
- d) All new landscaping associated with development for religious establishments shall maximise the incorporation of endemic species.

Note: Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.

10.5 Waste Management

10.5 Waste Management

Objectives:

- Ensure that appropriate facilities are provided for the storage and collection of waste generated by religious establishments.

Design Requirements

- a) A waste management plan shall be submitted with all development applications for religious establishments.
- b) The waste management plan shall include proposals for waste management on special events dates.
- c) Waste storage, collection areas and service/delivery areas shall be screened from public view and located to minimise adverse impacts on adjoining properties.
- d) The waste collection area shall be located and designed to minimise amenity impacts and safety hazards for any person within the site or within adjacent private/public areas.

Part 11

Vegetation and Wildlife Management

11.1

Application

11.1 Application

This Part of the Plan sets out controls relating to:

1. The management of native vegetation and wildlife habitat (flora and fauna)
2. Permits and development applications for vegetation management

11.2 Management of Native Vegetation and Wildlife Habitat

Objectives:

- Protect and conserve the City's biodiversity through the retention of native vegetation.
- Maintain, enhance and/or establish corridors, which enable existing plant and animal communities to survive and range in their natural habitat.

11.2.1 Management of Native Vegetation and Wildlife Habitat

- a) For sites containing native vegetation and/ or fauna habitat:
 - i) the development shall be sited, designed and managed to avoid any negative impact on native biodiversity where possible;
 - ii) where an impact on native biodiversity cannot be avoided and no reasonable alternative is available the proposed development shall be sited, designed, constructed and managed in a manner that minimises the impact on native biodiversity and maintains habitat connectivity as much as practicable;
 - iii) any impact on native biodiversity shall be essential for the development and limited to the extent necessary to facilitate the safe and orderly use of the land for the purpose of the development;
 - iv) in circumstances where impacts on native biodiversity cannot be avoided, a Biodiversity Statement shall be prepared and submitted with the DA to demonstrate how Clause 11.2.1 a ii) and iii) above

Note: For definitions of terms used in this part, refer to Section 1.4 Dictionary of Part 1, Volume 1 of the Plan.



Figure 11.2.1 - The protection of native animals is essential for maintaining natural ecosystems within Campbelltown LGA.

11.2 Management of Native Vegetation & Wildlife Habitat

have been addressed.

Note: For requirements relating to a Biodiversity Statement Refer to Appendix 1. (Note: This statement can be incorporated into a Flora and Fauna Assessment Report).

b) A native Flora and native Fauna Assessment Report prepared in accordance with the Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods is required to be lodged with the development application where:

- i) there is a potential impact on threatened species, populations ecological communities or their habitats either directly or indirectly; and/or
- ii) there are proposed direct or indirect impacts on native vegetation or other fauna habitats;

iii) The site contains:

- Vegetation that is a representative of the structure of the natural vegetation in the locality; and/or
- sensitive environmental areas likely to contain important habitat resources for native fauna (although these may not be vegetated) such as riparian areas, wetlands or swamps, rocky outcrops, caves and cliffs; and/or
- aquatic habitats such as a river creek or wetland.
- The proposal will directly or indirectly impact native vegetation, or directly or indirectly impact natural features or sensitive environmental areas likely to contain habitat for native fauna.
- there is a potential impact on threatened species, populations ecological communities or their habitats either directly or indirectly.

Note: Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods are available on the Office of Environment and Heritage's

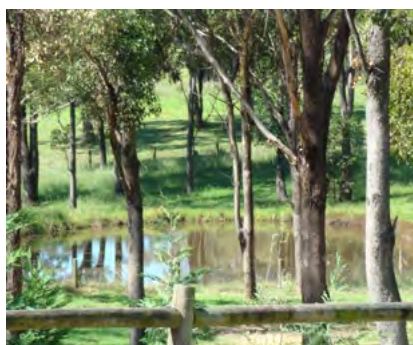


Figure 11.2.2 - The conservation of native vegetation is a key to ensuring the protection of biodiversity.

Note: A Flora and Fauna Assessment Report may be required for the removal of 5 trees or more whether the proposal is lodged to Council under Part 11 Vegetation and Wildlife Management or as part of a DA involving construction works.

11.2

website.

Note: Council may vary the survey requirements outlined under Clause 11.2.1 b) in circumstances where sufficient justification is provided.

- d) As part of the Flora and Fauna Assessment, an Assessment of Significance shall be undertaken for each species, population and ecological community which is likely to be directly or indirectly impacted, by the proposal. All Assessments of Significance must be undertaken in accordance with the *Threatened Species Guidelines - The Assessment of Significance* (DECC 2007). These guidelines are available on the Office of Environment and Heritage's website.
- e) Koala Habitat assessments undertaken as part of 11.2.1 b) above shall meet the requirements of SEPP 44 and Council's Guidelines for Koala Habitat Assessments (Refer to Appendix 4 of Volume 1 of the Plan).

11.3 Permits and Development Applications for Vegetation Management

11.2

Objectives:

- Preserve the amenity, biodiversity and ecology of the City of Campbelltown through the conservation of vegetation.
- Ensure the safety of the public, infrastructure, buildings and structures and key environmental assets is maintained.
- Make clear the process of determining whether or not vegetation management works require approval by Council under the Plan (Exemption Criteria).
- Make clear the assessment criteria which the Council will consider in determining applications for the approval of vegetation management works.

11.3.1 Exemptions

a) *Permits and Development Applications for Vegetation Management* of the Plan does not apply to vegetation management carried out for the following purposes:

- i) Any dangerous tree or other vegetation that present immediate imminent risk to human life or property.

Note: Council recommends that documentary evidence including photographs of the dangerous tree or other vegetation ~~be undertaken~~ is recorded prior to the removal of the vegetation.

- ii) work ordinarily incidental to the use, operation and management of a lawful development;
- iii) the maintenance of garden and landscaped areas, excepting work involving the removal or pruning of a tree, as defined in this Part of the Plan;
- iv) compliance with any development approved pursuant to Part 5 of the *Environmental Planning and Assessment Act 1979*;
- v) to protect or maintain existing public utilities (associated with the provision of power lines, transmission of electricity,

Note: This Part **also** applies to any vegetation that is planted **as part of a landscaping/ master plan requirements** for an approved development regardless of the size of the vegetation at the time of planting.

Dangerous tree means a tree that imposes a threat to a property or humans and/or:

- has a substantial stem damage (e.g. more than 50 percent cross-section area stem damage);
- is in extreme declining health or unstable (e.g. more than 50 percent lateral roots damaged/ unsound);
- has large dead limbs; and/or
- has a split trunk.

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Permits and Development Applications for Vegetation Management

- water, gas, electronic communication or the like);
- vi) Crown maintenance pruning as defined under AS 4373-2007 *Pruning of Amenity Trees* (refer to AS 4373-2007 *Pruning of Amenity Trees* for more information on Crown Maintenance Pruning).
 - vii) to destroy or remove declared noxious weeds and environmental weeds. *Refer to Council's web site at www.campbelltown.nsw.gov.au, for more information on noxious weeds in Campbelltown LGA.*
 - viii) to transplant field grown trees propagated for sale as advanced specimens growing on land occupied by an approved plant nursery;
 - ix) works on the same land parcel, within three (3) metres of the foundation walls (to the edge of the trunk) of an **existing** approved building or in ground pool;
 - x) works on trees or other vegetation within a State Forest or land reserved from sale as a timber reserve under the Forestry Act 1916;
 - xi) a tree that Council is satisfied **via inspection, arborist report or photograph** is dying or dead or dangerous;
 - xii) a tree which is identified for removal in a land use approval under the *Environmental Planning Assessment Act 1979*;
 - xiii) any commercial or domestic fruit trees;
 - xiv) any Cocos palm tree that is not registered on Council's Significant Tree Register; and
 - xv) works carried out by Council or its agents or contractors on land owned by or under the care and control of Council.
 - xvi) any other vegetation management work that is 'exempt' under other overriding legislation such as work for the reduction of bushfire hazards and the like

Important Note:

Exemptions Under Section 11.3.1 of the Plan do not provide defences against prosecution under the National Parks and Wildlife Act 1974. Approval from the Office of Environment will be required if a tree or other vegetation:

- is listed as a protected native plant under Schedule 13 of the National Parks and Wildlife Act;
- is listed as a threatened species under the NSW Threatened Species Conservation Act;
- is the habitat of a threatened species;
- forms part of an endangered ecological community.

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Permits and Development Applications for Vegetation Management

xvii) To remove African Olives and Camphor Laurel species providing that:

- The tree does not form part of a curtilage of a heritage item or a curtilage of a heritage conversation area;
- The tree is not listed on Council's Significant Tree Register; and
- Where in doubt, the tree species has been confirmed by a suitably qualified person.

Note: Council recommends that documentary evidence including photographs of the trees be undertaken prior to the removal of the trees.

b) Despite clause 11.3.1 a) xvi) Council's Coordinator Horticulture & Open Space shall be consulted prior to the commencement of any vegetation management and/or pruning undertaken by Council, Council's agents or contractors on land owned by or under the care and control of Council.

Note: The Significant Tree Register lists certain trees within Campbelltown Local Government Area that have been classified as having significant values related to their visual, historic, botanical, cultural, commemorative or other significance as defined by this Register.

Note: The Significant Tree Register is available for view from Council's web site at: www.campbelltown.nsw.gov.au

11.3.2 Who Can Make an Application for a Permit or Development application for Vegetation management.

- a) A vegetation management application (whether for a permit or a DA) shall be made in writing by:
- i) the owner(s) of the property on which the tree/s is located, or
 - ii) a person with the owner's written consent;
 - iii) an adjoining owner to prune only overhanging branches over the boundaries of his/her property.
- b) A vegetation management application (whether for a permit or a DA) on a property in a Strata Title Plan shall be made by the owner's corporation of the Body Corporate.
- c) A vegetation management application (whether for a permit or a DA) on a property in a Community Title Plan shall be made by the Neighbourhood Association.

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Permits and Development Applications for Vegetation Management

11.3.3 Do I need to lodge a Permit or a Development Application for the removal/pruning of vegetation on my property?

- a) A permit shall be required for the ~~ringbarking~~, cutting down, ~~topping, lopping,~~ pruning, or removal, ~~injure or wilful destruction~~ of less than five (5) trees.
- b) A development application shall be required for the ~~ringbarking~~, cutting down, ~~topping, lopping, pruning,~~ or removal, ~~injure or wilful destruction~~ of :
 - i) Five (5) trees or more; or
 - ii) other vegetation; or
 - iii) a tree(s) that is listed on Council's Significant Tree Register;
 - iv) a tree and/or other vegetation located on land identified as containing an item of heritage significance or within a curtilage of a heritage item;
 - v) a tree or other vegetation that is contained upon any land identified within a Heritage Conservation Area.
- c) ~~Where a permit was approved by Council for the removal of 4 trees or less in the last 5 years on a certain site, any consecutive applications for the removal of any additional trees on the same site, shall be by means of a development application where:~~
 - i) ~~the total number of trees that are the subject of the new proposal;~~
~~plus~~
 - ii) ~~the number of trees that were the subject of the previous permit~~

~~exceeds 4 trees.~~

11.3

Permits and Development Applications for Vegetation Management

11.3.4 Permits for Management of Trees

11.3.4.1 Information Requirements for Permits for Management of Trees

- a) Where the vegetation is causing damage to the sewer, and the damage cannot be easily observed, the applicant shall include written evidence from a licensed plumber outlining the extent of the problem. This shall be in the form of a letter with a **quote report** from the plumber.
- b) Where the vegetation is causing damage to a building footing and structure and the structural damage cannot be easily observed, the applicant shall include written evidence from a certified structural engineer outlining the extent of the problem. This shall be in the form of a letter, or a report from the structural engineer
- c) Where the vegetation is causing medical and/or physiological condition to the owner(s)/applicant(s), the applicant shall provide Council with **medical evidence of an ongoing medical condition from** a specialised doctor demonstrating that his/her/their condition is caused by the subject tree(s).
- d) A vegetation management permit application for a tree higher than ten (10) metres shall include a written statement/report from a qualified arborist who has Certificate AQF Level 3 as per AS4373 (as amended) with public liability insurance. The written statement/report shall provide information on the status/health of the tree in accordance with Appendix 11(Arborist Report) of the Plan.

Note: In certain circumstances, and regardless of the height of the tree, Council may still request the applicant to provide an arborist report before making a decision.

- e) Where applicable, Council may require additional supporting information for a Vegetation Management Permit application, including the following:
 - i) tree survey;

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Permits and Development Applications for Vegetation Management

- ii) flora and fauna impact assessment;
- iii) an Assessment of Significance;
- iv) details of proposed root barriers; and/or
- v) survey of property boundary to determine ownership of the tree(s).

11.3.4.2 Matters for Consideration when Determining Permits for Management of Trees

- a) Council shall consider (but not be limited to) the following matters when determining an application for a Permit for Vegetation Management under this Plan:
 - i) The potential impact on the amenity of the surrounding built and natural environments by considering if the tree(s) is:
 - within close proximity from a lawful structure;
 - structurally sound;
 - a danger to life or property;
 - causing structural damage to a structure or sewerage;
 - causing health and/or a physiological condition to the owner(s)/applicant(s),
 - stressed or diseased or suffering insect damage which cannot be rectified;
 - too large for its location;
 - threatened species, population or ecological community;

Note: Refer to Appendix 16 for a list on - Regionally Significant Flora Species on the Cumberland Plain NPWS 1997

- ii) The amenity of the occupants of a property including but not limited to matters such as:
 - solar access and excessive overshadowing of living areas; and
 - poor health, such as allergies, where

11.3 Permits and Development Applications for Vegetation Management

specific evidence is provided by an expert in the relevant medical field and a direct causal link between the ailment and the species is reasonably established,

- iii) Existing (or potential for) vehicular or pedestrian traffic hazard in proximity to a roadway, intersection or driveway, where pruning would be an insufficient remedy.
- b) Council shall consider the approval for the pruning of a tree where the branches are:
 - i) dead or diseased; or
 - ii) dangerous and overhanging a dwelling or adjoining property; or
 - iii) causing loss of amenity of the occupants of the property or adjoining properties including but not limited to matters such as excessive overshadowing and solar access to a dwelling.
- c) The pruning of a tree shall be conducted in accordance with the Australian Standard No.4373- *Pruning of Amenity Trees (as amended)*.

11.3.5 Development Applications for Vegetation Management

11.3.5.1 Information Requirements for Development Applications for Vegetation Management

- a) A Flora and Fauna Assessment Report prepared in accordance with the Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods is required to be lodged with the development application where:
 - i) There is a potential impact on threatened species, populations ecological communities or their habitats either directly or indirectly; and/or
 - ii) There are proposed direct or indirect impacts on native vegetation or other fauna habitats.

Note: A Flora and Fauna Assessment Report may be required for the removal of 5 trees or more whether the proposal is lodged to Council under Part 11 Vegetation and Wildlife Management or as part of a DA involving construction works.

11.3

Permits and Development Applications for Vegetation Management

Note: Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods are available on the Office of Environment and Heritage's website.

Note: Council may vary the survey requirements outlined under Clause 11.3.5.1 a) above to ensure that the level of field survey work reflects the species being assessed and the habitat on site.

- b) As part of the Flora and Fauna Assessment Report, an Assessment of significance shall be undertaken for each species, population and ecological community which is likely to be impacted, directly or indirectly, by the proposal. All Assessments of Significance must be undertaken in accordance with the Threatened Species Guidelines - The Assessment of Significance (DECC 2007). These guidelines are available on the Office of Environment and Heritage's website.
- c) Koala Habitat assessments undertaken as part of 11.3.5. b) above shall meet the requirements of SEPP 44 and Council's Guidelines for Koala Habitat Assessments (Refer to Appendix 4).

11.3.5.2 Matters for Consideration when Determining Development applications for vegetation management

- a) Council shall consider (but not be limited to) the following matters when determining an application for a development application for Vegetation management under this Plan:
 - i) Matter listed under Section 11.3.4.2 of this Part of the Plan;
 - ii) The potential impact on the amenity of the surrounding built and natural environments by considering:
 - iii) if the tree(s) has/have implications for biodiversity including the outcomes of any flora and fauna assessments and Assessments of Significance;
 - whether the vegetation forms part of threatened species, population or ecological community;

- whether the vegetation is listed on Council's Register of Significant Trees; and
- whether the vegetation is within a curtilage of a heritage item that is listed under Campbelltown LEPs.

11.3

Permits and Development Applications for Vegetation Management

Advisory Note 1: Invalid Reasons for Vegetation Management Applications

- a) The following shall not be considered as valid reasons to remove or alter vegetation:-
- i) The shedding of leaves, bark, sticks and fruit into gutters, downpipes, pools, onto roofs, vehicles, lawns, or gardens etc.;
 - ii) Birds or bats droppings on cars;
 - iii) Minor termite damage which can be successfully treated by other means;
 - iv) To improve street lighting of private property;
 - v) To enhance private views;
 - vi) To reduce minor shading;
 - vii) Minor lifting of driveways and paths by tree roots;
 - viii) To erect a fence;
 - ix) Bushfire hazard control which has not been approved by Rural or NSW Fire Brigades;
 - x) Potential damage to sewer mains unless supported by written expert advice and only where reasonable alternatives are not feasible (e.g. relocation or encasement of main); and
 - xi) Unsubstantiated fears of large trees.

11.3

Permits and Development Applications for Vegetation Management

Advisory Note 2: Solar Energy Collectors

- a) While Campbelltown City Council promotes the use of passive solar energy, Council does not support the removal of sound healthy trees solely to improve access to solar energy collectors. Where tree pruning may improve solar capture capacity, Council will consider these applications on individual merit.



Figure 11.3.1 - Trees contribute significantly to the environmental and aesthetic values of residential neighbourhood.

11.3

Permits and Development Applications for Vegetation Management

11.3.6 Tree Replacement

- a) Council, depending on the circumstances of the vegetation management application, shall require the applicant to:
 - i) pay a certain fee to enable Council to plant a replacement tree in an appropriate location in lieu of the removed tree; or
 - ii) plant a replacement tree on site that is:
 - of appropriate species;
 - of certain size/height at time of planting; and
 - at the cost of the applicant.
- b) The species, size and height of the replacement tree shall be provided to applicants in writing as part of the condition of the development consent or permit.
- c) One replacement tree shall be planted on site within 28 days of the removal of the subject tree(s) for every tree removed. In this regard, applicants shall provide Council with:
 - i) a letter or e-mail advising Council of the date of the planting of the replacement tree; and
 - ii) a copy of the purchase invoice of the tree, illustrating the species, size and time of purchase.

Note: Fees collected for tree replacement shall be used annually by Council to replace the removed tree(s) in an appropriate location on Australia National Tree Day, or on any other site as decided by Council.

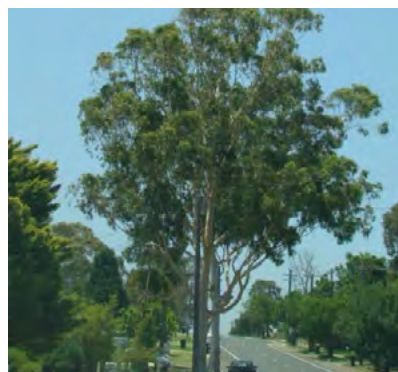


Figure 11.3.2 Tree replacements are essential to maintain green neighbourhoods.

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Part 12

Telecommunication Facilities

12.1

Application

12.1 Application

This Part sets out controls relating to telecommunication facilities in the Campbelltown Local Government Area.

12.2 Background

New telecommunication facilities require development consent from Council unless they are exempted by Commonwealth or State legislation. These exemptions include certain 'low impact' and general infrastructure type facilities, as provided by the Commonwealth Telecommunications (Low Impact Facilities) Determination 1997 and State Environmental Planning Policy (Infrastructure) 2007.

All development applications lodged with Council for telecommunication facilities will be assessed in accordance with the provisions of this Part.

Objectives:

- To minimise the number of telecommunication towers that need to be erected within the Campbelltown Local Government Area.
- To ensure telecommunication facilities are designed to minimise the public's exposure to electromagnetic radiation (EMR) and are restricted to locations where EMR levels are consistent with or below the nationally adopted exposure threshold criteria.
- To minimise the visual impact of telecommunication facilities by encouraging innovative design outcomes.
- To ensure telecommunications and radio-communications infrastructure are appropriately sited having regard to any heritage buildings or Heritage Conservation Areas.
- To minimise any potential significant adverse amenity impacts upon the locality.
- To facilitate the provision of efficient and reliable telecommunication services in the Campbelltown Local Government Area.

12.3 General Requirements

- a) A network masterplan shall be provided by the applicant showing the proposal in the context of all other similar infrastructure types in order to identify opportunities for co-location or sharing of facilities.
- b) The applicant shall demonstrate that co-location opportunities have been adequately pursued where new stand

12.4

Electromagnetic Radiation

alone telecommunication facilities are proposed. This shall include information to demonstrate:

- i) The possibility of sharing equipment, via the use of combiners or similar technology;
 - ii) Existing towers and poles or other appropriate structures should be investigated for appropriateness for the sharing of antennas.
- c) Transmitting roof top antennas and towers should preferably be located in industrial or business zones, rather than residential zones or areas that include dwellings.
- d) Telecommunication facilities are to be sited to avoid locations which are visually prominent in the landscape, particularly when viewed from the public domain.
- e) For new towers a photomontage of the proposal must be submitted to assist with the assessment of visual impact.
- f) The applicant must demonstrate that all reasonable measures to reduce the visual impact of the proposal have been examined, including:
- i) Co-location and use of existing structures;
 - ii) Innovative design to harmonise with the existing setting;
 - iii) Use of vegetation for screening;
 - iv) Use of materials and finishes consistent with surroundings; and
 - v) Compact and slim line construction techniques.
- g) No advertising signs shall be permitted



Figure 12.3.1 - An example of the negative visual impact of a tower on neighbouring houses.

12.4 Electromagnetic Radiation

on any telecommunication facilities.

- a) The applicant in selecting a site for telecommunication facilities, shall

12.5

Landscaping

demonstrate to Council that a precautionary approach has been adopted with respect to minimising electromagnetic radiation (EMR) exposures to sensitive land uses such as residential areas, schools, child care centres, hospitals, aged care accommodation or areas regularly frequented by groups of children.

- b) Where possible, EMR emitting telecommunication facilities, including mobile base stations, shall be located in the following land uses:
 - i) Industrial areas;
 - ii) Rural areas; and
 - iii) Low-use open space.
- c) Where telecommunication facilities are proposed within 300 metres of a sensitive land use, the applicant shall demonstrate that no viable alternative sites are available.
- d) For all EMR emitting telecommunication facilities, documentary evidence is required from a suitably qualified person which analyses the cumulative effect of the proposal and demonstrates compliance with the relevant Australian exposure standard.
- e) Development applications for telecommunication facilities shall include measures to restrict public access. Approaches to the facility must contain appropriate signs warning of EMR and provide contact details for the site owner and / or site manager.



Figure 12.4.1 - An example of a telecommunication facility tower.

12.5 Landscaping

- a) For stand alone telecommunication facilities, a landscape plan must be submitted to Council that provides plantings of a suitable scale to reduce the visual impact of the proposal, and where possible screen the facility from public view.

12.6 Heritage

12.6

Heritage

- a) No telecommunication facilities shall be permitted where the heritage significance of a heritage item may be adversely impacted.
- b) Where a telecommunication facility is proposed on a site occupied by or in the vicinity of a listed heritage item, a Heritage Impact Statement shall be prepared and submitted to Council.

Note: A Heritage Impact Statement must be prepared by a suitably qualified person in accordance with the document "Statements of Heritage Impact" published by the NSW Heritage Branch and available for view at: www.environment.nsw.gov.au



Figure 12.6.1 - An example of a heritage listed building.

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Part 13

Sex Industry Premises

13.1

Application

13.1 Application

This part sets out controls relating to sex industry premises within the City of Campbelltown. This part should be read in conjunction with the relevant LEP / IDO applying to the site to determine the zoning of the land and the permissibility of any proposed sex industry premises.

This plan applies to all sex industry premises as defined in this Plan. This includes brothels, sex-on-premises establishments and restricted premises.

Objectives:

- To provide guidelines for the determination of applications for sex industry premises in the City of Campbelltown;
- To ensure sex industry premises are appropriately located so as to minimise any potential adverse social or economic impacts upon the surrounding locality;
- To control the location of sex industry premises to avoid a concentration of these facilities in a particular location and to minimise any cumulative impacts;
- To identify relevant public health and safety standards for sex industry workers and their clients; and
- To provide appropriate locational restrictions for any sex industry premises to ensure such premises are located at a reasonable distance away from residential areas and other sensitive land uses.

13.2 Background

All sex industry premises within the Campbelltown Local Government Area require development consent issued under the Environmental Planning and Assessment Act 1979 (the Act) to legally operate. Campbelltown City Council is the consent authority for the assessment and determination of development applications for sex industry premises in accordance with the provisions of the Act.

Council's role in applying the planning controls for sex industry premises is in addition to the regulatory functions of other Government agencies that contribute to the safe and legal operations of such premises. This includes:

- NSW Department of Health who are responsible for safe health practices in any workplace;
- NSW WorkCover Authority regarding occupational health and safety issues in the workplace.

Important Note: Health and safety at work is regulated under NSW Occupational Health and Safety Legislation. The relevant legislation covers every place of work in NSW, including premises in the sexual services industry. Under the legislation, employers must ensure the health, safety and welfare at work of all employees and any other person at the workplace, including clients and visitors.

-
- Australian Federal Police and Commonwealth Department of Immigration who are responsible for issues of illegal immigrant sex workers; and
 - NSW Police Service with respect to complaints and issues relating to criminal behaviour.

13.3

Location Requirements

13.3 Location Requirements

13.3.1 General Location Requirements

- a) Sex industry premises shall be strategically located to avoid unreasonable exposure to sensitive land uses, and to places where young people (less than 18 years old) regularly gather. Sex industry premises shall not adjoin areas that are zoned residential, or be clearly visible from them.
- b) Sex industry premises shall not adjoin, or be clearly visible from schools, educational institutions for young people (less than 18 years old) or places where children and adolescents regularly gather. This would include places such as bus stops routinely used by school buses.
- c) Sex industry premises shall not be located where they are clearly visible to sensitive community groups, such as places where worshippers regularly gather.
- d) Sex industry premises shall be located so as to minimise adverse impacts on the amenity of the area, such as noise disturbance and overlooking to surrounding properties.
- e) Sex industry premises shall be adequately separated to avoid the cumulative impacts of clustering which may adversely impact upon the character of a locality.
- f) Development applications for sex industry premises must consider the location requirements (as outlined above), both within and outside the local government area, including sites with a current approval to operate as a

13.4

External Design Requirements for Sex Industry Premises

sex industry premises.

- g) In order to adequately satisfy the objectives and performance requirements of this Part, applications shall provide a locality plan (drawn to scale) to demonstrate compliance with the prescribed separation distances as outlined below.

13.3.2 Separation Distance to Sensitive land uses

- a) A minimum separation distance of 150 metres (as measured from any point(s) of client access and egress at the building proposed to be so used) to sensitive land uses and places where children and adolescents regularly gather. This includes child care centres, places of worship, community facilities, residential areas, hospitals, medical centres, schools, and places regularly frequented by children.

13.3.3 Separation Distances to Other Sex Industry Premises

- a) Sex industry premises must not be located within a 150 metre radius (as measured from any point(s) of client access and egress at the building proposed to be so used) of another sex industry premises.

13.4 External Design Requirements for Sex industry Premises

Design Requirements

- a) The building design for sex industry premises shall be compatible with the surrounding built form.
- b) The access to sex industry premises shall be discreet and discourage clients gathering or waiting on the street.
- c) The entrances, exits and external appearance of sex industry premises shall be well lit but not to the extent

where it becomes a prominent feature in the streetscape. Flashing lights shall not be permitted.

- d) Sex industry premises shall not display sex workers, or sex related products from the windows, doors or outside of the premises.
- e) Signage is limited to identification of the street address, which must be clearly legible visible from the street to minimise nuisance to neighbours.
- f) The paint finishes on external walls of brothels should not be such that they become a prominent feature in the streetscape (e.g. fluorescent or excessively bright colours).

Note: The premises must comply with the requirements of the Building Code of Australia and disabled access requirements.

13.5 Car Parking

Design Requirements

- a) Brothels and sex-on-premises establishments shall provide on-site car parking at a minimum rate of two (2) car parking spaces per working room.
- b) Restricted premises shall provide on-site car parking at a minimum rate of one (1) car parking space per 40 square metres of gross floor area.
- c) Off street parking and loading shall be designed in accordance with *Australian Standards 2890.1 and 2 (as amended)*.
- d) Car parks should be well lit and clearly legible for staff and customers to easily access.

Note: Council may consider a variation to this requirement where the applicant can demonstrate that there is adequate available on-street car parking or public transport services close to the premises.

13.4

Waste Disposal and Collection

13.6 Waste Disposal and Collection

- a) The following provisions apply to brothels and sex-on-premises establishments:
 - i) Operators are to make their own arrangements for trade waste collection, and ensure that any potentially hazardous waste is collected by a clinical waste contractor;
 - ii) Premises shall make provision for the safe and convenient disposal of used condoms, soiled tissues, gloves and the like. All waste containers shall be kept in a clean condition and be stored and collected from within the site; and
 - iii) Waste disposal operations must comply with the NSW Department of Health and WorkCover NSW guidelines.

13.7 Sanitary Facilities

13.7

Sanitary Facilities

- a) The following provisions apply to brothels and sex-on-premises establishments:
- i) Premises must be regularly cleaned and kept in a good state of repair at all times. Care should be taken to regularly clean and disinfect toilets, baths, spas, showers and similar fixtures. These are subject to mould growth and have the potential to accumulate and spread fungi, such as tinea;
 - ii) Soap and single-use towels shall be provided to all washbasins required in the premises. Soap dispensers and air hand dryers should be used where difficulty in maintaining supplies of soap and towels is experienced;
 - iii) Brothels and Sex on premises establishments must provide adequate laundry facilities and appropriately sized hot water systems (minimum 70°C) to deal with the on site demands of linen washing;
 - iv) Ensuites must be provided in each working room, including a shower, toilet and hand basin;
 - v) Separate toilet, shower, change room, and rest facilities must be provided for staff in accordance with the Building Code of Australia. To ensure the privacy of the clients and workers, development applications must demonstrate that the internal layout of the premises is designed so that these facilities are in close proximity to client rooms;
 - vi) A minimum of one client room with sanitary facilities located and designed in accordance with the Building Code of Australia to be suitable for use by people with disabilities; and

13.7

Health and Safety

- vii) All required wash hand basins and showers must be provided with an adequate supply of hot and cold water.

13.8 Health and Safety

- a) Details are required to demonstrate compliance with the provisions of the *"Health and Safety Guidelines for Brothels in NSW"*, published by NSW Health and WorkCover NSW. This requires the provision of proposed management practices to address relevant public health and workplace health and safety issues for the proposed development, and includes the following items:
 - i) Risk assessment management of workplace hazards;
 - ii) Provision of information, instruction, training and supervision needed to ensure the health and safety of all employees;
 - iii) Provision and use of personal protective equipment;
 - iv) Monitoring of workers health to prevent sexually transmissible infections;
 - v) Workplace drug and alcohol policy;
 - vi) Accident reporting;
 - vii) First aid procedures; and
 - viii) Management of Public Health complaints.

13.9 Council Registration

13.9

Council Registration

- a) The following provisions apply to brothels and sex-on-premises establishments:
 - i) All operating premises must be registered with Council under the provisions of the Local Government Act 1993 for ongoing health surveillance services;
 - ii) A condition of any development consent issued will require written notification to Council of the person responsible for operating the premises (proprietor / licensee); and
 - iii) A condition of any development consent issued will require an environmental health inspection by Council prior to commencement of use.

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Environmental Planning & Assessment Act, 1979

**Campbelltown
(Sustainable City)
Development Control Plan**

**Schedule 1
Maximum Building Heights**

Maps 1 to 4

LEGEND

Maximum Building Height

	2 storeys
	4 storeys
	6 storeys
	10 storeys

Maps compiled January 2007

Map 1 - Macarthur



Map 2 - Campbelltown South

S1

Schedule 1



Map 3 - Campbelltown North



Map 4 - Ingleburn

S1

Schedule 1



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In circumstances where impacts on native biodiversity cannot be avoided a Biodiversity Statement shall prepared to demonstrate:

- a) the development has been sited, designed, constructed and managed in a manner that minimises the impact on native biodiversity and maintains habitat connectivity as much as practicable;
- b) that the impact is essential for the development and limited to the extent necessary to facilitate the safe and orderly use of the land for the purpose of the development;

Proposed measures that could be employed to minimise impacts on native biodiversity include:

- i) Proposed measures that could be employed to minimise impacts on native biodiversity include:
- ii) protection and enhancement of vegetation/habitats of high conservation value;
- iii) the retention of a substantial amount of native vegetation/habitat of adequate size and configuration to promote the conservation of the existing flora and fauna communities;
- iv) the retention and/or the creation of vegetation links, wildlife corridors and vegetation buffers wherever possible, subject to the appropriate bush fire risk management;
- v) the minimisation of any threats to native flora and fauna and their habitats during construction and during the operational life of the development;
- vi) the minimisation of habitat fragmentation;
- vii) the safe movement of native fauna facilitated by implementing, where appropriate, speed controls of 40 km/h or less, traffic management measures and signage;
- viii) the protection of water quality in the locality so as not to threaten the survival of native aquatic fauna and flora or fauna that rely on the watercourse for survival; and
- ix) ensuring that the habitat of native vegetation is retained or enhanced by maintaining or replicating hydrological and groundwater conditions.

Where the site analysis identifies noxious weeds on the site, a weed management strategy (WMP) shall be submitted with any development application. A WMP shall be prepared by a suitably qualified professional and shall include:

- a) a complete list of all noxious and environmental weeds on the site;
- b) a site plan displaying actual weed infestation densities shown as percentages and grouped into cover classes as follows:
 - R = (Rare): less than 1% cover;
 - O = (Occasional): between 1 and 5% cover;
 - F = (Frequent) between 5 and 20% cover;
 - A = (Abundant) between 20 and 40% cover;
 - D = (Dominant) between 40 and 100% cover;
- c) a treatment program for each weed species identified.

The treatment program for each weed species shall detail the following:

- i) the method(s) of treatment of the weeds e.g. mechanical removal or herbicide application;
- ii) the herbicide product name (if used), the proposed rates and method(s) of application;
- iii) the timing of all treatments and control method(s) to be applied;
- iv) an ongoing maintenance program detailing methods of follow up treatments to ensure all weed infestations present are contained and/or controlled; and
- v) details of any weed material disposal methods (i.e. if weed material is to be removed from the development site.)

Note: It is an offence to knowingly disperse/transport or cause to be dispersed/transported from the land any animal or thing which has on it, or contains notifiable weed material or other noxious weed materials listed in Appendix 3 of the Plan.

Appendix 3 - Noxious Weeds

Weed	Class	Legal requirements
African boxthorn [<i>Lycium ferocissimum</i>] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
African feathergrass [<i>Pennisetum macrourum</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
African olive [<i>Olea europaea</i> subspecies <i>cuspidata</i> (syn. <i>Olea europaea</i> subspecies <i>africana</i>)]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
African turnip weed [<i>Sisymbrium runcinatum</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
African turnip weed [<i>Sisymbrium thellungii</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Alligator weed [<i>Alternanthera philoxeroides</i>] A Weed of National Significance	3	The plant must be fully and continuously suppressed and destroyed
Anchored water hyacinth [<i>Eichhornia azurea</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Annual ragweed [<i>Ambrosia artemisiifolia</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Arrowhead [<i>Sagittaria calycina</i> variety <i>calycina</i> (syn. <i>Sagittaria montevidensis</i> subspecies <i>calycina</i>)]	4	The plant must not be sold, propagated or knowingly distributed
Artichoke thistle [<i>Cynara cardunculus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Asparagus [<i>Asparagus</i> species] Ex <i>A. aethiopicus</i> <i>A. africanus</i> <i>A. asparagoides</i> <i>A. declinatus</i> <i>A. falcatus</i> <i>A. macowanii</i> var. <i>zuluensis</i> <i>A. officinalis</i> <i>A. plumosus</i> <i>A. racemosus</i> <i>A. virgatus</i>	4	The plant must not be sold, propagated or knowingly distributed

A3

Weed	Class	Legal requirements
Asparagus fern [Asparagus virgatus (syn. Protasparagus virgatus)] A Weed of National Significance	2	The plant must be eradicated from the land and that land must be kept free of the plant
Athel tree / Athel pine [Tamarix aphylla] A Weed of National Significance	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Balloon vine [Cardiospermum grandiflorum]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Bathurst/Noogoora/Hunter/South American/Californian/cockle burrs [Xanthium species]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Bear-skin fescue [Festuca gautieri]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Bitou bush [Chrysanthemoides monilifera subspecies rotundata] A Weed of National Significance	2	The plant must be eradicated from the land and that land must be kept free of the plant
Black knapweed [Centaurea xmoncktonii]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Black willow [Salix nigra] A Weed of National Significance	2	The plant must be eradicated from the land and that land must be kept free of the plant
Blackberry [Rubus fruticosus aggregate species] except cultivars Black satin Chesham Chester Thornless Dirksen Thornless Loch Ness Murrindindi Silvan Smooth stem Thornfree	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed This is an All of NSW declaration
Boneseed [Chrysanthemoides monilifera subspecies monilifera] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Bridal veil creeper [Asparagus declinatus (syn. Asparagus crispus, Myrsiphyllum declinatum)] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed

Weed	Class	Legal requirements
Bridal veil creeper [<i>Asparagus declinatus</i> (syn. <i>Asparagus crispus</i> , <i>Myrsiphyllum declinatum</i>)] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Broad-leaf pepper tree [<i>Schinus terebinthifolius</i>]	2	The plant must be eradicated from the land and that land must be kept free of the plant
Broomrapes [<i>Orobanche</i> species except the native <i>O. cernua</i> variety <i>australiana</i> and <i>O. minor</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Burr ragweed [<i>Ambrosia confertiflora</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Cabomba [All <i>Cabomba</i> species except <i>C. furcata</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Castor oil plant [<i>Ricinus communis</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Cat's claw creeper [<i>Dolichandra unguis-cati</i> (syn. <i>Macfadyena unguis-cati</i>)] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Cayenne snakeweed [<i>Stachytarpheta cayennensis</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Chilean needle grass [<i>Nassella neesiana</i>] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Chinese celtis [<i>Celtis sinensis</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Chinese violet [<i>Asystasia gangetica</i> subspecies <i>micrantha</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Climbing asparagus fern [<i>Asparagus plumosus</i> (syn. <i>Protasparagus plumosus</i>)] A Weed of National Significance	2	The plant must be eradicated from the land and that land must be kept free of the plant

Weed	Class	Legal requirements
Climbing asparagus fern [<i>Asparagus plumosus</i> (syn. <i>Protasparagus plumosus</i>)] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Clockweed [<i>Gaura parviflora</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Coolatai grass [<i>Hyparrhenia hirta</i>]	3	The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed
Corn sowthistle [<i>Sonchus arvensis</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Dodder [All <i>Cuscuta</i> species except the native species <i>C. australis</i> , <i>C. tasmanica</i> and <i>C. victoriana</i>] Includes All <i>Cuscuta</i> species except the native species <i>C. australis</i> , <i>C. tasmanica</i> and <i>C. victoriana</i>	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Espartillo [<i>Amelichloa brachychaeta</i> , <i>Amelichloa caudata</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Eurasian water milfoil [<i>Myriophyllum spicatum</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Fine-bristled burr grass [<i>Cenchrus brownii</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Fireweed [<i>Senecio madagascariensis</i>] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Flax-leaf broom [<i>Genista linifolia</i>] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Fountain grass [<i>Pennisetum setaceum</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration

Appendix 3 Noxious Weeds - continued

Weed	Class	Legal requirements
Frogbit / Spongeplant [<i>Limnobium laevigatum</i> and <i>L. spongia</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Gallon's curse [<i>Cenchrus biflorus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Gamba grass [<i>Andropogon gayanus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Giant Parramatta grass [<i>Sporobolus fertilis</i> (syn. <i>Sporobolus indicus</i> variety major)]	3	The plant must be fully and continuously suppressed and destroyed
Giant reed / Elephant grass [<i>Arundo donax</i>]	4	The plant must not be sold, propagated or knowingly distributed
Glaucous star thistle [<i>Carthamus glaucus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Golden thistle [<i>Scolymus hispanicus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Gorse [<i>Ulex europaeus</i>] A Weed of National Significance	3	The plant must be fully and continuously suppressed and destroyed
Green cestrum [<i>Cestrum parqui</i>]	3	The plant must be fully and continuously suppressed and destroyed
Grey sallow [<i>Salix cinerea</i>] A Weed of National Significance	2	The plant must be eradicated from the land and that land must be kept free of the plant
Ground asparagus [<i>Asparagus aethiopicus</i> (syn. <i>Protasparagus aethiopicus</i>)]	4	The plant must not be sold, propagated or knowingly distributed
Groundsel bush [<i>Baccharis halimifolia</i>]	3	The plant must be fully and continuously suppressed and destroyed
Harrisia cactus [<i>Harrisia</i> species]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed

A3

Appendix 3 Noxious Weeds - continued

Weed	Class	Legal requirements
Hawkweed [Hieracium species]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Heteranthera / Kidneyleaf mud plantain [Heteranthera reniformis]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Honey locust [Gleditsia triacanthos]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Horsetail [Equisetum species]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Hydrocotyl / Water pennywort [Hydrocotyl ranunculoides]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Hygrophila [Hygrophila costata]	2	The plant must be eradicated from the land and that land must be kept free of the plant
Hymenachne [Hymenachne amplexicaulis and hybrids] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Karoo thorn [Acacia karroo]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Kochia [Bassia scoparia (syn. Kochia scoparia) except B. scoparia subspecies trichophylla] except Bassia scoparia subspecies trichophylla	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Koster's curse / Clidemia [Clidemia hirta]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Kudzu [Pueraria lobata]	2	The plant must be eradicated from the land and that land must be kept free of the plant

Appendix 3 Noxious Weeds - continued

Weed	Class	Legal requirements
Lagarosiphon [Lagarosiphon major]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Lantana [Lantana species] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Leafy elodea / Dense waterweed / Egeria [Egeria densa (syn. Elodea densa)]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread This is an All of NSW declaration
Lippia [Phyla canescens]	4	The plant must not be sold, propagated or knowingly distributed except incidentally in hay or lucerne This is an All of NSW declaration
Long-leaf willow primrose [Ludwigia longifolia]	3	The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed
Ludwigia [Ludwigia peruviana]	3	The plant must be fully and continuously suppressed and destroyed
Madeira vine [Anredera cordifolia]	3	The plant must be fully and continuously suppressed and destroyed
Mexican feather grass [Nassella tenuissima]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Mexican poppy [Argemone mexicana]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Miconia [Miconia species]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Mikania vine [Mikania micrantha]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Mimosa [Mimosa pigra] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration

Appendix 3 Noxious Weeds - continued

A3

Weed	Class	Legal requirements
Ming (Pom pom / Zig zag) asparagus fern [Asparagus macowanii var. zuluensis (syn. A. retrofractus)]	2	The plant must be eradicated from the land and that land must be kept free of the plant
Montpellier broom / Cape broom [Genista monspessulana] A Weed of National Significance	3	The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed
Morning glory (coastal) [Ipomoea cairica]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Morning glory (purple) [Ipomoea indica]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Mossman River grass [Cenchrus echinatus]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Mother-of-millions [Bryophyllum species] See Weed Control Order 30 for more explanation	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Mysore thorn [Caesalpinia decapetala]	3	The plant must be fully and continuously suppressed and destroyed
Pampas grass [Cortaderia species]	3	The plant must be fully and continuously suppressed and destroyed and the plant must not be sold, propagated or knowingly distributed
Paper mulberry [Broussonetia papyrifera]	2	The plant must be eradicated from the land and that land must be kept free of the plant
Parthenium weed [Parthenium hysterophorus] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Paterson's curse, Vipers bugloss, Italian bugloss [Echium plantagineum, E. vulgare and E. italicum]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread

Appendix 3 Noxious Weeds - continued

A3

Weed	Class	Legal requirements
Pond apple [<i>Annona glabra</i>] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Prickly acacia [<i>Vachellia nilotica</i> (syn. <i>Acacia nilotica</i>)] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Prickly pear [<i>Opuntia</i> species except <i>O. ficus-indica</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Prickly pear [<i>Cylindropuntia</i> species] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed This is an All of NSW declaration
Privet (Broad-leaf) [<i>Ligustrum lucidum</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Privet (Narrow-leaf/Chinese) [<i>Ligustrum sinense</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Red rice [<i>Oryza rufipogon</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Rhus tree [<i>Toxicodendron succedaneum</i> (syn. <i>Toxicodendron succedanea</i> , <i>Rhus succedanea</i>)]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed This is an All of NSW declaration
Rubber vine [<i>Cryptostegia grandiflora</i>] A Weed of National Significance	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Sagittaria [<i>Sagittaria platyphylla</i> (syn. <i>Sagittaria graminea</i> variety <i>platyphylla</i>)] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Salvinia [<i>Salvinia molesta</i>] A Weed of National Significance	3	The plant must be fully and continuously suppressed and destroyed

Appendix 3 Noxious Weeds - continued

A3

Weed	Class	Legal requirements
Scotch broom / English broom [Cytisus scoparius subspecies scoparius] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Senegal tea plant [Gymnocoronis spilanthoides]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Serrated tussock [Nassella trichotoma] A Weed of National Significance	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Siam weed [Chromolaena odorata]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Sicklethorn [Asparagus falcatus]	2	The plant must be eradicated from the land and that land must be kept free of the plant
Silver-leaf nightshade [Solanum elaeagnifolium] A Weed of National Significance	4	The plant must not be sold, propagated or knowingly distributed
Smooth-stemmed turnip [Brassica barrelieri subspecies oxyrrhina]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Soldier thistle [Picnomon acarna]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration
Spotted knapweed [Centaurea stoebe subspecies micranthos]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
St. John's wort [Hypericum perforatum]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Sweet briar [Rosa rubiginosa]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread
Texas blueweed [Helianthus ciliaris]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration

Appendix 3 Noxious Weeds - continued

A3

Weed	Class	Legal requirements
Tussock paspalum [<i>Paspalum quadrifarium</i>]	4	The growth of the plant must be managed in a manner that continuously inhibits the ability of the plant to spread and the plant must not be sold, propagated or knowingly distributed
Water caltrop [<i>Trapa</i> species]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Water hyacinth [<i>Eichhornia crassipes</i>] A Weed of National Significance	3	The plant must be fully and continuously suppressed and destroyed
Water lettuce [<i>Pistia stratiotes</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Water soldier [<i>Stratiotes aloides</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Willows [<i>Salix</i> species except <i>S. babylonica</i> , <i>S. x reichardtii</i> , <i>S. xcalodendron</i> , <i>S. cinerea</i> and <i>S. nigra</i>] Includes all <i>Salix</i> species except <i>S. babylonica</i> , <i>S. x reichardtii</i> , <i>S. x calodendron</i>	4	The plant must not be sold, propagated or knowingly distributed
Witchweed [<i>Striga</i> species except the native <i>Striga parviflora</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Yellow bells [<i>Tecoma stans</i>]	3	The plant must be fully and continuously suppressed and destroyed
Yellow burrhead [<i>Limnocharis flava</i>]	1	The plant must be eradicated from the land and that land must be kept free of the plant This is an All of NSW declaration
Yellow nutgrass [<i>Cyperus esculentus</i>]	5	The requirements in the Noxious Weeds Act 1993 for a notifiable weed must be complied with This is an All of NSW declaration

Appendix 4 - Statement of Flora and Fauna Impact & Draft Koala Management Plan

In accordance with Council's Draft Campbelltown Koala Plan of Management - Interim Arrangements when deciding whether or not the land contains potential koala habitat under State Environmental Planning Policy (SEPP) No. 44 - Koala Habitat Protection the Campbelltown Koala Habitat Planning Map must be referred to, as is the presence of Blue-Leaved Stringy-Bark Eucalyptus agglomerata in addition to the criteria outlined in this SEPP.

A copy of the Koala Habitat Planning Map can be found on Council's web site at: <http://www.campbelltown.nsw.gov.au>

Information on threatened species survey and assessment guidelines is available from the Office of Environment and Heritage (OEH) web site at www.environment.nsw.gov.au

Guidelines on the assessment of Significance under Part 5 of the EP&A Act can be downloaded from the OEH web site at www.environment.nsw.gov.au

Koala Food Trees

Primary Food Trees within the Campbelltown LGA

- Grey Gum Eucalyptus punctata
- Blue-leaved Stringybark Bark Eucalyptus agglomerata

Other Koala Food Trees Listed Under SEPP 44 that are known to occur in the Campbelltown LGA

- Forest red gum Eucalyptus tereticornis
- Tallowwood Eucalyptus microcorys
- Ribbon or manna gum Eucalyptus viminalis
- Broad leaved scribbly gum Eucalyptus haemastoma
- Swamp mahogany Eucalyptus robusta

Appendix 5 - Erosion and Sediment Control Plan

An Erosion and Sediment Control Plan (ESCP) shall be prepared for all construction sites and/or activities involving the disturbance of the land surface, and submitted with the development application.

Each ESCP shall be prepared in accordance with the Managing Urban Stormwater - Soils and Construction 2004, and shall contain the following information:

- i) details pertaining to the location, ownership/title of the site;
- ii) a scaled plan of the site showing location of property boundaries, adjoining roads and north point;
- iii) existing and proposed final contours, including location of cut and fill batters;
- iv) existing and final overland flow drainage paths;
- v) location and description of all proposed erosion and sediment control measures;
- vi) methods for minimising soil disturbance;
- vii) methods for trapping sediments and preventing stormwater pollution;
- viii) location of intended stabilised all-weather access point;
- ix) location of material stockpile areas and control methods; and
- x) any revegetation proposals.

In addition to these requirements the ESCP is to ensure the following outcomes are achieved:

- i) site activities shall be managed to minimise soil disturbance;
- ii) water shall be diverted around any proposed soil disturbance area with the use of catch drains or diversion banks;
- iii) a sediment barrier shall be installed as close as possible to the soil disturbance, along the down slope side;
- iv) stabilised all weather access points shall be constructed at all entrance and exit points to the subject land;
- v) all stockpiles shall be located within the sediment control zone and shall not be located within an overland flow path;
- vi) building operations such as tool washing and brick, tile or masonry cutting shall be carried out within the property boundaries, up-slope of a dam or infiltration trench;
- vii) temporary or permanent downpipes shall be connected to the stormwater system as soon as the roofing is installed;
- viii) the site shall be stabilised and revegetated prior to the removal of erosion and sediment control measures this includes the laying of all turf and the planting/ mulching of all garden beds;
- ix) a water pollution sign, supplied with the development consent, shall be displayed on the most prominent point of the development site and be clearly visible from the street; and
- x) all erosion and sediment control works shall have regard to Volume 3.

Where an application that proposes to involve any cut and/or fill operations, the following information shall be provided (by a NATA registered laboratory) with the development application:

- i) description and source of any proposed fill material;
- ii) detailed plans of any proposed cut and filling;
- iii) proposed method of compacting fill; and
- iv) proposed method of stabilising cut and/or fill work.

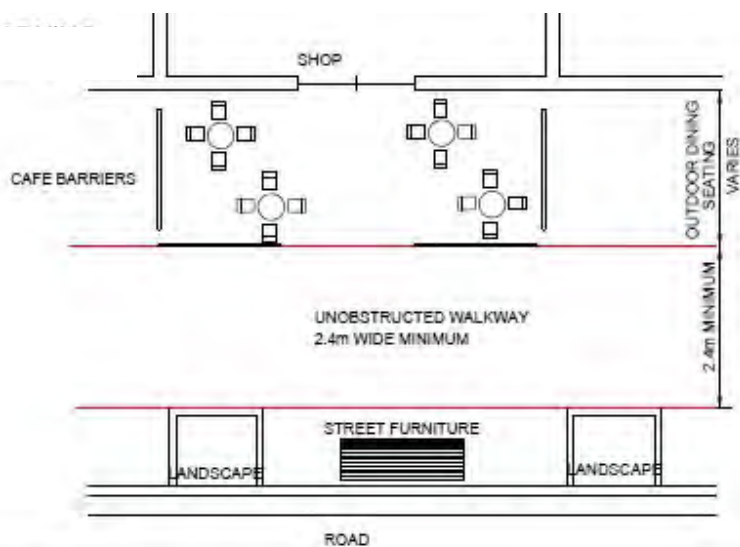
Council shall be satisfied that the information provided demonstrates the following:

- i) that the fill is suitable for and does not compromise the current and proposed end use of the site or any adjacent or nearby land;
- ii) that the cut or fill does not compromise the structural integrity of structures on the site or on any adjacent or nearby land;
- iii) that the fill material shall have similar geo-technical properties to the surrounding in-situ material;
- iv) that any cut or fill does not impede the drainage characteristics (surface and subsurface) of the land external to the cut and fill boundaries and does not interfere with any adjacent or nearby land;
- v) that the risk of a pollution incident or any other deleterious impact as a result of cutting or filling activities on site has been minimised;
- vi) that the cut or fill does not compromise the life span of the remaining vegetation on the site or on any adjacent or nearby land; and
- vii) that any increase in ground level does not unacceptably affect the privacy/amenity of developments on any adjoining or nearby properties.

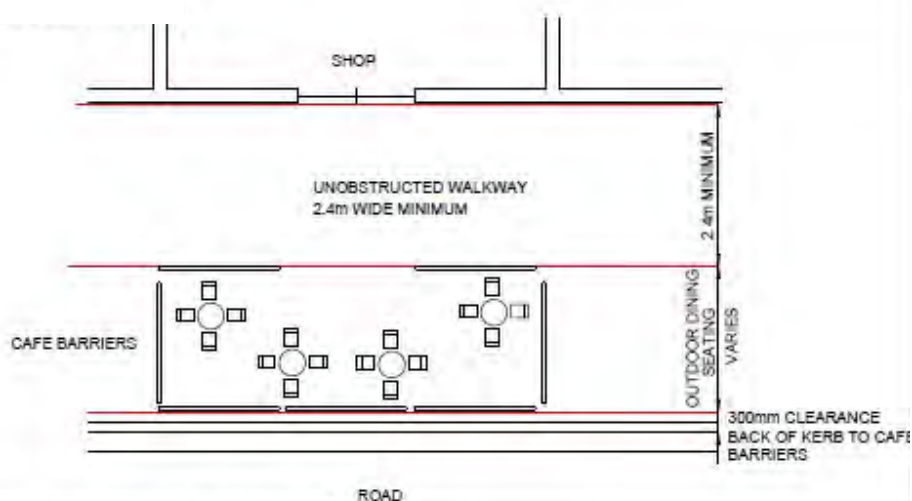
In addition to the above requirements, applicants are reminded that Council requires:

- i) all construction sites and/or activities involving the disturbance of the land surface require a Erosion and Sediment Control Plan to be submitted;
- ii) all filling works shall have regard to Council's current specifications for Construction of Subdivision Roads and Drainage Works and AS 3798 Guidelines for Earthworks for Commercial and Residential Development {Refer to Engineering Design for Development- Volume 3}; and
- iii) all fill applied shall be Virgin Excavated Natural Material (VENM).

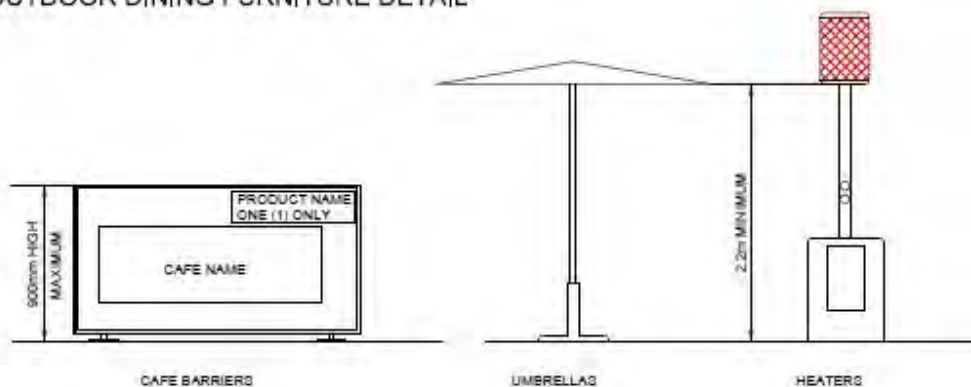
Type 1



Type 2



OUTDOOR DINING FURNITURE DETAIL



An Aboriginal Heritage Impact Assessment (AHIA) is required where a development or activity is proposed on land:

- i) Within a zone of archeological sensitivity;
- ii) Upon which, Aboriginal sites, places, or areas where Aboriginal objects have been previously identified;
- iii) Within an identified cultural landscape;
- iv) Containing old growth trees;
- v) That is primarily undeveloped;
- vi) Containing or adjacent to rivers or creek lines;
- vii) On a ridgeline; and
- viii) Where sufficient information is provided to Council that leads it to conclude that the land may have potential Aboriginal heritage significance.

The AHIA report must be prepared in accordance with the Office of the Environment and Heritage (OEH) Guidelines.

Harm to Aboriginal objects should be avoided wherever possible. Where harm can not be avoided, an approval to harm Aboriginal objects must be obtained from OEH.

Information on the process for investigating and assessing Aboriginal cultural heritage in NSW can be found on the OEH web site.

Appendix 9- Heritage Impact Statement

A Heritage Impact Assessment (HIA) is required for all development that is on land occupied by items of heritage and/or land in the vicinity of heritage items. And shall:

- i) identify why the item, place or area is of heritage significance (the statement of heritage significance);
- ii) describe the works, change of use and any physical changes to the place;
- iii) identify the impact or impacts the proposed changes to the heritage item will have on its heritage significance; and
- iv) identify and describe any measures being proposed to lessen negative impacts of the proposed changes.

In circumstances where the proposed changes are likely to have a detrimental affect on the item, place or area's of heritage significance, a heritage impact statement shall be prepared. The heritage impact statement shall:

- i) clearly identify any change or changes that will have a negative impact on the heritage significance of the item, place or area;
- ii) state why the impact or impacts cannot be avoided;
- iii) state the steps being taken to minimise their effects; and
- iv) be prepared in accordance with the Guidelines of the Heritage Branch as set out in Statements of Heritage Impact (prepared by the then NSW Heritage Office and the then Department of Urban Affairs & Planning 1996, revised 2002).

All applications on land, that has been identified as contaminated or of having the potential to be contaminated shall require the following information to be submitted:

- i) land use history;
- ii) any past or present potentially contaminating activities;
- iii) provide preliminary assessment of any site contamination and if required, provide a basis for a more detailed investigation; and
- iv) preliminary sampling and analysis may be required where contaminating activities are suspected or known to have occurred, or the land use history is incomplete.

Where a preliminary investigation determines the land is contaminated, a detailed investigation shall be carried out by a suitably qualified professional and submitted to Council with the development application and shall define the:

- i) nature, extent and degree of contamination;
- ii) assess the potential risk posed by contaminants to human health and the environment; and
- iii) a Remedial Action Plan which details
 - remediation objectives;
 - the process and standards by which the land will be remediated;
 - details of necessary approvals to be obtained from regulatory authorities; and
 - an environmental management plan for ongoing monitoring and maintenance requirements where the proposed remediation involves on site containment or encapsulation of contaminated material.

Upon completion of the required remediation, a validation report shall be submitted to Council to demonstrate that the objectives stated in the remedial action plan have been achieved and that any relevant conditions of development consent have been complied with, prior to the commencement of any activity/development.

- a) The Arborist Report shall include the following details:
- The genus and species of each tree;
 - Health, amenity value and the Safe Useful Life Expectancy (SULE) rating of each tree;
 - Any pests or diseases that may be present on each tree;
 - Any site changes and surrounding structures which may affect the health or vitality of the tree;
 - Impact of the development on each tree;
 - Impact of retaining trees on the proposed development;
 - The Tree Protection Zone (TPZ) required for each tree proposed to be retained;
 - Any root barriers necessary, type and their location;
 - Any branch or root pruning which may be required for the trees;
 - Any supporting evidence such as photographs, if relevant; and
 - Recommendation on the preferred option and an explanation why this option is preferred.

For large-scale developments, residential apartment buildings, mixed use developments and the like a traffic impact assessment report shall be submitted with the development application.

A traffic impact assessment report shall address the following:

- i) the existing traffic environment;
- ii) traffic generation anticipated from the proposed development;
- iii) the cumulative impact of traffic in the locality;
- iv) the need for traffic improvements in the locality;
- v) proposed traffic egress/ingress to arterial/sub arterial roads; and
- vi) sight distance and other safety issues.

For large-scale developments, residential apartment buildings, mixed use developments and the like a crime prevention plan shall be submitted with the development application.

A crime prevention plan shall address the following key principles of ‘crime prevention through environmental design’:

- i) natural surveillance;
- ii) natural access control;
- iii) territorial reinforcement;
- iv) activity support;
- v) maintenance;
- vi) target hardening;
- vii) target removal;
- viii) personal safety support;
- ix) mixed use development;
- x) elimination of pedestrian movement predictors; and
- xi) natural guardianship.

A14

Appendix 14 - Unsuitable Plant Species for a Child Care Centre

Species Name	Common Name
<i>Brassaia actinophylla</i>	Umbrella Tree
<i>Brugmansia</i> spp.	Angel's Trumpet
<i>Cestrum parqui</i>	Green Cestrum
<i>Caesalpinia gilliesii</i>	Bird of Paradise
<i>Convallaris majalis</i>	Lily of the Valley
<i>Dapne</i> spp.	Daphne, Garland flower, Rose Daphne
<i>Duranta erecta</i> , <i>Duranta repens</i>	Golden Dewdrop, Aussie Gold, Sheenas Gold
<i>Euphorbia pulcherrima</i>	Poinsettia
<i>Euphorbia tirucalli</i>	Naked Lady or Pencil Bush
<i>Euphorbia peplus</i>	Petty Surge
<i>Euphorbia marginata</i>	Ghost Weed
<i>Gloriosa superba</i>	Glory Lily
<i>Laburnum</i> spp.	Golden Chain Tree
<i>Lantana</i> species	Lantana
<i>Lobelia</i> spp.	Cardinal Flower
<i>Malus x domestica</i>	Apple Tree
<i>Melia azedarach</i>	White Cedar
<i>Oleander</i> spp.	Oleander
<i>Oenanthe crocata</i>	Hemlock
<i>Prunus amygdalus</i>	Bitter Almond
<i>Prunus armeniaca</i>	Apricot Tree
<i>Prunus dulcis</i>	Almond Tree
<i>Prunus oersica</i>	Peach Tree
<i>Rheum rhabarbarum</i>	Rhubarb
<i>Ricinus communis</i>	Castor Oil Plant
<i>Solanum nigrum</i>	Black Nightshade
<i>Solanum pseudocapsicum</i>	Jerusalem Cherry
<i>Solanum</i> spp.	Potato
<i>Tabernaemontana</i> spp.	Crepe Jasmine
<i>Carolina jasmine</i>	<i>Gelsemium sempervirens</i>
<i>Toxicodendron succedaneum</i>	Rhus Tree
<i>Zantedeschia aethiopica</i>	Calla or Arum Lily
<i>Acacia</i> spp.	Wattle spp. (various)
<i>Acokantheria</i> spp.	Wintersweet
<i>Alnus</i> spp.	Alder spp. (various)
<i>Betula</i> spp.	Birch spp. (various)

Appendix 14 - Unsuitable Plant Species for a Child Care Centre

Species Name	Common Name
Callitris spp.	Cypress Pine
Castanospermum australe	Blackbean, Moreton Bay Chestnut
Casuarina spp.	She Oak spp. (various)
Cupressus spp.	Conifer Pine spp.
Eucalyptus citriodora	Lemon Scented Gum
Grevillea spp.	Grevillea or spider flower spp. (various)
Juglans spp.	Walnut
Lagunaria petersonii	Norfolk island Hibiscus
Ligustrum spp.	Privett spp. (various)
Liquidambar styraciflua	Liquidamber
Olea spp.	Olive spp. (various)
Poinsettia	Poinsettia
Populus spp.	Populus spp. (various)
Prosopis juliflora	Mesquite
Quercus spp.	Oak spp (various)
Robinia spp.	Robinia spp. (various)
Salix spp.	Willow spp. (various)
Sapium sebiferum	Chinese Tallowood
Ulmus spp.	Elm Spp. (Various)
Brunfelsia spp.	Yesterday, Today, Tomorrow
Clematis microphylla	Clematis
Cyclamen persicum	Cyclamen
Dieffenbachia spp.	Dumb Cane
Digitalis spp.	Foxgloves
Hedera spp.	Ivy spp. (various)
Hippeastrum spp.	Hippeastrum
Hydrangea spp.	Hydrangea
Ilex spp.	Holly spp. (various)
Juniper spp.	Juniper spp. (various)
Lomandra spp	Mat Rush spp. (various)
Lonicera spp.	Honeysuckle (various)
Macrozamia spp.	Cycads
Ochna spp.	Carnival Bush, Mickey Mouse Plant
Parietaria judaica	Pellitory, Asthma or Stick Weed
Urtica species	Stinging nettle
Philodendron spp.	Philodendron
Raphiolepis spp.	Indian Hawthorn

Appendix 14 - Unsuitable Plant Species for a Child Care Centre

Spathiphyllum spp.	Peace Lily, Madonna Lily
Vinca major	Vinca
Datura stramonium	Thornapple
Nicotiana glauca	Tree Tobacco
Wisteria sinensis	Wisteria
Agapanthus spp.	Agapanthus spp.
Amaryllis spp.	Amaryllis spp.
Cotoneaster	Cotoneaster spp.
Alocasia macrorrhiza	Cunjevoi / elephants ears
Colocasia esculenta	Elephants ears (taro)
Atropa belladonna	Deadly Nightshade
	Cotton Bush
	Mushrooms / Toadstools
	Azaleas and Rhododendrons
	Daffodils and other narcissus
	Chillies
	Cactus and other succulents with spines

Note: Child care centres must consider plant use very carefully, and omit any plants that are known to be toxic, where any parts of which can cause serious skin irritations, illness or death if taken in adequate quantities. This includes leaves, seeds, fruits, flowers, bark and sap. Planting design should also limit species with profuse flowers, sharp or spiny leaves, berries or seeds that could cause a choking hazard, or those known to shed branches in heat or windy conditions.

The above plant list includes species identified by the Australian National Botanic Gardens, the Children's Hospital Westmead, and is not exhaustive.

- a) Clearance widths for pedestrians should be maintained in accordance with AUSTROADS Guide to Road Design Part 6A - Pedestrian and Cyclist Paths (section 6 Design Criteria for Pedestrian Paths) with additional allowance made for transverse movements by staff and customers. Pedestrians should not be forced on to the road carriageway by footway restaurants or other non- permanent items on the footpath.
- b) All improvements shall not be of fixed structures and shall be stored away at the close of business.
- c) A clean zone shall be maintained from the travel lane to the footpath dining where protection is not provided. The width of the clean zone varies according to the speed and volume of traffic on the street. The clean zone may include the parking lane if it is always a parking lane. Where clearway or 'No Parking' restrictions apply even for a short period of the day the clear zone must be measured from the kerb.
- d) Where an appropriate clear zone is not available then traffic safety barriers must be provided in accordance with RMS requirements stipulated below;
 - i) RMS accepted, crash tested bollards with crushable collar at ground level, are suitable for installation in speed environments up to 50km/h. Bollards should be positioned with centres no more than 600mm behind the face concrete barrier kerb and gutter to alleviate the affect of bumper trajectory. Diners should be contained at least 1.0m behind the bollard installation to permit system deflection when impacted.
 - ii) Elsholz redirective kerb is suitable for outdoor dining protection when installed in speed zones up to 70km/h. Transition approach/departure to/from Elsholz redirective kerb over a length of 2.0m from/to the existing/proposed barrier kerb and gutter. Diners are to be contained at least 1.0m behind the installation to permit working width associated with the system when impacted.
 - iii) In conjunction with Elsholz redirective kerb, any provision of crash tested RMS accepted pedestrian fencing must be positioned 0.5m behind the face of the Elsholz kerb to accommodate working width. The combined installation will only be suitable for speed zones up to 50km/h. Pedestrian fencing is not a safety barrier and is not to be installed behind barrier kerb to protect outdoor diners
 - iv) Type F or Vertical Concrete Barrier (VCB), must replace existing concrete kerb and gutter. This rigid concrete barrier is accepted for speed environments up

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to 80km/h. Acceptable approach terminal treatments for Type F or VCB are the 6m long concrete sloped end for speed environments up to 70km/h, system end flared outside the applicable clear zone or RMS accepted crash cushions for speeds greater than 70km/h. Crash cushions are suitable for application in all speed environments.

For further details regarding these road safety barriers, please contact Manager Technology Standards (Road) on telephone 8837 0101 or fax 8837 0025.

- e) All traffic safety barriers must be provided in accordance with AS 3845.
- f) Council should seek proof from the applicant of current public liability to \$20 million, noting the interests of the RMS.
- g) All costs associated with the development are to be at no cost to the RMS.

Species listed as regionally significant for the Cumberland Plain by NPWS 1997:

- *Amperea xiphoclada*
- *Aneilema biflorum*
- *Aphanopetalum resinosum*
- *Austromyrtus tenuifolia* -
- *Austrostipa nodosa*
- *Bertya pomaderroides*
- *Beyeria viscosa*
- *Boronia serrulata*
- *Cassinia quinquefaria*
- *Choretrum candollei*
- *Chorizandra cymbaria*
- *Cleistochloa rigida*
- *Comesperma defoliatum*
- *Cyathea leichhardtiana*
- *Cynoglossum suaveolens*
- *Darwinia diminuta*
- *Darwinia fascicularis*
- *Darwinia grandiflora*
- *Daviesia alata*
- *Daviesia latifolia*
- *Daviesia mimosoides* subsp *mimosoides*
- *Dichondra* sp. A
- *Dipodium punctatum*
- *Doryanthes excelsa*
- *Eucalyptus bosistoana*
- *Eucalyptus consideniana*
- *Eucalyptus elata*

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- *Eucalyptus luehmanniana*
- *Eucalyptus racemosa*
- *Eucalyptus squamosa*
- *Eucalyptus viminalis*
- *Fieldia australis*
- *Gahnia radula*
- *Galium migrans*
- *Gompholobium huegelii*
- *Gompholobium species B*
- *Goodia lotifolia*
- *Grevillea diffusa* subsp. *diffusa*
- *Grevillea longifolia*
- *Grevillea oleoides*
- *Helichrysum collinum*
- *Hibbertia hermanniifolia*

ATTACHMENT 2

Attachment 2: A summary of the main internal submissions, officer's comments and recommended actions

Relevant Part/Section/Clause of the draft SCDCP 2014	Summary of issues raised – Internal Submissions	Officer's comments	Recommended actions
3.3 Building Form and Character	<p>Reword Clause 3.3.1 g) for clarification. This clause currently reads:</p> <p><i>Bathroom, ensuite or laundry windows that face the primary street shall be designed as an integral component of the articulation of the front building façade.</i></p>	<p>Clause 3.3.1g) was proposed to ensure that front façade windows are balanced and aesthetically pleasing to enhance the appearance of front elevations and collectively the streetscape.</p> <p>To achieve the above, it is considered appropriate to not permit bathrooms ensuite or laundry windows at the front façade.</p>	<p>Reword clause 3.3.1 Streetscape to read:</p> <p>g) "No bathroom, ensuite, toilet or laundry windows shall face the primary street of an allotment.</p>
3.4 Car Parking and Access	<p>Revise the proposed clause under Clause 3.4 h) which proposes to reduce the driveway width to 3 meters for driveways providing access for 2 or less dwellings. This is not practical for dual occupancy type development.</p>	<p>Noted and Supported. Notably Clause 3.4.g) can be amended to address this matter, thereby making clause 3.4h) redundant.</p>	<p>Delete Clause 3.4.h) and reword Clause 3.4.g) to read:</p> <p>g) The minimum width of the driveway at the street kerb shall be:</p> <p>i) 2.5 metres where the driveway provides access for one (1) dwelling; and</p> <p>ii) 5 metres where a single driveway provides access for two (2) or more dwellings (excluding secondary dwellings)</p>
3.5 Acoustic Privacy	<p>Include an additional clause to ensure that no part of a wall of a building is constructed on the boundary where it is directly adjacent to the private open space of the adjoining property.</p>	<p>Noted and supported.</p>	<p>Include additional clauses under 3.5.2 Visual Privacy that read:</p> <p>d) No wall of a building shall be permitted to be constructed on the boundary for that portion of the boundary that is directly adjacent to an existing approved private open space area on the adjoining allotment.</p>

2.2 Outcome Of The Public Exhibition Of Draft Campbelltown (Sustainable City)
Development Control Plan 2014 Volume 1

Attachment 2: A summary of the main internal submissions, officer's comments and recommended actions

Relevant Part/Section/Clause of the draft SCDCP 2014	Summary of issues raised – Internal Submissions	Officer's comments	Recommended actions
3.8 Narrow Lot Dwellings	Reword Clause 3.8.f) to clarify the zero setbacks controls for narrow lot dwellings.	Noted and supported	<p>e) With any development application involving the construction of a building wall on a boundary, the creation of an easement for access and maintenance on the adjoining land may be required. Include additional clauses and reword Clause 3.8 f) to read:</p> <p>f) A narrow lot dwelling adjoining an allotment not developed as narrow lot housing shall be setback from the side boundary a minimum of:.</p> <p>i) 0 meters in the case of any single storey component of the dwelling;</p> <p>ii) 0.9 meters for the ground floor component of the building adjacent to an existing approved private open space on the adjoining allotment;</p> <p>iii) 0.9 meters for the first floor component of the building.</p> <p>g) Where the first floor's wall exceeds 10 metres in length, the wall shall be setback by 1.5 metres from the side boundary for a minimum length of 2.0 metres for that part of the wall that exceeds 10 metres.</p> <p>h) Notwithstanding the above, no wall of a building shall be permitted to be</p>

Attachment 2: A summary of the main internal submissions, officer's comments and recommended actions

Relevant Part/Section/Clause of the draft SCDCP 2014	Summary of issues raised – Internal Submissions	Officer's comments	Recommended actions
7.3.1 Building Design	<p>Clarify Clause 7.3.1d) that currently reads:</p> <p>d) Mezzanines shall not comprise an area of more than 50% of the gross floor area of the ground floor of the building <u>(or each gross area of the ground floor of a unit in a complex)</u>.</p> <p>The above underlined reference needs to be clarified.</p>	Noted and supported.	<p>constructed on the boundary for that portion of the boundary that is directly adjacent to an existing approved private open space area on the adjoining allotment.</p> <p>i) With any development application involving the construction of a building wall on a boundary, the creation of an easement for access and maintenance on the adjoining land may be required.</p> <p>Reword Clause 7.3.1.d) to read:</p> <p>d) Mezzanines shall not comprise an area of more than 50% of the gross floor area of the ground floor of the respective unit.</p> <p>For consistency also reword Clause 7.3.1e) to read:</p> <p>e) Offices shall not comprise more than 30% of the gross floor area of the respective unit.</p>

2.2 Outcome Of The Public Exhibition Of Draft Campbelltown (Sustainable City)
Development Control Plan 2014 Volume 1

Attachment 2: A summary of the main internal submissions, officer's comments and recommended actions

Relevant Part/Section/Clause of the draft SDCDP 2014	Summary of issues raised – Internal Submissions	Officer's comments	Recommended actions
7.4.2 Loading and Unloading	<p>The reference to the length of small rigid, medium rigid and heavy rigid vehicles under the note for Clause 7.4.2 is not consistent with AS 2890.2. The Note as proposed reads:</p> <p><i>For the purpose of this section:</i></p> <ul style="list-style-type: none"> - a small rigid vehicle shall be taken to be any vehicle that has a GVM greater than 4.5 tonnes and a length less than 9 metres; - a medium rigid vehicle shall be taken to mean any vehicle that has a GVM greater than 4.5 tonnes and a length greater than 9.0 metres but less than 12.5 metres; - Heavy rigid vehicle shall be taken to mean any vehicle that has a length of 12.5 metres or more. 	Noted and supported.	<p>Amend the note under Clause 7.4.2 Loading and Unloading to read:</p> <p>e) Heavy rigid vehicle swept turning paths shall be provided demonstrating that a heavy rigid vehicle can enter and exit the site in a forward direction.</p> <p>Add a note under Section 7.4.2 Loading and Unloading that reads:</p> <ul style="list-style-type: none"> - a small rigid vehicle shall be taken to be any rigid vehicle that has a maximum load capacity of 4.0 tonnes and a length less than 6.4 metres; - a medium rigid vehicle shall be taken to mean any rigid vehicle that has a maximum load capacity of 8.0 tonnes and a length of 8.8 metres or greater but less than 12.5 metres; - Heavy rigid vehicle shall be taken to mean any rigid vehicle that has a length of 12.5 metres or more. <p>Refer to AS 2890.2 (as amended) for more information on heavy rigid vehicle measurements and classifications.</p>
Appendix 3 Noxious Weeds	Update the Noxious Weed List under Appendix 3 to reflect the most up-to-date declared noxious weed species for Campbelltown LGA by the NSW Primary Industries- Agriculture.	Noted and Supported	Update the Noxious Weed list under Appendix 3

3. DEVELOPMENT SERVICES

3.1 Development Services Section Statistics June 2014

Reporting Officer

Acting Manager Development Services

Attachments

Development Services application statistics for June 2014 (contained within this report)

Purpose

To advise Council of the status of development and other applications within the Development Services section.

Report

In accordance with Council's resolution of 23 August 2005, that Councillors be provided with regular information regarding the status of development applications, the attachment to this report provides details of key statistics for June 2014 as they affect the Development Services section.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Thompson/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

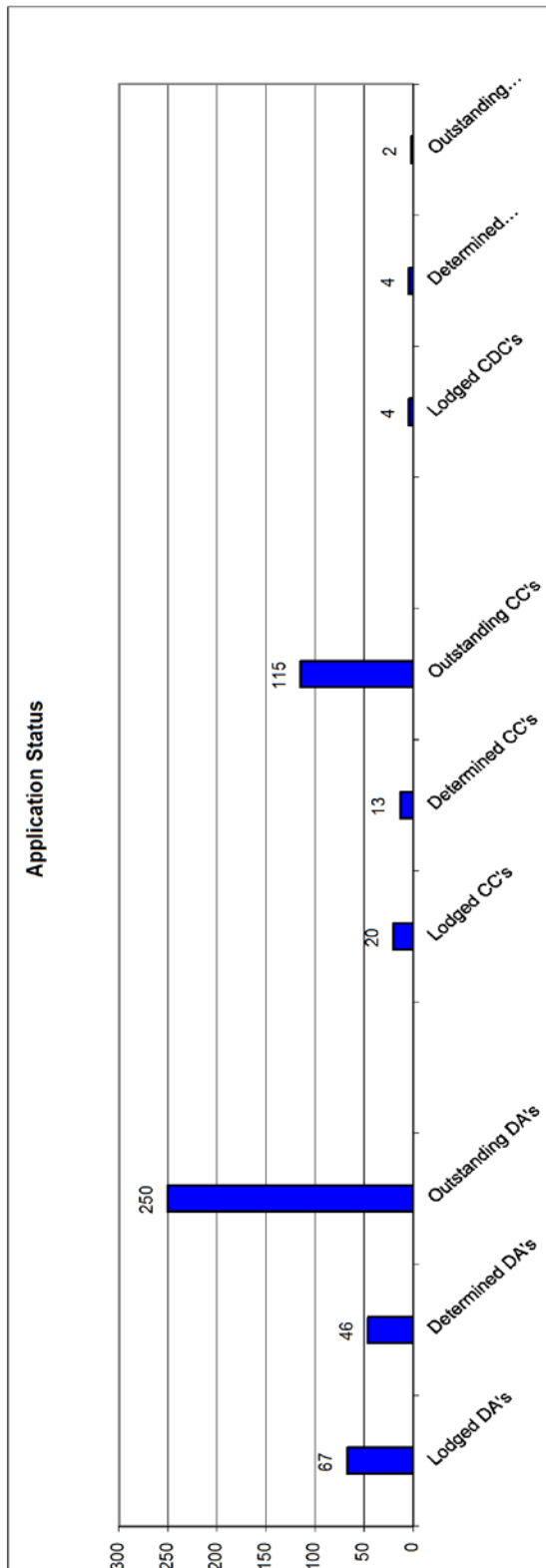
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 128

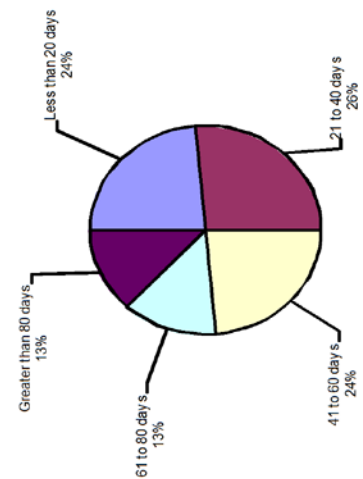
That the Officer's Recommendation be adopted.

ATTACHMENT 1

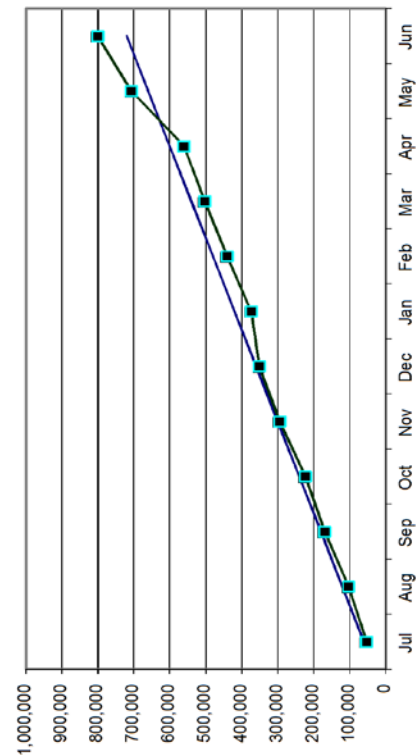
DEVELOPMENT SERVICES SECTION MONTH AT A GLANCE – June 2014



Development Application Monthly Processing Times



Development Application Income



3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

3.2 Proposal to increase student population from 250 to 600 students, at the Al-Faisal College - No.10 Benham Road, Minto

Reporting Officer

Manager Development Services

Attachments

1. Recommended Conditions of Consent (contained within this report)
2. Locality Plan (contained within this report)
3. Site Plan (contained within this report)
4. Car Parking Plan (contained within this report)

Purpose

The purpose of this report is to assist Council in its determination of the subject development application in accordance with the provisions of the Environmental Planning and Assessment Act 1979.

Property Description	Lot 1 DP 1193701 No.10 Benham Road, Minto
Application No	499/2014/DA-C
Applicant	Al-Faisal College Limited
Owner	Al-Faisal College Limited
Provisions	Campbelltown 2025 – Looking Forward State Environmental Planning Policy (Infrastructure) 2007 Campbelltown (Urban Area) Local Environmental Plan 2002 – Zone 10(c) Local Comprehensive Centre Zone Campbelltown (Sustainable City) Development Control Plan 2012
Date Received	4 March 2014

History

A development application was lodged with Council in March 2005 for the conversion of squash courts located on the subject land to an educational establishment. Council at its meeting on 15 November 2005 approved the development application subject to conditions (development consent 1197/2005/DA-C).

Enrolment at the educational establishment was limited by a condition of consent to 150 students between kindergarten and year 6 only.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

The approved development included the use of the school's multi-purpose hall for social functions, religious ceremonies, wedding receptions and the like subject to a maximum of 150 persons and only during limited times.

A condition of consent required that a new development application be lodged should the school seek to increase the student population and/or introduce a secondary school population. Development application 2073/2008/DA-C was lodged in August 2008 to accommodate the school's intention to increase student numbers to 250 and introduce years 7 and 8.

Development consent 2073/2008/DA-C permitting the increase in student numbers to 250 and introducing years 7 and 8 was approved by Council at its Ordinary Meeting of August 2009. Condition 8 required a separate consent to increase to years 9 and above.

Notwithstanding the limited consent issued by Council, the school has continued to grow, and currently provides education for up to Year 12 and now has 486 students enrolled. This development application (made by the new operators of the school) seeks to regularise the unlawful expansion of the school in non-compliance with Condition 8 of 2073/2008/DA-C and seeks approval to continue to operate with a maximum student population of 600 students.

This application was originally for an increase up to 700 students. The application is now seeking a maximum of 600 students based on limitations to the site having regard to access and car parking.

Report

Introduction

Council has received a development application seeking an increase in student numbers from 250 students to 600 students and to introduce Years 9, 10, 11 and 12.

The proposed facility is located on land within a 10(c) Local Comprehensive Centre Zone, accessible from Benham Road and Kitson Place, Minto and adjoins 'The Grange' Public Primary School.

There is no construction works proposed with this development application.

The Site

The land has an area of 4,582 square metres and is located behind the multi dwelling development located at No.14 Benham Road, Minto. Access is a one way arrangement via Benham Road with vehicular traffic exiting via Kitson Place.

A number of school buildings and facilities exist on the land including classrooms, a multi-purpose hall, office and amenities. The land contains 73 informal car parking spaces as well as kiss-and-ride zone for 4 cars.

The western boundary of the subject land adjoins 'The Grange' Public Primary School, which uses the land to the north of the subject land as that school's playing fields. The eastern boundary of the land fronts Kitson Place. No.14 Benham Road is located to the south of the subject land, upon which are erected nineteen, two-storey multi dwelling units.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

The Proposal

The proposed development seeks to increase the number of students at the school from 250 to 600 and introduce Years 9, 10, 11 and 12. Development application 2073/2008/DA-C was approved by Council at its Ordinary Meeting in August 2009 which included a condition limiting the number of students to 250 and only permitted to school to operate from Kindergarten to Year 8.

The proposed new break down of students is the following:

- Kindergarten – 55 students
- Years 1 to 6 – 330
- Years 7 to 12 – 215

The school anticipates 42 staff members will be required when the school is operating at the maximum 600 students.

Assessment

The development has been assessed having regard to the matters for consideration prescribed under Section 79C of the Environmental Planning and Assessment Act 1979, and subsequently, the following issues have been identified for further consideration.

1. Vision

'Campbelltown 2025 Looking Forward' is a vision statement of broad town planning intent for the long term future of the City of Campbelltown. The document establishes a set of strategic directions to guide decision making and development outcomes. These directions are broad in nature and form a prelude to a new statutory town plan (Local Environmental Plan) for the city. A desired outcome and a list of relevant focus areas are described for each strategic direction.

The subject application has been considered in accordance with Campbelltown 2025 – Looking Forward, and specifically against the strategic directions. In this respect, the following strategic directions are considered relevant for the subject application:

Growing the regional city; and
Creating education, employment and entrepreneurial opportunities.

The application is generally compatible with the above strategic directions. An increased level of local education and community services within the City is considered to be beneficial in facilitating its orderly development and operation, particularly with respect to satisfying the demands of the existing and future populations.

Some of the desired outcomes of Council's Vision include:

- Urban environments that are safe, healthy, exhibit a high standard of design, and are environmentally sustainable;
 - An impression of architecture that engages its environmental context in a sustainable way; and
 - Development and land use that matches environmental capacity and capability.
-

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

The development application been assessed having regard to *Campbelltown 2025 Looking Forward*. It is considered that the proposed increase in student numbers is not consistent with the relevant desired outcomes having regard to the existing school on the land.

2. Planning Provisions

2.1 State Environmental Planning Policy (Infrastructure) 2007

The proposal is defined as a "Schedule 3" development pursuant to State Environmental Planning Policy (Infrastructure) 2007, as the existing school would accommodate more than 50 children. This requires Council to refer the application to the Roads and Maritime Services (RMS) pursuant to Section 104 of SEPP (Infrastructure) 2007 for comment. Furthermore Council is unable to determine the application until it has received and considered advice from the Authority.

The Sydney Regional Development Advisory Committee (SRDAC) considered the traffic impact of the proposal on behalf of the RMS. The SRDAC has provided written advice to Council stating they raised no objection to the development application.

'Division 3 Educational Establishments' within State Environmental Planning Policy (Infrastructure) 2007 has also been considered in the assessment of the propose development. More specifically 'Section 31 Exempt Development' and 'Section 32 Determination of Development Applications', of this Policy, apply to the proposal. It is considered that the proposed development subject of this application is not inconsistent with the requirements of those standards.

2.2 Campbelltown (Urban Area) Local Environmental Plan 2002 (CLEP)

The land is located within the 10(c) Local Comprehensive Centre zone. The proposal is defined as an '*educational establishment*' and is permissible with Council's development consent. The 10(c) zone objectives are:

- (a) To provide conveniently located land for a range of shops, commercial premises and professional services that are of domestic scale and compatible with residential development in order to serve the needs of local neighbourhoods, and
- (b) To provide opportunities for local employment, and
- (c) To accommodate a range of activities required in the locality, but which are not appropriate on land in Zone 2(b), and
- (d) To encourage a variety of forms of higher density housing, including accommodation for older people and people with disabilities, in locations which are accessible to public transport, employment, retail commercial and service facilities.

The proposed development is considered to be inconsistent with the relevant zone objectives (b) and (c). Clause 30 of CLEP requires Council to only grant development consent where the proposal is consistent with one or more objectives of the zone. In that regard, Council may approve the application.

2.3 Campbelltown (Sustainable City) Development Control Plan (SCDCP)

Campbelltown (Sustainable City) Development Control Plan (SCDCP) applies to the subject land. The aims of the SCDCP are:

- Ensure that the aims and objectives of any relevant EPI including Campbelltown's LEPs and IDOs are complemented by the Plan;
- Ensure that the principles of ecological sustainability are incorporated into the design, construction and ongoing operation of development;
- Facilitate innovative development of high quality design and construction in the City of Campbelltown;
- Ensure that new development maintains or enhances the character and quality of the natural and built environment;
- Ensure that new development takes place on land that is capable of supporting development;
- Encourage the creation of safe, secure and liveable environments;
- Ensure that new development minimises the consumption of energy and other finite resources, to conserve environmental assets and to reduce greenhouse gas emissions; and
- Provide for a variety of housing choices within the City of Campbelltown.

It is considered that the proposed development is consistent with the relevant aims of the SCDCP.

The assessment against the relevant components of Part 2 Requirements Applying to all Types of Development of the SCDCP 2012 is outlined below:

2.3.1 Views and Vistas

There are no proposed works that are subject to this development application and therefore, it is considered that the proposed development will not have a detrimental impact on views and vistas and not have a negative impact on the amenity of residents in the locality in this regard.

2.3.2 Sustainable Building Design

Sustainable building design has been considered in the assessment of previous development applications involving building works. No building works are proposed as part of the application.

2.3.3 Landscaping

The proposed development does not require additional landscaping to be provided on the land, however additional landscaping will be provided at the entry and exit of the site to screen vehicle parking areas.

2.3.4 Erosion and Sediment Control

An erosion and sediment control plan is not required in this instance as no construction works are proposed.

2.3.5 Heritage Conservation

The land does not contain an item of heritage significance and is not located within a heritage conservation area or precinct.

2.3.6 Waste Management

The existing waste management processes would continue at the school as per previous development consents.

3. Planning and Environmental Impacts

Section 79C(1)(b) of the Act requires Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality.

3.1 Noise

The proposed development has considered the potential impact of noise generated by the proposed development. Adjoining the subject site is 'The Grange' Public Primary School to the west, a multi dwelling development to the south, open space to the east and north and residential dwellings to the east fronting Kitson Place.

The applicant has submitted an acoustic report prepared by SLR Global Environmental Solutions with the application, which assesses the potential noise impacts associated with the proposal.

The following noise issues have been identified as being relevant in the context of additional students at the school:

- Noise from the access road and car parking area to nearby residences; and
- Noise from school activities associated with the increase in student numbers

The SCDP makes no specific reference to noise emissions however Council has previously required development to comply with the requirements of the *Protection of the Environment Operations Act 1997* and associated Regulations.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

Further, there are no specific or published standards that relate to the control or assessment of noise emissions from educational establishments. The Environment Protection Authority's 'Industrial Noise Policy' is not intended to be applicable to schools however continuous noise emissions associated with the project such as those from mechanical plant, classrooms, outdoor play areas and car park operations may be considered similar to that generated by light industrial or commercial premises and it is considered reasonable to consider those noise sources in the context of the Industrial Noise Policy in the absence of any other relevant standards.

SLR states that noise emitted from students engaged in outdoor activity is unlikely to achieve a 'background +5 dBA' criterion at the site boundary. This is not uncommon across educational establishments, particularly if students are located near the boundary, and as is often the case, in close proximity to residential areas – given that schools form an integral part of residential communities.

The acoustic report prepared by SLR concludes that "there will be no appreciable change in the maximum noise levels received at surrounding residences that are in close proximity to the existing school, as a result of the additional student numbers on the outdoor playground area".

Given the school's hours of operation, locality and proximity to residences, it is considered unlikely that the increase in student numbers would have any significant and additional adverse impact on the amenity of the locality.

3.2 Traffic, Parking and Access

The applicant has submitted an Assessment of Traffic and Parking Implications Report, prepared by Transport and Traffic Planning Associates that assess the traffic and parking implication of the proposal to increase the student numbers to 600 and staff of 42.

The report considers the proposed school population on the road network, traffic controls, traffic flows (both in and out of the school and surrounding road network), bus and rail services, travel mode circumstances and parking.

The local and nearby road network as well as physical traffic controls, such as signage, speed limits, crossings and roundabouts, is considered suitable and not inadequate for the proposed increase in student numbers at the subject school.

The local traffic flows at the major access intersections in the area, as recorded by traffic surveys, have been provided in the submitted traffic and parking report. It is anticipated that the intersection capacity at the nearby intersections have sufficient environmental capacity in which to cater for the increase in student numbers at the school. The provision of public transport servicing the area is considered adequate to assist students arriving and leaving the school.

The proposed development will provide 73 car parking spaces plus four 'kiss-and-ride' spaces. Based on a maximum student population of 600 students and 42 employees, it is considered that 73 car parking spaces is acceptable in this instance.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

The traffic and parking report concludes that:

- It is anticipated that there will be no unsatisfactory traffic implications;
- The existing provisions for vehicle setdown/pick up will be suitable; and
- The existing on-site parking provisions will continue to be adequate.

3.3 Suitability of the Site

Section 79C(1)(c) of the Act requires Council to consider the suitability of the site to accommodate the development.

The subject site was previously used as a squash court centre that had been converted to a school. The subject land continues to be used as an educational establishment.

Having regard to the absence of any significant environmental impacts that would likely result from the proposed development, it is considered that the site is suitable for the proposed development.

4. Public Participation

The proposed development was notified to adjoining and nearby land owners for a period of 14 days from 20 June 2014. The application was also publicly exhibited in the local newspapers for a period of 14 days between 24 June 2014 and 8 July 2014. During this period Council received 14 submissions objecting to the development as well as a petition containing 18 signatures.

The submissions objecting to the development are summarised below:

Concern: The proposed development will lead to an unacceptable increase in traffic in the locality.

Comment: The application and accompanying information, including the traffic report submitted with the development application, was referred to the RMS for comment. The RMS did not object to the proposed development.

Concern: Safety of school students due to speeding in area. Drivers do not adhere to 40 km/h speed limits. Drivers do not adhere to school crossings in the locality.

Comment: The matter of speeding drivers and vehicles not adhering to speed limits is not a relevant matter for consideration under Section 79C of the Act. These complaints should be referred to the police for action. However, in light of this information, it may be appropriate that the Council further investigate the opportunity for the provision of School Crossing Supervisor/s at the applicable crossing points.

Concern: The development would not benefit the local community and would be unsightly.

Comment: The proposed development is providing an educational choice for local residents. No building works are proposed with this development.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

Concern: Parents picking up children block driveways.

Comment: The matters of vehicles blocking driveways and parking not in accordance with sign posts should be referred to Council's Rangers for observation and appropriate action.

Concern: The school is located in a small parcel of land and not suitable for a student increase. There is very little play area for students.

Comment: The Board of Studies does not provide guidelines to limit the number of students based a school sites' land area. The application has been assessed on merit and considered the school's ability to provide adequate classrooms and learning areas.

Concern: Increased number of students dropping rubbish in the locality when walking to and from school.

Comment: The matters of students dropping rubbish in the locality is not a relevant matter for consideration under Section 79C of the Act. These complaints should be directed to the school to discourage littering.

Concern: Students do not have adequate play area and would need to be transported to local sporting fields. This is a safety issue.

Comment: The Board of Studies does not provide guidelines having regard to the size of a school's play area and the number of students. It is the school's responsibility to ensure adequate safety when students travel to and from the school.

5. Conclusion

The subject development application is seeking an increase in student numbers as well as introducing Years 9, 10, 11 and 12. The current development consent the school is operating under limits the number of students to 250 and to provide education from Kindergarten to Year 8 only.

The school currently has 486 students and the subject development application is seeking to formalise the existing student numbers and allow for future growth to a maximum 600 students.

There are no building works subject to this development application.

The application has been referred to the RMS for comment in which they have raised no objections to the increase in student numbers, and consider the traffic increase would have a negligible impact on the surrounding road network.

The proposed increase in student numbers is considered not to have a significant adverse impact on the amenity of the locality.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

The development is a permissible land use under CLEP 2002 and is generally consistent with the aims and objectives of SCDP 2012. Having regard to the matters for consideration under Section 79C of the Act, it is considered the development as submitted can be supported by Council subject to conditions.

Officer's Recommendation

That development application 499/2014/DA-C for the increase in student numbers from 250 to 600 and introduction of Years 9, 10, 11 and 12 be approved subject to conditions contained in Attachment 1.

Committee Note: Ms Eldridge, Mr King and Ms Oddy addressed the Committee regarding the proposal.

Committee's Recommendation: (Thompson/Kolkman)

That a decision in this matter be deferred to allow for an inspection and a presentation on a future briefing evening.

CARRIED

Voting for the Committee's Recommendation were Councillors: Greiss, Kolkman, Mead, Oates, Rowell and Thompson.

Voting against the Committee's Recommendation: nil.

Council Meeting 29 July 2014 (Greiss/Mead)

That the Committee's Recommendation be adopted.

Amendment (Thompson/Lound)

1. That a decision in this matter be deferred to allow for an inspection and a presentation on a future briefing evening.
2. That all nearby neighbours be notified of the proposal to increase the student population of the school from 250 to 600.

Voting for the Amendment were Councillors: Borg, Brticevic, Dobson, Glynn, Hawker, Lake, Lound, Matheson, Oates and Thompson.

Voting against the Amendment were Councillors: Greiss, Kolkman, Mead and Rowell.

Council Resolution Minute Number 129

That the above amendment be adopted.

Voting for the Council Resolution were Councillors: Borg, Brticevic, Dobson, Glynn, Greiss, Hawker, Kolkman, Lake, Lound, Matheson, Mead, Oates, Rowell and Thompson.

Voting against the Council Resolution: Nil.

ATTACHMENT 1

499/2014/DA-C

Recommended Conditions of Consent

GENERAL CONDITIONS

The following conditions have been applied to ensure that the use of the land and/or building is carried out in such a manner that is consistent with the aims and objectives of the planning instrument affecting the land.

For the purpose of these conditions, the term 'applicant' means any person who has the authority to act on or benefit of the development consent.

1. Approved Development

The development shall be carried out in accordance with the approved plans prepared by Millennium Design Consultants Pty Ltd, listed below, and all associated documentation supporting this consent, except as modified in red by Council and / or any conditions within.

Plans prepared by Millennium Design Consultants Pty Ltd (project number 21305):

Drawing No. DA-01, dated 06.03.14

Plans prepared by CC Engineering P/L (Job No.0879):

Drawing Page No.P-L-1, Issue A, dated 30.06.2014

2. Enrolment

This development consent permits the enrolment of a maximum of 600 students between years Kindergarten and Year 12 inclusive. Any increase in enrolments above 600 students requires Council's separate development consent.

Prior to any further increase in students at the educational establishment, the applicant shall provide to Council a statement from a qualified traffic engineer and an as constructed car parking plan prepared by a registered surveyor confirming that the car parking and manoeuvring areas have been constructed in accordance with Australian Standards 2890.1 and 2 (as amended) and as that approved under this consent.

Prior to any further increase in students, a Parking and Traffic Plan of Management shall be developed by a suitably qualified traffic engineer and provided to the Council for its approval for the purpose of managing the parking of cars and movement of vehicles and pedestrians throughout the site during morning and afternoon peak hours.

The management of the movement of vehicles during peak periods is to be continually monitored. Where any need for an alteration to the Plan of Management is required, the applicant shall only make those changes with the approval of the Council.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

3. Landscaping

The provision and maintenance of landscaping shall be in accordance with the approved site plan containing Council's approved development stamp including the engagement of a suitably qualified landscape consultant/ contractor for landscaping works. The landscape design shall incorporate a significant portion of native, low water demand plants.

4. Driveway

The gradients of driveways and manoeuvring areas shall be designed and maintained in accordance with *Australian Standard AS 2890.1 and AS 2890.2 (as amended)*.

5. Unreasonable Noise

The development, including operation of vehicles in the car parking area, shall be conducted so as to avoid the generation of unreasonable noise and cause no interference to adjoining or nearby occupants. Special precautions must be taken to avoid nuisance in neighbouring residential areas, particularly from vehicles, warning sirens, public address systems and the like.

In the event of an adverse and undue noise related issue arising during operation of the school, the person in charge of the premises shall when instructed by Council, cause to be carried out an acoustic investigation by an appropriate acoustical consultant and submit the results to Council. If required by Council, the person in charge of the premises shall implement any or all of the recommendations of the consultant and any additional requirements of Council to its satisfaction to mitigate that impact of noise upon neighbours.

6. Engineering Design Works

The design of all engineering works shall be carried out in accordance with the requirements set out in the *Campbelltown (Sustainable City) DCP 2012 - Volumes 1 and 3*.

7. Car Parking Spaces

53 car parking spaces shall be designed, sealed, line marked and made available to all users of the site in accordance with Australian Standards 2890.1 and 2 (as amended) prior to the school further increasing student numbers.

8. Amplifier/Loudspeaker

On any part of the land to which this consent applies or within any building on the land, the use of an amplifier/loudspeaker is permitted between 8.30am and 3.30pm Monday to Friday, only.

9. Rubbish/Recycling Bin Storage

The rubbish and recycling bins shall not be stored within vehicle parking, vehicle manoeuvring areas or landscaped areas.

The bin(s) shall only be stored in accordance with the existing approvals on the land.

ADVISORY NOTES

The following information is provided for your assistance to ensure compliance with the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000, other relevant Council Policy/s and other relevant requirements. This information does not form part of the conditions of development consent pursuant to Section 80A of the Act.

Advice 1. Provision of Equitable Access

Nothing in this consent is to be taken to imply that the development meets the requirements of the *Disability Discrimination Act 1992* (DDA1992) or *Disability (Access to Premises – Buildings) Standards 2010* (Premises Standards).

Where a Construction Certificate is required for the approved works, due regard is to be given to the requirements of the *Building Code of Australia* (BCA) & the Premises Standards. In this regard it is the sole responsibility of the certifier, building developer and building manager to ensure compliance with the Premises Standards.

Where no building works are proposed and a Construction Certificate is not required, it is the sole responsibility of the applicant and building owner to ensure compliance with the DDA1992.

Advice 2. Covenants

The land upon which the subject building is to be constructed may be affected by restrictive covenants. Council issues this approval without enquiry as to whether any restrictive covenant affecting the land would be breached by the construction of the building, the subject of this permit. Persons to whom this permit is issued must rely on their own enquiries as to whether or not the building breaches any such covenant.

Advice 3. Adjustment to Public Utilities

Adjustment to any public utilities necessitated by the development is required to be completed prior to the occupation of the premises and in accordance with the requirements of the relevant Authority. Any costs associated with these adjustments are to be borne by the applicant.

Advice 4. Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any persons interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution.

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

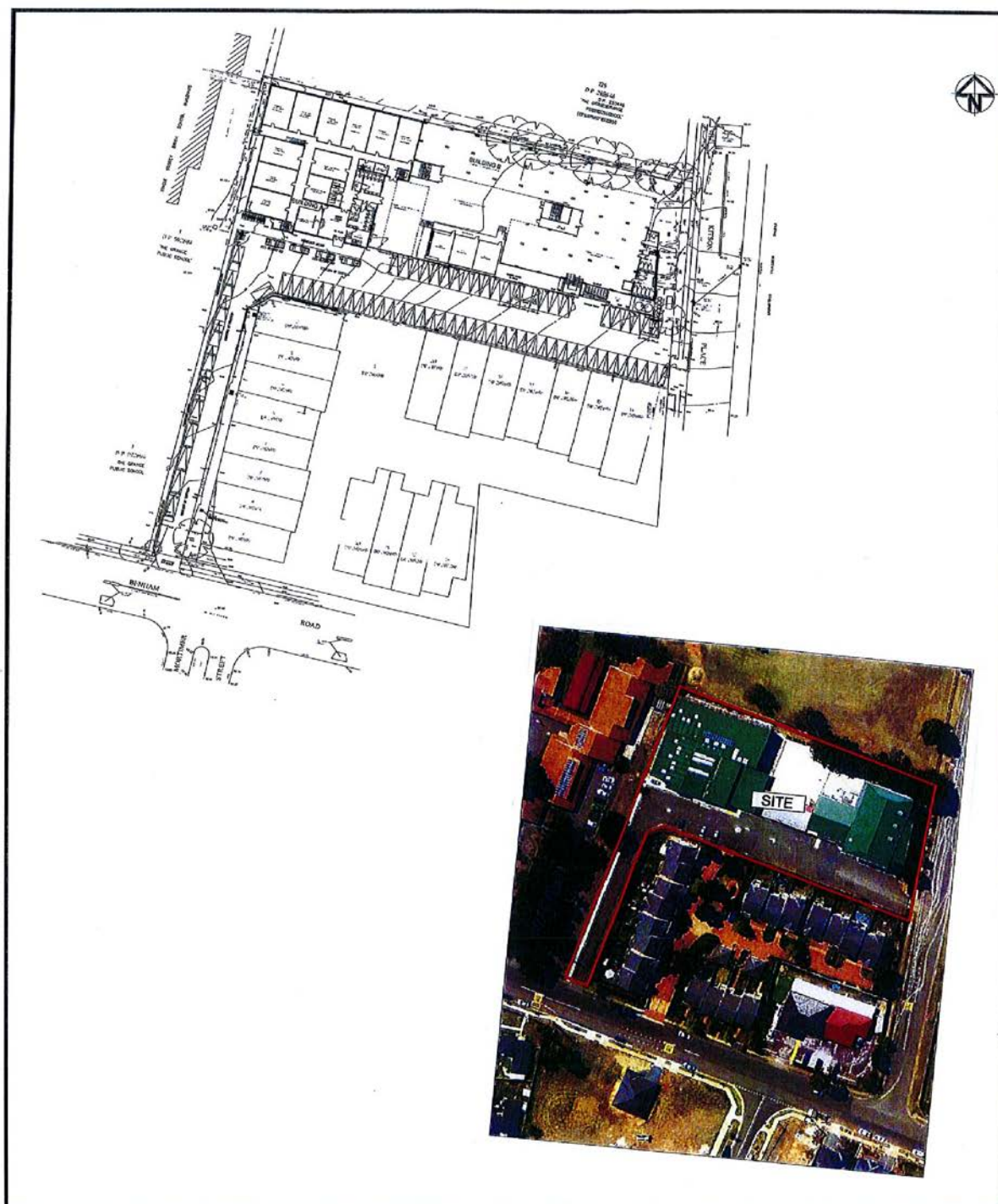
Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

END OF CONDITIONS

ATTACHMENT 2

3.2 Proposal To Increase Student Population From 250 To 600 Students, At The Al-Faisal College - No.10 Benham Road, Minto

ATTACHMENT 3



SITE PLAN

SUBJECT:

PROPOSAL TO INCREASE STUDENT POPULATION
FROM 250 TO 600 AT AL-FAISAL COLLEGE.
LOT 1 DP 1193701 - No. 10 BENHAM ROAD, MINTO.

ATTACHMENT 4

4. COMPLIANCE SERVICES

4.1 Legal Status Report

Reporting Officer

Manager Compliance Services

Attachments

Nil

Purpose

To update Council on the current status of the Planning and Environment Division's legal matters.

Report

This report contains a summary of the current status of the Division's legal matters for the 2013-2014 period as they relate to:

- The Land and Environment Court
- The District Court
- The Local Court
- Matters referred to Council's solicitor for advice.

A summary of year-to-date costs and the total number of matters is also included.

1. Land and Environment Court Class 1 Matters – Appeals Against Council's Determination of Development Applications
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Total ongoing Class 1 DA appeal matters (as at 8/07/2014)	0
Total completed Class 1 DA appeal matters (as at 8/07/2014)	5
Costs from 1 July 2013 for Class 1 DA appeal matters:	\$59,900.97

2. Land and Environment Court Class 1 Matters – Appeals Against Council's issued Orders / Notices
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Total ongoing Class 1 Order/Notice appeal matters (as at 8/07/2014)	1
Total completed Class 1 Order/Notice appeal matters (as at 8/07/2014)	0
Costs from 1 July 2013 for Class 1 Order/Notices appeal matters:	\$1,450.00

2 (a) Abdulhalim ELBAF & Amne ELBAF

Issue: Appeal against Council's Order 2 given under section 121B of the Environmental Planning and Assessment Act 1979 requiring the building works, the subject of a disputed complying development certificate comprising a partly constructed residential dwelling and outbuilding and associated retaining walls, on the property be demolished.

Property: Lot 1 DP 1039153 Zouch Road, Ingleburn.

Property Owner: Mr. Abdulhalim Elbaf and Mrs Amne Elbaf

Council File: No. 801/2013/N-EPA

Court Application: Filed on 6 December 2013 - File No. 10954 of 2013

Applicant: Abdulhalim Elbaf and Amne Elbaf

Costs Estimate: \$10,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees)

Costs to date: \$1,450.00

Status: Ongoing – listed for mention on 25 July 2014

Progress: The Applicants have filed an appeal in the Land and Environment Court of NSW against Council's Order 2 given under section 121B of the Environmental Planning and Assessment Act 1979 requiring the building works, the subject of a disputed complying development certificate comprising a partly constructed residential dwelling and outbuilding and associated retaining walls, on the property be demolished.

The appeal was before the court for first mention on 16 January 2014, where by consent, the proceedings were adjourned to 14 February 2014 for call over, in order to bring all three Class 1 appeal matters together and thereby give priority to Class 4 review matter of the disputed Complying Development Certificate listed under item 3(a) of this report.

On 14 February 2014 the Court, by consent, adjourned the proceedings to 4 April for directions hearing.

On 4 April 2014 the Court gave certain procedural directions and adjourned the proceedings to 16 and 17 June for hearing.

On 16 June 2014 the Court, by consent, granted the Applicant's application to vacate the hearing dates, pending determination by Council of a fresh DA No. 1138/2014/DA-M for the proposed development comprising the completion of construction of a partly built attached dual-occupancy, fencing, retaining walls, driveways and landscaping. The Court gave certain procedural directions and adjourned the proceedings to 25 July 2014 for mention.

3. Land and Environment Court Class 4 Matters – Civil Enforcement in respect of non-compliance with Planning Law or Orders issued by Council

Total ongoing Class 4 matters before the Court (as at 8/07/2014)	2
Total completed Class 4 matters (as at 8/07/2014)	1
Costs from 1 July 2013 for Class 4 matters	\$56,352.10

3 (a)

Abdulhalim ELBAF & Amne ELBAF

Issue: Appeal seeking judicial review of disputed complying development certificate No. CDC 0455/12 issued by the private certifier for the development comprising a residential dwelling and residential outbuilding and associated site works, on the property.

Property: Lot 1 DP 1039153 Zouch Road, Ingleburn.

Property Owner: Mr. Abdulhalim Elbaf and Mrs Amne Elbaf

Council File: No. 2491/2012/CDCPRI

Court Application: Filed on 24 December 2013 - File No. 41030 of 2013

Applicant: Abdulhalim Elbaf and Amne Elbaf

Costs Estimate: \$10,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees)

Costs to date: \$17,438.62

Status: Ongoing – listed for mention on 25 July 2014.

Progress:	<p>The Applicants have filed an appeal in the Land and Environment Court of NSW seeking judicial review of disputed complying development certificate No. CDC 0455/12 issued by the private certifier for the development comprising a residential dwelling and residential outbuilding and associated site works, on the property.</p> <p>At the first mention on 7 February 2014 the proceedings were adjourned to 14 February for directions hearing.</p> <p>On 14 February 2014, the Court, by consent, adjourned the proceedings to 4 April 2014 for directions hearing.</p> <p>On 4 April 2014 the Court gave certain procedural directions and adjourned the proceedings to 16 and 17 June for hearing.</p> <p>On 16 June 2014 the Court, by consent, granted the Applicant's application to vacate the hearing dates, pending determination by Council of a fresh DA No. 1138/2014/DA-M for the proposed development comprising the completion of construction of a partly built attached dual-occupancy, fencing, retaining walls, driveways and landscaping. The Court gave certain procedural directions and adjourned the proceedings to 25 July 2014 for mention.</p>
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3 (b)

John Frank GALLUZZO

Issue:	The Land and Environment Court NSW granted conditional development consent No. 610/2004/DA-C on 25 September 2005 for a childcare centre at 1 Blomfield Road, Denham Court. Conditions 15 and 19 of the consent required the respondent to construct a Type B intersection at the intersection of Campbelltown Road with Blomfield Road, Denham Court. To date the respondent has failed to fully comply with the consent.
Property:	Pt Lot 101 DP 602622, 1 Blomfield Road, Denham Court.
Property Owner:	Mr. John Frank Galluzzo
Council File:	Development Application No: 610/2004/DA-C
Court Application:	Filed on 25 March 2014 - File No. 40179 of 2014
Respondent:	John Frank Galluzzo
Costs Estimate:	\$15,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
Costs to date:	\$6,708.40
Status:	Ongoing – listed for further directions hearing on 4 July 2014.

Progress:

On 25 March 2014 Council issued a summons seeking declarations and orders of the Court that the respondent comply with conditions 15 and 19 of Court issued development consent No. 610/2004/DA-C relating to the construction of a Type B intersection at the intersection of Campbelltown Road and Blomfield Road, Denham Court.

The matter was before the Court for first mention on 24 April 2014 where counsel for the respondent sought an adjournment until after 2 June, as the respondent was overseas attending to his seriously ill wife. Council informed the Court that it was aware that the respondent and the childcare centre proprietor had been conferring about the submission of a modification application to development application No: 610/2004/DA-C seeking consent for a revised intersection installation at the corner of Blomfield and Campbelltown Roads and an increase in the centre enrolment numbers from 74 to 90 children. Having regard to the long history of this matter and the safety concerns raised by the respondents failure to comply with the conditions of the original consent requiring construction of the subject intersection, Council made submissions that the Court direct the respondent progress the preparation and submission of the development application during the period of any adjournment granted. The Court agreed and made directions accordingly and adjourned the proceedings to 13 June 2014 for further directions hearing.

On 13 June 2014 the Respondent notified the Court of his intention to file a fresh DA, which is intended to remedy the breach of the existing consent. Council noted its concerns regarding the ongoing safety issues pertaining to the existing intersection at Campbelltown and Blomfield Roads and its desire to amend the original summons to join the Childcare Centre operator. The Court gave certain procedural directions and adjourned the proceedings to 4 July 2014 for further directions hearing.

4. Land and Environment Court Class 5 - Criminal enforcement of alleged pollution offences and various breaches of environmental and planning laws

Total ongoing Class 5 matters before the Court (as at 8/07/2014)	0
Total completed Class 5 matters (as at 8/07/2014)	0
Costs from 1 July 2013 for Class 5 matters	\$0.00

5. Land and Environment Court Class 6 - Appeals from convictions relating to environmental matters

Total ongoing Class 6 matters (as at 8/07/2014)	0
Total completed Class 6 matters (as at 8/07/2014)	0
Costs from 1 July 2013 for Class 6 matters	\$0.00

6. District Court – Matters on Appeal from lower Courts or Tribunals not being environmental offences

Total ongoing Appeal matters before the Court (as at 8/07/2014)	0
Total completed Appeal matters (as at 8/07/2014)	1
Costs from 1 July 2013 for District Court matters	\$795.00

7. Local Court prosecution matters

The following summary lists the current status of the Division's legal matters before the Campbelltown Local Court.

Total ongoing Local Court Matters (as at 8/07/2014)	4
Total completed Local Court Matters (as at 8/07/2014)	33
Costs from 1 July 2013 for Local Court Matters	\$2,200.00

File No:	LP05/14 – Penalty Notice Court Election
Offence:	Stop in bus zone – School Zone
Act:	<i>Road Rules 2008</i>

Final Costs:	\$0.00
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Status:	Completed.
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Progress:	The matter was before the Court for plea/mention on 24 June 2014 where, by consent, Council made application for the charge to be withdrawn and dismissed (prior to the proceedings the defendant made representation concerning the circumstances of the offence - stopped vehicle for a short time to allow a frail elderly person easier access to their appointed destination) accordingly, the Magistrate granted Council's application. Council has issued a written caution to the defendant.
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File No:	LP09/14 – Penalty Notice Court Election
Offence:	Stop on/near children's crossing – School Zone
Act:	<i>Road Rules 2008</i>
Final Costs:	\$0.00
Status:	Completed.
Progress:	The matter was before the Court for mention on 27 May 2014 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions the Magistrate found the offence proved and ordered that the charge be dismissed without conviction or penalty under section 10(1)(a) of the Crimes (Sentencing Procedure) Act 1999.

File No:	LP10/14 – Penalty Notice Court Election
Offence:	Stand vehicle in disabled persons parking space without authority
Act:	<i>Local Government Act 1993</i>
Final Costs:	\$0.00
Status:	Completed.
Progress:	The matter was before the Court for mention on 27 May 2014 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions the Magistrate found the offence proved and ordered that the charge be dismissed without conviction or penalty under section 10(1)(a) of the Crimes (Sentencing Procedure) Act 1999.

File No:	LP11/14 – Penalty Notice Court Election
Offence:	Disobey No Stopping sign
Act:	<i>Road Rules 2008</i>
Final Costs:	\$0.00
Status:	Completed
Progress:	Matter was before the Court for first mention on 24 June 2014 where the defendant, Md Golam Kibria, did not appear. The Magistrate granted Council's application for the matters to proceed in the defendant's absence, and after hearing the evidence and submissions, found the offences proved and convicted the defendant imposing a \$400 fine and \$85 Court costs.

File No:	LP12/14 – Penalty Notice Court Election
Offence:	Not comply with written direction
Act:	<i>Swimming Pools Act 1992</i>
Final Costs:	\$0.00
Status:	Completed.
Progress:	The matter was before the Court for mention on 27 May 2014 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions the Magistrate found the offence proved and ordered that the charge be dismissed without conviction or penalty under section 10(1)(a) of the Crimes (Sentencing Procedure) Act 1999.

File No:	LP13/14 – Penalty Notice Court Election
Offence:	Stand on path/strip in built-up area
Act:	<i>Road Rules 2008</i>
Costs to date:	\$0.00
Status:	Ongoing.
Progress:	The matter was before the Court for mention on 24 June 2014 where the defendant entered a not guilty plea. The proceedings were adjourned to 31 July 2014 for defended hearing.

File No:	LP14/14 – Penalty Notice Court Election
Offence:	Disobey no stopping sign – School Zone
Act:	<i>Road Rules 2008</i>
Costs to date:	\$0.00
Status:	New matter.
Progress:	Listed for first mention on 8 July 2014.

File No:	LP15/14 – Penalty Notice Court Election
Offence:	Not register company animal – not dangerous or restricted dog
Act:	<i>Road Rules 2008</i>
Costs to date:	\$0.00
Status:	New matter.
Progress:	Listed for first mention on 22 July 2014.

File No: LP16/14 – Penalty Notice Court Election
Offence: Not stand vehicle in marked parking space
Act: *Local Government Act 1993*

Costs to date: \$0.00

Status: New matter.

Progress: Listed for first mention on 22 July 2014.

9. Legal Costs Summary		
The following summary lists the Planning and Environment Division's net legal costs for the 2013/2014 period.		
Relevant attachments or tables	Costs Debit	Costs Credit
Class 1 Land and Environment Court - appeals against Council's determination of Development Applications	\$59,900.97	\$0.00
Class 1 Land and Environment Court - appeals against Orders or Notices issued by Council	\$1,450.00	\$0.00
Class 4 Land and Environment Court matters - non-compliance with Council Orders, Notices or prosecutions	\$56,352.10	\$0.00
Class 5 Land and Environment Court - pollution and planning prosecution matters	\$0.00	\$0.00
Class 6 Land and Environment Court - appeals from convictions relating to environmental matters	\$0.00	\$0.00
Land and Environment Court tree dispute between neighbours matters	\$0.00	\$0.00
District Court appeal matters	\$795.00	\$0.00
Local Court prosecution matters	\$2,200.00	\$2,481.01
Matters referred to Council's solicitor for legal advice	\$31,755.90	\$0.00
Miscellaneous costs not shown elsewhere in this table	\$0.00	\$0.00
Costs Sub-Total	\$152,453.97	\$2481.01
Overall Net Costs Total (GST exclusive)	\$149,972.96	

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rowell/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 128

That the Officer's Recommendation be adopted.

4.2 Fundraising Event or Activity Requirements for Charitable and Not-For-Profit Organisations

Reporting Officer

Manager Compliance Services

Attachments

Nil

Purpose

To advise of Council requirements and processes that apply to not-for-profit and charitable organisations that conduct public activities and fundraising events in Campbelltown.

History

A recommendation was adopted at the Ordinary Meeting of Council held on 11 March, 2014 that a report be presented detailing Council regulations, forms and processes that not-for-profits and charities are typically required to complete to run public activities and fundraisers in Campbelltown. The report shall also include:

- i. Aspects such as cost, required notice time/typical time to approve, and whether such regulations are mandated by law or at the discretion of Council.
- ii. Suggestions for ways that Council could streamline its processes and regulation to reduce any burden on charities/not-for-profits operating in Campbelltown.

Report

Provisions under the *Local Government Act 1993* ("the Act") provide Councils with the framework to permit a "person" to carry out certain activities as prescribed under section 68 of the Act or Regulations.

Section 68 of the Act states that a person may carry out an activity specified only with the prior approval of the Council unless a local "approvals" policy adopted under part 3 allows the activity to be carried out without approval. As there is no "approvals" policy in place, approval is required to engage in a trade or business, (ie fundraising activities) or provide entertainment (ie events) on community land.

4.2 Fundraising Event Or Activity Requirements For Charitable And Not-For-Profit Organisations

Council presently has an adopted Trading in Public Places Policy in place (not being a policy adopted under part 3 of the Act), to control trading in public places throughout the city. Trading is defined within the Policy as selling and includes to barter, trade, offer, display for sale/auction any article, including the distribution of pamphlets or the collection of donations. The Policy permits non-profit charities and community groups to submit an application to Council for approval to carry out an activity.

Charities and not-for-profit community groups regularly apply to Council to conduct a range of activities including information and fund raising stalls, food stalls and outdoor events with entertainment and fireworks displays. Depending on the type of activity or event proposed, there are three categories these events may fall into. Consideration for approval of activities is based primarily on risk and are defined into the following categories:

Street Stalls

Street stalls are generally low risk activities conducted by organisations seeking to raise funds through product sales or donations or to provide information in support of their cause from a single stand or stall. They are permitted to operate from 9.00am - 2.00pm each day. Council has three dedicated areas where street stalls can be set up.

1. Lithgow Street Mall, Campbelltown
2. Queen Street, Campbelltown - adjacent to Campbelltown Mall
3. Oxford Road, Ingleburn - outside Westpac Bank.

Applications for street stalls are made by a letter of request to Council, listing the activities proposed and must provide details of Public Liability Insurance cover (currently a minimum of \$10 million required). Each community group or organisation is permitted one stall booking per month. Street stall bookings are coordinated by Council's Customer Service Centre and applications are required to be submitted a minimum of four weeks prior to the event (dependant on availability). No application or booking fee is applicable.

Applicants are required to operate only within the designated areas provided at each stall location.

Casual or Special Use of a Park

Applies to small, moderate risk activities occupying an area of a park or reserve. It may include information stalls, moderate risk activities such as fundraising BBQs, packaged food stalls or jumping castles, face painting, pet farms etc and may cater for up to 200 people.

Activities in this category are deemed a medium risk. An application form is required to be submitted outlining the proposed activities. Public Liability Insurance is required by activity organisers and participants providing services, (eg: jumping castle, stall holders, equipment providers etc.)

These applications are managed by Council's Customer Service Centre and referred to Compliance Services and Business Assurance Sections for comments on food hygiene, risk and insurance requirements as applicable. Applications are required to be submitted 4-6 weeks prior to the activity (availability and assessment period). No application fee is applicable. A ground hire fee may be applicable for sporting grounds.

4.2 Fundraising Event Or Activity Requirements For Charitable And Not-For-Profit Organisations

Outdoor Event

This category applies to higher risk events in parks, reserves or public places and may include firework displays, road closures, amplified music and staged performances, multiple stalls for sales of items and food and may include the erection of marquees, stages, stalls, portable toilets, amusement rides etc.

These events generally involve a number of agencies or businesses that provide goods or services to the event and may attract several thousands of visitors or attendees.

A significant amount of information is to be submitted with the standard application form to Council for assessment. An event guideline sets out the criteria for the assessment which includes event details, such as:

- Traffic management
- Event security/crowd control
- Lighting
- Noise control
- Risk assessment (event/fireworks display)
- Insurance documentation
- Evacuation plan
- Food stalls and hygiene control
- Waste management.

Applications for these events are managed by Council's Compliance Services Section. Application referrals are forwarded to Business Assurance, Traffic, Waste Services and Operations to assess different aspects of an event such as event set up, traffic control, road closures, waste management, insurance, risk assessment etc. Applications are required to be submitted a minimum of six weeks prior to the event (longer if road closures are involved) and an event approval application fee of \$180.00 applies. This fee can be waived for charitable/not-for-profit organisations upon written request. A ground hire fee also applies for sporting grounds.

Council's regulations and approval processes relating to street trading activities, including those conducted by charitable and not-for-profit organisations are currently under review as part of a proposed new Street Trading Policy. The range of permissible activities could be broadened under the policy to include additional activities such as busking, street performance and stalls conducted by commercial operators.

The approval process for events conducted on community land would not be affected. In terms of streamlining and simplifying processes it is considered the proposed street trading policy will put in place a single and consistent approval process for all street trading approved under the permit.

4.2 Fundraising Event Or Activity Requirements For Charitable And Not-For-Profit Organisations

For event approvals the current approval process is required to ensure higher risk activities have suitable controls in place to manage associated risks and amenity impacts. Consideration is also being given to approvals for recurring events whereby approvals for specified recurring events could be issued for terms of up to five years (as opposed to each time the event is conducted), avoiding the need for annual event applications to be made and annual event approvals to be issued. This process would rely on the event organiser submitting updated documentation such as insurance renewals on an annual basis during the term of approval, however would streamline the event approval/application process for annual events.

Officer's Recommendation

That Council address matters raised in the above report as part of the current review of the Trading in Public Places Policy.

Committee's Recommendation: (Oates/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 128

That the Officer's Recommendation be adopted.

5. GENERAL BUSINESS

5.1 Cost benefits to upgrade lighting within the Campbelltown LGA

Councillor Oates noted that there is currently a program underway to upgrade the lighting within the Wollongong Local Government Area to use light-emitting diode (LED) lights. Councillor Oates noted that the program is still in its early stages however reports have indicated that the cost savings have been extremely beneficial. Councillor Oates requested that a report be presented investigating the feasibility and cost benefits of replacing the existing lighting within the Campbelltown Local Government Area with LED lighting.

Committee's Recommendation: (Oates/Kolkman)

1. That Council investigate the feasibility and cost benefits of replacing the existing lighting within the Campbelltown Local Government Area with LED lighting.
2. That Council discuss with Endeavour Energy the possible programs available to change street lighting within the Local Government Area to LED lighting.
3. That a report be presented to Council.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 128

That the Committee's Recommendation be adopted.

5.2 Badgally Road and Eagle Vale Drive

Committee's Recommendation: (Greiss/Kolkman)

That a report be presented to the Council meeting to be held 29 July 2014 providing information on the costs associated with the upgrade to Badgally Road and Eagle Vale Drive.

CARRIED

Council Meeting 29 July 2014 (Oates/Kolkman)

That item 12.1 - Upgrade to Badgally Road and Eagle Vale Drive of the Director Planning and Environment be brought forward and dealt with in conjunction with item 5.2 - Badgally Road and Eagle Vale Drive.

WON and became part of the Motion.

Council Meeting 29 July 2014 (Greiss/Mead)

That the Committee's Recommendation be adopted.

Amendment (Greiss/Oates)

That Council write to all Local, State and Federal Members asking for their support in supplying appropriate urgent funding for this project.

Council Resolution Minute Number 128

That the above amendment be adopted.

5.3 Partnerships with UWS and TAFE

Committee's Recommendation: (Greiss/Rowell)

That a report be presented investigating possible further partnerships between Council and the University of Western Sydney Campbelltown and Campbelltown TAFE.

CARRIED

Council Meeting 29 July 2014 (Greiss/Mead)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 128

That the Committee's Recommendation be adopted.

Confidentiality Motion: (Thompson/Rowell)

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

18. CONFIDENTIAL ITEMS

18.1 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 8.21pm.

G Greiss
CHAIRPERSON

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 22 July 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 22 July 2014

Present

His Worship the Mayor, Councillor C Mead
Councillor P Lake (Chairperson)
Councillor F Borg
Councillor S Dobson
Councillor W Glynn
Councillor P Hawker
Acting Director Business Services – Ms C Mears
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 Education and Care Services - Ms G Vickers
Manager Emergency and Facility Management - Mr R Blair
Manager Healthy Lifestyles - Mr M Berriman
Manager Human Resources - Mr B Clarence
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
Coordinator Stormwater and Structural Design - Ms C Kinsey
Executive Assistant - Mrs K Peters

Apology (Glynn/Borg)

That the apology from Councillor Brticevic 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

Minutes of the Local Traffic Committee Meeting of 26 June 2014 (contained within this report)

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee meeting held on 26 June 2014.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE ON 26 JUNE 2014

Reports Listed for Consideration

LTC 14/25 Blomfield Road, Denham Court - No Stopping Restriction

1. That a CCTV camera be installed on the crest of the hill in Blomfield Road to monitor driver behaviour for a period of three weeks.
2. That Council considers parking restrictions around the driveways in Blomfield Road, Denham Court.
3. That a report be presented to the Traffic Committee following a review of the CCTV camera footage.

LTC 14/26 Airds Bradbury Urban Renewal: Signs and line marking Stages 1A and 1B

1. That Council approve in principle the signs and line marking details for the roads and intersections within the subdivision of Stage 1B Airds Bradbury Renewal.
 2. That the Project Manager for Stage 1 of Airds Bradbury Renewal resubmits signs and line marking plans back to Council's Local Traffic Committee taking into account roundabout amendments on Georges River Road as outlined in the body of the report.
 3. That Council Officers request the Developer of Airds Bradbury Renewal Project to review the design of the intersections in Stage 1A, in particular the cross intersection of Deans Road, Bellinger Road and Georges River Road, to cater for an appropriate design vehicle and submit plans back to the Local Traffic Committee.
-

LTC 14/27 Glen Alpine Drive, Glen Alpine - traffic facilities in association with development DA 408/2012

1. That the Developer provides the central concrete median in Glen Alpine Drive, Glen Alpine as proposed in the body of the report.
2. That Council rescind the condition of this development DA 408/2012 pertaining to the parking requirements on the northern kerb of Glen Alpine Drive.
3. That the Developer organises the installation of the parking restrictions in Glen Alpine as per plan shown in Attachment 3.

LTC 14/28 Minto Renewal Stage 11A - Signs and Line Markings

1. That Council approve in principle the signs and line marking plans for Stage 11A Minto Renewal subject to amendments as contained in the body of the report.
2. That Council Officers approve the corrected plans upon their receipt.
3. That Urban Growth NSW be requested to review the intersection of McClintock Drive and Eagleview Road in regard to traffic facilities associated with the present location of the traffic calming devices in Eagleview Road.

LTC 14/29 Car Park Stage VI, Parkside Crescent, Campbelltown - Signs and line markings

That Council approves the signs and line marking plans (J12414) for Stage VI car park on Parkside Crescent as described in the body of this report.

General Business

LTC 14/30 900km Walk for a Cure - July 2014

That the information be noted.

Officer's Recommendation

That the recommendations of the Local Traffic Committee as detailed in the Minutes of the meeting held on 26 June 2014 be adopted.

Committee Note: Ms Painter and Mr Howie addressed the Committee regarding Item LTC 14/25 – Blomfield Road, Denham Court – No Stopping Restriction.

Committee's Recommendation: (Borg/Dobson)

1. That the recommendations of the Local Traffic Committee as detailed in the Minutes of the meeting held on 26 June 2014 be adopted with the exception of Item LTC 14/25 – Blomfield Road, Denham Court – No Stopping Restriction and Item 14/29 - Car Park Stage VI, Parkside Crescent, Campbelltown – Signs and Linemarking being amended to read:
2. That in regard to LTC 14/25 – Blomfield Road, Denham Court – No Stopping Restriction:
 - That a CCTV camera be installed on the crest of the hill in Blomfield Road, to monitor driver behaviour for a period of three weeks.
 - That the parking restrictions within Blomfield Road be incorporated into the report currently being prepared.
3. That in regard to LTC 14/29 - Car Park Stage VI, Parkside Crescent, Campbelltown – Signs and Linemarking
 - That Council approves the signs and the line marking plans (J12414) for stage VI carpark on Parkside Crescent as described in the body of this report.
 - That the 3P parking restrictions be removed on Parkside Crescent between Centennial Drive and Regent Street except for the stage VI carpark.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 130

That the Committee's Recommendation be adopted.

ATTACHMENT



LOCAL TRAFFIC COMMITTEE MINUTES

26 June 2014

LOCAL TRAFFIC COMMITTEE

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

Minutes Summary

ITEM TITLE

LOCAL TRAFFIC COMMITTEE MINUTES

- 1. ATTENDANCE**
- 2. APOLOGIES**
- 3. CONFIRMATION OF MINUTES**
- 4. BUSINESS ARISING FROM MINUTES**
- 5. REPORTS LISTED FOR CONSIDERATION**

LTC 14/25 Blomfield Road, Denham Court - No Stopping Restriction

LTC 14/26 Airds Bradbury Urban Renewal: Signs and line marking Stages 1A and 1B

LTC 14/27 Glen Alpine Drive, Glen Alpine - traffic facilities in association with development DA 408/2012

LTC 14/28 Minto Renewal Stage 11A - Signs and Line Markings

LTC 14/29 Car Park Stage VI, Parkside Crescent, Campbelltown - Signs and line markings

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC 14/30 900km Walk for a Cure - July 2014

8. DEFERRED ITEMS

No reports this round

LOCAL TRAFFIC COMMITTEE MINUTES

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

Minutes of the Local Traffic Committee held on 26 June 2014

1. ATTENDANCE

Campbelltown City Council

Councillor G Greiss (Chairperson)
Manager Technical Services - Mr K Lynch
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Acting Manager Compliance Services - Mr P Curley
Acting Coordinator Compliance Services - Mr G Lussick
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Mr J Suprain

Police Representatives

Senior Sergeant M Cotton
Senior Constable P Jenkins

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 Councillor Greiss.

2. APOLOGIES

Senior Constable M Davies
Representative of Local Member of Parliament - Mr R James

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 29 May 2014 were recommended by the City Works Committee held on 24 June 2014 and adopted by Council at its meeting held on 1 July 2014.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

LTC 14/25 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 initial requested parking restriction changes LTC 13/28.
3. Plan showing proposed parking restrictions which was presented to Traffic Committee on 5 September 2013.
4. Plan showing parking restrictions as suggested by the residents of No 2 and No 3.

Background (26/6/2014)

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 2014. 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 requested 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 parking restriction options be reviewed.

Discussion (26/6/2014)

The residents of Nos. 2 and 3 Blomfield Road requested to attend and were invited to the Traffic Committee meeting. The resident of No. 3 sent his apologies as he was unable to attend the meeting.

The residents of No. 2 (Ms L Painter and parents) attended the meeting and provided the Committee with photographs and documentation in support of the extended No Stopping restrictions on both sides of Blomfield Road. It was pointed out that cars park very close to and across driveways making it very difficult to get out of residents properties. Ms Painter advised that they had stopped using their driveway closest to Campbelltown Road for this reason.

Ms Painter also advised the Committee that with cars parked on both sides of the road and parents and children walking on the road, there was potential for drivers coming over the crest of the hill in Blomfield Road to run into these pedestrians.

Ms Painter referred to documentation from the Land and Environment Court stating that no vehicles were allowed to park on the green space, however the Acting Coordinator Compliance advised that the parking was confined to the designated parking spaces and the statement from the Land and Environment Court was misleading.

Ms Painter also referred to events held at the Child Care Centre and the number of cars parked on Blomfield Road, however the Committee were advised that there are only two events during the year at the Child Care Centre and this was not a daily or weekly occurrence. The Acting Coordinator Compliance advised that during these events Council Rangers provide assistance with parking and traffic control.

The Committee's concern was that should parking restrictions be installed around the Centre this would make accessing the centre difficult.

The Chairperson suggested that as the Council Rangers are dealing with complaints from residents who cannot access their driveways, should Council intervene this may set a precedent that Council is obstructing a business from trading.

The Interline Bus representative advised that if the extended restrictions are increased and moved further down Blomfield Road, this would not achieve a resolution.

The Manager Technical Services advised that RMS has released a submission report on the upgrade of Campbelltown Road and it is proposed that Blomfield Road will have a right turn slip lane to access the street.

The Acting Manager Compliance Services advised that there is legal action pending against the owner of the Child Care Centre which has been adjourned until 5 July 2014, to upgrade the intersection. Discussions have been held with the Child Care operator who has advised that they are looking at alternate strategies to hold the two centre functions off site but in the interim Council will continue to work with the centre on traffic management issues associated with these events.

The Manager Technical Services suggested that a CCTV camera be installed on the crest of the hill for a period of three weeks to again examine the day to day vehicle movements in the street, and once the footage has been viewed a report would be presented to the Committee in September 2014.

The RMS representative suggested that it may be possible to reduce the speed limit to 50kph however the Manager Technical Services advised that the issue is not speeding but traffic congestion.

Following further discussion it was recommended that a CCTV camera be installed on the crest of the hill to monitor driver behaviour within Blomfield Road for a period of three weeks after the school holidays and a further report be presented to the Committee in September 2014.

Recommendation of Local Traffic Committee

1. That a CCTV camera be installed on the crest of the hill in Blomfield Road to monitor driver behaviour for a period of three weeks.
 2. That Council considers parking restrictions around the driveways in Blomfield Road, Denham Court.
 3. That a report be presented to the Traffic Committee following a review of the CCTV camera footage.
-

LTC 14/26 Airds Bradbury Urban Renewal: Signs and line marking Stages 1A and 1B

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

Attachments

1. Locality Site Plan (amended) showing Stage 1
2. Locality Aerial Plan Stage 1 in relation to existing roads
3. Signs and Line marking plans Stage 1B Plans LC50392/3/ST1B1/Marking-Rev.B (Sheets 3, 4 and 5)
4. Turning Path plans LC50392/3/ST1B1/Marking-Rev.B (Sheets 6, 7, 8 and 9)
5. Signs and Line marking plan Stage 1A Plan LC50392/3/ST1A-CCC

Background (26/6/2014)

Reference is made to the previous Campbelltown Traffic Committee report CTC 14/14 that outlined the NSW Land and Housing Corporation redevelopment of the Airds Bradbury Area with regards to a submission of a Construction Traffic Management Plan. The Committee supported the application for a temporary access off Georges River Road via Peppin Crescent, subject to the developer submitting detail plans for the formalisation of a temporary intersection with Georges River Road.

The Minister for Planning and Infrastructure has approved the Airds Bradbury Renewal Concept Plan. The traffic works included in the plan are as follows:

- Upgrade of Georges River Road/Junction Road intersection (roundabout) with an additional approach from Peppin Crescent
- Upgrade of Georges River Road/Bellinger Road intersection (give-way with an additional approach from Deans Road
- New single lane roundabout for Georges River Road/realigned Riverside Drive
- New single lane roundabout for St Johns Road/extension of Campbellfield Avenue

The Project Manager for Stage 1 Subdivision of the Airds Bradbury Renewal Project has forwarded signs and line marking plans for Council's approval prior to the issuing of a construction certificate.

Stage 1 will involve two accesses into the Airds area from Georges River Road (refer Attachment 1). This will involve the provision of a new roundabout approximately 140m west of the existing T intersection (Riverside Drive), which will be removed. The second access will be the extension of Deans Road across the existing Riverside Drive that meets Georges River Road as a cross intersection with Bellinger Road.

Stage 1B

Georges River Road

Stage 1B will involve a new roundabout (refer Attachment 2) immediately east of the existing College Road access. It is designed to cater for turning movement of buses, B-Doubles and prime movers so that Endeavour Energy Substation and Bus Depot can be accessed. The central island of the roundabout is to be mountable. At present, Georges River Road is not a designated B-Double Route and should these vehicles require access their Operators must seek approval from Council.

Plan Sheets 3 and 5, Attachment 3, provides signs and line marking details for the roundabout on Georges River Road. On the westbound approach to the roundabout an indented bus bay is proposed with supporting parking restrictions.

Attachment 4 shows turning movement paths for 12.5m and 26m vehicles on this roundabout and are considered acceptable.

A temporary painted central median is proposed (refer Attachment 3 Sheet 5) on the eastern side of the roundabout to provide a protection for a right turn bay to the existing Riverside Drive intersection.

The location of the temporary median will require the removal of an existing pedestrian refuge in Georges River Road. All pedestrian movements will be directed to the eastern splitter island of the roundabout. This crossing path also connects the bicycle route from the Airds Bradbury project site to the existing off-road shared bicycle path along Georges River Road. The roundabout refuge opening for the shared cycle path is designed to an absolute minimum requirement and should be increased to the preferred Roads and Maritime Services standard (NSW Bicycle Guidelines) as the path would be on a major cycle route.

It is recommended that the roundabout design be modified to cater a preferred width cyclist refuge on the eastern splitter island. The plans shall also include signs and markings pertaining for a shared off-road bicycle path.

Road No 1 (Realigned Riverside Drive – refer Attachment 3, Sheet 5)

Road No 1, which forms the southern leg of the Georges River Road roundabout, reduces in width to 7m at intersection narrow points. The road widens out between Road No 2 and 4, and 4 and 8 with a provision of 2.3m parking bays on each side of the road. The parking bays are outlined with E1 edge lines.

The signs and line marking plans indicates an off-road shared cycleway path along Road No 1, which links with the crossing refuge at the roundabout on Georges River Road. This path should be a minimum 2.5m wide and provided with appropriate signs (R8-2) and pavement logos (PS-3, PS-4) at strategic locations.

Road No 8 (refer Attachment 3, Sheet 4)

Road No 8 is the connection from the realigned Riverside Drive (Road No 1) to College Road and has Stop Sign intersection controls on all side roads. It is an 8m wide link road that caters for larger vehicles accessing College Road. The road has double barrier centre dividing line supported by No Stopping parking restrictions.

The T- intersection of Road No 1 and No 8 is controlled by a Stop sign. It has a kerb side painted median to allow for larger vehicles in lieu of a road narrowing point.

Other Features

The T- intersections of Road No 1 with Road No 2 and 4 (refer to Attachment 3, Sheets 3 & 5) are also controlled by Stop Sign treatments. Two other T- intersections are proposed as Give Way sign treatments. The majority of these intersections have accompanying 30m double barrier centre dividing lines.

Stage 1A (refer Attachment 5)

Council Officers have reviewed the sign and line marking plan for the intersection of Deans Road (Road No 51), Bellinger Road and Georges River Road (Attachment 5) and are recommending that this plan be referred back to the Committee at a later date in order for the geometric design of the intersection to be reappraised.

The plan shows the shared cycleway centre road refuge on Bellinger Road being removed. It is recommended that this refuge island be maintained and brought to current standards.

Officer's Recommendation

1. That Council approve in principle the signs and line marking details for the roads and intersections within the subdivision of Stage 1B Airds Bradbury Renewal.
2. That the Project Manager for Stage 1 of Airds Bradbury Renewal resubmits signs and line marking plans back to Council's Local Traffic Committee taking into account roundabout amendments on Georges River Road as outlined in the body of the report.
3. That Council Officers request the Developer of Airds Bradbury Renewal Project to review the design of the intersections in Stage 1A, in particular the cross intersection of Deans Road, Bellinger Road and Georges River Road, to cater for an appropriate design vehicle and submit plans back to the Local Traffic Committee.

Discussion (26/6/2014)

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

Recommendation of Local Traffic Committee

1. That Council approve in principle the signs and line marking details for the roads and intersections within the subdivision of Stage 1B Airds Bradbury Renewal.
 2. That the Project Manager for Stage 1 of Airds Bradbury Renewal resubmits signs and line marking plans back to Council's Local Traffic Committee taking into account roundabout amendments on Georges River Road as outlined in the body of the report.
 3. That Council Officers request the Developer of Airds Bradbury Renewal Project to review the design of the intersections in Stage 1A, in particular the cross intersection of Deans Road, Bellinger Road and Georges River Road, to cater for an appropriate design vehicle and submit plans back to the Local Traffic Committee.
-

LTC 14/27 Glen Alpine Drive, Glen Alpine - traffic facilities in association with development DA 408/2012

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

Attachments

1. Contractors plan showing traffic facility proposal
2. Contractors central median design
3. Proposed traffic facilities and locality plan

Background (26/6/2014)

Council has given approval for the alterations to an existing dwelling in Glen Alpine Drive, Glen Alpine in order for it to become a church meeting hall. The building will become a religious establishment for prayer and ancillary purposes with a maximum attendance of 80 persons on Sundays between the hours of 4:30pm to 6:30pm.

As part of the conditions of approval the applicant is required to:

1. Extend the existing concrete central median in Glen Alpine Drive that extends from the roundabout with Menangle Road to the boundary of No. 6 and 8, which is approximately 40metres.
2. Provide a No Parking restriction on the northern kerb of Glen Alpine Drive extending from the roundabout for the full length of the median, and in addition No Parking 6 metres either side of the exist driveway for the development.

The proposed 40 metre 450mm wide central concrete median will be an extension to the existing median and will restrict motorists from turning right into and out of the site. Church goers will be able to use the roundabouts at either end of Glen Alpine Drive to access the site. The contractor for the development has indicated that the inclined surfaces of the median will be marked with white edge line (E6 lines), which will increase its visibility.

Parking Review

Council's Traffic and Road Design Unit has revisited the requirements for the provision parking restrictions on the northern kerb (approximately 95metres) of Glen Alpine Drive (Point 2 above).

Should the Development generate parking to the full potential of congregation attendance, it is anticipated that (apart from the onsite parking of 10 spaces) approximately 15 to 25 cars will be parking on the street. The proposed No Parking restriction against the Open Space area will transfer the street parking to the front of the neighbouring residential properties.

It is recommended not to impose the No Parking restriction on the northern kerb of Glen Alpine Drive and only provide parking restrictions as shown on the locality plan of Attachment 3.

Officer's Recommendation

1. That the Developer provides the central concrete median in Glen Alpine Drive, Glen Alpine as proposed in the body of the report.
2. That Council rescind the condition on this development DA 408/2012 pertaining to the parking requirements on the northern kerb of Glen Alpine Drive.
3. That the Developer organises the installation of the parking restrictions in Glen Alpine as per plan shown in Attachment 3.

Discussion (26/6/2014)

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

Recommendation of Local Traffic Committee

1. That the Developer provides the central concrete median in Glen Alpine Drive, Glen Alpine as proposed in the body of the report.
 2. That Council rescind the condition on this development DA 408/2012 pertaining to the parking requirements on the northern kerb of Glen Alpine Drive.
 3. That the Developer organises the installation of the parking restrictions in Glen Alpine as per plan shown in Attachment 3.
-

LTC 14/28 Minto Renewal Stage 11A - Signs and Line Markings

Previous Report: LTC 13/9 LTC 14/14
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

1. Locality sketch showing site of Stage 11A
2. Signs and Line Marking Plans: Smec Urban Dwg. No. 77419.11A.CC801 Rev. B (Sheet 1), 77419.11A.CC802 Rev. B (Sheet 2)
3. Roundabout turning sweep path Plan

Background (26/6/2014)

Council is in receipt of signs and line marking plans for Stage 11A Minto One Renewal project and are presented for the Committee's endorsement. Stage 11A is one of the final stages of the renewal project and includes the construction of 84 residential lots.

The plans cover an area south of Stage 13 bordered by Eagleview Road and Pendergast Avenue. The salient features of Stage 13 are:

1. Two connecting T intersections with Eagleview Road: Hotham Road and McClintock Drive
2. A roundabout at the intersection of Pendergast Avenue and Hotham Road
3. Two internal T intersections and a right angle bend
4. Indented parking bay along Kyngmount Reserve separated by tree kerb blisters
5. Half width road reconstruction in Eagleview Road

The signs and line marking plan, together with the attached roundabout turning path plan indicates that road intersections through the subdivision accommodates for an 8.8m design service vehicle.

Intersection Meharry Place (refer to attachment 1 of 2)

This intersection is opposite the proposed Tamborine Drive creating a cross intersection. The Give Way control of Meharry Place with Pendergast Place is supported but requires appropriate TB & TB1 holding lines to accommodate the sign control.

T Intersections of Hotham Road and McClintock Drive with Eagleview Road (refer to attachment 2 of 2)

The T Intersections of McClintock Drive and Eagleview Road are shown as a Give Way treatment located south of a sharp crest in Eagleview Road. The intersection is within a traffic calming treatment that covers two approaching raised thresholds and a centre median on Eagleview Road. The treatment was introduced in 1994 due to issues of speeding in Eagleview Road and the lack of sight distance for the adjoining property owners.

Plan attachment 2 of 2 shows a solid holding line at this intersection indicating a stop control. Accordingly, it is recommended that the Give Way sign be replaced with a R1-1 Stop sign. This control is appropriate due to the crest for both approaches.

It is recommended that the central island and threshold treatments remain in Eagleview Road making the T intersection a left in and left out treatment. A R2-14(L) All Traffic Left sign is required for McClintock Drive on the approach to Eagleview Road.

It is also recommended that the short section of median opening that was provided for the Kynghmount Reserve car park be closed with the reinstatement of a short section of centre median.

The centre median is also causing issues for a number of residential lots on the northbound departure of the crest due to the width of approximately 4.8m between kerb and median. At present the existing kerb has a No Stopping restriction, which is not indicated on the presented plan. The crest is likely to pose a sight distance for residents and it is recommended that a W2-206 Caution Driveways sign be installed on the approach to the crest.

The proposed second T intersection of Hotham Road and Eagleview Road is a tighter intersection for an 8.8m design vehicle and it is recommended that the Give Way sign also be replaced with a R1-1 Stop sign.

T Intersections Hotham Road/McClintock Drive and Werong Close/with Pendergast Avenue (refer to attachment 2 of 2)

Give Way Controls as shown for the T intersections of Hotham Road and McClintock Drive and Werong Close and Pendergast Avenue are acceptable.

Elbow bend in McClintock Drive (refer to attachment 2 of 2)

A 30m double barrier (BB) line is proposed for the right angle bend in McClintock Drive. It is recommended that this be removed as 8.8m service vehicles would have difficulties in maintaining lane discipline while turning. It is recommended that the BB line be replaced with C3 yellow No Stopping edge line on the inside curve of the bend being 18m and 10m from the kerb prolongation, north and east respectively. The kerbside line marking proposal is unobtrusive without signs. Should parking be an issue at this bend, Council will look at placing No Stopping signs in the future.

Pendergast Avenue and Hotham Road Roundabout

Although the roundabout is designed for an 8.8m design service vehicle, the turning path of a 12.5m truck is also found to be acceptable as it tracks over the outer 1.8m mountable annulus. The concrete annulus is designed to be flush at the pavement edge.

In regard to double barrier lines (BB) leading up the splitter islands, the BB lines on the eastern side of the roundabout be extended to the kerb prolongation of McClintock Drive and for the kerb narrowing sections on Pendergast Avenue, BB lines be extended to the end of the narrowing. Plan attachment 1 should also show chevron line marking around the splitter islands as proposed on the turning sweep path plan.

Officer's Recommendation

1. That Council approve in principle the signs and line marking plans for Stage 11A Minto Renewal subject to amendments as contained in the body of the report.
2. That Council Officers approve the corrected plans upon their receipt.
3. That Urban Growth NSW be requested to review the intersection of McClintock Drive and Eagleview Road in regard to traffic facilities associated with the present location of the traffic calming devices in Eagleview Road.

Discussion (26/6/2014)

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

Recommendation of Local Traffic Committee

1. That Council approve in principle the signs and line marking plans for Stage 11A Minto Renewal subject to amendments as contained in the body of the report.
 2. That Council Officers approve the corrected plans upon their receipt.
 3. That Urban Growth NSW be requested to review the intersection of McClintock Drive and Eagleview Road in regard to traffic facilities associated with the present location of the traffic calming devices in Eagleview Road.
-

**LTC 14/29 Car Park Stage VI, Parkside Crescent, Campbelltown -
Signs and line markings**

Previous Report: LTC 13/27, 13/29

Electorate: Wollondilly

Author Location: Traffic and Road Design Unit

Attachments

1. Locality Plan showing proposed additional public parking
2. Signs and line marking plan J12414 Stage VI

Background (26/6/2014)

The Committee at its meeting on 5 September 2013 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 detailed design of Stage VI, comprising of car park 4 along with signs and line markings for its concurrence.

1. Car park VI comprises of 26 off-street car parking bays located off Parkside Crescent between Parc Guell Drive and Rizal Street.
2. This car park is proposed to be rear to kerb with 2.6m wide 90° perpendicular parking bays along with a 3P period area parking signs.
3. This car park also incorporates a 1.2m wide footpath along the length of the car park (see attachment 2) to provide continuity to the existing north-western footpath. This footpath also connects to the existing cycle path in the park.

Officer's Recommendation

That Council approves the signs and line marking plans (J12414) for Stage VI car park on Parkside Crescent as described in the body of this report.

Discussion (26/6/2014)

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

Recommendation of Local Traffic Committee

That Council approves the signs and line marking plans (J12414) for Stage VI car park on Parkside Crescent as described in the body of this report.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC 14/30 900km Walk for a Cure - July 2014

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

Attachments

Nil

Discussion (26/6/2014)

The NSW Police representative advised of information received regarding a "900km Walk for a Cure" event sponsored by Toyota and Melanoma Institute Australia which is to start in Sydney on Friday 11 July 2014 and conclude in Melbourne on 26 July 2014.

The walk is to raise awareness of melanoma and to fundraise for a cure for melanoma and will involve approximately 60kms a day and two walkers will walk alternatively 30kms per day and will include Stephanie Rice.

The walkers will be walking part of the way on the M31 and going through Queen Street, Campbelltown, stopping at Gordon Fetterplace Aquatic Centre on Friday 11 July 2014. Concerns were expressed by the RMS representative as pedestrian access on the M31 is not permitted.

The RMS representative advised that this information should be submitted to each Council area that the event is going through and that he was not aware of this event and requested information be forwarded to him.

The NSW Police representative also advised that Council has been informed of the event through the Communications and Marketing Section. Should the Committee have any issues with the event they should be addressed with the organiser and NSW Police would like to be involved. NSW Police have already made some changes to the route.

The Manager Technical Services advised that the information that had arrived this morning had no firm time for the walk along the M31, Campbelltown Road and Blaxland Road. The NSW Police representative advised that they would source more detailed information.

The NSW Police representative also stated that they could suspend the walk at any time and have the walkers transported by car should there be any safety/traffic concerns.

Officer's Recommendation

That the information be noted.

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 10.40am.

G Greiss
CHAIRPERSON

1.2 Suburb Entry Signage

Reporting Officer

Manager Technical Services

Attachments

1. Pillar style signs as used at the City Entrances (contained within this report)
2. Typical suburb entry sign (contained within this report)

Purpose

To provide Council with an update on the status of suburb entry signs throughout the Local Government Area (LGA).

History

Council at the meeting of 13 August 2013, Planning and Environment item 5.1, resolved that a report be provided regarding the location and condition of suburb signage and investigate the potential of extending the program to other suburbs not included in the initial program.

Over recent years Council has considered a number of city and suburb entry signage programs with community information signs of varying designs. This has resulted in an array of signs with differing styles, age and condition. Many of these signs contain community information such as anti-littering campaigns.

Report

Throughout the LGA there are approximately 25 locations being identified with varying suburb entry signs. These are traditionally located on collector roads into main suburbs and not on the local roads as they may span across a number of suburbs.

Types of Current Entry Signs

The current types of suburb entry signs that are used within the LGA are:

- Masonry wall signage have been used at the newer suburbs in the LGA and were built by the developer when the suburbs were first established. These walls tended to be constructed at the entry points off arterial roads with the collector road entry points not being signposted
 - Metal framed signs have been used in older suburbs and collector road entry points to the newer suburbs which Council has installed. Traditionally these signs were a single bladed sign and more recently Council has installed larger metal entry signs that display the suburb name as well as having an information panel below. Some of these information panels contain a short history to the suburb and some have been used to provide community messages (refer attachment 2)
-

- Council has adopted a pillar style city entry sign as located on Narellan Road just east of the M31 (refer attachment 1). Similar style signs are also used to identify Council facilities such as the signs at the entry to Council's Civic Centre building off Broughton Street. The city entry signs are typically 5m high whereas the facility signs are 3m and 1.5m high.

Audit

An audit has been undertaken to identify additional suitable suburb entry locations on collector roads that currently do not have signage. Fifteen locations have been identified with some of these locations actually having signage that only identifies one of the suburbs rather than both suburbs. It is proposed, as part of next financial year's Minor Works Program, that consideration be given to provide additional entry signs and where existing signage only identifies one suburb that these be upgraded to identify both.

Cost of Signage

To provide a similar style sign to the one shown in attachment 1 the cost for supply and installation will be approximately \$3,500.

Through the roll out of this program redundant signs will be removed and older signs will be refreshed as required.

Service Club Signage

It is proposed to install a 3 metre high pillar style sign (as per attachment 1) adjacent to the Leumeah skate park. This sign will identify the name of the skate park as well as supporting the crests of the Service Clubs within the area.

Officer's Recommendation

That the installation of further suburb entry signs and renewal of existing signs be considered as part of the 2014-2015 Minor Works Program.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

ATTACHMENT 1



ATTACHMENT 2



1.3 Blackburn Road, Wedderburn and Wedderburn Road Bridge Update

Reporting Officer

Manager Technical Services

Attachments

Locality Plan (contained within this report)

Purpose

To update Council on Blackburn Road Wedderburn and Wedderburn Road Bridge.

History

Council at the meeting of 24 July 2007 resolved:

- ‘1. That Council rescind the previous decision to proceed with the second access road to Wedderburn by the extension of Blackburn Road to Appin Road.
2. That Council request the Roads and Traffic Authority to transfer the funding allocation of up to \$800,000 to improve the existing Wedderburn Road access to Wedderburn.
3. That Council in partnership with the Rural Fire Services progress the development of the Community Response Planning Kit.
4. That Council program the design and environmental studies for the Wedderburn Road improved crossing of the Georges River.’

Council has undertaken concept designs, costings and environmental assessment of the higher level crossing at Wedderburn. The cost to undertake these works was estimated at \$2.5M for the bridge structure with a possible further \$0.5M required for adjustments to the existing road. This proposal does not provide an alternate access if the Wedderburn Road is closed due to fire or other incidences.

During the recent community SRV consultation Council received a number of representations about the access to Wedderburn. Following an inspection to view where the Blackburn Road extension would connect to Appin Road, Council staff were asked to further investigate the Blackburn Road option.

Report

Blackburn Road

The topography of the area around Georges River at the end of the Blackburn Road Reserve is very steep and has a highly variable width and height. Council staff have undertaken an initial alignment review for the Blackburn Road bridge over the Georges River in order to determine a number of possible locations for the future bridge. These locations are being included in an expression of interest (EOI) that is currently being developed for the concept design of the bridge. Part of this design brief also requires the consultant to take into consideration the impact of the mining operations that are currently underway in the Wedderburn area.

Once the alignment has been determined an environmental impact assessment will be prepared for the proposed road corridor. This review will also be undertaken by an external consultant and will incorporate previous work undertaken in this area.

The Blackburn Road reserve currently stops at the Georges River and does not continue through to Appin Road. The parcel of land on the western side of the river, adjacent to Blackburn Road, connects to Appin Road and is owned by the State Government. This parcel of land near Appin Road is of a width consistent with a road corridor and does align with the prolongation of Blackburn Road. Discussions are being initiated with the Department of Planning and Environment regarding the extension of the Blackburn Road corridor through to Appin Road.

Wedderburn Road

Expressions of interest are currently being assessed for a company to undertake assessment of the section of Wedderburn Road where recent pavement settlement has occurred. This assessment will guide future maintenance works that are to be undertaken as part of the SRV works in the Wedderburn area.

Officer's Recommendation

1. That Council undertake concept design and cost estimates to extend Blackburn Road through to Appin Road.
2. That further update reports be provided to Council.

Committee's Recommendation: (Hawker/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

ATTACHMENT 1



1.4 Campbelltown Flood Studies and Floodplain Risk Management Strategy

Reporting Officer

Manager Technical Services

Attachments

1. Bow Bowing Bunbury Curran Creek Sub-catchment plan (contained within this report)
2. Floodplain Risk Management Process (contained within this report)

Purpose

The purpose of the report is two-fold.

To seek Council's endorsement of the final draft of the Campbelltown Flood Studies for the Bow Bowing Bunbury Curran Creek Catchment for Public Consultation.

To outline the next steps required for the preparation of Council's Floodplain Risk Management Studies and Plans.

History

Over the last thirty years Council has acquired flood information on the Bow Bowing Bunbury Curran Creek Channel and its tributaries which has enabled Council to develop limited flood study advice. Previous studies were fragmented in that they were only reflecting some large lengths of the channel and/or only a few lots.

With regard to these studies most of them were provided using single dimensional modelling techniques which enabled a quick simple but limited assessment of the flood risk. In recent times, two dimensional (2D) modelling has become available however it requires substantial computing power if modelling across the entire catchments.

In 2005, the NSW Government introduced new Guidelines for their Flood Plain Development Manual which provides guidance to Councils in developing a detailed flood model of the whole of the Bow Bowing Bunbury Curran Creek Channel.

Funding

In the past four years, Council has secured \$360,000 funding from the Natural Disaster Resilience Program and contributed a further \$180,000 to a total of \$540,000 for the Bow Bowing Bunbury Curran Creek Flood Studies. The funds have been used to undertake a review of the catchment Hydrology. The hydrology review considers a full range of storm events, durations, catchment sensitivity, catchment parameters and a range of climate change scenarios.

1.4 Campbelltown Flood Studies And Floodplain Risk Management Strategy

Future grant funding of \$100,000 has been secured for the next stage of the work and a grant application for \$200,000 has been submitted as part of this year's grant applications. The grant funding has to be expended within two years of it being awarded.

Flood Studies

Final Draft Flood Studies were completed for twelve sub-catchments areas for the Bow Bowing Bunbury Curran Creek catchment. The area covered by these studies is shown in Attachment 1. The Campbelltown Flood Studies consider mainstream and overland flow across the whole of the Bow Bowing Bunbury Curran Creek catchment. This catchment covers an area of 90 square kilometres and includes 534 kilometres of pipe network, 19,000 drainage pits and over 80 wet and dry detention basins.

Floodplain Risk Management

The floodplain risk management process in New South Wales is guided by the Floodplain Development Manual, 2005 (FDM). This document guides Councils in the development of flood studies and the preparation of floodplain risk management studies and plans. The FDM is not prescriptive, but sets out the general requirements for preparing flood studies and floodplain risk management studies and plans, while allowing flexibility to accommodate local conditions.

By following the methodology in the FDM, the adoption of sound engineering principles, Council will be indemnified from information that is provided from these studies that has been provided in good faith. This indemnity is provided under section 733 of the Local Government Act.

Report

The Floodplain Risk Management Process

The Floodplain Development Manual provides a framework for the preparation of a number of documents including Flood Studies and Floodplain Risk Management Studies and Plans. It also recommends other groups who should be invited to participate in the process.

Attachment 2 shows the Floodplain Risk Management Process. The major steps in the process include Data Collection, Flood Study preparation, undertaking a Floodplain Risk Management Study and preparation of a Floodplain Risk Management Plan. For the Bow Bowing Bunbury Curran Creek catchment, the Data Collection and preparation of Draft Final Flood Studies have been completed. Consultation now needs to take place with the community and other stakeholders to present the results from these Flood Studies. This will allow all interested parties to consider the results and provide feedback on the findings.

To allow the public exhibition of the Bow Bowing Bunbury Curran Creek catchment Final Draft Flood Studies, Council needs to adopt these studies for the purpose of community consultation.

Floodplain Risk Management Committee

A Floodplain Risk Management Committee is required to ensure the community can participate in the Floodplain Risk Management Process. The recommended structure of the Floodplain Risk Management Committee (FRMC) is set out in the FDM.

1.4 Campbelltown Flood Studies And Floodplain Risk Management Strategy

Due to the size of the Bow Bowing Bunbury Curran Creek catchment and the different issues that arise across this area, it is proposed to have three Regional Floodplain Risk Management Committees (RFRMC) to cover three geographical regions within the catchment. In addition there will be a Floodplain Risk Management Steering Committee (FRMSC) to oversee the process and ensure that a consistent approach across the whole catchment is adopted.

The three RFRMC are proposed to cover the northern, central and southern sections of the Bow Bowing Bunbury Curran Creek catchment. As identified in Attachment 1, the sub-catchments included in each area are shown in the table below.

Regional Floodplain Risk Management Committee	Sub-catchments covered
Northern	<ul style="list-style-type: none"> • Ingleburn • Macquarie Fields / Glenfield
Central	<ul style="list-style-type: none"> • Minto • McBarron Creek • Claymore Main Drain • Thompsons Creek • Bunbury Curran Creek
Southern	<ul style="list-style-type: none"> • Campbelltown • Birunji Creek • Blairmount • Smiths Creek • Upper Bow Bowing Creek

As identified in the FDM, the composition of each of these RFRMCs will vary from region to region but will typically include:

- Elected members of Council
- Council staff
- Representatives of the local community
- Representatives of relevant industry bodies
- Officers from the Office of Environment and Heritage, and
- Representatives from the State Emergency Service.

The Floodplain Risk Management Steering Committee (FRMSC) will have a similar composition to the regional committees, with representatives from each of the RFRMC's included. This group will have the responsibility of ensuring a consistent approach to assessment and evaluation of options is taken, and will be the group making the final recommendations to Council regarding these matters.

The Role of the Floodplain Risk Management Committee, as set out in the FDM, is to provide a link between the community and Council. The Committee will consider and discuss the social, technical, environmental, economic and cultural issues and other options and make recommendations to Council for consideration.

Bow Bowling Bunbury Curran Creek Flood Studies

The stormwater system (study area) was divided into twelve sub-catchments. Each of these catchments was the subject of a separate study, all of which were integrated to provide one study system. The study covers approximately 85% of the urban area in the Campbelltown Local Government Area. These studies model the Bow Bowling Bunbury Curran Creek catchment in its entirety.

The results can be interrogated and allow assessment of storm events of different durations and recurrence intervals, showing the extent, depth and velocity of water. It allows the floodplain to be divided into different hydraulic categories and assists in the definition of flood hazard. To assist in this process a number of computer models have been utilised by Council in the preparation of the flood studies and the presentation of the flood study results: TUFLOW and WaterRide.

TUFLOW is the 2D model used for assessing various storm events. In addition it allows assessment of flood hazard and categorisation. It is a theoretical model which must be made to represent the real life situation as closely as possible. To achieve this, Council has placed within the model considerations of a range of storm events, the existing stormwater network, blockages to stormwater pits, buildings and fences and the topography of the land. The program results (depth of flow, quantity of water and velocity) give a good idea of how the system will perform. This program models the storm for the whole storm duration but does not allow staff to visualise what is happening.

WaterRide (hydrology software) allows visualisation of the flood information from the TUFLOW modelling. The program allows the data to be interrogated to determine extent, flow depths and velocities at any point in time during a storm. It also allows animations of flood events to be viewed. This assists with determining where flood waters may be coming from and allows flood management and preparedness options to be considered.

This information allows Council to understand how the catchment will perform during various storms but in order to allow safe minimum risk development in the LGA, Council needs to determine development controls on properties. These control are designed to allow the area to develop whilst providing a degree of certainty that storm events will not impact on the development. To determine these controls Council uses what is known as a flood planning event which is a certain size storm that guides the planning controls.

Flood Planning Control Strategy**Flood Planning Event**

The Flood Planning Event is used to establish areas where development is permissible and to set any development controls that are required. Campbelltown uses the 1% Annual Exceedance Probability (AEP) Flood. This is the generally accepted event used by a majority of Councils across Australia. Campbelltown has been using this standard for many decades. 1 % AEP means that this event has a 1% chance of happening in any one year.

Flood Control Lots

A Flood Control Lot is defined in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 - Reg. 1.5 as "a lot to which flood related development controls apply in respect of development for the purposes of industrial buildings, commercial premises, dwelling houses, dual occupancies, multi dwelling housing or residential flat buildings (other than development for the purposes of group homes or seniors housing)".

In order to determine the appropriate development controls it is necessary to take the Flood Planning Event and apply different considerations, as described below, within the flood model which will identify parcels of land that are affected by a planning event. These lots are known as Flood Control Lots. It is necessary to establish a procedure which ensures the appropriate development controls can be applied to these lots to protect public safety and minimise flood risk to both life and property.

The raw flood study results show all flood water in the system. This means even 1mm of water is visible. To make sure that only properties where flood risk needs to be managed are identified, the following factors have been applied to the model to determine the Flood Control Lots.

1. Freeboard
2. Blockages
3. Hydraulic Categories
4. Flood Hazard
5. Flood Planning Event
6. Probable Maximum Flood.

Flood Control Lots once identified need to be incorporation into the Campbelltown Local Environmental Plan (CLEP), to ensure development works are carried out in a manner that minimises the risk of being affected by flooding. Development controls for Flood Control Lots do not necessarily prohibit development.

Freeboard

Freeboard takes into account factors such as modelling uncertainty, diversion of flow by parked cars, turbulence and wave action. It is a factor of safety for things that cannot be defined within in the flood model. Campbelltown has used a variable freeboard for many years and it is set out in the Sustainable City Development Control Plan Volume 3. Where 1% Annual Exceedance Probability (AEP) flood depths are less than 300mm, freeboard of 300mm is applied. Where 1% AEP flood depths are greater than 300mm, freeboard of 500mm is applied.

Blockages

Blockages in stormwater systems are unavoidable. They may vary though depending on a number of factors including seasonal leaf drop, presence of litter and length of time since last rainfall. Variable factors are assigned to pits to account for industry accepted values for blockage. Additional model runs have also been carried out for scenarios that have greater blockage and scenarios that have no blockage so that the sensitivity of the system can be reviewed.

Hydraulic Categories

Hydraulic Categories are used to categorise the areas of the floodplain. Three categories have been derived from the NSW Floodplain Development Manual: Floodway, Flood storage and Flood fringe.

The Floodway is the part of the creek, channel or road that conveys the majority of the flow. If these areas are even partially blocked, a significant increase in flood levels would be experienced.

The Flood Storage areas temporarily store water during a flood. Loss of flood storage can lead to an increase in the severity of flood impacts by reducing natural flood attenuation.

The Flood Fringe is the remaining area of the land affected by the 1% AEP flood extent (after defining the floodway and flood storage areas). It is generally accepted that fill in Flood Fringe areas will not cause flood levels to rise.

The Flood Planning Control Strategy considers those areas identified as Floodway and Flood Storage.

Flood Hazard

The definition of Flood Hazard is set out in the NSW Floodplain Development Manual. High Hazard areas are characterised by possible danger to personal safety, evacuation by trucks being difficult, able-bodied adults would have difficulty wading to safety and there is potential for significant structural damage to buildings.

Low Hazard areas are identified as areas where, should it be necessary, trucks could evacuate people and their possessions and able bodied adults would have little difficulty in wading to safety.

The Flood Planning Control Strategy considers those areas identified as High Hazard.

Flood Controls

Once the above factors have been applied to the model and the Flood Control Lots have been identified, controls need to be applied to ensure the effects of flooding are minimised. The types of building and property controls that are applied to Flood Control Lots to minimise the impact of storm events include:

- Fill requirements on the property (depth and location)
 - Floor levels for new buildings and additions
 - Protection of overland flow paths
 - In some cases buildings may be required to be built on piers and scour protection applied to the ground where overland flow will occur.
 - In exceptional cases only, in order to protect the community safety, prohibit development.
-

Next steps

With the flood studies completed a public consultation process needs to be put in place, once Council has endorsed studies as draft, in order that the view of the community can be incorporated into the discussions of the floodplain risk management committees. To provide the community with the best possible understanding of how the 1% AEP will affect their property the Flood Planning Control Strategy as discussed in the body of the report needs to be applied to the entire model and used to determine the Flood Control Lots within the whole catchment.

Officer's Recommendation

1. That Council adopts the Flood Planning Control strategy.
2. That Council adopts the draft final flood studies for the Bow Bowing Bunbury Curran Creek catchment the purpose of community consultation.
3. That Council establish three Regional Floodplain Risk Management Committees and a Floodplain Risk Management Steering Committee noting that elected representatives are required for each of these Committees.
4. That Council undertake preparation of Risk Management Study and Plans for each of the catchments.

Committee's Recommendation: (Glynn/Borg)

That the Officer's Recommendation be adopted.

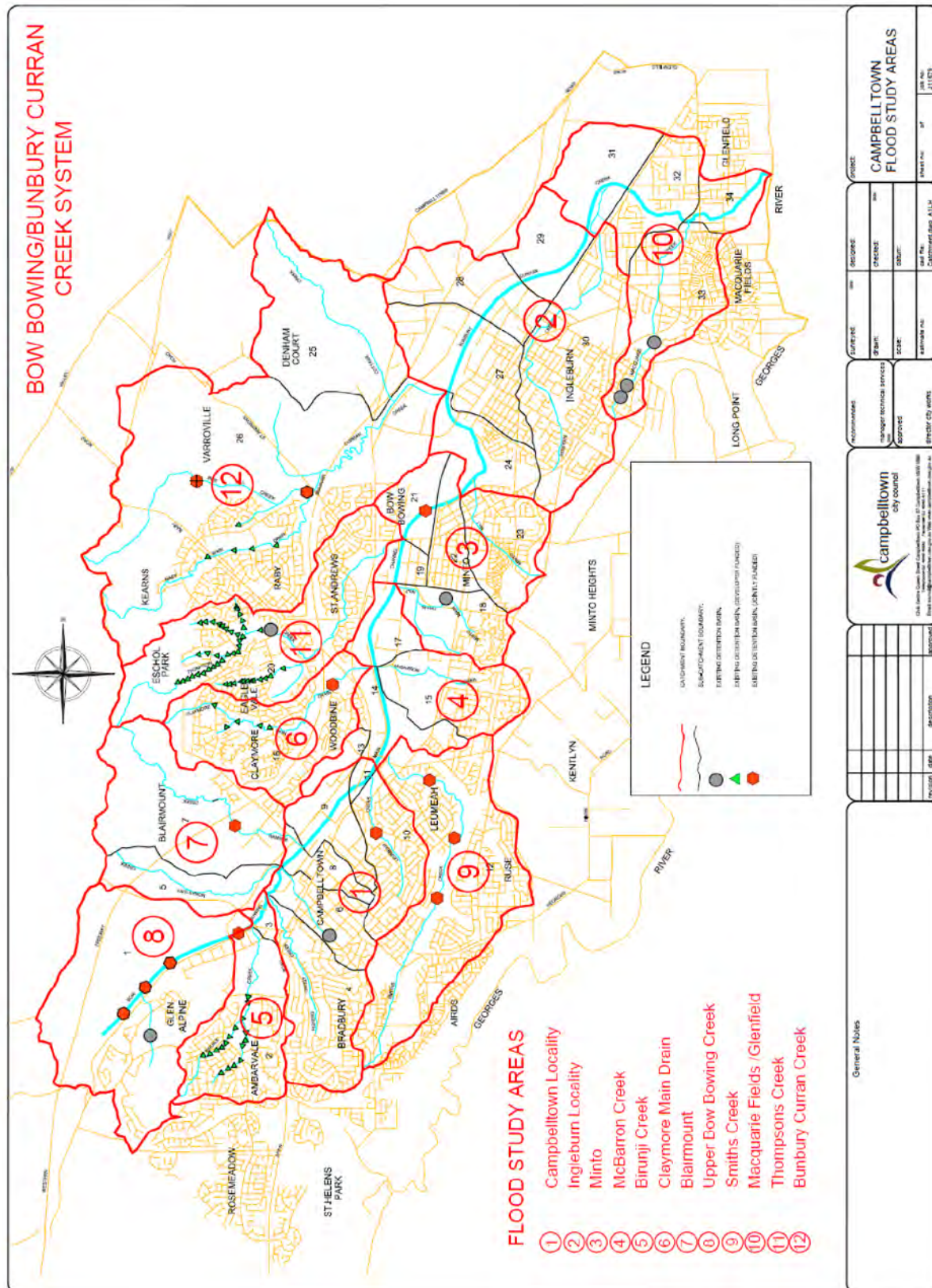
CARRIED**Council Meeting 29 July 2014 (Lake/Borg)**

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

ATTACHMENT 1 Bow Bowing Bunbury Curran Creek Sub-catchment Plan



ATTACHMENT 2

Floodplain Risk Management Process

(NSW Floodplain Development Manual, 2005)



1.5 Proposed Future Dog Leash Free Areas

Reporting Officer

Manager Technical Services

Attachments

Locality plan (contained within this report)

Purpose

To update Council on the proposed future dog leash free areas.

History

A previous report was presented to Council on 24 June 2014 regarding an update on a proposed dog leash free area at Milton Park.

Report

Currently Council has four dog leash free areas with a range of equipment, (see Attachment 1). The current cost of providing this type of facility with an area of approximately 3800sqm is \$160,000.

Recently Council has received various comments from the community that dog leash free areas should be simple open space areas that allow dogs to be let off the leash to run free. Council has also received an increasing number of requests for enclosures that can accommodate dogs of various sizes which will reduce the chance of larger dogs attacking smaller dogs.

A review of the Local Government Area has been undertaken to identify possible suitable locations for future dog leash free areas of the type discussed above (see Attachment 1). As can be seen from the plan, there is a balanced spread of each type of facility.

To identify suitable locations, community input should be obtained to determine the type of leash free areas that may be required in the future as well as proposed locations. If it is considered that other locations are required the basic facility could be provided as budget funding becomes available.

It is also recommended that the multiple enclosure facility have two separate enclosures coming off a secure central entry area. These facilities will have access to water, seating and trees for shade.

In order to identify the most suitable type of facility based on community feedback it is proposed to include a facility at Milton Park as part of this year's budget as community consultation has already been undertaken for this area. In general, the community does not object to the location at Milton Park but would like further facilities in the central part of the Local Government Area.

It is proposed that community opinion be monitored in the provision and location of future facilities if required.

Officer's Recommendation

1. That Council proceeds with a trial of a multiple enclosure dog leash free area at Milton Park as part of the 2014-2015 budget.
2. That Council undertake community consultation regarding future locations as highlighted in the report as well as the demand for this type of facility.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

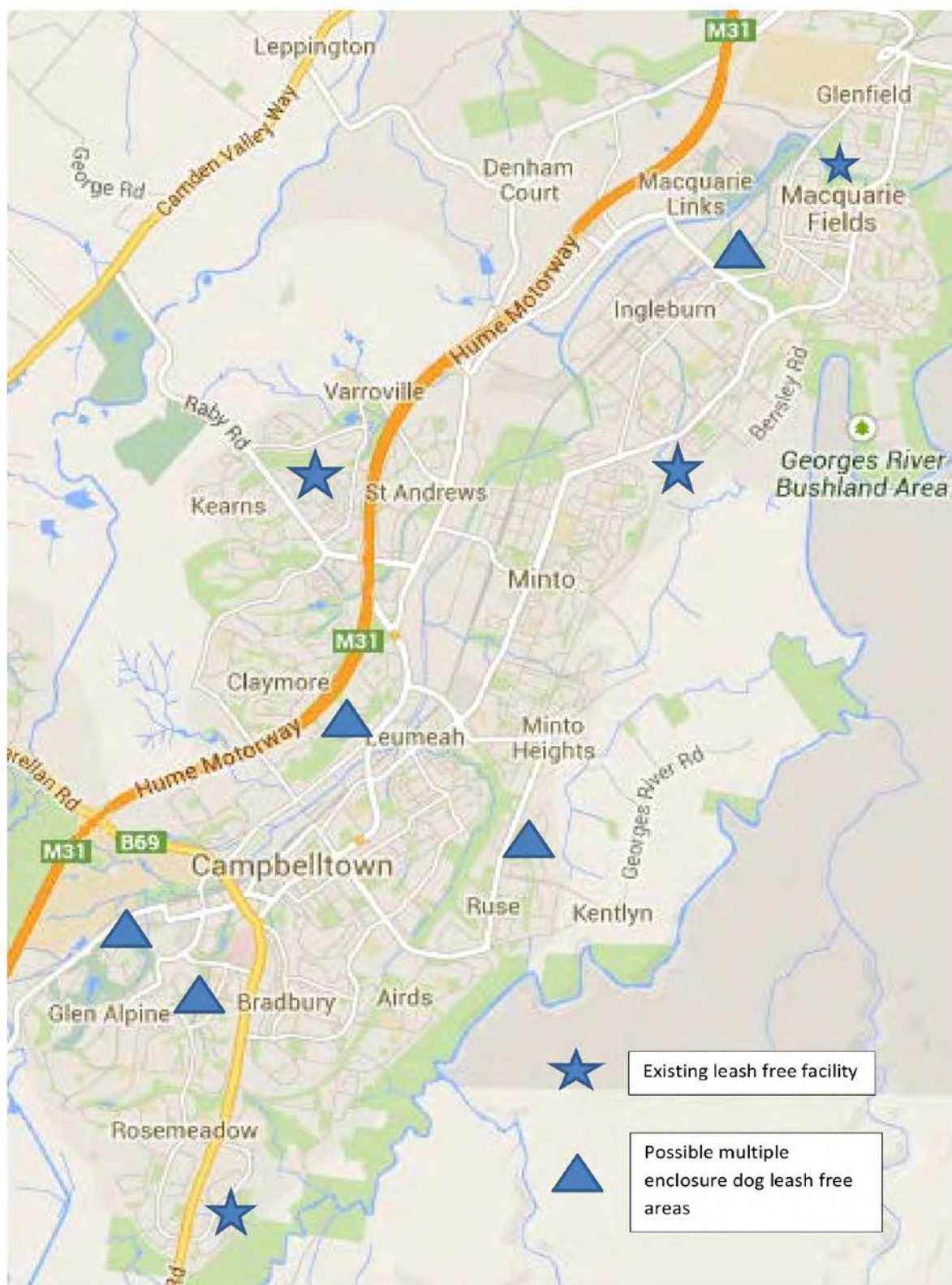
Council Meeting 29 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

ATTACHMENT 1



2. OPERATIONAL SERVICES

No reports this round

3. ASSETS AND SUPPLY SERVICES

3.1 T13/22 Management of the Animal Care Facility

Reporting Officer

Acting Manager Assets and Supply Services and Acting Manager Compliance Services

Attachments

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

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for the management of Council's Animal Care Facility and recommend that Council decline to accept any of the tenders.

History

Cliff Haynes, Consultant, was engaged by Council to undertake a review of the Animal Care Facility. As a result of Cliff Haynes' findings and recommendations, Council resolved to invite tenders for the management of the Animal Care Facility on 18 June 2013 (excluding compliance and regulatory functions).

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

The operational costs of the management of the Animal Care Facility are currently allocated in Council's budget.

Contract

Council's external legal advisors drafted the proposed Management Agreement and Scope of Services which was distributed with the Request for Tender. The term of the contract was for three years with two, three year options for extension at Council's absolute discretion. The proposed contract provided that the successful organisation would provide and manage, at its expense, all Animal Care Facility services for animals received at the ACF including the care, control, identification, administration and disposal.

The proposed contract envisaged the service would extend to the following:

- maintaining the health and wellbeing of animals by providing food, water, exercise, vet care/treatment
- daily maintenance and disease control measures of the cages and pens
- maintenance of yard areas
- provision of veterinary services
- practice and observe minimal euthanasia and responsible rehoming of animals
- office administration
- micro-chipping and registration of companion animals
- managing volunteer and animal rescue programs
- operation and daily maintenance of an independent and publicly accessible website that actively promotes the ACF, its services, animals for sale or release and responsible pet ownership
- premise security, including monitoring costs
- extended operating hours
- de-sexing of all companion animals sold
- payment of utility costs.

In exchange for these services, Council intended paying a management fee to the successful organisation in monthly instalments. The successful organisation would have retained all sale fees for animals sold.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 13 and 21 January 2014. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders were open for an extended period of six weeks, closing on Tuesday 25 February 2014. Two on-time responses were received from the following organisations:

- Gosford Dog Paws Pty Ltd (conforming and non-conforming offers)
 - Sydney Dogs and Cats Home Incorporated.
-

Tender Document

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

- experience, particularly as it relates to the management of an animal impounding facility
- nominated personnel including organisational structure identifying staff currently employed and proposed recruitment together with qualifications and training records of all key personnel
- details of how the veterinary services are intended to be provided
- proposed management plan
- proposed communication and marketing plan
- implementation plan
- proposed annual management fee
- nomination of commercial in confidence provisions
- insurances
- Work Health and Safety documentation
- environmental policy and related documentation
- conflicts of interest declaration
- additional information, if required
- additional terms and conditions of contract, if proposed.

Evaluation Process

The Evaluation Panel, consisting of officers from Compliance Services and Education and Care Services, together with Cliff Haynes, Consultant, evaluated the tenders against the following weighted assessment criteria:

- experience of the company
- response time
- financial stability
- scenario response
- suitability of quoted prices/scenarios
- suitability of standard pricing
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined on the proposed annual management fee.

Recommendation of the Evaluation Panel

Although each organisation demonstrated a capability of providing the required services, upon evaluation of the tenders it was determined that both organisations submitted a greater than acceptable price.

The Evaluation Panel therefore considered it appropriate that Council decline to accept the tenders in accordance with Clause 178(1)(b) *Local Government (General) Regulation 2005* and cancel the proposal for the contract in accordance with section 178(3)(a).

Further Options

The Acting Manager Compliance Services will investigate further options for provision of the services in order to meet the objectives outlined in the report previously presented.

Officer's Recommendation

1. That Council decline to accept all tenders for the management of the Animal Care Facility.
2. That the Tenderers be notified of the results of the tender process.
3. That a report be presented following the outcome of investigations of further options for provision of the services provided by the Animal Care Facility.

Committee's Recommendation: (Dobson/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

4. EMERGENCY SERVICES

4.1 SES Quarterly Report April to June 2014

Reporting Officer

Manager Emergency Management and Facility Services

Attachments

Nil

Purpose

To inform Council of the activities of the Campbelltown State Emergency Service for the quarter ending June 2014.

Report

Emergency Requests

A total of 42 Requests for Assistance were received from the public this quarter with the Unit operating at full capacity on three separate occasions. Tasks involved tarping of roofs, making trees safe and general assistance to residential and commercial premises due to heavy rain, wind and local flooding.

624 volunteer hours were completed.

Community Events

The NSW State Emergency Service – Campbelltown Unit Volunteers participated in the following events:

- Anzac Day Ceremony & Parade in Campbelltown
- Anzac Day parade in Sydney
- Educational workshops to various multicultural groups on how to stay “Storm Safe”
- Scout Troop visit to the Local Headquarters.

277 volunteer hours were completed.

Other Events Attended

- Wellington Wombats
- An exercise developed and hosted by the Wellington SES Unit involving multiple SES activities and various training events.
- Operation Orange
- An exercise developed and hosted by the Waverley-Woollahra SES Unit involving numerous SES units across the Sydney Southern Region.

163 volunteer hours were completed.

Conference and Meetings Attendance

A number of volunteers attended and participated in meetings for planning purposes including the following:

- Team Leader
- Flood Rescue
- Training Coordinator
- Council
- LEMC.

Meetings held at the Sydney Southern Region were also attended by the volunteers.

67 volunteer hours were completed.

Training

The Unit has been very busy with conducting current and competency based training in the following fields this quarter:

- Map Reading
- Land Search
- Level 2 and Level 3 Flood Boat Workshops
- Four Wheel Drive
- Driver Training for Operational Vehicles (upgrading licences)
- Flood Rescue
- Skills Trainer
- Swift Water Awareness
- Cadet Training
- Driver of Operational Vehicles (for Response Vehicles)
- Participating in a Rescue Operation (PIARO)
- Aviation Workshop
- Incident Management Control
- Communications
- First Aid
- Training and Assessment.

4,665 volunteer hours were completed.

Certificates attained for Training Qualifications

48 certificates were attained by members in this quarter.

Training and Assessing at other SES Units

On various occasions, members who are qualified in training and assessment volunteered their time to surrounding SES Units (Liverpool & Sydney Southern Region) in the following courses:

- First Aid
- Land Search
- Four Wheel Driving.

146 volunteer hours were completed.

Out of Area Assistance

The recent wind storms caused hundreds of Requests for Assistance from the public. The amount of calls received prompted the region to call for Out of Area Assistance (OOAA) from all Sydney Southern Region Units. Campbelltown Unit were able to muster 18 volunteers to assist in operations in Bargo, Yanderra and the Illawarra.

111 volunteer hours were completed.

Police – Request for Assistance in Operations

Volunteers were involved in Police operations on two separate occasions. These both involved searching for missing persons in Thirlmere and Stanwell Tops.

76 volunteer hours were completed.

Administration and Maintenance

Administration and maintenance hours logged at the Local Headquarters outside of the normal SES training night.

195 volunteer hours were completed.

Local Controller, Deputy Controllers, Catering, Operations and Administration Hours Outside of the Activity Log Book

These are hours spent by these officers conducting SES business but not accounted for in the Activity Log Book located in the Headquarters.

560 volunteer hours were completed.

Total Volunteer Hours for the quarterly report period April to June 2014: 6,884

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Glynn/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

5. GENERAL BUSINESS

5.1 Leumeah Sporting Precinct

Committee's Recommendation: (Lake/Borg)

That a detailed report be prepared on the Leumeah Sporting Precinct by the Strategic Planner for a new 40,000 seat sporting/entertainment complex with parking facilities to include both the Eastern and Western side of the rail line.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 130

That the Committee's Recommendation be adopted.

5.2 Campbelltown Sports Stadium

Committee's Recommendation: (Lake/Borg)

That the General Manager write to the Minister for Sport to seek a meeting to discuss the potential of Campbelltown Stadium being selected as the third major stadium for the Sydney Region.

CARRIED

Council Meeting 29 July 2014 (Lake/Borg)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 130

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 - City Works

Reason for Confidentiality

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

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

There being no further business the meeting closed at 8.04pm.

P Lake
CHAIRPERSON

Reports of the Community Services Committee Meeting held at 5.30pm on Tuesday, 22 July 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 Community Services Committee held on 22 July 2014

Present

Councillor T Rowell (Chairperson)
Councillor W Glynn
Councillor M Oates
Councillor R Thompson
Director Community Services - Mrs L Deitz
Director Planning and Environment - Mr J Lawrence
Acting Manager Assets and Supply Services - Mr W Miller
Manager Communications and Marketing - Mrs B Naylor
Manager Community Resources and Development - Mr B McCausland
Manager Cultural Services - Mr M Dagostino
Acting Manager Education and Care Services - Ms G Vickers
Manager Healthy Lifestyles - Mr M Berriman
Manager Library Services - Mr G White
Sports Liaison and Recreation Coordinator - Mr G Ripoll
Executive Assistant - Mrs D Taylor

Apologies (Glynn/Oates)

That the apologies from Councillors Brticevic, Lound and Matheson be received and accepted.

CARRIED

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

1. COMMUNICATIONS AND MARKETING

1.1 Annual Community Events Update

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the planning for three upcoming annual community events, Riverfest, Campbelltown City Garden Competition and the Festival of Fisher's Ghost.

Report

Riverfest

Riverfest will be held on Saturday 30 August 2014, from 11.00am to 3.00pm in Koshigaya Park, Campbelltown.

A number of exciting and interactive workshops and displays will feature at the event to ensure the environmental and multicultural education is rich and entertaining. The stage entertainment includes a flamenco performance, the Sherman and Peabody stage show based on the recently released children's movie, a Japanese drumming group and a children's performance about water conservation.

In acknowledgement of the anniversary of the Campbelltown-Koshigaya Sister City relationship, Riverfest 2014 will also feature a Japanese themed activity tent that will feature origami craft, sushi making as well as information and a display from the Campbelltown Koshigaya Sister Cities Association. A range of other interactive workshops will feature at the event, based around the environment and multiculturalism.

Campbelltown City Garden Competition

Entries in the 2014 Garden Competition opened on Wednesday 18 June. This year there are 12 categories for entrants to choose from, with the introduction of the Anne Haddock Best Cottage Garden category. Other categories include Best Native Garden, Best New Garden, Most Unusual Garden, Best Sustainable Garden, Best Edible Garden, Best Small/Medium Garden, Best Large Garden, Best Senior Citizen Garden, Best Backyard, Best Commercial/Industrial Garden and Best Educational Facility Garden.

Online submissions are welcomed again this year, with entrants also able to access forms from Council's website, the Macarthur Chronicle (24 June edition), Council facilities and Tim's Garden Centre.

Entries in this event close Monday 8 September and judging will take place between 15 and 26 September, with the ceremony to take place in October at a date to be confirmed.

The Festival of Fisher's Ghost

This year's Festival will commence on Thursday 30 October with the opening of the Craft Exhibition and will conclude on Sunday 9 November with the Fun Run and the final day of the carnival at Bradbury.

Key dates for this year's Festival include:

Carnival	Friday 31 October to Sunday 2 November Friday 7 November to Sunday 9 November
Street Parade	Saturday 1 November
Fisher's Gig	Saturday 1 November
Fisher's Kids	Sunday 2 November
Street Fair	Saturday 8 November
Fun Run	Sunday 9 November
Art Award	Exhibition opens 25 October

This year's Street Parade theme will focus around the 30th anniversary of Campbelltown's Sister City relationship with Koshigaya. Participants will be encouraged to incorporate a Japanese theme into their entry; or they may use the history of Fisher's Ghost as the inspiration for their float. Entry forms will be available in August.

The Street Fair will feature a host of stalls throughout Queen Street and Mawson Park, which will become a kids fun zone, with a range of stage entertainment, a petting zoo and free activities. The GYMBUS will be a new addition to this zone, which offers children an opportunity to participate in a range of activities inside a double decker bus that has been refurbished with modified gymnastic and play equipment. The bus includes a fireman's pole, tunnels, slides, trapeze, roman rings, monkey bars, ladders and more to encourage children to climb, roll, slide, swing and dance their way around. A range of accessible soft play activities will also be setup outside the bus. Stallholder applications will open in August.

Craft Exhibition entries will be accepted from Monday 29 September. Categories include hand knitting, crochet, embroidery, machine sewing, patchwork, papercraft, folk art, leatherwork, woodwork, ceramics, pottery, bears/dolls/soft toys, cakes/cookies/cupcakes, jewellery, special ability and open.

A pre-event marketing plan is being undertaken to attract more entries and to ensure the community is aware that residents from across the Macarthur will be able to enter in this year's event.

A save the date flyer has been distributed to all past entrants, as well as local retirement homes and associated businesses within Campbelltown.

The events will be funded through Council's approved budget, sponsorship and a range of in kind contributions and support from local organisations and community groups

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

1.2 Website Statistics - April to June 2014

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for Council's website during the April 2014 to June 2014 period.

Report

Council's website provides a range of information on programs, initiatives, services and events that can be accessed by visitors. With a strong customer service focus, it was designed with easy navigation and web friendly content.

Using Google Analytics, statistics on the usage patterns of our website are obtained for reporting purposes, including information about the total number of visits, most commonly accessed pages and how users are accessing the site.

Since its launch in May 2012, the website has had more than 1,872,300 visits, with 60.4% of these being new or first time visitors, and the balance reflecting return visitors.

During the three month period from 1 April to 30 June 2014, the total number of visits to Council's website was 232,846, resulting in 575,992 page views. The visitation during this period equates to an average of 77,615 visits per month, with 61.3% of these being new visitors to the site. The average duration a visitor spent on the site was 2.4 minutes.

A breakdown of total visits per month, including the top five pages viewed throughout each month (excluding the home page), is listed below. The number of visitors accessing the site via a mobile device (tablets and mobile phones) is also indicated, with 30.8% of all site visits during the period being made from a mobile device, which is in line with previous statistics that have indicated a consistent increase in the use of mobile devices to access Council's website content.

Month	Total site visits	Visits using mobile device	Most popular page views during month
April	82,666	27,895	Library – 17,198 Double Demerits scheme – 10,036 Positions vacant information – 7,319 Current positions vacant – 6,984 Kerbside clean up information – 6,586

May	75,795	21,239	Library – 17,119 Positions vacant information – 7,918 Current positions vacant – 7,853 Kerbside clean up information – 6,422 Dogs and cats for sale – 5,103
June	74,385	22,765	Library – 13,800 Positions vacant – 6,902 Current positions vacant – 6,712 Kerbside clean up information – 6,201 Dogs and cats for sale – 5,182
Total visits	232,846	71,899	

In order of popularity, the 20 most commonly viewed pages on the site during the reporting period were:

1. Home page
2. Library
3. Positions vacant – general information
4. Current positions vacant
5. Need a kerbside clean up
6. Dogs and cats for sale
7. Demerit points scheme and double demerits
8. Small dogs and puppies for sale
9. Animal Care Facility
10. Medium dogs for sale
11. Large dogs for sale
12. Campbelltown Arts Centre
13. Lost dogs
14. Campbelltown Sports Stadium
15. What's on
16. Waste and Recycling Services
17. Branch libraries (locations page)
18. Halls for hire
19. Contact us
20. Cats and kittens for sale.

In order of popularity, the top five downloaded documents for the reporting period were:

1. Double demerits points flyer – 1,314 times
2. Campbelltown Sustainable City Development Control Plan 2012 (Part 3) – 861 times
3. Adopted Fees and Charges 2013-2014 – 717 times
4. Campbelltown LEP zoning maps – 539 times
5. When do my bins get emptied? Garbage run maps – 531 times.

A significant portion of visitors (52%) accessed the website via a Google search, with a further 36% coming to the site directly, via the home page or another specific Council website page. Visitors were also referred to the site through links on other pages, including Council's intranet (staff access), Facebook and SEEK.

The inclusion of links to Council's website in Facebook posts across the 10 Council Facebook pages has also contributed to the popularity of particular pages, such as the double demerits and stadium pages.

Other Council sites

Council also has two additional websites – Fisher's Ghost and Visit Macarthur.

During the reporting period of 1 April to 30 June 2014, the Fisher's Ghost site attracted 2,049 visits, with 78.6% of these being new visitors to the site.

The Visit Macarthur website attracted 37,542 visits, with 71.9% of these being new visitors to the site.

eNewsletters

Council's corporate eNewsletter complements the existing quarterly residential newsletter (letterbox delivery), Council's Facebook pages, and various other communication methods.

The eNewsletter is distributed via email on the first Wednesday of each month and is aimed at keeping subscribers updated on events, Council initiatives, things to do and places to visit, as well as directing traffic to the website through links to further information. There are currently 520 subscribers.

Council's Visitor Information Centre also produces a monthly eNewsletter dedicated to providing information about what's on across the Macarthur region. The Macarthur eNewsletter currently has a subscription base of 800, including residents, local tourism operators and visitor information centres across NSW.

The Campbelltown Arts Centre eNewsletter provides up-to-date information about the Centre's programs and has a current subscription base of more than 2,500. This is supported by an opt-in commercial galleries database and arts organisations database.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Glynn/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

1.3 Tourism Website Statistics January to June 2014

Reporting Officer

Manager Communications and Marketing

Attachments

Nil

Purpose

To provide Council with information on the visitation patterns for the Macarthur Tourism website during the period January to June 2014.

History

The redeveloped tourism website for the Macarthur region went live in February 2013.

The updated site provides increased functionality and capabilities, including interactive maps, a route planner, an itinerary builder, filterable lists, site-wide search capabilities, social media integration and mobile and tablet versions.

Report

The tourism website www.macarthur.com.au is a joint initiative between Campbelltown City Council and Camden Council. The site provides a range of tourism related information on the Macarthur region including attractions, events, accommodation, restaurants, shopping centres, function facilities, sporting venues and guided tours.

Google Analytics is used to obtain statistics on the website, including information on the total number of visits to the site, as well as the number of new visitors, return visitors, the most commonly accessed pages and the average number of pages viewed per visit.

During the six month period from 1 January to 30 June 2014, the total number of visits to the Macarthur website was 60,524. This is an 88% increase in visits compared to the previous six month period. Of the 60,524 visits, 73% were new visitors to the site. The number of visitors accessing the site via mobile device was 26,557, more than 43% of all visitors. The total number of pages viewed during the reporting period was 143,753.

In order of popularity, the top three most commonly visited pages, excluding the home page, on the site between January and June 2014 were:

1. Dining
 2. What's On
 3. Attractions.
-

The majority of visitors accessed the website via Google (69%), with direct access to the home page the second most common way of reaching the site (16%). Further visitors accessed the site via links / referrals on Sydney.com, Macarthur's Facebook page and Campbelltown Council's website.

E-Newsletters

A monthly e-newsletter dedicated to providing information about What's On in the Macarthur region commenced in November 2012 and currently has 533 subscribers, an increase of 36% since December 2013. The publication is also distributed to local tourism operators and visitor information centres throughout Greater Sydney and NSW each month.

Facebook

The Macarthur Facebook page went live in late 2011. Since this time, fans to the site have increased to the current level of 6,483 likes. The page keeps fans updated with the latest news on attractions, experiences and events in the Macarthur region.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

1.4 Campbelltown's Aboriginal History Brochure

Reporting Officer

Manager Communications and Marketing

Attachments

Campbelltown's Aboriginal History Brochure: an insight into the first peoples of our region (contained within this report)

Purpose

To provide Council with information on a new information pamphlet, 'Campbelltown's Aboriginal History Brochure: an insight into the first peoples of our region'.

Report

An information brochure on Campbelltown's Aboriginal history has been produced in consultation with Tharawal Local Aboriginal Land Council and Campbelltown Aboriginal Community Reference Group which consists of Elders, community members and Aboriginal workers.

The brochure will meet both community and visitor needs for interpretation of Campbelltown's local Indigenous culture, as well as providing a resource for school children.

While the information is accessible online, and at the libraries, limited information in brochure format has been available until now.

The eight page A5 brochure, developed by the Campbelltown Visitor Information Centre in partnership with Council's Community Resources and Development Section, provides an insight into the first peoples of the Campbelltown region. The guide also features details on the Aboriginal community in Campbelltown prior to European settlement, initial contact with Europeans and the Appin massacre, as well as information on the Aboriginal community today.

The brochure is available from the Campbelltown Visitor Information Centre, Campbelltown City Council and is also available online from the Macarthur tourism website www.macarthur.com.au and Council's website.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Oates/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

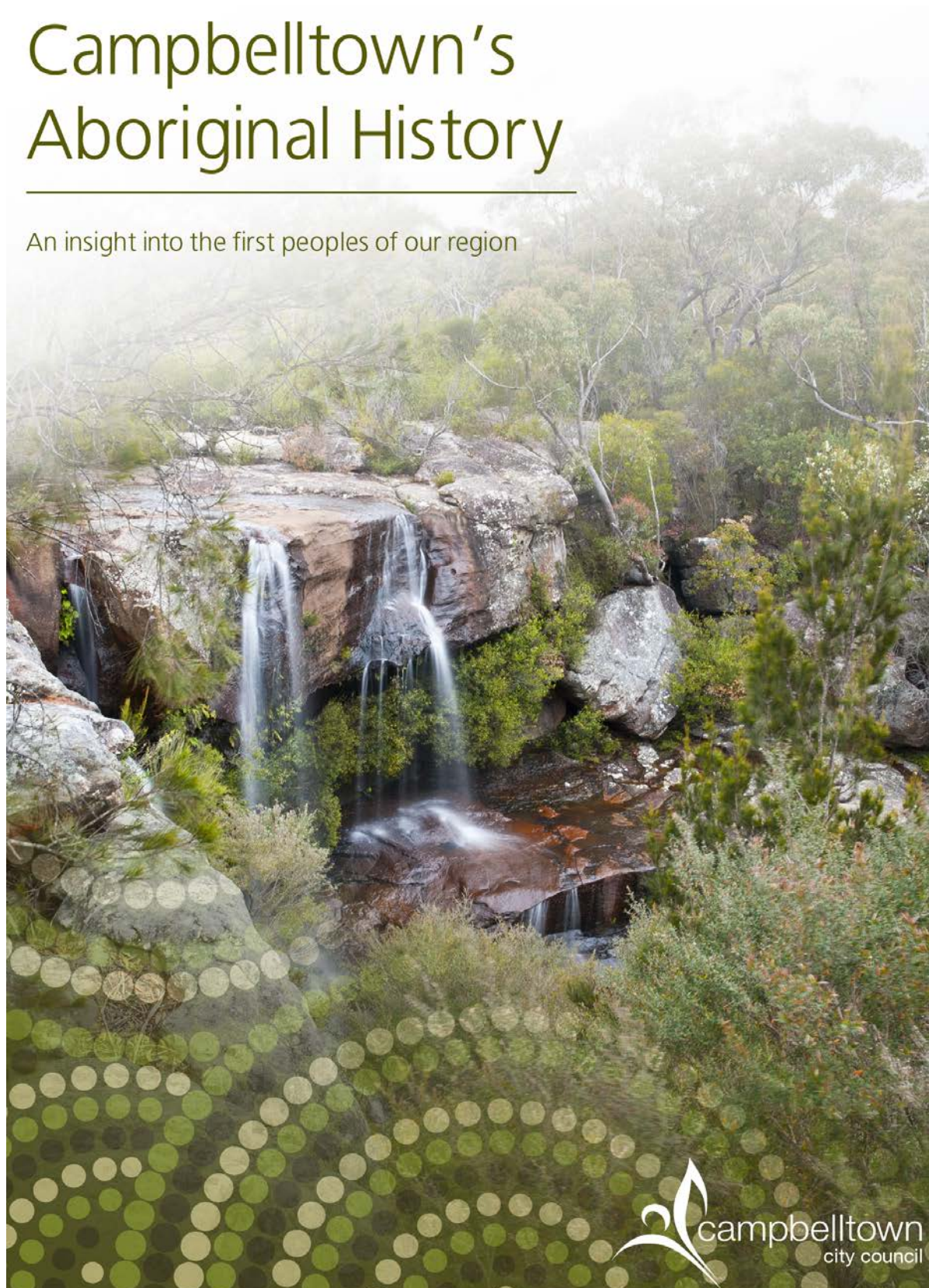
Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Campbelltown's Aboriginal History

An insight into the first peoples of our region





An Aboriginal History of Campbelltown

There is evidence that Aboriginal people have lived and cared for their traditional lands for more than 70,000 years, even up to 120,000 years. They have a complex society based on what is sometimes known as “The Dreamtime” and “The Dreaming”. The Dreamtime was when Aboriginal creators lived on the earth and formed the landforms, animals and plant life, as well as the time of laying down of the law.

The Dreaming is the continuation of the life cycle, living under the law, and continues even today. As the world changes, the Dreaming continues. Underpinning and strengthening Aboriginal culture is the strong spiritual and physical connection that Aboriginal people have with the land (sometimes known as “Country”).



Prior to colonisation, it is estimated there were between 500 and 700 different clans / nations of Aboriginal and / or Torres Strait Islander peoples, each with their own unique languages and cultures.

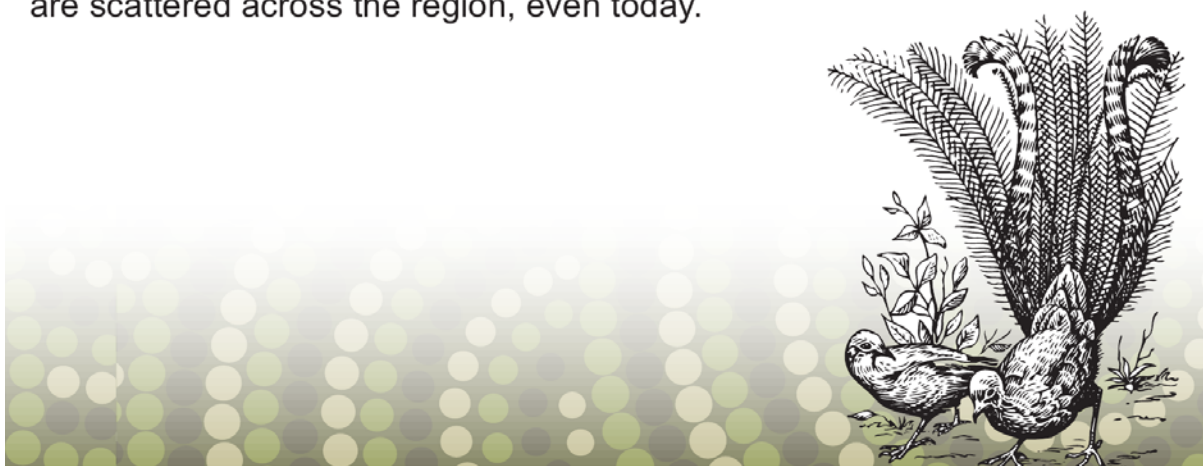
In what is now known as the Macarthur region, the Dharawal people continue to be acknowledged as the Traditional Custodians. Dharawal people cared for and inhabited land from Botany Bay to the Shoalhaven River and Nowra and inland to Camden. A traditional totem of the area is recognised as the lyrebird.

Dharawal people were able to move from area to area in safety and to maintain resources for many thousands of years before colonisation. They moved between the areas now known as Campbelltown, Liverpool, Camden and Picton, and occasionally as far as Parramatta.

Natural resources supplied all their material needs. The land of the Georges River and its tributaries provided water, food and shelter. The streams and swamplands offered a variety of food. The forest lands sheltered possums, lizards, kangaroos and wallabies and there were roots, berries and seeds to gather. Birds also provided meat and eggs.

Along the Georges River, sandstone eroded, forming rock overhangs which provided shelter. Those facing north, caught the sunlight and held warmth through the night. The walls of these shelters were often decorated with images and hand stencils outlined in red ochre, white clay or charcoal.

Evidence of the tracks, camps and significant sites are scattered across the region, even today.





Initial contact with the Europeans

A short while after the Europeans landed in Sydney, a number of cattle were lost, having strayed from their herdsman. They wandered south and were found in the area now known as the Macarthur region. As a result, the area became known as the 'Cowpastures'.

Local Dharawal people saw these strange animals and sketched their characteristics on the walls of a sandstone shelter. The animals had no horns, having been polled to prevent injury during their long sea voyage, and the unknown artist clearly depicted their hooves. There is no doubt that the animal sketched in what is known as the 'Bull Cave', is one of the original herd which became lost, as it is depicted without its horns.

From the accounts of other tribes, the first encounter with cattle was a terrifying experience, and this fear is evident by the size of the Campbelltown drawings, where the bulls dominate the walls of the rock shelter. Governor King commented that the Aborigines climbed trees until the animals had passed.



As the colonial settlement expanded, some Europeans formed a close rapport with the local Aboriginal community. Charles Throsby of Glenfield was accompanied by Dharawal men when he explored the Southern Highlands area, and was a persistent critic of European treatment of local Aboriginals. Hamilton Hume and his brother John, made the first of a number of long exploratory trips southwards with a young Aboriginal friend named Duall. The Aboriginal knowledge of the land meant they were very resourceful exploring companions for the Europeans.

Aboriginal knowledge of the land and skills in tracking were integral in solving the murder of Fred Fisher, a local legend who is still remembered today. After the disappearance of Fred and subsequent sighting of his ghost by John Farley, an investigation was opened, and it was suggested Aboriginal trackers be brought in to help uncover his whereabouts. A tracker from Liverpool named Namut Gilbert was brought in. The ground was marshy around the area he was searching. He tasted the water in the puddles and announced 'white fellow's fat there'. The investigation team followed the puddles, prodding the ground until they discovered Fred's body.

However, as with most areas across the nation, the interaction between settlers and Aboriginal people wasn't always peaceful.



The Appin massacre

Relations between Europeans and the Aboriginal people began to deteriorate in 1814, with the first of a series of attacks and acts of aggression throughout the region. As these escalated in severity and frequency, so too did retaliation between the Aboriginal inhabitants of the area and the European settlers.

On 9 April 1816, Governor Macquarie ordered the military to apprehend all Aborigines in the southern districts because of their hostility in the previous two years and their recent attacks on settlers. The orders made no distinction between groups of friendly and aggressive Aborigines.

Charles Throsby of Glenfield was concerned that fear and ignorance on behalf of the Europeans would result in indiscriminate killings. He wrote to the Sydney Gazette in defence of a local Aboriginal man thought to be involved in an attack, stating that any violence perpetrated was in retaliation 'for the barbarity practised by our own countrymen'.

In April 1816, Macquarie ordered Lieutenant Charles Dawes to capture the Cowpastures Aboriginal people. A report submitted by a captain of soldiers sent to the Cowpastures detailed the considerable support the Europeans gave the Dharawal people who had become entangled in this war. Among those who showed their contempt for the way the local Aboriginal people were being treated were John Warby and Hamilton Hume. Hume is noted as lying to the soldiers in an attempt to protect the local people, and Warby is suspected of having set off to try and warn the Dharawal people.

On 17 April 1816, the soldiers attacked, which resulted in the loss of most of the local Dharawal people. This became known as the Appin Massacre. The massacre is remembered in April each year, when Winga Myamly Reconciliation Group and the local Aboriginal community meet to remember the loss of lives.





The Aboriginal community today

Today, Aboriginal people who live in the Macarthur area are of different Aboriginal nations. There is a large diversity of Aboriginal people, mainly from NSW, but also from other parts of Australia.

Some Aboriginal nations represented in Campbelltown include Wiradjuri, Gamileroi, Yorta Yorta, Gumbainggyr, Yuin and Ngunawal, all from the NSW region. There are also people from other states and the Torres Strait Islands.

The Aboriginal community in Macarthur is diverse, but through their unique cultures they hold shared values of respect, family and community, and continue to work together to build on community strengths.

There are currently almost 5000 Aboriginal people living in the region, sharing their unique knowledge and culture with the broader community. Several Aboriginal organisations provide services for the community, and there are a range of Aboriginal groups which support wellbeing and cultural activities.



We respectfully acknowledge the Aboriginal people of the region, and pay our respects to Elders, past and present.

References / acknowledgements

Tharawal Local Aboriginal Land Council
Campbelltown Aboriginal Community Reference Group
Campbelltown - The Bicentennial History, Carol Listen
Grist Mills - Massacre at Appin in 1816, Verlie Fowler
Campbelltown Aboriginal Strategy 2014 - 2018
Campbelltown City Council
www.reconciliation.org.au

This brochure was produced in consultation with the Tharawal Local Aboriginal Land Council and the Campbelltown Aboriginal Community Reference Group.

Campbelltown Visitor Information Centre

15 Old Menangle Road, Campbelltown NSW 2560

Ph. 02 4645 4921 Ph. 1800 655 991

info@macarthur.com.au

www.macarthur.com.au

Open 7 days



a city of choice and opportunity in a natural environment

2. COMMUNITY RESOURCES AND DEVELOPMENT

2.1 Fisher's Gig 2014

Reporting Officer

Manager Community Resources and Development

Attachments

Nil

Purpose

To provide Council with information on the planning for Fisher's Gig 2014.

History

Fisher's Gig, a music event that showcases the talents of young local performers, has been part of the annual Festival of Fisher's Ghost celebrations since 1998. The event has grown from a band competition known as the Macarthur Music Challenge to a professional development opportunity and music festival displaying the talents of local young people.

Report

Fisher's Gig will be held at Bradbury Oval on 1 November 2014 from 2.00pm to 9.00pm as part of the Festival of Fisher's Ghost. The event will feature headline music acts performing with six local bands.

More than a youth music festival, Fisher's Gig is recognised as a professional platform for aspiring musicians and provides a supportive environment for young people to develop skills in event management and performance. It also provides a large scale youth event where young people are free to engage with and celebrate youth culture in safe, drug and alcohol free environment.

Preselection heats will be held on the 25 and 26 July 2014 at Greg Percival Community Centre, Ingleburn. The preselection heats are an opportunity to source six local bands to perform with the headlining acts with judging by youth and music industry representatives as well as an audience vote. Acoustic and solo performers will also be under consideration for involvement in Fisher's Gig.

The Youth Entertainment Reference Group is a group of young volunteers that assists in the coordination of Fisher's Gig with the support of Council staff. The group is involved in the planning, promotion and delivery of this event and provide hands on support and leadership at the event.

This year's Fisher's Gig will be funded through a combination of Council's approved budget, an Indent Partnership Grant from Music NSW, and a range of in-kind contributions and support from local organisations.

Fisher's Gig will be promoted across the Campbelltown LGA through a variety of media formats including print, social media and on Council's website.

An evaluation report on Fisher's Gig will be provided to Council following the event.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Oates/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

2.2 Consumer Directed Care - Home Care Places

Reporting Officer

Manager Community Resources and Development

Attachments

Nil

Purpose

To seek Council's endorsement of an application to the Department of Social Services through the 2014 Aged Care Approvals Round, for 95 Home Care places to be managed by Macarthur Community Options service.

History

Consumer Directed Packaged Care is an initiative of the Australian Government for selected community aged care providers to deliver innovative service models, which will provide care recipients and their carers with greater control over the design and delivery of the care services they receive.

Consumer Directed Packaged Care places are only allocated to existing Approved Providers as defined under the *Aged Care Act 1997* and are only allocated to Providers who are approved to provide flexible care.

Council at the meeting of 18 December 2012 resolved to endorse a submission for Macarthur Community Options to become a provider for the Australian Government's Consumer Directed Care for people over 65 years.

Macarthur Community Options has been recognised for their expertise and experience in the area of complex case management for frail aged with the application being successful.

Report

The change in funding arrangements for aged and disability services from block funding to individualised funding continues to be rolled out. The most recent example is for home care places, where approved organisations, such as Campbelltown City Council, can apply to provide services to a specific number of aged people that fits within their service capacity.

All places must be offered on a Consumer Directed Care basis, that is, the consumer directs the use of the funding within the guidelines of the program. Services then are tailored to the needs and wishes of individual clients.

Due to the short turnaround for the submission of applications it was not possible to prepare an application and get Council's approval prior to the closing date on 4 July 2014. A preliminary application has been forwarded to the Department of Social Services, noting that the application still required Campbelltown Council's endorsement.

Council is now required to send a signed application, executed under the Seal of Council, to the Department of Social Services before the Department will consider the application.

Officer's Recommendation

1. That Council endorse an application to the Department of Social Services through the 2014 Aged Care Approvals Round, for 95 Home Care places to be managed by Macarthur Community Options service.
2. That the application be signed and executed under the Common Seal of Council.
3. That subject to notification of success, the Funding Agreement from the Department of Social Services be accepted and signed by the General Manager, on behalf of Council.

Committee's Recommendation: (Thompson/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

3. CULTURAL SERVICES

3.1 2015 Campbelltown Arts Centre Dance Program Funding Submission

Reporting Officer

Manager Cultural Services

Attachments

Nil

Purpose

To seek Council's endorsement of a submission to the Federal Government through the Australia Council for the Arts Dance Board requesting \$90,000 funding support for the delivery of Campbelltown Arts Centre's 2015 Contemporary Dance Program.

Report

The Australia Council for the Arts Dance Board provides funding for organisations that can demonstrate commitment and investment into the creation of new and innovative work that develop Australian dance. These grants support programs and services that benefit a range of dance artists. These can include national and international reciprocal partnerships, professional development programs such as mentor programs, masterclasses, workshops, international exchanges, management support and peer evaluation.

The Centre's Contemporary Dance Program has successfully been funded through the Australia Council annually since 2009. The funding has provided opportunities for a range of Australian and international artists to work in new ways, and within new contexts, through the substantial commissioning and presentation of new dance work.

The 2015 Contemporary Dance Program will continue to build on support toward the development of new and innovative contemporary dance works; showcasing the highest calibre artists and provide access for community and schools through connected public programming for ongoing audience education and development. The program will consist of several key projects, including commissioning new works to be developed collaboratively between dance and music artists to be presented at Campbelltown Arts Centre as a major festival, 'I Can Hear Dancing' scheduled for 2015.

Campbelltown Arts Centre will produce and present its 2015 Contemporary Dance Program under the artistic direction of the Curator Contemporary Dance.

Officer's Recommendation

1. That Council endorse the submission to the Federal Government through the Australia Council for the Arts Dance Board requesting \$90,000 funding support for the delivery of Campbelltown Arts Centre's 2015 Contemporary Dance Program.
2. That subject to notification of success, the funding Agreement from the Australia Council for the Arts be accepted and signed by the General Manager on behalf of Council.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

3.2 Australia Council for the Arts Grant Submission - Live Art Program

Reporting Officer

Manager Cultural Services

Attachments

Nil

Purpose

To seek Council's endorsement of a submission to the Australia Council for the Arts requesting up to \$35,000 towards Campbelltown Art Centre's 2015 Live Art Program.

Report

The Australia Council for the Arts through the Emerging and Experimental Arts Section's Creative Australia: New Art (Creative Development) initiative is aimed towards supporting artists, curators and producers to develop ambitious experimental art projects and partnerships that intersect with broader culture, and lead to major new works.

Campbelltown Arts Centre's Live Art Program was initiated in 2010. It engages Australian and international artists to develop projects that critically explore and engage with the local community through participation, dialogue and interaction over a multi-year engagement process. Previous successful Live Art Programs including Minto Live, Site Lab and Temporary Democracies (Airds) have proven the capacity of site based works to revitalise civic areas and make contemporary art practice readily available to local audiences.

Campbelltown Arts Centre proposes to submit an application to the Australia Council for the Arts requesting up to \$35,000 for a period of research and development in preparation for a major offsite project in 2015. The program would be curated by a guest artist and include creative developments and a series of public outcomes. Local residents would be involved in each stage of the creative process from consultation to performance.

If successful with this application, there is a second round of funding available to successful applicants for the presentation of projects.

Officer's Recommendation

1. That Council endorse a submission to the Australia Council for the Arts requesting up to \$35,000 towards Campbelltown Art Centre's 2015 Live Art Program.
2. That subject to notification of success, the funding Agreement from the Australia Council for the Arts be accepted and signed by the General Manager on behalf of Council.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

3.3 2014 Festival of Fisher's Ghost Art Award Update

Reporting Officer

Manager Cultural Services

Attachments

Nil

Purpose

To inform Council of the forthcoming Festival of Fisher's Ghost Art Award which will be held as part of Campbelltown's annual Festival of Fisher's Ghost.

Report

The annual Fisher's Ghost Art Award exhibition will be held at Campbelltown Arts Centre from Saturday 25 October to Sunday 14 December 2014. The official opening and award presentations will be held on Friday 31 October.

This year marks the 52nd year of the award with prize money in excess of \$40,000. The major prize is the Open category and the winning artist is awarded \$20,000 with the work becoming part of the Centre's permanent collection.

Previous exemplary winners include artists Justene Williams 2013, Raquel Ormella 2012, Alan Jones 2011 and Michael Lindeman 2010. The Award is an annual event that draws an audience of over 400 guests, many families and friends of participating artists from the local community and greater Sydney Region.

Entries for the award opened to the public on Tuesday 1 July and will close on Friday 19 September. The Award has a tailored set of categories that allow artists to enter works closely linked to their practice, style and medium. The categories include Open, Traditional, Contemporary, Drawing and Printmaking, Sculpture, Photography and Macability. Additionally, the following awards are also available for entry; the James Gleeson Award, Macarthur Award, Aboriginal Ward, Campbelltown Emerging Artist and Wollondilly Award. The Schools Only awards remain open for primary and secondary students.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Oates/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

4. CUSTOMER SERVICE

No reports this round

5. EDUCATION AND CARE SERVICES

5.1 Sustainability of Mobile Toy and Book Library

Reporting Officer

Manager Education and Care Services

Attachments

Nil

Purpose

1. To seek Council's endorsement of a Variation to The Benevolent Society Communities for Children Community Partner Agreements for funding of up to \$11,250 over a three month period from July to September 2014 to sustain the Mobile Toy and Book Library service for Rosemeadow, Ambarvale and Claymore.
2. To seek Council's endorsement of further funding of \$2,500 for a period of six months from July to December 2014 from Uniting Care Burnside to sustain the Mobile Toy and Book Library service visits for the Small Feats supported playgroup at Glenfield.

History

The Mobile Toy and Book Library service has been operating since 2006. The Benevolent Society extended its existing partnership with Council, to run a fully funded Mobile Toy and Book Library service for the Ambarvale and Rosemeadow communities.

Following the success of the program, Council received further funding from government and non-government agencies to operate the Mobile Toy and Book Library in Airds, Claymore, Minto, Macquarie Fields and Glenfield.

Report

The Mobile Toy and Book Library provides access to families who are vulnerable and do not currently access child care and other community services, who have limited transport and who are socially and economically disadvantaged, including where appropriate, referring children to other local organisations and support services.

The Benevolent Society

The Benevolent Society has advised Council that five year funding agreements are confirmed for their Communities for Children program, through the Department of Social Services, however their funding is changing. The Benevolent Society is currently awaiting a new funding agreement for Communities for Children by the Department of Social Services on satisfactory terms to The Benevolent Society.

The Benevolent Society is currently reviewing all of their Communities for Children funded programs whilst they await the Department of Social Services guidelines and specifications, to ascertain individual service eligibility for ongoing funding under this program.

In the interim, The Benevolent Society has offered Council a variation to the existing Communities for Children Community Partner Agreement for funding of up to \$6,250 for Rosemeadow and Ambarvale, and a Variation to the existing Communities for Children Community Partner Agreement for funding of \$5,000 for Claymore, over a three month period from July to September 2014.

In order for Council to receive the funding extension for Rosemeadow and Ambarvale, Council was required to sign and return the Variation to the Communities for Children Community Partner Agreement 2012-2014 to The Benevolent Society by 29 June 2014.

Uniting Care Burnside

Uniting Care Burnside has also offered Council further funding of \$2,500 for a period of six months from July to December 2014 to sustain the Mobile Toy and Book Library visits to the Small Feats supported playgroup, which will operate from Blinman Park Glenfield during Terms 3 and 4, 2014.

The Mobile Toy and Book Library has been successful in providing access to borrowing of educational toys, books and resources to aid in the development of early literacy learning and skill development of children 0-5 years through supported playgroup visits, story time sessions, specific skills groups and community events.

Officer's Recommendation

1. That Council endorse the Variations to The Benevolent Society Communities for Children Community Partner Agreements for funding of up to \$11,250 over a three month period from July to September 2014 to sustain the Mobile Toy and Book Library service for Rosemeadow, Ambarvale and Claymore.
2. That Council endorse further funding of \$2,500 for a period of six months from July to December 2014 from Uniting Care Burnside to sustain the Mobile Toy and Book Library service visits for the Small Feats supported playgroup at Glenfield.

Committee's Recommendation: (Glynn/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

5.2 Long Day Care Professional Development Programme

Reporting Officer

Manager Education and Care Services

Attachments

Nil

Purpose

To seek Council's endorsement of an application to the Federal Government, through the Department of Education, for funding of up to \$189,210 over three years to provide professional development for educators employed in Council's long day care services.

Report

The Federal Government has redirected unallocated funding from the Early Years Quality Fund to a new professional development programme known as the Long Day Care Professional Development Programme.

The programme will provide funding to assist educators employed in long day care services to meet the qualification requirements under the National Quality Framework and to improve practice to ensure quality outcomes for children. Funding will be allocated based on the full time equivalent hours of educators, with additional funds available for each Early Childhood Teacher employed in long day care services.

Education and Care Services proposes to submit an application for funding of up to \$189,210 over three years to provide professional development for educators employed in Council's long day care services.

If successful, the funding would enable Education and Care Services to provide a number of options for supporting the professional development of educators. This would include the costs of obtaining formal Early Childhood qualifications; costs associated with replacing staff absent from work due to attendance at professional development activities; for the provision of specifically targeted training courses or attendance at sector conferences.

Officer's Recommendation

1. That Council endorse the funding application to the Federal Government for funding through the Long Day Care Professional Development Programme of up to \$189,210 over three years to provide professional development for educators employed in Council's long day care services.
2. That subject to notification of success, the funding agreement be accepted and signed by the General Manager on behalf of Council.

Committee's Recommendation: (Oates/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

5.3 Changes in Community Support Programme Funding for Family Day Care

Reporting Officer

Acting Manager Education and Care Services

Attachments

Letter from the Australian Government Department of Education regarding changes in Community Support Programme Funding for Family Day Care Services (contained within this report)

Purpose

To advise Council of changes to the Community Support Programme funding provided by the Department of Education for Family Day Care services.

History

Family Day Care provides a unique and essential service to the residents of the Campbelltown Community. It is a customised Education and Care Service that caters for education and care of children in stimulating learning environments within the educator's home. Children's experience in Family Day Care is unlike any other form of child care. This small group environment is particularly of benefit to children with additional needs, for families that require short period care and for families who cannot access normal long day care services such as shift workers.

Campbelltown City Council Family Day Care currently has 67 Family Day Care educators providing education and care for 550 children within the Campbelltown community.

The Community Support Programme (CSP) assists child care providers to establish or maintain viable services in parts of the country where they might not otherwise be viable or able to meet the unique requirements of the community, such as in disadvantaged or regional and remote areas.

Report

The Australian Government Department of Education has written to Council to advise the current Community Services Programme funding agreement for Family Day Care will be terminated effective 30 June 2015.

From 1 July 2015 all Family Day Care Service applying for support from the CSP will be assessed under similar eligibility criteria to those which apply to other service care types. Providers will be required to reapply and must meet prescribed eligibility criteria to receive funding under the CSP.

5.3 Changes In Community Support Programme Funding For Family Day Care

The criteria restricts eligibility for CSP funding to Family Day Care services that are the sole provider of Family Day Care in the surrounding area. In addition, an annual cap of \$250,000 on CSP Operational Support payments will be introduced for Family Day Care Services.

Family Day Care services that are ineligible for CSP funding will still be able to administer Child Care Benefit and Child Care Rebate on behalf of families.

Education and Care Services staff have reviewed the new funding guidelines and anticipate that Council will not meet the eligibility criteria and therefore CSP funding will cease as of 1 July 2015. This will mean a loss of funding of approximately \$330,000 annually to the operating budget for Council's FDC.

Education and Care Services continues to review Family Day Care service operation to ensure delivery of a quality program with a focus on financial sustainability. Council's Family Day Care scheme is projected to operate in a cost neutral position for the 2014-2015 financial year.

A future briefing will be provided to Council regarding changes in Community Support Programme Funding for Family Day Care Services.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Oates/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014

This item was moved forward and dealt with in conjunction with correspondence item 6.1 - Local Government NSW.

ATTACHMENT 1



Australian Government
Department of Education

NSW/ACT State Office
GPO Box 9880 Sydney NSW 2001
Telephone: 13 36 84
TTY: 1800 554 609
Website: www.education.gov.au

Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

MAY 29 '14 08:01:06 RCVD

Dear Service Provider,

I am writing to you in your capacity as the authorised person for Campbelltown City Council to advise you that from 1 July 2015 all existing Family Day Care services providers will be required to meet prescribed eligibility criteria to receive funding under the Community Support Programme (CSP). The eligibility criteria, which are outlined in the CSP Programme Guidelines, require services to be the sole Family Day Care (FDC) service located in a regional, remote or disadvantaged area and to demonstrate that there is unmet demand for child care in that area. A cap of \$250,000 per financial year on the amount of Operational Support FDC services can receive will also be introduced from 1 July 2015.

As you will be aware, the CSP is a supplementary payment for FDC services, in addition to Australian Government fee assistance and any levies that services choose to charge. CSP Operational Support is not a fee subsidy for families, nor is it a payment to educators, and services should consider this when reviewing business models.

The Australian Government is making these changes to target funding to where it is needed and make it a fair, sensible and sustainable programme. These changes will also bring the support offered to FDC through the CSP into line with the support provided to other child care service types. The Australian Government wants to ensure that the funding is directed to services that are seeking to set-up and operate in areas of need, in regional, remote and disadvantaged communities, where they otherwise may not be viable consistent with objectives of the programme. The objective of the CSP is that it assists child care providers to establish or maintain viable services in parts of the country where they might not otherwise be viable.

The changes are also consistent with the Australian National Audit Office's (ANAO) 2012 audit of the programme which pointed to key differences between the eligibility criteria for FDC and other care types, such as Long Day Care (LDC) and recommended that the Government review the programme's eligibility criteria. The ANAO noted that 71 per cent of CSP funding in 2011-12 was allocated to Family Day Care which accounted for 10 per cent of all children in care. In contrast, 21 percent of CSP funding was allocated to Long Day Care and Outside School Hours Care which accounted for approximately 90 per cent of all children in formal care.

The Australian Government has asked the Productivity Commission to inquire into the nation's child care system. The realignment, streamlining and better targeting of funds does not pre-empt the outcomes of the Productivity Commission Inquiry.

The CSP changes have no bearing on Campbelltown Family Day Care being an approved FDC service for the purposes of the family assistance law and administering Child Care Benefit (CCB) and Child Care Rebate (CCR) on behalf of families. The changes do not prevent Campbelltown Family Day Care from



Australian Government
Department of Education

providing care to families. In addition, families using Family Day Care will still be eligible for the higher rate of Child Care Benefit of up to \$5.32 per hour compared to \$3.99 per hour for Long Day Care.

The Commonwealth will terminate all funding agreements under the CSP for FDC services effective 30 June 2015. Service providers will need to reapply if they wish to be assessed for eligibility for funding under the CSP from 1 July 2015 onwards. You are being provided with 12 months' notice of the changes to allow time for you to make adjustments to your business model. The Department of Education will send Campbelltown Family Day Care a formal notice of termination in 2015.

The Department will be working closely with FDC peak bodies to ensure that services have access to support and advice to assist with transitioning to the new arrangements.

If you have any questions in relation to the information contained in this letter please contact the Child Care Access Hotline on 1800 670 305 or alternatively you can email enquiries to familydaycare@education.gov.au

Yours sincerely

Lee Robinson
NSW/ACT State
Early Childhood Education and Care
Australian Government Department of Education
28 May 2014

6. HEALTHY LIFESTYLES

6.1 Revised Policy - Swimming Achievement Awards

Reporting Officer

Manager Healthy Lifestyles

Attachments

Swimming Achievement Awards Policy (contained within this report)

Purpose

To seek Council's endorsement on the Swimming Achievement Awards Policy.

History

The abovementioned policy was adopted by Council on 11 February 1992, was last reviewed on 8 March 2011 and is now due for review in accordance with the Records and Document Management Policy.

Report

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

The Swimming Achievement Awards Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

Officer's Recommendation

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

Committee's Recommendation: (Glynn/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

ATTACHMENT 1

 campbelltown city council		POLICY
Policy Title	Swimming Achievement Awards	
Relevant Legislation/ Corporate Plan	Section 356 Local Government Act	
Responsible Officer	Manager Healthy Lifestyles	

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

Objectives

To reward local swimmers who achieve a high standard of excellence in individual competitive swimming.

Policy Statement

Any swimmer who is a local resident and has been awarded a gold medal at a State or National event conducted by Swimming Australia will have their achievement acknowledged by Campbelltown City Council with a 12 month swimming pass to all Council's Leisure Centres.

Scope

This policy applies to residents of Campbelltown Local Government Area.

Definitions

For the purpose of this policy a State gold medal is a first place achievement at a State level event conducted by the State governing body – NSW Swimming in conjunction with Australian Swimming. A National gold medal is a first place achievement in any event at an Australian Championship competition conducted by the Australian governing body - Swimming Australia.

Legislative Context

Section 356 of the Local Government Act (as amended).

Principles

The Competitor must be a local resident and have achieved first place at a State and / or National swimming carnival conducted by Swimming Australia and / or NSW Swimming. The competitor will receive a 12 month swimming pass dated from the date of medal receipt.

Responsibility

Manager Healthy Lifestyles

Effectiveness of this Policy

The policy will be reviewed on a three-year basis to ensure the appropriate level of recognition.

END OF POLICY STATEMENT

6.2 Waminda Oval Fencing Proposal

Reporting Officer

Manager Healthy Lifestyles

Attachments

1. Photos of Waminda Oval fencing proposal (contained within this report)
2. Aerial photo showing proposed location of fencing (contained within this report)

Purpose

To seek Council's approval for the erection of fencing at Waminda Oval that assists East Campbelltown Eagles Rugby League Club manage game day operations, and addresses the concerns of the local community.

History

At its meeting on 13 August 2013 Council resolved to explore the feasibility of alternate models of temporary fencing that are more robust yet removable within 24 hours which may present as a compromise to address the concerns of both interested sporting groups and the local community.

Report

In researching temporary fencing options, Council officers compiled a range of examples from other facilities from around Sydney and across the Campbelltown LGA. These options included post and rail, cable fencing, tubular steel and chain wire fencing.

Council officers contacted local residents who had made representations to Council in 2013 about the use of temporary fencing and offered them the opportunity to be presented with the selected options. Residents were invited to provide comments and alternate ideas that would allow East Campbelltown Eagles Rugby League Club to erect temporary fencing on game day without impacting on the aesthetics of the park and access to the community.

Council officers then met with representatives of East Campbelltown Eagles Rugby League Club and discussed the range of suitable options for temporary fencing that would best meet the Club's objectives on game day; meet Council's requirements for erection and removal on the same day; and meet the concerns of local residents.

After consulting with both residents and the East Campbelltown Eagles Rugby League Club, Council officers have made the following proposals:

- That the existing kopper log fence along Waminda Avenue be replaced by a 1.2m high black chain wire fence from the Community Hall to the first house, with three access areas. The proposed fence would be of same size and style to that of newly developed Benham Oval
- Sleeves be placed below ground level at 10m intervals at the back of the No 2 field and poles be supplied that could be erected on game day with hooks to hang the mesh covering used by the club
- Sleeves could also be placed around the front of the playground as well so the fence can be placed around it, ensuring the playground remains outside of the fenced area
- The access gate to Darwin Road to be left open for access for residents to the open space outside of the fenced area on game day.

Although a range of alternative options were discussed by both groups, the option of permanent fencing along Waminda Avenue was acceptable. It was specifically requested to have breaks in the fence, similar to Benham Oval, at a height of higher than Benham Oval.

The cost to erect the fencing as proposed would be \$14,000 which could be managed within the 2014-2015 Healthy Lifestyles budget.

Officer's Recommendation

1. That Council approve the replacement of the existing fence on Waminda Avenue, as outlined in the report.
2. That Council approve the proposal to assist East Campbelltown Eagles Rugby League Club erect temporary fencing on game day, as outlined in the report.

Committee Note: Mr Logue addressed the Committee regarding the proposal.

Mr Draper address the Committee regarding the proposal.

Committee's Recommendation: (Thompson/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Amendment (Borg/Lound)

1. That Council approve the replacement of the existing fence on Waminda Avenue, as outlined in the report subject to the fence height being increased to 1.4 metres.
2. That Council approve the proposal to assist East Campbelltown Eagles Rugby League Club erect temporary fencing on game day, as outlined in the report.

LOST

Further Amendment (Oates/Greiss)

1. That Council approve the replacement of the existing fence on Waminda Avenue, as outlined in the report.
2. That Council approve the proposal of East Campbelltown Eagles Rugby League Club to erect temporary fencing on game day, as outlined in the report.

WON and became part of the Motion.

Council Resolution Minute Number 131

That the above amendment **Moved** Councillor Oates, **Seconded** Councillor Greiss be adopted.

ATTACHMENT 1

WAMINDA OVAL FENCING PROPOSAL



ATTACHMENT 2

Waminda Oval Fencing options



6.3 Lynwood Park Synthetic Turf Proposal Update

Reporting Officer

Manager Healthy Lifestyles

Attachments

Nil

Purpose

To update Council of the Lynwood Park synthetic turf proposal.

History

At its meeting on 6 May 2014 Council was advised of a request from Macarthur Football Association for assistance in funding a synthetic turf field at Lynwood Park.

Council resolved that in consideration of the matters outlined in the report, Council accept the grant of \$500,000 from the Federal Government and subject to the agreement of the Macarthur Football Association to provide a contribution of \$200,000, Council contribute the balance of funding to a maximum amount of \$700,000 to enable construction of a synthetic soccer surface at the Lynwood Park facility.

Report

Council was also advised at its meeting on 6 May 2014 that Macarthur Football Association submitted a grant under the ClubGRANTS program Category 3 to fund the redevelopment at Lynwood Park. If successful, the grant would cover the shortfall for the synthetic turf project as well as other peripheral projects at Lynwood Park.

On the 23 June 2014 Macarthur Football Association was formally notified that their application was unsuccessful. It is anticipated that the Minister for Trade and Investment will announce the next ClubGRANTS Fund Category 3 later this year.

Council officers will meet with Macarthur Football Association to finalise the project timelines for construction.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rowell)

Note: Due to the lack of a seconder this matter will need to be determined by Council at its meeting to be held 29 July 2014.

Council Meeting 29 July 2014

Having declared an interest in regard to Item 6.3, Councillor Kolkman left the Chamber and did not take part in debate nor vote on this item.

Council Meeting 29 July 2014 (Rowell/Mead)

That the information be noted.

Council Resolution Minute Number 132

That the information be noted.

A **Division** was called in regard to the Resolution for Item 6.3 - Lynwood Park Synthetic Turf Proposal Update with those voting for the Motion being Councillors Dobson, Greiss, Hawker, Lake, Lound, Matheson, Mead and Rowell.

Voting against the Resolution were Councillors Borg, Brticevic, Thompson, Oates and Glynn.

At the conclusion of the discussion regarding Item 6.3, Councillor Kolkman returned to the Chamber for the remainder of the meeting.

7. LIBRARY SERVICES

7.1 Free Tax Help

Reporting Officer

Manager Library Services

Attachments

Nil

Purpose

To advise Council of a free Tax Help service offered by the Australian Taxation Office (ATO).

Report

Following on from the success of this service in previous years, a Tax Help Service offered by the ATO will again be made available to members of the community at the HJ Daley Library and Glenquarie Library.

Tax Help is a network of community volunteers, trained by the ATO, who provide a free and confidential service to help people complete their tax returns during the tax period. Tax Help is suitable for people earning up to \$50,000 a year with fairly straight forward tax affairs. Tax Help is suitable for people on low incomes including seniors, students, people from non-English speaking backgrounds, people with a disability and Aboriginal and Torres Strait Islander People.

The service will be available from mid-July through to 31 October 2014. Bookings are essential and can be made through the Library Service.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

7.2 StrokeSafe Talk at the HJ Daley Library

Reporting Officer

Manager Library Services

Attachments

Nil

Purpose

To advise Council of a StrokeSafe Talk provided by the National Stroke Foundation to be held at the HJ Daley Library on 9 September 2014 as part of Stroke Week.

Report

The National Stroke Foundation is a non-profit organisation that works with stroke survivors, carers, health professionals, government and the public to reduce the impact of stroke on the Australian community.

In Australia, someone has a stroke every ten minutes. In order to raise awareness and help communities understand and prevent strokes, the National Stroke Foundation is inviting libraries to host a StrokeSafe Talk.

The StrokeSafe Ambassador Program offers free talks held by passionate and professional speakers who talk about what stroke is, the effects of stroke, how to prevent a stroke, how to recognise the signs and what to do if someone is having a stroke. The StrokeSafe Ambassador Program is just one of the many initiatives of the Foundation aimed at helping communities understand and prevent stroke – Australia's second biggest killer.

Campbelltown City Library will be hosting a StrokeSafe Talk at the HJ Daley Library on Tuesday 9 September 2014 from 3.00pm to 4.00pm.

The StrokeSafe Talk will be promoted across the Campbelltown Local Government Area to relevant organisations, through flyers and on Council's website.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Glynn/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

8. GENERAL BUSINESS

Nil.

20. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.55pm.

T Rowell
CHAIRPERSON

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 22 July 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 Corporate Governance Committee held on 22 July 2014

Present

His Worship the Mayor, Councillor C Mead
Councillor S Dobson (Chairperson)
Councillor F Borg
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Councillor P Lake
Acting Director Business Services – Ms C Mears
Acting Director City Works - Mr K Lynch
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Business Assurance - Mr C Taylor
Manager Emergency and Facility Management - Mr R Blair
Acting Manager Governance and Administration - Mr T Rouen
Manager Human Resources - Mr B Clarence
Manager Information Management and Technology - Mrs S Peroumal
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P Macdonald
Policy and Governance Coordinator - Ms J Warner
Internal Auditor - Ms M Brockwell
Executive Assistant - Mrs K Peters

Apology nil

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 Dobson.

Also in Attendance

Bruce Hanrahan - Chairperson - Audit Committee

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 2.1 - Claymore Urban Renewal Project - Council land Stage 1 and 2 - Councillor Hawker advised that he is a panel member of the Joint Regional Planning Panel and that he will leave the room and not take part in debate.

Councillor Lake - Item 2.1 - Claymore Urban Renewal Project - Council land Stage 1 and 2 - Councillor Lake advised that he is a panel member of the Joint Regional Planning Panel and that he will leave the room and not take part in debate.

1. GOVERNANCE AND ADMINISTRATION

1.1 Local Government NSW Annual Conference 2014

Reporting Officer

Acting Manager Governance and Administration

Attachments

Copy of letter from Local Government NSW (contained within this report)

Purpose

To advise Councillors of the 2014 Local Government NSW Conference and to seek the appointment of Council's ten voting delegates.

Report

The 2014 Local Government NSW Conference will be held in Coffs Harbour from Sunday 19 October to Tuesday 21 October 2014.

The conference is the annual policy making event for councils. Councils work together with Local Government NSW to promote Local Government and advocate on behalf of their communities for local democracy, informed decision making and good governance.

The conference is the pre-eminent event of the Local Government event calendar, where Councillors come together to share ideas and debate issues contained within the conference business paper.

Local Government NSW is seeking input from councils to guide the content of the business sessions.

Councils are requested to identify the most important issues which they believe are causing concern to the council and/or the local community and provide these details to the Association prior to Friday 1 August 2014.

Councils should identify issues or motions relating to the following overall categories:

1. Industrial Relations and Employment
 2. Economic
 3. Environmental
 4. Governance/Civic Leadership
 5. Social Policy.
-

Details of what functions or issues fall in each category are set out in the LGNSW Conference Business Submission Form (attachment 1).

In addition to identifying an issue, councils are encouraged to suggest an appropriate solution by including either a motion which could be considered by the conference or notes which might guide delegates to an agreed position.

The association will review all responses received and then identify the top issues as identified overall by member councils. These issues will then be put to the conference for debate and deliberation as part of the business sessions.

Issues identified by councils which fall outside of the selected issues will be considered by the Board prior to the conference and councils will be informed by the President of the outcome of these deliberations.

Council is requested to nominate ten delegates and authorise their attendance at the 2014 Local Government NSW Conference. Councillors Greiss and Hawker are members of the Local Government NSW Board and are entitled to attend the conference in that capacity.

It has been Council's practice to authorise the attendance at the conference of any Councillor interested in attending, but not nominated as a voting delegate.

Officer's Recommendation

1. That Council nominate, and authorise the attendance, of ten voting delegates to the 2014 Local Government NSW Conference.
2. That other interested Councillors, the General Manager, Manager Executive Services and the Corporate Support Coordinator also be authorised to attend the 2014 Local Government NSW Conference.
3. That the registration fees and associated expenses be met in accordance with Council's Policy.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Amendment (Hawker/Borg)

1. That the following Councillors be appointed as delegates to the 2014 Local Government NSW Conference: Councillor Rowell, Councillor Matheson, Councillor Greiss, Councillor Thompson, Councillor Dobson, Councillor Lake, Councillor Lound, Councillor Kolkman, Councillor Mead and Councillor Oates.
2. That other interested Councillors, the General Manager, Manager Executive Services and the Corporate Support Coordinator also be authorised to attend the 2014 Local Government NSW Conference.
3. That the registration fees and associated expenses be met in accordance with Council's Policy.

Council Resolution Minute Number 133

That the above amendment be adopted.

ATTACHMENT 1



Our ref: R13/0029 Out - 22524

29 May 2014

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

JUN03'14 08:05:12 RCVD

Dear Mr Tosi

Local Government NSW Annual Conference

The Local Government NSW Annual Conference will be held at the C.ex Coffs (formerly ExServices Club, the same venue as the 2007 conference) from Sunday 19 October – Tuesday 21 October 2014.

Following the feedback from delegates in 2013 in Sydney, where some delegates requested the discussion of specific motions and others requested the discussion of consolidated overarching issues, the Board has decided to try to balance both. Taking into consideration your concerns, the Board has set the first day of business as the primary time to discuss all issues and motions, and a session time will be put aside to ask you how you wish to deal with motions and issues into the future.

The Association would now like to receive input from Councils to guide the content of the business sessions. Councils are requested to identify the most important issues which they believe are causing concern to the Council and/or the local community and provide these details to the Association prior to **Friday 1 August 2014**.

Councils should identify issues or motions relating to the following overall categories:

1. Industrial relations and employment
2. Economic
3. Environmental
4. Governance/Civic leadership
5. Social Policy

Details of what functions or issues fall in each category are set out in the LGNSW Conference Business Session Submission Form, with a guide attached to this letter.

In addition to identifying an issue, Councils are encouraged to suggest an appropriate solution by including either a motion which could be considered by the Conference or notes which might guide delegates to an agreed position.

The Association will review all responses received and then identify the top issues as identified overall by member councils. These issues will then be put to the Conference for debate and deliberation as part of the business sessions.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

Issues identified by Councils which fall outside of the issues will be considered by the Board prior to the Conference and your council will be informed by the President of the outcome of these deliberations. A copy of the Draft Program (as at 27 May 2014) is attached for your information.

It would be appreciated if Councils could provide their identified issues and any accompanying notes or motions using the online form which can be found on the Association's website at <http://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference> prior to **Friday 1 August 2014**.

For any further information regarding this matter please contact Peter Coulton, Director Corporate Services on 9242 4030.

Yours sincerely,



Cr Keith Rhoades AFSM
President

Set out below are the definitions for the issues categories:

1. INDUSTRIAL RELATIONS & EMPLOYMENT

Industrial relations and employment related legislation; industrial awards and rates of pay; WHS and worker compensation compliance; human resources policy, practice and benchmarking; workforce planning and development; staff and councillor training and development; skills shortages; staff attraction, retention and productivity; employment security; workplace change; Code of Conduct; leadership and management capacity; capability framework; council governance.

2. ECONOMIC

Own source revenue (e.g. rates, fees, charges etc.); intergovernmental fiscal relations (e.g. grants, cost shifting etc.); financial management and governance including long term financial planning and asset management; financial sustainability; economic policy affecting Local Government; local and regional economic development (including tourism); transport (e.g. roads, bridges, airports, pedestrian and cycle facilities, rail); Local Water Utilities; stormwater and floodplain infrastructure; other infrastructure and disaster management and recovery.

3. ENVIRONMENTAL

Land use planning (including environmental, heritage conservation and development planning); ecologically sustainable development; waste management in accordance with the waste hierarchy and extended producer responsibility; natural resource management; protection of local, regional and state natural environments including air quality, rivers and waterways and biodiversity, biosecurity and weeds management; pollution prevention including energy consumption and soil contamination; environmental risk management through reduction of hazards and pollutants and remediation/rehabilitation of degraded environments; climate change mitigation and adaptation; and responsible resource consumption and conservation.

4. GOVERNANCE/CIVIC LEADERSHIP

Local Government legislative and regulatory settings (e.g. Australian and/or NSW Constitutional recognition; Local Government Act review); corporate governance (e.g. role differentiation for Mayors, Councillors, General Managers and senior staff; Codes of Conduct; Political donations); structural reform (e.g. amalgamations and/or boundary changes; shared resources and services); Local Government elections (e.g. financial impact of electoral reforms on councils; impact of electoral reforms); participation (e.g. women's participation rates as councillors; cultural diversity in leadership; other opportunities for citizens to genuinely participate in council processes); and policies and programs of other spheres of government that impact on Local Government governance or citizen involvement in local democracy.

5. SOCIAL POLICY

Social planning, social impact assessment, access, equity and social justice; community development and community cultural development; community halls and neighbourhood centres, ageing and disability services, women's services, youth services and children's care and education services); issues of concern and interest to NSW Aboriginal and Torres Strait Islander Peoples; cultural services (performing and visual arts, art galleries, performing arts centres, museums, public art, community arts, festivals, celebrations, heritage, new media and digital arts); Libraries; Health services (regulatory activities reducing public health risks; promoting healthy lifestyles; immunisation, early childhood health centres or rural medical services); Recreation facilities and services; and crime prevention planning.

Local Government NSW Annual Conference 2014

DRAFT PROGRAM 19 - 21 October, 2014 (as of 29 May 2014)

Main conference venue is C.ex Coffs, 1 Vernon Street, Coffs Harbour

Sunday 19 October

3.00pm – 7.00pm *Registration opens, Upstairs Auditorium Lobby, off Blue Room*

5.00pm – 7.00pm President's Welcome Reception at C.ex Coffs
Welcome To Country (Performance)
Welcome from **Cr Denise Knight, Mayor of Coffs Harbour City Council**
Welcome from **Cr Keith Rhoades AFSM, President, LGNSW**

Monday 20 October

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, C.ex Coffs

8.00am – 5.00pm *Registration opens in Trade Expo. Distribution of voting materials and electronic handsets.*

9.00am – 11.00am Opening of the Business session, Adoption of Standing Orders and Consideration of Motions chaired by the President

11.00am – 11.30am *Morning tea in Trade Exhibition*

11.30am – 11.35am Message from Local Government Super

11.35am – 1.00pm Consideration of Conference business continued chaired by the President

1.00pm – 1.50pm *Lunch in Trade Exhibition sponsored by Local Government Super*

1.50pm - 2.00pm Message from sponsor

2.00pm – 2.05pm Short address from the Mining Related Councils (to be invited)

2.05pm - 3.00pm Consideration of Government's response to the Local Government Review Panel's *Revitalising Local Government*

3.00pm – 4.00pm Consideration of Conference Business continued, chaired by the President
Collection of all electronic handsets and voting cards

4.00pm – 5.00pm *Happy hour in Trade Exhibition*

5.00pm – 5.30pm *Delegate transfers back to accommodation for dinner*

7.00pm – 7.30pm *Transfers for delegates arriving at Dinner*

Conference Dinner, Bonville Golf Resort, North Bonville Road, Bonville

7.30pm Arrival drinks and canapés
Entertainment with Soulman O'Gaia

8.15pm Delegates seated and main course served
Welcome from the President
Introduction of Major Sponsor Statewide Mutual
Presentation of Outstanding Service Awards

8.30pm	Entertainment with Lisa Hunt
9.30pm	Dessert served
10.00pm	First transfers offered
11.00pm	Function finishes, final transfer buses

Tuesday 21 October
Business Session Day 2, C.ex Coffs

8.00am – 5.00pm	Registration opens in Trade Expo
8.50am – 9.00am	Introduction by Master of Ceremony, Ellen Fanning (invited)
9.00am – 9.10am	Annual Report and AGM from Cr Keith Rhoades AFSM, President LGNSW
9.10am – 9.20am	Treasurers Report
9.20am – 9.40am	Address from The Hon Mike Baird MP, Premier of New South Wales (invited)
9.40am – 10.00am	Address from The Hon Paul Toole MP, Minister for Local Government (invited)
10.00am – 10.15am	Facilitated Q and A with the Premier of New South Wales/ Minister for Local Government
10.15am – 10.30am	Presentation of the AR Bluett Awards
10.30am – 11.15am	Claire Madden, Research Director, McCrindle Forecasts , Demographic Change, Emerging Generations and the Future
11.15am – 11.35am	Morning tea in Trade Exhibition
11.40am – 11.45am	Message from sponsor
11.45am – 12.30pm	Paul Clitheroe AM, Director Ipac Securities, Chairman Financial Literacy Foundation, Chairman Money Magazine on Business Trends in Australia (invited)
12.30pm – 1.00pm	Address from The Hon Duncan Gay MLC, Minister for Roads and Freight (invited)
1.00pm - 2.00pm	Address from keynote speaker on planning issues (to be confirmed). Planning Panel facilitated by MC, Ellen Fanning, on 'How to make informed decisions about Planning'
2.00pm – 2.15pm	Close of Conference
2.15pm – 3.00pm	Lunch (Conference closing).

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.

1.2 Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

Reporting Officer

Acting Manager Governance and Administration

Attachments

Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors (contained within this report)

Purpose

1. to review the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy:
 - i) to ensure that it complies with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* the guidelines and circulars issued by the Office of Local Government (OLG) and recommendations from Independent Commission Against Corruption (ICAC) Publications and takes into account best practice and is benchmarked against similar sized councils
 - ii) to ensure that there is clear accountability and transparency of expenses incurred and the provision of facilities provided to Councillors.
2. to seek Council's endorsement in principle of the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy for the purpose of Public Exhibition in accordance with the *Local Government Act 1993*.

Background

This policy is made under sections 252-254 and in accordance with section 23A, of the *Local Government Act 1993* (The Act) and section 403 of the *Local Government (General) Regulation 2005* (The Regulations). The Act requires that the Council must annually adopt a policy concerning the payment of expenses, incurred or, to be incurred by, and the provision of facilities to the Mayor and Councillors in relation to discharging the functions of civic office.

The Act requires Council to review and submit its Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy to the Director General of the OLG within 28 days of adoption by Council, even if it proposes to adopt an unchanged policy. Current policies must be submitted by 30 November each year.

Before amending or adopting this policy, Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made and reported to Council prior to the adoption of the policy.

Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review. This policy was last reviewed and adopted by Council on 26 February 2013.

As part of the review investigations were undertaken to ensure all the requirements from the Act, the Regulations, the OLG and ICAC were incorporated and that the policy supports Council's adopted Code of Conduct. The revised policy has included best practice and is benchmarked against similar sized councils.

It was noted that the OLG in reviewing a significant number of Council's Payment of Expenses and Facilities policies identified low levels of compliance in the areas of monetary limits, policy review requirements, private benefits and Council approval processes. These specific issues identified by OLG have been addressed in the revised policy and the opportunity was also taken to reword and reformat the policy to enhance transparency.

Detailed below are the significant changes to the policy that ensure compliance with all relevant authorities, Acts and Regulations:

- inclusion of a table identifying specific monetary limits/quantities of equipment and facilities available to Councillors during their term of office
- expansion of the policy objectives
- addition of requirements for making and adopting of this policy
- details of the legislative provisions with which the policy must comply
- inclusion of documented approval arrangements processes to ensure expenses are approved by the appropriate level of management and recorded
- inclusion of specific timeframes relating to the reimbursement of expenses
- reviewed protocol for returning of facilities and equipment at the conclusion of the Councillors term of office
- inclusion of a schedule of audit of expenses and facilities
- clarification of spouse and partner expenses
- clarification of travel arrangements and expenses
- clarification of private benefits and loyalty points schemes.

Conclusion

Should Council be the subject of any enquiry into the Provision of Expenses and Facilities to the Mayor, Deputy Mayor and Councillors, and this policy comes under scrutiny there will be a level of assurance that this policy has fulfilled all expectations of external authorities.

It is recommended that Council endorse the draft Policy on Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors for the purpose of public exhibition.

Officer's Recommendation

1. That the information contained in this report on the draft Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors be endorsed in principle.
2. That Council advertise for 28 days a public notice of its intention to adopt the amended Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.
3. That a further report be presented to Council at the conclusion of the exhibition period to consider any public submissions received and/or for final adoption of the policy.

Committee's Recommendation: (Kolkman/Hawker)

That a decision in this matter be deferred to the next Corporate Governance Committee meeting.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)


That the Committee's Recommendation be adopted.

Council Resolution Minute Number 133

That the Committee's Recommendation be adopted.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

ATTACHMENT 1

 campbelltown city council	POLICY
Policy Title	Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors
Related Documentation	Council's Code of Conduct ICAC Publication – No excuse for Misuse, Preventing the Misuse of Council Resources OLG Guidelines for Payment of Expenses and Provision of Facilities Model Code of Conduct for Local Councils in NSW 2013 OLG Circulars 11/27, 08/03, 08/24, 08/37, 07/22 and 06/57 Councils Internet and Email Usage Authorised Statement Related Policies, Authorised Statements, Procedures or forms to support this policy.
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>
Responsible Officer	Manager Governance and Risk

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

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1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

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1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 1 - Introduction

1. Purpose of the Policy

The purpose of this Policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors.

The Policy comprises four parts being:

- Part 1 - Introduction – defines key terms and describes the legislative and reporting requirements that describe the policy's purpose, objectives and scope
- Part 2 - Payment of Expenses – describes the general and specific provisions, circumstances and Council procedures related to the payment of allowable expenses
- Part 3 - Provision of Facilities – outlines the general and specific provisions, circumstances concerning Councillor use of Council facilities and resources
- Part 4 - Other Matters – provides guidance on issues related to Councillor acquisition and return of facilities and dispute resolution.

2. Objectives and Coverage of this Policy

The objectives of this Policy are to:

- a) Ensure there is consistency in the application of reimbursement of expenses and provisions of facilities to Councillors in an equitable and non-discriminatory manner.
- b) Assist Councillors to represent the interests of residents and ratepayers of Campbelltown and to facilitate communication between the community and the Council.
- c) Provide Councillors with a level of support which will serve to encourage residents to seek election to civic office.

In absence of clear financial limits being set within the Policy, reference should be made to the table at clause 14 for further guidance.

3. Making and Adoption of this Policy

The *Local Government Act 1993* requires Council to review and submit its policy to the Director General of the Office of Local Government within 28 days of adoption by the Council, even if it proposes to adopt an unchanged policy. Current policies must be submitted by the 30 November each year.

Before adopting or amending this policy, the Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made prior to the adoption of the policy.

Even if changes that are considered not substantial are proposed, the required annual adoption of this policy must still be subject to the public notification process outlined above.

At any time, other than the required annual adoption of this policy and if the proposed amendment is not substantial the Council is not required to provide public notice. The term "not substantial" should be taken to mean minor changes to the wording of the policy, or changes to monetary provisions or rates that are less than 5%. It also means minor changes to the standard of the provisions of equipment and facilities. Any new category of expenses, facilities and equipment included in the policy will require public notice.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

4. Reporting Requirements

Council is required by Section 428 of the *Local Government Act 1993* to include in their annual report:

- A copy of this policy
- The total amount of money expended during the year on providing these facilities and payment of these expenses
- Additional information as required by the *Local Government (General) Regulation 2005*.

5. Legislative Provisions

Under Section 252(5) of the *Local Government Act 1993* this policy must comply with guidelines issued by the Department of Local Government for the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors for Local Councils in NSW.

“A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.”

6. Other NSW Government Policy Provisions

This policy is consistent with the Model Code of Conduct for Local Councils in NSW, Office of Local Government – March 2013 and the Campbelltown Council Code of Conduct. The following parts of the Code are particularly relevant to s252 policies:

Use of Council resources:

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your public or professional duties, and must not use them for private purposes (except where supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate
 - You must be scrupulous in your use of Council property including intellectual property, official services and facilities and should not permit their misuse by any other person or body
 - You must avoid any action or situation which could create the impression that Council property, official services or public facilities are being improperly used for your own or any other person or body's private benefit or gain
 - You must not use Council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility
 - You must not convert any property of the Council to your own use unless properly authorised.
-

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

7. Approval Arrangements

Various approval arrangements are indicated throughout this policy and vary from Full Council resolution approval to Mayor (or Deputy Mayor in the case of a claim for the Mayor) and General Manager's approval.

The Manager Executive Services will assist Councillors with respect to seeking reimbursement of expenses incurred in their role as a Councillor, coordinating travel and accommodation arrangements, attendance at civic events, training and education, and the provision of facilities under this policy.

All claims for reimbursement must be made within three months of the date of the receipt and on the appropriate "Claim for reimbursement of expenses by Mayor, Deputy Mayor and Councillors Form" (appendix A).

Any claim will be reconciled with the receipts and authorised as follows:

1. Authorised by the General Manager and Mayor (or Deputy Mayor where claim is made by the Mayor) for spouse and partner expenses, advance payments, travel, accommodation, childcare and carer fees.
2. Authorised by two of the following positions, if the particular expense category does not require General Manager and Mayor (or Deputy Mayor in the case of a claim by the Mayor) approval. The General Manager, Mayor, Director of Business Services, Manager of Executive Services and Manager of Governance and Risk.

Part 2 - Payment of Expenses

8. General Provisions

General Allowance

In accordance with the *Local Government Act 1993*, Council will not permit the payment of an allowance to any Councillor that may be considered a general expense or allowance.

Annual fees

Mayor

Council will determine annually the fee to be paid to the Mayor in accordance with Section 249 of the *Local Government Act 1993*. This fee will be in addition to the Councillor's fee. This fee will be paid to the Mayor monthly in arrears as provided by Section 250 of the Act.

In the event that the Mayor stands aside, is incapacitated or voluntarily ceases to perform the functions of the Mayor for any reason, the Council may, by resolution, pay an additional fee to the Deputy Mayor for that period (on a pro rata basis) while he/she carries out the duties and responsibilities on behalf of the Mayor. This fee will be in addition to the Councillor's fee and will be deducted from the Mayoral fee. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

Deputy Mayor and Councillors

Council will determine annually the fee to be paid to the Councillors in accordance with Section 248 of the *Local Government Act 1993*. This fee will be paid to Councillors monthly in arrears as provided by Section 250 of the Act.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Advanced payment of expenses

This Policy allows for any Councillor to request advance payment of anticipated expenses covered by this Policy likely to be incurred attending any service or facility.

However Councillors must completely reconcile all actual expenses against the cost of the advance within three months of incurring that expense.

Spouse and Partner expenses

Where the Councillor is accompanied by his or her spouse/partner, costs incurred for the spouse/partner (including travel, sustenance, registration and partner's program) will be borne by the Councillor. Council will not be responsible for any costs incurred by other members of a Councillor's family.

However where a Councillor is accompanied by his or her spouse/partner to the annual Local Government Association Conference Council will meet the cost of the official dinner for the spouse/partner. Any additional travel and accommodation expenses will be the personal responsibility of the Councillor.

Specific expenses for Mayors and Councillors

Seminars and Conferences

Councillor attendance at conferences requiring overnight accommodation or air travel will be determined in open Council. The report to Council must detail the purpose of the trip, expected benefits, duration, itinerary, approximate costs.

The use of a Mayoral minute to obtain Council approval for travel is not appropriate as it is not consistent with the principles of openness and transparency.

Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

A request submitted by the Mayor will be determined by the Deputy Mayor and the General Manager.

Following the event a written report should be provided to Council on the aspects of the conference relevant to Council's business and/or the local community.

Attendance at seminars, training and skills development sessions and the like that do not require overnight travel may be approved by the General Manager.

Who may attend conferences and seminars

Any interested Councillor may attend conferences, seminars and similar functions nominated by the Council. The Mayor may nominate a substitute attendee in his or her stead for functions within the Council area, or general Sydney metropolitan area, on those occasions where the Mayor is unable to be present.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Conference costs

The Council will pay all normal registration costs charged by organisers, including the costs of related official luncheons, dinners and tours that are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

Travel arrangements and Expenses

Councillors using their private vehicles to attend meetings of the Council or its Committees, Sub-Committees, Working Parties, Council briefings, Community Consultations or the like organised or authorised by the Council will be paid the kilometre rate set by the Local Government (State) Award but subject to any such payment not exceeding the amount noted below for when approval is given for a Councillor to use their private vehicle.

Councillors are to lodge claims for travelling expenses within a period of three months after which the expenses was incurred.

Where Councillors are attending any meeting conference, seminar or function outside the Local Government Area where practical, travel to and from the venue will be in a Council vehicle. Should travel in a Council vehicle be impractical, then the Councillor will make a request to the Mayor or General Manager (or the General Managers nominee) to authorise travel by flights, rail or in special circumstances private vehicle. All travel should be via the most direct route. Council will meet the cost of either the return first class travel by rail or return economy class airfare.

If approval is given for a Councillor to use their private motor vehicle to travel to a meeting, conference, seminar or function outside the Local Government Area a Councillor is able to receive the lesser of the cost of an economy airfare plus transfers to and from airports or the travel allowance based on the kilometre rate set by the Local Government (State) Award.

The Councillor is personally responsible for all traffic or parking infringements incurred while travelling in private or council vehicles on council business.

Councillors may be issued with Cab Charge vouchers for taxi fares that are incurred while attending conferences and other Council related functions. All unused Cab Charges shall be returned to the Manager Executive Services within 15 days of the function. The General Manager shall have the right to reject any unauthorised Cab Charges.

Interstate Travel

Council resolution approval is required prior to any interstate travel being undertaken by Councillors (excluding travel to ACT which may be authorised by Mayor and General Manager approval). The report to Council should include all details of the travel, including itinerary, expected costs and expected benefits.

Overseas Travel

Councillors wishing to undertake overseas travel must do so at their own cost.

Where the Mayor has been invited to officially represent Campbelltown overseas, a detailed report outlining the purpose of the trip, expected benefits, duration, itinerary and approximate costs, will be furnished to the Council as part of the Council Business Paper. Council must approve the international travel and payment of expenses relating to such travel.

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed and this should form part of the community reporting process.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Retrospective reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

After returning from overseas, a detailed report will be provided to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.

A detailed report should be given in the Annual Report for the year in which the visit took place, outlining how the objectives were met and what quantifiable benefits will flow to the community.

Loyalty points schemes

Councillors shall not be entitled to claim frequent flyer points relating to air travel authorised by this Policy. In circumstances where the Councillor has no option but to pay for air travel and frequent flyer points are accrued to his/her personal account, the Councillor will surrender the points to the airline upon reimbursement of the airfare by Council.

Accommodation

Council will meet the cost of accommodation for Councillors attending to Council business, inspections, meetings, conferences or functions outside the Council area which are authorised by the Council. Where approval at a meeting of Council is not possible, Councillor's attendance will be determined by the Mayor and the General Manager.

When travelling by motor vehicle to conferences or seminars Council will meet the accommodation and meal expenses of the Councillor for a maximum of two nights per trip when journeying to and from the conference or seminar venue. These expenses must be consistent with the Tax Determination 2013/16 or any determinations or policies of the Australian Tax Office that supersede it.

Sustenance

Council will meet the cost of reasonable sustenance and incidental expenses for Councillors attending to Council business, inspections, meetings, conferences, seminars or functions which are authorised by the Council, Mayor or General Manager in accordance with Australian Taxation Office's (ATO) Tax Determination 2013/16.

Stationary and postage

Stationery, business cards, christmas cards, diary, filing cabinet and briefcase, together with postage expenses will be determined as outlined in clause 14 of this policy.

Subscriptions

Subject to the approval of the General Manager annual subscriptions of periodicals up to the value outlined in clause 14 of this policy.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Training and Educational expenses

Councillors will be provided with any necessary training / education in the use of equipment supplied by the Council or in sessions relating to the Councillors civic functions and responsibilities or a recommendation that has been made by an external Agency for specific training to occur for a Councillor(s) by the OLG, the NSW Ombudsman or a Conduct Reviewer, or compulsory training as required by legislation.

Subject to Council resolution or approval under delegated authority by the Mayor or General Manager, Council will meet the full cost of attendance of Councillors at any of these sessions in the same manner as applicable to a Councillor's attendance at Conferences.

Carer and other related expenses

Council will meet reasonable cost of care arrangements including child care expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow them to attend Council, Committee and Sub Committee Meetings, Council Briefings and Working parties at a maximum rate as negotiated with the General Manager. Carer costs will be paid to cover the period 30 minutes prior to the scheduled commencement time of the meeting and one hour after the conclusion of the meeting. Limits on reimbursement will be determined as outlined in clause 14 of this policy.

Reimbursement of carer expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the required claim forms within three months of the carer expense being incurred.

Insurance expenses and obligations

Councillors will receive the benefit of insurance cover to the limit in Council's insurance policies for the following:

Personal injury – Personal injury or death whilst on Council business covering bodily injury caused by accidental, violent, external and visible means. Personal injury insurance also provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

Professional indemnity – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

Public liability – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.

Councillors and Officers liability – Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties).

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Legal expenses and obligations

Legal assistance will be provided to Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by the:

- Independent Commission Against Corruption
- Office of the NSW Ombudsman
- Department of Premier and Cabinet's Office of Local Government
- NSW Police Force
- Director of Public Prosecutions
- Local Government Pecuniary Interest and Disciplinary Tribunal
- Council's Code of Conduct Reviewer.

Legal assistance will be provided to Councillors in respect to legal proceedings being taken by or against a Councillor in the Local, District or Supreme Courts, arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor. This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's function under the *Local Government Act 1993* and the matter before the investigative or review body has proceeded past any initial assessment phase to formal investigation and review.

In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by the General Manager to a conduct reviewer to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct. In the case of pecuniary interest or misbehaviour matter legal costs should only be made available where a formal investigation has been commenced by the Office of Local Government.

Council shall reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

Legal assistance will be provided subject to the following conditions:

- approval of the General Manager is sought and gained prior to legal expenses being incurred
- the outcome of the legal proceedings is favourable to the Councillor or where an investigatory or review body makes a finding that is not substantially unfavourable to the Councillor
- the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis
- the Councillor's exercise of his or her function, was in the opinion of Council bona fide and/or proper; and as a Councillor
- the amount of legal expense reimbursement shall be paid at a rate equivalent to the average hourly partner rate charged by Council's Panel Solicitors.

Council will not meet the legal costs of legal proceedings instigated by a councillor under any circumstance, nor will Council meet the legal costs of a councillor seeking advice in respect that possible defamation, or in seeking a non-litigious remedy for possible defamation. Council will not assist in the legal costs for legal proceedings that do not involve a Councillor performing their role as a Councillor.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Part 3 - Provision of facilities

9. Mayor

Accommodation – A furnished office suite located on the Third Floor of the Administration Building including a facsimile machine and personal computer in the Mayor's office, fully serviced and maintained by Council. The ownership of this equipment is retained by Council.

Staff – A Personal Secretary on a shared basis with the General Manager.

Meals – Meals and beverages in conjunction with Council and Committee Meetings and Inspections.

Refreshments – Food and beverages in conjunction with civic functions and hosting meetings involving community groups and representatives. Beverage service in the Councillors' Lounge.

Insignia of Office – Mayoral Chain, badge and name plate indicating office held. Mayoral Chain remains the property of the Council.

Communication systems

A mobile telephone approved by the General Manager. A personal computer or laptop and iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will be provided in the Mayor's home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

When conducting business through Council's email account or accessing the internet using Council allocated resources the Mayor will need to comply with Council's Code of Conduct and be aware of the Internet and Email Usage Authorised Statement.

Motor vehicle parking space – A permanent parking space in the basement of the Administration Building.

Council vehicle – A Council vehicle to the value as outlined in clause 14 of this policy and approved by the General Manager together with a fuel card for official and associated use.

10. Deputy Mayor and Councillors

Office space – The provision of a lounge area, and the use of Committee Rooms and three offices on the Third Floor of the Administration Building to be pre-booked and used by Councillors in the conduct of their duties of office.

Meals – Meals and beverages in conjunction with Council and Committee Meetings and Inspections.

Refreshments – Beverage service in the Councillors' Lounge.

Insignia of Office – Badge and name plates provided to Councillors and partner to be worn at civic functions.

Insignia of Office (Deputy Mayor) – Medallion, badge and name plate indicating office held. Medallion remains the property of the Council.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

Communication system

A mobile telephone approved by the General Manager. A personal computer or laptop and an iPad.

A combined printer, copier, scanner and facsimile machine, along with a four drawer filing cabinet will be provided in the Councillors' home and be fully serviced and maintained by Council within business hours. Call and data expenses will be determined as outlined in clause 14 of this policy.

When conducting business through Council's email account or accessing the internet using Council allocated resources the Councillors will need to comply with Council's Code of Conduct and be aware of the Internet and Email Usage Authorised Statement.

Office equipment – The provision of a photocopier, telephone facilities and a personal computer in the work area adjacent to the Councillors' offices, fully serviced and available for the use of all Councillors.

Council vehicle – If available, and subject to approval by the Mayor and General Manager, the use of a Council vehicle on authorised Council business.

11. Private use of Equipment and Facilities

Councillors should not generally obtain private benefit from the provision of equipment and facilities. However, it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment.

In the event that private benefit that is not of an incidental nature does occur, the Mayor (or if the Councillor in question is the Mayor, then the Deputy Mayor) and the General Manager may request the Councillor to reimburse Council for the determined cost of the private benefit.

Part 4 - Other Matters

12. Returning of Facilities and Equipment by Councillors

The ownership of all equipment and consumables provided to Councillors is retained by Council. On completion of the term of office, or at the cessation of civic duties, Councillors are required to return all equipment and unused consumables issued by the Council within 28 days or seek the approval of the General Manager to acquire the equipment/consumables at the current market value based on the current depreciation rate and depending on the condition of the equipment.

Any call and data allowance provided under this policy is only applicable up until the last month of term of office held by a Councillor.

13. Effectiveness of this Policy

This Policy, once adopted, is to remain in force until 30 November 2015 unless it is reviewed beforehand by the Council in accordance with the provisions of Sections 253 and 254 of the Local Government Act 1993. The principles outlined in this policy will be audited on a three yearly basis with this audit frequency being increased to yearly if any unsatisfactory findings are identified in any audit review.

1.2 Revised Policy - Payment Of Expenses And Provision Of Facilities To The Mayor, Deputy Mayor And Councillors

14. Summary of the limits to specific expenses (all fees GST inclusive)

Limits on Expenditure Table

The monetary limits prescribed in this policy set out the maximum amount that is payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillors. In the case of special circumstances where it is impractical for the strict terms of this Policy to be applied the General Manager may authorise a one-off variation to the Policy to meet those special circumstances. One of variations to the Policy should then be reported to Council. The provision of equipment will be reviewed by the General Manager to ensure access to current technology.

Clause	Expenses/Facility	Maximum Amount to be claimed	Frequency per Councillor
	Stationary (including Business Cards)	\$600	Per year
	Postage expenses	\$50	Per year
	Christmas Cards (postage paid by Council)	300 units	Per year
	Diary	\$100	Per term
	4 Drawer Filing Cabinet *	\$400	Per term
	Briefcase*	\$200	Per term
	Cab charge expenses	\$500	Per year
	Carers expenses	\$4000	Per year
	2 Subscriptions to resource materials	\$1000	Per year
	PC/Laptop computer with MS Office and Antivirus *	\$1800	Per term
	IPad*	\$900	Per term
	Data sim for IPad	\$30	Per month
	Fax/phone/printer/copier/scanner *	\$300	Per term
	Mobile phone *	\$2500	Per term
	Mobile phone call / data costs	\$350	Per month
	ADSL	\$70	Per month
	Printer consumables	\$500	Per year
	Seminars/conferences	\$150	Per day
	Mayoral Vehicle *	\$50 000	Per car

* supplied by Council

END OF POLICY STATEMENT

1.3 Revised Code of Meeting Practice

Reporting Officer

Acting Manager Governance and Administration

Attachments

Revised Code of Meeting Practice (contained within this report)

Purpose

To review Council's Code of Meeting Practice to ensure it is consistent with the *Local Government Act 1993*.

Report

Sound meeting procedures contribute to good decision making and increase Council's transparency and accountability to its community. While legislation sets out certain procedures that must be followed in Council and Committee meetings, the Code of Meeting Practice sets out the standards for decision making and behaviour expected by the community.

Council's Code of Meeting Practice has been reviewed in accordance with Council's Records Management Policy. The review incorporated three briefing evenings to Council where on two occasions Council's Legal Advisor was in attendance.

The Code of Meeting Practice addresses the format, method and conduct of meetings of Council, its Standing Committees and its Sub Committees. Council's current Code of Meeting Practice was adopted on 1 September 2009.

In reviewing the Code of Meeting Practice, reference has been made to the provisions of the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, the Division of Local Government Meeting Practice Note No 16 and consultation undertaken with Council's legal representatives. The revised Code of Meeting Practice has also been reformatted to a style similar to that of the Division of Local Government's model code.

The emphasis of the review was not only to ensure that the code complied with legislative requirements, but to provide Council with clear procedures to ensure that meetings are run effectively. To achieve this, the Code of Meeting Practice was presented to Councillors on two separate briefing evenings where Councillors had the opportunity to ask questions and seek clarification from Council's legal representative. Following each briefing evening any agreed changes were incorporated into the revised Code of Meeting Practice currently before Council. A further briefing evening was held on 16 July 2014 where a number of further minor changes were agreed to. Highlighted in the attachment are the items raised at the March 2014 briefing, the Corporate Governance Committee meeting held 24 June 2014 and the briefing evening held 16 July 2014.

It is recommended that Council endorse the revised Code of Meeting Practice, and that in accordance with the *Local Government Act 1993*, the Draft Code of Meeting Practice be placed on public exhibition for a period of 28 days, during which submissions may be made up until 42 days after the date on which the revised code is placed on public exhibition.

After considering all submissions received, Council may decide:

- a. to amend those provisions of its draft code that supplement the regulations made for the purposes of Section 360
- b. to adopt the draft code as its Code of Meeting Practice.

Officer's Recommendation

1. That the Draft Code of Meeting Practice be placed on public exhibition for a period of not less than 28 days.
2. That following the exhibition period a further report be presented to Council.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Campbelltown City Council Code of Meeting Practice

AS AT 15 JULY 2014



Adopted by Council:

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Introduction

The Code of Meeting Practice describes how meetings of Council and Standing Committees of Council are to be convened and conducted.

This Code of Meeting Practice has been prepared in accordance with the provisions of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*. The Division of Local Government's Meeting Practice Note 16 has also been taken into account in preparing this Code.

The section and clauses referred to in brackets under each heading of the Code, refer to sections of the Act and clauses of the Regulation. Council protocol refers to those practices which are specific to Campbelltown City Council.

The aim of this Code is to help you understand how our meetings are conducted. It can also be used as a reference document for committees and sub committees associated with Council.

The formal review date for this Code is 30 June 2017, however Council may decide to review and adopt an amended Code prior to that date due to changing circumstances as they arise.

Preliminary information

Objectives

The objectives of this Code of Meeting Practice are to:

1. set standards for the calling, conduct and recording of Council and committee meetings, so the public is aware of business to be conducted at all Council and Committee meetings and the results of the Council's determination of those matters
 2. provide clear rules and procedures for the orderly conduct of Council and committee meetings
 3. to incorporate procedures to complement the *Local Government (General) Regulation 2005* Part 9 – Committees, their members and functions
 4. provide practices to ensure that decisions made at Council and committee meetings have legal effect and are in scope within their powers
 5. ensure maximum transparency and openness of all Council and committee meetings.
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Principles

The principle of this Code is to ensure good and open public decision-making processes are followed as to increase Council's transparency and accountability to its community. Councillors are accountable to their communities for the decisions they make. These decisions should be based on sound and adequate information and carried out with fairness, impartiality, objectivity and consideration of all the issues.

Open decision-making helps achieve this, as well as preventing misunderstanding and unfounded criticisms from the public. Councillors should be prepared to state their views publicly on both controversial and routine issues. Informed voting by electors is best achieved when they can observe the speeches, debate and voting patterns of their Councillors.

The role of the Code of Meeting Practice is to promote open decision-making, affording Councillors the ability to state their views when required as long as they act with good intentions and behave with respect to all other Councillors, staff and community members.

Open decision-making is an important part of Local Government and should be the rule rather than the exception. The ability of the public and media to attend and watch Council and Committee meetings - seeing the deliberations and decisions of elected representatives - is essential for Councillor accountability. This is recognised by the legislation, which encourages open decision-making at Council meetings.

The conduct of effective meetings is an indicator of good governance. Well run meetings reflect an effective partnership and relationship between the governing body of Council and Council administration.

Part One - Before the meeting

1.1 Holding meetings

1.1.1 When and where are ordinary Council meetings held?

The Council is required to meet at least 10 times each year, each time in a different month.

(Section 365)

1. Ordinary Council meetings are held on Tuesdays on a four weekly cycle in the Council Chambers starting at 7.00pm. Council may vary meeting dates and times at its discretion provided it gives sufficient notice and it meets at least ten times each year, each time in a different month.
2. Meetings are held at the Council's Civic Centre, 93 Queen Street, Campbelltown. Committee meetings are held in Committee Room 3, Level 3 and the Council Chamber, Level 3 and Council meetings in the Council Chamber, Level 3 unless otherwise advertised.

(Council protocol)

1.1.2 When are standing committee meetings held?

Standing committee meetings are held on Tuesdays on a four weekly cycle, the week before the Council ordinary meeting, in the Council Chambers and Committee Room 3 starting at the following times:

Community Services	5.30pm
Corporate Governance	5.30pm
City Works	7.30pm
Planning and Environment	7.30pm

(Council protocol)

1.1.3 Extra-ordinary meeting

Extra-ordinary meetings are additional meetings to those in the adopted Council meeting cycle. The date and time for extra-ordinary meetings of Council will be determined as and when required.

(Council protocol)

1.1.4 When can Councillors call for an extra-ordinary meeting to be held?

If the Mayor receives a request in writing signed by at least two Councillors, the Mayor must call an extra-ordinary meeting of the Council to be held as soon as practicable but in any event, within 14 days after receipt of the request.

(Section 366)

1.2 Notice of meetings

1.2.1 What notice has to be given to the public of ordinary Council and committee meetings?

1. A Council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.
2. A Council and each such committee must have available for the public at its offices and at each meeting, copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.

- 2A. In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
- a. the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item)
 - b. the requirements of subsection 1.2.1 (2) with respect to the availability of business papers do not apply to the business papers for that item of business.
3. The copies are to be available to the public as nearly as possible to the time they are available to Councillors.
4. The copies are to be available free of charge.
5. A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.
(Section 9)

The notice must be published in a local newspaper prior to each Ordinary meeting, indicating the date, time and place of the meetings.

(Council protocol)

1.2.2 What notice has to be given to Councillors of ordinary Council and committee meetings?

The General Manager of a Council must send to each Councillor, at least three days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.

(Section 367(1))

1.2.3 What notice has to be given of extra-ordinary Council and committee meetings?

Notice of less than three days may be given of an extra-ordinary meeting called in an emergency.

(Section 367(2))

1.3 Agendas and business papers

1.3.1 What must be in a meeting agenda?

1. The General Manager must ensure that the agenda for a meeting of the Council states:
 - a. all matters to be dealt with arising out of the proceedings of former meetings of the Council
 - b. if the Mayor is the chairperson—any matter or topic that the chairperson proposes, at the time when the agenda is prepared,
 - c. subject to subclause 1.3.1(2), any business of which due notice has been given.
 2. The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.
 3. The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
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4. The General Manager must ensure that the details of any item of business to which section 9(2A) of the Act applies are included in a business paper for the meeting concerned.
5. Nothing in this clause limits the powers of the chairperson under clause 243.
(Council protocol - refer to Regulation Clause 240)

1.3.2 Timeframe for including notice of motions and rescission motions in to the business paper

The deadline for inclusion of notice of motions and rescission motions in the business paper is 9.00am on the Friday prior to the meeting, however rescission motions must be submitted before the item which is the subject of the rescission motion has been acted on.

(Council protocol)

1.4 Order of business

- 1.4.1 At a meeting of Council (other than an extra-ordinary or special meeting), the general order of business is as fixed by the Council's Code of Meeting Practice and by resolution of Council.

(Regulation Clause 239)

At a meeting of Council, the general order of business will be:

- Acknowledgement of the Traditional Owners of the Land
Council Prayer
1. Attendance and Apologies
 2. Confirmation of Minutes
 3. Declarations of Interest
 - Pecuniary Interest
 - Non Pecuniary Interest - Significant Interests
 - Non Pecuniary Interest - Less than Significant Interests
 - Other Disclosures
 4. Mayoral Minute
 5. Petitions
 6. Correspondence
 7. Reports from Committees:
 - 7.1 Planning and Environment
 - 7.2 City Works
 - 7.3 Community Services
 - 7.4 Corporate Governance
 - Reports from Officers:
 8. General Manager
 9. Director Business Services
 10. Director City Works
 11. Director Community Services
 12. Director Planning and Environment
 13. Questions With Notice
 14. Answers to Questions With Notice
 15. Rescission Motion
 16. Notice of Motion
 17. Urgent General Business
 18. Presentations by Councillors
 19. Confidential.

(Council protocol)

- 1.4.2 The order of business fixed under subclause (1.4.1) may be altered if a motion to that effect is carried. Such a motion can be moved without notice.
- 1.4.3 Despite Regulation Clause 250, only the mover of a motion to alter the order of business referred to in subclause (1.4.2) may speak to the motion before it is put.
(Regulation Clause 239)

Part Two – At the meeting

2.1 Coming together

2.1.1 Presence at meetings

A Councillor cannot participate in a meeting of the Council unless personally present at the meeting.

(Regulation Clause 235)

A Councillor who is present at a meeting of a Council but who fails to vote on a motion put to the meeting, is taken to have voted against the motion.

(Regulation Clause 251(1))

1. A Councillor who is not a member of a committee of a Council is entitled to attend, and to speak at, a meeting of the committee.
2. However, the Councillor is not entitled:
 - a. to give notice of business for inclusion in the agenda for the meeting
 - b. to move or second a motion at the meeting
 - c. to vote at the meeting.

(Regulation Clause 263)

If a Councillor is anywhere in the room where the Council/Committee meeting is being held and they have voting rights, they are considered to be present for the purposes of voting. If the Councillor does not wish to vote on a particular matter they must leave the room. If they remain in the room but do not vote on the matter, they will be recorded as having voted in the negative.

Councillors who are non-members will be recorded as 'Also in Attendance' if they attend the meetings.

(Council protocol)

2.1.2 Attendance of the General Manager at meetings

1. The General Manager is entitled to attend, but not vote at, a meeting of Council or a Council committee of which all members are Councillors.
2. The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.
3. However, the General Manager may be excluded from a Council meeting or a committee while the Council or committee deals with a matter relating to the standard of performance or the terms of employment of the General Manager.

(Section 376)

2.1.3 Who presides at meetings of the Council?

1. The Mayor, or at the request of, or in the absence of the Mayor, the deputy Mayor presides at the meetings of the Council.
2. If the Mayor and the deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at the meeting.

(Section 369)

An election of a chairperson is to be conducted in accordance with subclause 2.1.3(2) of the Act by the General Manager or his nominee and the vote shall be recorded in the minutes.

If at an election of a chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot/draw.

(Council protocol)

2.1.4 Chairperson to have precedence

When the chairperson rises during a Council meeting:

- a. any Councillor then speaking or seeking to speak must, if standing, immediately resume his/her seat
- b. every Councillor present must be silent to enable the chairperson to be heard without interruption.

(Regulation Clause 237)

2.2 Business at Council meetings

2.2.1 Giving notice of business - ordinary meetings

1. A Council must not transact business at a meeting of the Council:

- a. unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by the Council's code of meeting practice or (if the Council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the Council
- b. unless notice of the business has been sent to the Councillors in accordance with section 367 of the Act.

(Regulation Clause 241)

2. Subclause 2.2.1(1) does not apply to the consideration of business at a meeting if the business:

- a. is already before, or directly relates to a matter that is already before, the Council
 - b. is the election of a chairperson to preside at the meeting as provided by Clause 236 (1)
 - c. is a matter or topic put to the meeting by the chairperson in accordance with Clause 243
 - d. is a motion for the adoption of recommendations of a committee of the Council.
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3. Despite subclause 2.2.1(1), business may be transacted at a meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
 - a. a motion is passed to have the business transacted at the meeting
 - b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

4. Despite Clause 250, only the mover of a motion referred to in subclause 2.2.1(3) can speak to the motion before it is put.

(Regulation Clause 241)

2.2.2 What business can be discussed at extra-ordinary Council meetings?

1. The General Manager must ensure that the agenda for an extra-ordinary meeting of the Council deal only with the matters stated in the notice of the meeting.
2. Despite subclause 2.2.2(1), business may be transacted at an extra-ordinary meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
 - a. a motion is passed to have the business transacted at the meeting
 - b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency
 - c. the business notified in the agenda for the meeting has been disposed of.
3. Despite Clause (250), only the mover of a motion referred to in subclause 2.2.2(2) can speak to the motion before it is put.

(Regulation Clause 242)

2.2.3 Questions may be put to staff

1. A Councillor:
 - a. may, through the chairperson, put a question to another Councillor
 - b. may, through the General Manager, put a question to a Council employee.
2. However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question, and in particular, sufficient notice to enable reference to be made to other persons or to documents.
3. The Councillor must put every such question directly, succinctly and without argument.
4. The chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this clause.

(Regulation Clause 249)

2.2.4 Questions With Notice

1. Questions With Notice must be lodged in writing with the General Manager or specified delegate no later than 9.00am on the Friday preceding the meeting of Council at which the Questions With Notice are to be considered.
 2. Questions With Notice must directly relate to the business of Council and must comply with the *Local Government (General) Regulation 2005* which provides at Clause 249 that a 'Councillor must put every such question directly, succinctly and without argument'.
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3. Questions should not contain:

- a. statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated
- b. argument
- c. inference
- d. imputation.

4. The General Manager or specified delegate may exclude from the agenda any Question With Notice which may have the effect of exposing a Councillor, the council or a member of staff, to an action for defamation.

5. Where practicable, an answer to the questions contained in the business paper will be provided verbally at the Council meeting and documented in the minutes. Questions requiring a more detailed response will be provided at the next Ordinary meeting in the Answers to Questions With Notice section of the business paper.

(Council protocol)

2.2.5 Presentations by Councillors

1. Councillors may make a brief presentation regarding matters they believe to be of significant importance to Council or the community.
2. The total time allowed at any one meeting for presentations by any one Councillor shall be two minutes.
3. No debate shall be entered in to in regard to a matter presented in accordance with this clause.
4. No motions may be moved in relation to an item presented in accordance with this clause.
5. Presentations that do not strictly comply with this provisions of this clause shall be ruled out of order by the Chairperson.

(Council protocol)

2.3 Pecuniary and non-pecuniary conflicts of interest

Detailed information regarding pecuniary and non-pecuniary conflicts of interests can be found in part 4 of Council's Code of Conduct.

2.4 Committee of the whole

2.4.1 What is the Committee of the Whole?

The Committee of the Whole is a Committee of Council comprised of all Councillors.
(Council protocol)

Council may resolve itself in to a Committee of the Whole to consider any matter before the Council.
(Section 373)

1. All the provisions of this Regulation relating to meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provision limiting the number and duration of speeches.
2. The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager is responsible for reporting to the Council proceedings in committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
3. The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.
(Regulation Clause 259)

2.5 Mayoral minutes

1. If the Mayor is the chairperson at a meeting of a Council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
2. Such a minute, when put to the meeting, takes precedence over all substantive business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
3. A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.

(Council protocol - refer to Regulation Clause 243)

2.6 Voting

2.6.1 Voting entitlements

1. Each Councillor is entitled to one vote.
2. However, the person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

(Section 370)

The chairperson, if they choose, is entitled to use their casting vote in the opposite manner to their original vote.

The above section applies equally to Council and Council committee meetings.
(Council protocol)

2.6.2 How is voting conducted?

1. A Councillor who is present at a meeting of Council when the vote is taken but who fails to vote on a motion put to the meeting, is taken to have voted against the motion.
2. If a Councillor who has voted against a motion put at the Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the minutes.
3. The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and at least two Councillors demand a division.
4. When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the minutes.
5. Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, Council may resolve that the voting in any election by Councillors for Mayor or deputy Mayor is to be by secret ballot.

(Council protocol - refer to Regulation Clause 251)

When a division is called for, the chairperson must request a show of hands of those Councillors voting for the motion and then those Councillors voting against the motion to ensure that the vote is recorded accurately.

(Council protocol)

2.6.3 Recording of voting on planning decisions

Council is required to maintain a register of planning decisions.

1. In this section, 'planning decision' means a decision made in the exercise of a function of a Council under the *Environmental Planning and Assessment Act 1979*:
 - a. including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act
 - b. not including the making of an order under Division 2A of Part 6 of that Act.
2. The General Manager is required to keep a register containing, for each planning decision made at a meeting of the Council or a Council committee, the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
3. For the purpose of maintaining the register, a division by a show of hands is required to be called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
4. Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
5. This section extends to a meeting that is closed to the public.

(Council protocol - refer to Section 375A)

2.7 Decisions of Council

2.7.1 What is a decision of Council?

An outcome supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

(Council protocol - refer to Section 371)

2.7.2 Do certain circumstances invalidate Council decisions?

Proceedings at a Council meeting or a Council committee are not invalidated because of:

- a. a vacancy in a civic office
- b. a failure to give notice of the meeting to any Councillor or committee member
- c. any defect in the election or appointment of a Councillor or committee member
- d. a failure of a Councillor or a committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with section 451
- e. a failure to comply with the Code of Meeting Practice.

(Section 374)

2.8 Audio or visual recording of meetings

1. A person may not transmit or use an electronic recording device to record the proceedings of a meeting of a council or a committee of a council.
2. A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council or a committee of a council for transmitting or having used an electronic recording device in contravention of this clause.
3. If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

(Council protocol - refer to Regulation Clause 273)

Part Three – Quorum and Attendance

3.1 Quorum

3.1.1 What is a quorum?

A quorum for a meeting of the Council is a majority of the Councillors who currently hold office and who are not suspended from office.

(Section 368(1))

1. A meeting of the Council must be adjourned if a quorum is not present:
 - a. within half an hour after the time designated for the holding of the meeting
 - b. at any time during the meeting.

2. In either case, the meeting must be adjourned to a time, date and place fixed:
 - a. by the chairperson
 - b. in his or her absence - by the majority of the Councillors present
 - c. failing that, by the General Manager.
3. The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
(Regulation Clause 233)

3.2 Adjourning meetings

3.2.1 What is an adjourned meeting?

1. A meeting may be adjourned if it cannot be held, for example a quorum is not present, and will be postponed to a new date or time. An adjourned meeting is a continuation of the same meeting, not a new meeting.
2. Council may resolve at any time to adjourn its meeting. Debate shall not be permitted on any motion for adjournment on a meeting of Council.
3. If a motion for adjournment is lost, the business of the meeting shall proceed, and a motion of adjournment cannot be moved within half an hour of the previous motion for adjournment being lost.

(Meeting Practice Note 4.3)

3.2.2 What notice should be given of an adjourned meeting?

If a meeting has been adjourned to a different date or time, each Councillor and the public should be notified of the new date or time as soon as practicable by way of a memo or email to Councillors, and advertising in the local papers (if practicable) and Council's website for the general public.

(Council protocol)

3.2.3 What business can be conducted at a meeting that has been adjourned?

As an adjourned meeting is a continuation of the same meeting, Council does not need to issue a new agenda and business papers. The agenda and business paper already issued would be the proper documents from which Council would work.

(Meeting Practice Note 4.3.3)

3.3 Leave of absence

3.3.1 Leave of absence

1. A Councillor's application for leave of absence from Council meetings should, if practicable, identify the meetings from which the Councillor intends to be absent.
 2. A Councillor who intends to attend a Council meeting despite having been granted leave of absence should, if practicable, give the General Manager at least two days notice of his or her intention to attend.
(Regulation Clause 235A)
 3. For the purposes of subclause 3.3.1(1), a Councillor applying for a leave absence does not need to make the application in person and the Council may grant such leave in the absence of that Councillor.
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4. If a Councillor attends a Council meeting despite having been granted leave of absence, the leave of absence is taken to have been rescinded in regards to any future Council meetings.
5. Subclause 3.3.1(4) does not prevent Council from granting further leaves of absence in respect of any future Council meeting.

(Section 234(2,3,4))

Part Four – Motions and amendments

4.1 Motions

A motion is a proposal put forward by a Councillor calling for a specific action to be taken or a decision to be made on a particular matter at the meeting.

(Council protocol)

4.1.1 Do motions need to be seconded?

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to Clauses 243(2) and 250(5) of the *Local Government (General) Regulation*.

(Regulation Clause 246)

4.1.2 Limitation as to number of speeches

1. A Councillor who, during a debate at a Council meeting, moves an original motion has the right of general reply to all observations that are made by another Councillor in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
2. A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
3. A Councillor must not, without the consent of Council, speak more than once on a motion or an amendment, or for longer than five minutes at any one time. However, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five minutes to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
4. Despite subclauses 4.1.2(1) and (2), a Councillor may move that a motion or an amendment be now put:
 - a. if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it
 - b. if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
5. The chairperson must immediately put to the vote, without debate, a motion moved under subclause 4.1.2(4). A seconder is not required for such a motion.
6. If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause 4.1.2(1).
7. If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.

(Regulation Clause 250)

4.1.3 Point of order

1. A Councillor may draw the attention of the chairperson to some irregularity in the meeting proceedings by raising a point of order.
2. A Councillor must stand, call a point of order and the current speaker must cease talking and be seated.
3. A point of order does not require a seconder and must be dealt with immediately.
4. The chairperson must suspend business before the meeting to allow the Councillor raising the point of order to state the meeting procedure/s they believe have been infringed.
5. The chairperson will subsequently either uphold the point of order or overrule it and the business before the meeting can then continue.

(Council protocol)

4.1.4 Motions of dissent

1. A Councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
2. If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
3. Despite Regulation Clause 250 (which refers to the limitations as to the number of speeches), only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

(Regulation Clause 248)

4.1.5 Notice of motion - absence of mover

In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:

- a. any other Councillor may move the motion at the meeting
- b. the chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

(Regulation Clause 245)

4.1.6 Chairperson's duty with respect to motions

1. It is the duty of the chairperson at a Council meeting to receive and put to the meeting any lawful motion that is brought before the meeting.
2. The chairperson must rule out of order, any motion that he or she believes is unlawful or the implementation of which would be unlawful.
3. Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

(Regulation Clause 238)

The chairperson is to ensure that motions and amendments are clearly stated for the benefit of all present and may request a Councillor to repeat the motion or amendment if unclear or inaudible.

(Council protocol)

4.1.7 Varying a motion/amendment

1. A Councillor may seek to vary a motion by:
 - a. obtaining the consent of the mover and seconder of the motion
 - b. proposing an amendment to the motion.
2. If a Councillor proposes a variation to a motion, the chairperson shall seek the consent of the mover and seconder of the motion to have the variation included in the motion. If there is no objection, the proposed variation is adopted into the motion and the mover and seconder's names remain unchanged. Councillors that propose the variation/s will have their name/s and variation/s recorded in the minutes as a note/s.
3. If there is an objection, the proposed variation must be dealt with as an amendment and voted on accordingly.

(Council protocol)

4.2 Amendments

An amendment is a change to the motion before Council (the initial motion), and is moved while the initial motion is being debated.

(Council protocol)

4.2.1 Moving an amendment to a motion

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to Regulation Clauses 243(2) and 250(5).

(Regulation Clause 246)

The amendment must be dealt with before voting on the main motion takes place. Debate is only allowed in relation to the amendment and not the main motion, which is suspended while the amendment is being considered.

(Meeting Practice Note 5.3.1)

4.2.2 How subsequent amendments may be moved

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

(Regulation Clause 247)

If during discussions one motion and one amendment are already before Council, any further amendments can only be foreshadowed and cannot be considered by the Council until the amendment has been determined.

(Council protocol)

4.2.3 Foreshadowed Motions and Foreshadowed Amendments

1. a. Foreshadowed Amendments - once an amendment has been moved and seconded, during debate, a Councillor member may 'foreshadow' an amendment, without a seconder, proposed to be moved following consideration of the first amendment.

There is no limit to the number of foreshadowed amendments before Council at any one time. However, no discussion on foreshadowed amendments can take place until the previous amendment has been dealt with.

- b. Foreshadowed Motions (a direct negative to the original motion) - a foreshadowed motion can be proposed by a Councillor, without a seconder, during debate on the original motion. The foreshadowed motion will only be considered if the original motion is lost or withdrawn and once moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
2. Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they were notified however foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

(Council protocol)

Part Five – Rescission motions

5.1 Rescinding or altering resolutions

1. A resolution passed by a Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under Section 360 and, if applicable, the Council's Code of Meeting Practice.
2. If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
3. If a motion has been negatived by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Council's code of meeting practice.
4. A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Council, must be signed by three Councillors if less than three months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
5. If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within three months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.
6. A motion to which this section applies may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.
7. The provisions of this section concerning negatived motions do not apply to motions of adjournment.

(Section 372)

Rescission motions must be submitted in writing to the General Manager who will ensure, as soon as practicable, that all Councillors are advised that a rescission motion has been lodged.

A rescission motion will be ruled out of order if Council has already given effect to the original motion the rescission motion seeks to rescind.

(Council protocol)

Part Six – Closed parts of the meeting

6.1 Closure of meetings to the public

6.1.1 Attendance of media and public

There is nothing in the Act or Regulation to limit public attendance at closed parts of meetings if invited by the Council. However, the non-disclosure provisions of section 664 of the Act would apply to a person attending a closed part of a meeting.

Similarly, there does not appear to be any direct breach of the Model Code, although such invitations may affect a Council's appearance of impartiality and proper conduct in a matter. The better practice would be to invite only those people whose presence at the meeting is necessary for the provision of advice, such as Council's solicitor.

(Meeting Practice Note 7.3.5)

6.1.2 Exclusion of media and public

1. A Council, or a committee of the Council of which all the members are Councillors, may close to the public so much of its meeting as comprises:

- a. the discussion of any of the matters listed in subclause 6.1.3(2)
- b. the receipt or discussion of any of the information so listed.

(Section 10A(1))

6.1.3 Grounds to close a meeting or part of a meeting

2. The matters and information as referred to in Section 10A(1) are the following:

- a. personnel matters concerning particular individuals (other than Councillors)
- b. the personal hardship of any resident or ratepayer
- c. information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- d. commercial information of a confidential nature that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it
 - ii. confer a commercial advantage on a competitor of the Council
 - iii. reveal a trade secret
- e. information that would, if disclosed, prejudice the maintenance of law
- f. matters affecting the security of the Council, Councillors, Council staff or Council property
- g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege
- h. information concerning the nature and location of a place or an item of Aboriginal significance on community land
- i. alleged contraventions of any code of conduct requirements applicable under section 440.

3. A Council, or a committee of the Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

4. A Council, or a committee of a Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

(Section 10A(2,3 and 4))

6.1.4 Confidential matters not to be disclosed

In particular, if part of a meeting of a Council or a committee of a Council is closed to the public in accordance with section 10A(1), a person must not, without the authority of the Council or the committee, disclose (otherwise than to the Council or a Councillor of the Council) information with respect to the discussion at, or the business of, the meeting.

(Section 664(1A))

6.1.5 Closing parts of meetings in urgent cases

Part of a meeting of a Council, or of a committee of the Council of which all the members are Councillors, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A(2)
- b. the Council or committee, after considering any representations made under section 10A(4), resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter)
 - ii. should take place in a part of the meeting that is closed to the public.

(Section 10C)

6.1.6 Specifying reasons for closing part of a meeting

1. The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
2. The grounds must specify the following:
 - a. the relevant provision of section 10A(2)
 - b. the matter that is to be discussed during the closed part of the meeting
 - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

(Section 10D)

Part Seven – Order at meetings

7.1 Conduct at meetings

Council's Code of Conduct also provides standards for appropriate behaviour and sanctions for misbehaviour at meetings. Councillors should also be aware of the provisions of the Code of Conduct in regard to these matters.

7.2 Questions of order

1. The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
-

2. A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
3. The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
4. The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

(Regulation Clause 255)

7.3 Acts of disorder

1. A Councillor commits an act of disorder if the Councillor, at a Council meeting or a Council committee:
 - a. contravenes the *Local Government Act 1993* or any regulation in force under the *Local Government Act 1993*
 - b. assaults or threatens to assault another Councillor or person present at the meeting
 - c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of Council or the committee, or addresses or attempts to address Council or the committee on such a motion, amendment or matter
 - d. insults or makes personal reflections on or imputes improper motives to any other Councillor
 - e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring Council or the committee into contempt.
2. The chairperson may require a Councillor:
 - a. to apologise without reservation for an act of disorder referred to in subclause 7.3(1)(a) or (b)
 - b. to withdraw a motion or an amendment referred to in subclause 7.3(1)(c) and, where appropriate, to apologise without reservation
 - c. to retract and apologise for an act of disorder referred to in subclause 7.3(1)(d) or (e).
3. A Councillor may, as provided by section 10(2)(A) or (B) of the Act, be expelled from a Council meeting for having failed to comply with a requirement under subclause 7.3(2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

(Regulation Clause 256)

7.4 How disorder at a meeting may be dealt with

1. If disorder occurs at a Council meeting or Council committee, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public, as well as disorder arising from the conduct of Councillors.
2. A member of the public may, as provided by section 10(2)(A) or (B) of the Act, be expelled from a Council meeting for engaging in or having engaged in disorderly conduct at the meeting.

(Regulation Clause 257)

7.5 Power to remove persons from meeting after expulsion resolution

If a Councillor or a member of the public fails to leave the place where a meeting of Council or Council committee is being held:

- a. immediately after the Council has passed a resolution expelling the Councillor or member of the public from the meeting
- b. where the Council has authorised the person presiding at the meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the meeting

a police officer, or any person authorised for the purpose by Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member from re-entering that place.

(Council protocol - refer to Regulation Clause 258)

Part Eight – Committees, their members and functions

8.1 Council may establish committees

1. Council may, by resolution, establish such committees as it considers necessary.
2. A committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.
3. The quorum for a meeting of a committee is to be
 - a. such number of members as the Council decides
 - b. if the Council has not decided a number, a majority of the members of the committee.

(Regulation Clause 260)

8.2 Functions of committees

Council must specify the functions of each of its committees when the committee is established, but may from time to time, amend those functions.

(Regulations Clause 261)

8.3 Notice of committee meetings

1. The General Manager of a Council must send to each Councillor, at least three days before each meeting of the committee, a notice specifying:
 - a. the time and place at which and the date on which the meeting is to be held
 - b. the business proposed to be transacted at the meeting.
2. However, notice of less than three days may be given of a committee meeting called in an emergency.

(Regulation Clause 262)

8.4 Non-member entitled to attend committee meetings

1. A Councillor who is not a member of a committee of a Council is entitled to attend, and to speak at, a meeting of the committee.
2. However, the Councillor is not entitled:
 - a. to give notice of business for inclusion in the agenda for the meeting
 - b. to move or second a motion at the meeting
 - c. to vote at the meeting.

(Regulation Clause 263)

Non-members will be recorded in 'Also in Attendance' if they attend the meetings.

(Council protocol)

8.5 Procedures in Council committee meetings

Council committees will operate within the provisions as outlined in this Code of Meeting Practice.

(Council protocol)

8.6 Procedures in sub committee meetings

Each committee of Council will operate within the sub committee guidelines and this Code of Meeting Practice as set down by Council.

(Council protocol)

8.7 Chairperson and deputy chairperson of Council committees

1. The chairperson of each committee of the Council must be:
 - a. the Mayor
 - b. if the Mayor does not wish to be the chairperson of a committee - a member of the committee elected by the Council
 - c. if the Council does not elect such a member - a member of the committee elected by the committee.
2. A Council may elect a member of a committee of the Council as deputy chairperson of the committee. If the Council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
3. If neither the chairperson nor the deputy chairperson of a committee of a Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
4. The chairperson is to preside at a meeting of a committee of a Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

(Regulation Clause 267)

8.8 Absence from committee meetings

1. A member (other than the Mayor) ceases to be a member of a committee if the member:
 - a. has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences
 - b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
2. Subclause 8.8(1) does not apply in respect of a committee that consists of all of the members of the Council.

(Regulation Clause 268)

8.9 Reports of committees

1. If in a report of a committee of the Council distinct recommendations are made, the decision of Council may be made separately on each recommendation.
2. The recommendations of a committee of the Council are, so far as adopted by the Council, they become resolutions of the Council.
3. If a committee of a Council passes a resolution, or makes a recommendation, during a meeting, or part of the meeting that is closed to the public, the chairperson must:
 - a. make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended
 - b. report the resolution or recommendation to the next meeting of the Council.

(Regulation Clause 269)

8.10 Chairperson's role in presenting the committees recommendations to Council

When the chairperson presents the reports of the standing committees, they will move all the recommendations of the standing committee with the exception of any item that they have personally declared an interest in. In this instance, another member of the standing committee should move the particular item in question.

(Council protocol)

8.11 Chairperson's role in advising community members of meeting procedure

The chairperson should at the beginning of each committee meeting advise members of the gallery that he/she will present the recommendations of the committee to the full Council meeting which is held the following Tuesday.

Members of the gallery should also be advised that the committee's recommendation may be endorsed or amended by the full Council, or it may be referred back to the committee for further consideration.

In items where there is significant interest by members of the gallery the chairperson should at the conclusion of debate on that particular item advise all those present of the committee's decision.

(Council protocol)

Part Nine – Minutes

9.1 Contents of minutes

9.1.1 What must be recorded in the minutes?

1. The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.
2. The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

(Section 375)

The General Manager is required to keep a register containing, for each planning decision made at a meeting of the Council or a Council committee, the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

(Section 375A(2))

The General Manager must ensure that the following matters are recorded in the Council's minutes:

- a. details of each motion moved at a Council meeting and of any amendments and variations moved to it
- b. the names of the mover and seconder of the motion or amendment
- c. whether the motion or amendment is passed or lost.

(Regulation Clause 254)

A disclosure made at a meeting of a Council or Council committee must be recorded in the minutes of the meeting.

(Section 453)

The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

(Regulation Clause 233(3))

If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

(Regulation Clause 251(2))

If a Councillor who has voted for a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's vote is recorded in the Council's minutes.

(Council protocol)

The General Manager must ensure that details of Councillor attendance and apologies are recorded in Council's minutes.

The items detailed above should also be recorded in Council standing committee minutes.

(Council protocol)

9.1.2 Minutes for closed meetings

Any person is entitled to inspect the minutes containing resolutions or recommendations from the closed parts of meetings. While Council cannot keep its decisions confidential, it is possible to discuss matters in the minutes in such a way as to not reveal confidential details.

(Meeting Practice Note 7.3.2)

9.1.3 Inspection of the minutes of Council or Council committee

1. An inspection of the minutes of a Council or committee of a Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.
2. The General Manager must ensure that the minutes of the Council and any minutes of a committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

(Regulation Clause 272)

DRAFT

1.4 Audit Committee Update

Reporting Officer

General Manager

Attachments

Audit Committee Meeting Minutes – 24 June 2014 (contained within this report)

Purpose

To provide an update on the outcomes from the 24 June 2014 Audit Committee meeting.

History

Council approved the establishment of an Audit Committee consisting of two independent members, the Mayor, the Deputy Mayor and the Chairperson or a member of the Corporate Governance Committee in October 2010.

The Audit Committee was formed and meets three times per year in accordance with its Charter.

Report

Detailed below are the recommendations of the Audit Committee. Council officers have reviewed the recommendations which are now presented for the consideration of Council. There are no recommendations that require an individual resolution of Council.

Audit Committee Meeting Minutes – 24 June 2014

The minutes of the Audit Committee meeting held 24 June 2014 are attached and the following were considered.

4.1 Asset Management – Plant and Equipment – Audit Status Update

Committee's Recommendation: (Rofe/Lake)

That the Committee notes the information contained in the Asset Management – Plant and Equipment – Audit Status Update report.

CARRIED

4.2 Internal Audit Actions Log

Committee's Recommendation: (Rofe/Mead)

That the Committee notes the information contained in the Actions Log.

CARRIED

4.3 Status of Internal Audit Plan

Committee's Recommendation: (Lake/Rofe)

That the Committee notes the status of the Internal Audit Plan.

CARRIED

4.4 2014-2017 Strategic Internal Audit Plan

Committee's Recommendation: (Lake/Rofe)

That 2014-2017 Strategic Internal Audit Plan be approved subject to the amended order of audits to be conducted in 2015-2016 as follows:

1. Council resolutions
2. Payment of Expenses and the Provision of Facilities to Councillors
3. contract management
4. purchase cards
5. property sales and acquisitions
6. pool fence inspection program
7. records management
8. site inspections.

CARRIED

4.5 External Audit Update

Committee's Recommendation: (Mead/Lake)

That the Committee notes the information contained in the External Audit Update report.

CARRIED

4.6 Draft 2013 - 2014 Audit Committee and Internal Audit Annual Report

Committee's Recommendation: (Hanrahan/Lake)

That the Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2014 be approved.
-

2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

CARRIED

4.7 Business Continuity Planning

Committee's Recommendation: (Rofe/Hanrahan)

That the Committee notes the information contained in the Business Continuity Planning report.

CARRIED

4.8 Other Requirements of the Audit Committee Charter

Committee's Recommendation: (Hanrahan/Lake)

That the Committee notes the information contained in the Other requirements of the Audit Committee Charter report.

CARRIED

4.9 Other Internal Audit Activities

Committee's Recommendation: (Hanrahan/Lake)

That the Committee notes the information contained in the Other Internal Audit Activities report.

CARRIED

Officer's Recommendation

That Council adopt the Audit Committee meeting minutes of 24 June 2014.

Committee Note: Mr B Hanrahan presented the report to the Committee.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Audit Committee Meeting

Held Tuesday 24 June 2014 in Committee Room 2

Meeting commenced: 4.30pm.

1. Attendance and Apologies

Attendance: Bruce Hanrahan - Chairperson
Robert Rofe - Independent member
Councillor Clinton Mead - Mayor
Councillor Paul Lake - Deputy Mayor
Councillor Sue Dobson - Chairperson Corporate Governance Committee

Also in Attendance: Michael Sewell - Director Business Services
Cliff Taylor - Acting Manager Business Assurance
Michelle Brockwell - Internal Auditor
Deborah Taylor - Executive Support

Apology: Paul Tosi - General Manager

Committee's Recommendation (Lake/Dobson)

That the above apology be accepted.

CARRIED

2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

3. Minutes of the Previous Meeting

Purpose

To confirm the minutes of the 25 February 2014 Audit Committee meeting.

Report

The minutes of the previous Audit Committee meeting held on 25 February 2014 were circulated to all members post meeting and are attached for confirmation that they are an accurate record of the meetings proceedings.

Officer's Recommendation

That the minutes be approved.

Committee's Recommendation (Rofe/Lake)

That the minutes be approved.

CARRIED

4. Reports

4.1 Asset Management – Plant and Equipment – Audit Status Update

Purpose

To provide the Audit Committee with an update on the status of the Asset Management – Plant and Equipment audit.

History

The 2012-2013 Internal Audit Plan was approved at the May 2012 Audit Committee meeting and included the audit of Asset Management – Plant and Equipment.

Report

The audit of Asset Management – Plant and Equipment, was undertaken to assess the key processes and controls around the acquisition, recording and disposal of Council's plant and equipment.

The audit is currently in progress and has been delayed for a number of reasons including logistic complexity of the audit and a need to increase the scope of the audit as a result of some potential issues identified.

The audit included the physical sighting of a number of assets recorded in Council's asset management system (Conquest) and its tool tracking system (Tool Trakka).

Sights visited to date include the Depot (including stores, civil works, horticulture and open spaces), Arts Centre, five Early Learning Centres, Animal Care Facility, rangers, two leisure centres, one library and some offsite storage areas used by City Cleansing and the Depot. In addition, a number of sections within the Civic Centre have been reviewed. Sighting is still underway for some Civic Centre based sections and some Depot units (for example the Workshop).

Work to date has identified a number of issues that have been discussed via progress meetings with Financial Services. These will be reported in detail via the internal audit report presented to the next Committee meeting. Some of the key issues identified to date include:

- There is no annual stocktake of plant and equipment conducted therefore giving uncertainty to the existence of some plant and equipment recorded in Council's asset register
- With the exception of Tool Trakka used for Depot power tools, there is no formal register of 'attractive' items maintained. As a result, there is a lack of appropriate monitoring of valuable items such as ipads and other electronic gadgets, and some tools and other equipment
- Both Tool Trakka and Conquest appear to include items Council no longer owns. This seems to be the result of disposed items not being accurately recorded on the asset or tool tracking systems. Note that for testing performed, this plant and equipment tended to be fully depreciated and hence this will not impact Council's asset values in the Balance Sheet
- There is no adequate policy or procedure for the disposal of plant and equipment.

Internal Audit will work with Financial Services, Operational Services and other relevant sections of Council to develop an action plan to address the issues identified.

Officer's Recommendation

That the Committee notes the report.

Committee's Recommendation (Rofe/Lake)

That the Committee notes the information contained in the Asset Management - Plant and Equipment - Audit Status Update.

CARRIED

4.2 Internal Audit Actions Log

Purpose

The Actions Log is a report on the status of Management's progress in implementing the recommendations from previous internal audits.

History

Internal audits are conducted in accordance with the approved annual Internal Audit Plan each year. The findings from each internal audit are reported to the Audit Committee in the form of a concise report.

A detailed audit report is also prepared for each audit. The detailed report advises the individual issues identified and their implications; recommendations for improvement; agreed target dates for implementation; and the staff member assigned responsibility for implementation.

Report

The attached Action Log is Management's status update on the implementation of recommendations made in internal audits performed to date. It includes a summary table showing the number of recommendations already implemented and a detailed progress update on recommendations that are outstanding.

Officer's Recommendation

That the Committee notes the Actions Log.

Committee's Recommendation (Rofe/Mead)

That the Committee notes the information contained in the Actions Log.

CARRIED

4.3 Status of Internal Audit Plan

Purpose

To provide an update to the Audit Committee on the current status of internal audit work undertaken in accordance with the approved 2012-2013 Annual Internal Audit Plan and year one of the 2013-2016 Strategic Audit Plan.

History

The Audit Committee approved the 2012-2013 Annual Internal Audit Plan in May 2012 and an amendment to the Plan in May 2013. The Audit Committee approved the 2013-2016 Strategic Audit Plan in June 2013.

Report

The attached report outlines the status of individual audits approved as part of the Internal Audit Plan for 2012-2013 and the first year of the 2013-2016 Strategic Audit Plan.

As indicated to the Committee at previous meetings the Customer Service Cash Handling audit, Application of Fees and Charges audit and Development Applications audit are complete.

The Asset Management audit is nearing completion. There have been a number of delays in completing the audit including some issues identified resulting in an increased audit scope. Namely, an extensive review of purchase card purchases was undertaken as it was identified that equipment was sometimes purchased using purchase cards. The audit also involved sighting plant and equipment at many sites across Council's facilities and was as a result, logistically time consuming.

It is anticipated that the Asset Management audit report will be presented to the next Audit Committee meeting.

The Inventory Management audit is in progress and it is anticipated that the audit report will be provided to the next Audit Committee meeting.

Remaining audits from the 2013-2014 Internal Audit Plan have been rolled forward into the next 2014-2017 Strategic Audit Plan. The 2014-2017 Strategic Audit Plan is discussed and recommended for approval by the Committee at item 4.4.

Officer's Recommendation

That the Committee note the status of the Internal Audit Plan.

Committee's Recommendation (Lake/Rofe)

That the Committee note the status of the Internal Audit Plan.

CARRIED

4.4 2014-2017 Strategic Internal Audit Plan

Purpose

The draft 2014-2017 Strategic Internal Audit Plan outlines the planned focus for the internal audit function over the next three years and includes a rolling program of audits to be conducted over the period.

History

The Audit Committee approved the 2013-2016 Strategic Internal Audit Plan at its June 2013 meeting. The plan incorporates a three year rolling program of audits that was developed after consideration of industry risks and risks identified at meetings held individually with each Section Manager and the Executive.

The Plan is to be reviewed and updated annually after considering any changes in risks and priorities impacting Council.

Report

The draft 2014-2017 Strategic Internal Audit Plan is a three year rolling audit plan that has been revised after considering whether there has been any changes in the risks and priorities impacting Council since the initial plan was developed.

The assessment of any changes in risks and priorities included risk identification meetings held with the Executive and the consideration of industry wide risks. The Plan has been revised to reflect this assessment.

The following audits have been added to the Plan as a result of this review:

- Procurement exception reports review
- Implementation of Council resolutions
- Purchase cards
- Waste Reconciliations and Human Resources recruitment.

There have also been some amendments to the timing of the audits. No audits have been removed from the Plan; however, the ability to complete some of the audits is dependent on whether additional funding becomes available to employ an additional audit resource. This impacts the second and third year of the Plan and will therefore be considered as part of the next annual review.

Officer's Recommendation

That 2014-2017 Strategic Internal Audit Plan be approved.

Committee Note: The Audit Committee noted the need for an additional resource to assist the audit section in the near future.

Committee's Recommendation (Lake/Rofe)

That 2014-2017 Strategic Internal Audit Plan be approved subject to the amended order of audits to be conducted in 2015-2016 as follows:

1. Council resolutions
2. Payment of Expenses and the Provision of Facilities to Councillors
3. contract management
4. purchase cards
5. property sales and acquisitions
6. pool fence inspection program
7. records management
8. site inspections.

CARRIED

4.5 External Audit Update

Purpose

To provide the Committee with an update on external audit activity for the year ended 30 June 2014.

Report

Council's external auditors, Intentus Chartered Accountants, provided their Audit Engagement Letter for the external audit of Council's financial statements in March 2014. This attached letter provides an understanding, in accordance with the Auditing Standards, of the extent of external audit activities to be conducted by Intentus. The Engagement Letter is signed off by the General Manager as an agreement to the terms of the engagement.

Intentus have also conducted their first interim audit for the year ended 30 June 2014. The attached report outlines the scope of their interim visit and the findings and recommendations as a result of their review.

In the report, the auditors provide an update on the status of matters reported previously. They also identified three medium risk findings that relate to:

- the review of employees auto allowances on termination of employment
- letters of offer in relation to new employees
- the processing of employee terminations.

Council Management have provided comments in the report outlining how the matters have been addressed.

Officer's Recommendation

That the Committee note the report

Committee's Recommendation (Mead/Lake)

That the Committee note the information contained in the External Audit Update report.

CARRIED

4.6 Draft 2013 - 2014 Audit Committee and Internal Audit Annual Report

Purpose

To provide the Audit Committee with the draft Annual Report on the activities of Internal Audit and the Committee to facilitate reporting to Council annually as required by the Audit Committee Charter.

History

The Audit Committee's Charter requires that by the first meeting after 30 June each year, Internal Audit, via the General Manager, will provide a performance report of:

- the performance of Internal Audit for the financial year
- the approved Internal Audit Plan of work for the previous year showing the current status of each audit.

The Charter requires this performance report to be included with the Committee's annual report to Council.

Report

The attached report is the Draft Audit Committee and Internal Audit Annual Report required by the Audit Committee Charter. This report covers the activities of Internal Audit and the Audit Committee for the year ended 30 June 2014. The report outlines some of the key achievements during the year, including internal audit reports completed and reviewed by the Committee, and updating of the three year rolling Strategic Audit Plan.

It also covers:

- Audit Committee attendance
- cost of internal audit related activities
- performance against approved Audit Plan
- Audit Committee coverage against roles and responsibilities in the Charter.

Some minor changes will be required to be made to the report as a result of outcomes from the June meeting and to incorporate 'actual' costs for the year ended 30 June 2014. It is suggested that after review by the Director of Business Services, the Independent Chair of the Audit Committee review and approve the final report after the minor changes are made, with the changes being reported to the Audit Committee at its following meeting.

Officer's Recommendation

That the Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2014 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

Committee's Recommendation (Hanrahan/Lake)

That the Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2014 be approved.
2. That the Independent Chair of the Audit Committee be delegated to approve the final Audit Committee and Internal Audit Annual Report for submission to the Corporate Governance Committee.

CARRIED

4.7 Business Continuity Planning

Purpose

To provide the Committee with an update of the Business Continuity planning for Campbelltown City Council.

Report

Campbelltown City Council has a robust Emergency Management and Business Continuity framework and testing program. This is supported by the Emergency - Emergency Management Authorised Statement which clearly defines the roles and responsibilities of key members of the organisation. All sections have assessed their service delivery requirements and associated risks with the relevant managers developing appropriate controls and programs to ensure continuity of service should an adverse event occur.

In addition to post incident debriefs, a series of exercises have been held to provide training to staff and assist in the testing and validation of the business continuity arrangements.

An exercise is currently being developed for delivery prior to 30 September 2014 with a subsequent exercise to be held prior to January 2015. In addition to these exercises IM&T continues to review their disaster recovery arrangements with an exercise to be conducted later in 2014 requiring the activation of the IM&T Disaster Recovery Plan.

Officer's Recommendation

That the Committee notes the report.

Committee's Recommendation (Rofe/Hanrahan)

That the Committee notes information contained in the Business Continuity Planning report.

CARRIED

4.8 Other Requirements of the Audit Committee Charter

Purpose

This report provides an update on a number of activities required to be noted by the Audit Committee as part of their roles and responsibilities under the Audit Committee Charter.

History

In addition to the monitoring of the Internal Audit program, the Audit Committee has a number of other roles and responsibilities outlined in the Audit Committee Charter. As a result, additional items will be reported to the Audit Committee from time to time.

Report

The following information provides an update on a number of Council activities required to be monitored by the Audit Committee under its Charter.

Risk Management

One of the key roles and responsibilities of the Audit Committee under its charter is to monitor risk management. This covers a variety of activities and one of those responsibilities is to:

"Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud".

Council is currently in the process of recruiting a Manager, Governance and Risk. One of the responsibilities of this role is to develop and implement an Enterprise Risk Management Strategy for all of Council's operations.

Council is in the early stages of developing an enterprise risk management framework to assist with identifying and managing risks across Council.

Council also currently has several insurance arrangements in place to help negate some of its risk exposures.

Delegations

One of the responsibilities of the Audit Committee Charter is for the Committee to review if appropriate policies and procedures are in place for the management and exercise of delegations. The financial and administrative delegations for all divisions of Council have now been formally approved. The organisation will make them available to all staff through ECM over the next month and we will proceed with obtaining and populating the automated software that we have sourced for the continued management of delegations.

The final stage of this project will see the delegations hyperlinked to each Job description so the information is readily available to each position incumbent and will be reviewed annually as part of the performance appraisal process to ensure any changes are captured. Updating delegations will not be dependent on the performance appraisal process however this will identify any gaps or changes in position responsibilities that may have become evident given the changing environment we work in.

Officer's Recommendation

That the Committee note the report.

Committee's Recommendation (Hanrahan/Lake)

That the Committee notes the information contained in the Other Requirements of the Audit Committee Charter report.

CARRIED

4.9 Other Internal Audit Activities

Purpose

To provide the Committee with an update on other internal audit activity.

Report

The following is a summary of other activities undertaken by Internal Audit since the last report to the Committee.

Procurement review and training

A high level procurement review was undertaken in 2013 as a result of identified non-compliance with procurement procedures. A number of recommendations stemmed from this review. Internal Audit has been assisting with facilitating the implementation of these recommendations including being consulted on issues as they arise.

In addition, after a presentation to the Executive, it was determined that Council's Internal Auditor will assist with providing training to staff on procurement. The training is to be conducted by Council's Internal Auditor, a Procurement representative and a Finance representative. Council's internal auditor will focus on fraud and corruption prevention type matters, including case studies, with procurement and finance staff providing the detailed training on the policies and procedures and changes to the Finance System as a result of the review.

To date, the content of the training has been developed and it is intended to roll out the training in the first quarter of 2014-2015.

Planning Reform Fund monthly review

The Planning Reform Fund relates to the portion of development application fees required to be passed on to the NSW Department of Planning and Infrastructure (the Department) under the *Environmental Planning and Assessment Act 1979*. Council's Internal Auditor continues to conduct reviews of the Planning Reform Fund return lodged with the Department monthly. This review is to ensure the returns lodged accurately reflect the development applications lodged with Council.

Training Courses/Seminars attended

To maintain continuing professional development required as a Certified Practising Accountant (CPA) and to keep up to date with the latest internal audit practises, Council's Internal Auditor has attended the following training:

Course/Seminar Name	Duration (Days)	Basic Theme
Local Government Internal Audit Network meeting	1	The session had a focus on internal audit planning, including the development of strategic audit plans.
SOPAC (South Pacific and Asia Conference) highlights	1	This conference included highlights from the 3 day conference held interstate earlier in the year. Key topics covered included: <ul style="list-style-type: none">• defining and handling risk culture• IT Governance• control self-assessments• testing business continuity arrangements• investigate internal auditing.

Officer's Recommendation

That the Committee note the report.

Committee's Recommendation (Hanrahan/Lake)

That the Committee notes the information contained in the Other Internal Audit Activities report.

CARRIED

5. General Business

5.1 2013-2014 Audit Committee and Internal Audit Annual Report

It was noted that a report for the 2013-2014 Audit Committee and Internal Audit Annual Report will be prepared for submission to the Corporate Governance Committee meeting to be held 22 July 2014, pending approval from the Independent Chair of the Audit Committee.

Committee's Recommendation (Hanrahan/Dobson)

That the information be noted.

CARRIED

5.2 Next meeting of the Audit Committee

It was noted that the next meeting of the Audit Committee will be held on Tuesday 7 October 2014.

Committee's Recommendation (Lake/Rofe)

That the information be noted.

CARRIED

Bruce Hanrahan
Chairperson

Meeting closed: 5.03pm.

1.5 Audit Committee and Internal Audit Annual Report for year ended 30 June 2014

Reporting Officer

General Manager

Attachments

Audit Committee and Internal Audit Annual Report for year ended 30 June 2014 (contained within this report)

Purpose

To report to Council the activities of the Audit Committee and internal audit for the year ending 30 June 2014.

History

The Audit Committee Charter sets out the Committee's composition, roles and responsibilities, and reporting requirements. The Charter was recommended to be submitted to Council for approval on 6 May 2013 and was adopted by Council on 18 July 2013.

Under Section 5 of that Charter, Internal Audit, via the General Manager, is to provide a performance report for consideration to the Audit Committee annually. This report is to be included with the Committee's annual report to Council.

Report

The Audit Committee is required to provide a report to Council on its activities each year. The attached report covers both Internal Audit and the Audit Committee's activities for the year ended 30 June 2014. The report outlines some of the Committee's key achievements during the year including the implementation of Council's Annual Internal Audit Plan, monitoring of recommendations from prior audits and the review and update of the three year Strategic Audit Plan.

This Annual Report covers such areas as:

- Audit Committee meetings and attendance
 - cost of internal audit related activities
 - performance against the approved Internal Audit Plan
 - Audit Committee coverage against roles and responsibilities in the Charter.
-

Officer's Recommendation

That the information contained in the Audit Committee and Internal Audit Annual Report for the year ended 30 June 2014 be noted.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Audit Committee and Internal Audit Annual Report to Council for Year Ended 30 June 2014

July 2014

History

The Division of Local Government issued revised Internal Audit Guidelines under Section 23A of the *Local Government Act 1993* in September 2010. These Guidelines recommend the establishment of an Audit Committee to play a pivotal role in the governance framework.

Council approved the establishment of an Audit Committee at its October 2010 meeting. The principle function of the Audit Committee is to provide independent advice and assistance to the General Manager on matters related to risk management, control, governance and statutory compliance.

In prior years, the Audit Committee's primary role has been to approve and monitor the development of the internal audit program. In May 2013 a revised Audit Committee Charter was approved. The revised charter outlines the Audit Committee's responsibilities to monitor activities including:

- the development and implementation of the annual audit program
- completion of external responsibilities (for example completion of the annual statutory financial statements)
- implementation of recommendations made by internal/external audit, and
- Council's progress in relation to risk management.

Future Strategy

The Committee's long-term strategy is to assist with improving corporate governance by monitoring the development of a formal Enterprise Risk Management framework. This framework is intended to assist with the development of risk registers that consider all types of risk facing Council and to therefore allow a more strategic approach to the management of risks. The development of this framework has commenced and it is anticipated that reporting of the development and implementation of this framework will occur in 2014-2015. This will further enhance Council's ability to build on the efficiency and effectiveness of the internal audit function.

Audit Committee Structure

The Audit Committee consists of five voting and four non-voting members. The voting members are two independent members (including the Chairperson), the Mayor, the Deputy Mayor and the Chairperson of the Corporate Governance Committee (or a member of that Committee).

Non-voting members attending are the General Manager, Director Business Services, Manager Business Assurance and the Internal Auditor.

The Year in Review

Committee meetings were held on the following dates:

- 12 November 2013
- 25 February 2014
- 24 June 2014

Per the Audit Committee Charter, the Committee is to meet a minimum of three times per year with the need for any additional meetings to be decided by the Chair of the Committee in consultation with the General Manager.

1.5 Audit Committee And Internal Audit Annual Report For Year Ended 30 June 2014

Attendance at the three meetings held during the year is as follows:

Meeting Participants	No. of Meetings attended
Independent Chairperson	3
Independent member	3
Mayor	2
Deputy Mayor	3
Chairperson of Governance Committee	3
General Manager	1
Director Business Services	3
Manager Business Assurance	3
Internal Auditor	3

Cost of internal audit related activities

The following provides a comparison of the cost of internal audit related activities for the current and prior financial year.

Description	Current Year	Prior Year
Cost of Internal Audit function (excludes training)	\$111,406	\$96,200
Audit Committee costs	\$3,500	\$3,500

The increase in internal audit costs is predominantly the result of an increase in consultancy fees that were incurred for conducting the audit of the application of fees and charges during the year.

Internal Audit Plan and Performance 2013-2014

As a result of delays in completing the 2012-2013 Internal Audit Plan, the status below incorporates both the 2012-2013 and the 2013-2014 schedule of audits. These Internal Audit Plans were approved by the Audit Committee in the prior years and represents the program of work planned to be undertaken by the Internal Auditor.

The following is a list of the actual internal audits undertaken during the year and their status:

Audit Name	Status
Development Applications	Completed
Fees and Charges	Completed
Asset Management	Nearing completion with report anticipated to be presented to the next Audit Committee meeting.
Inventory Management	In progress with report anticipated to be presented to next Audit Committee meeting.
Financial Delegations	Postponed until 2016-2017 as part of the review of the 2014-2017 Strategic Audit Plan approved at the June 2014 meeting.
Accounts Payable	Planning commenced with anticipated completion first quarter 2014-2015.
Contract Management	Postponed until 2015-2016 as part of the review of the 2014-2017 Strategic Audit Plan approved at the June 2014 meeting.
Customer response	This was approved to be postponed to the 2014-2015 year at the November 2013 Audit Committee meeting.

In addition to the above, Council's Internal Auditor has had a significant role in a review of procurement activities across Council. This involved assisting an external consultant with a review of Council's procurement policies and procedures and facilitating the implementation of recommendations that stemmed from that review. Council's internal auditor is also assisting with the preparation and delivery of procurement training across Council as a result of the review.

Review of Strategic Internal Audit Plan

The 2013-2016 Strategic Internal Audit Plan was developed and approved at the June 2013 Audit Committee meeting. The Plan is a three year rolling audit plan developed after consideration of industry risks and risks identified at meetings held with all Section Managers and the Executive. The Plan is reviewed annually to ensure current risks and priorities continue to be addressed. The revised 2014-2017 Strategic Audit Plan was approved at the June Audit Committee meeting.

Other Internal Audit Activities

The following other activities have been performed by Councils Internal Auditor during the year:

- acted as probity adviser on the plant and equipment hire tender including provision of a probity plan and probity report and attendance at all tender evaluation meetings
 - audit of the 2012-2013 Planning Reform Fund annual return and review of monthly Planning Reform Fund lodgements from July 2013 to current
 - ad-hoc audit work including assisting with the preparation of Council's annual report and other investigative work at the request of the General Manager
 - attendance at a number of conferences including the Local Government Internal Auditor Network (LGIAN) quarterly meetings and the Australian Public Sector Anti-Corruption Conference.
-

Audit Charter Coverage

The table below provides a summary of Audit Committee achievements assessed against the Audit Committee Charter roles and responsibilities.

Per Audit Committee Charter	12 November 2013	25 February 2014	24 June 2014
4.1 Risk Management			
Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud	-	-	Yes – update provided on status
Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings	To be covered in Project Management audit in 2015-2016	To be covered in Project Management audit in 2015-2016	To be covered in Project Management audit in 2015-2016
Review the impact of the risk management framework on its control environment and insurance arrangements	-	-	Yes
Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.	-	-	Yes
4.2 Control Framework			
Review if Management has adequate internal controls in place, including over external parties such as contractors.	Considered with each audit	Considered with each audit	Considered with each audit
Review if Management has in place relevant authorised statements, policies and procedures and these are periodically reviewed and updated.	Considered with each audit	Considered with each audit	Considered with each audit
Review if appropriate processes are in place to assess whether policies and procedures are complied with.	Considered with each audit	Considered with each audit	Considered with each audit
Review if appropriate policies and procedures are in place for the management and exercise of delegations.	-	-	Yes
Review if Management has taken steps to embed a culture which is committed to ethical and lawful behaviour through reinforcement of the Code of Conduct.	Ongoing	Ongoing	Ongoing

Per Audit Committee Charter	12 November 2013	25 February 2014	24 June 2014
4.3 External Accountability			
Note the completion of the annual financial statements and that they are supported by appropriate management sign-off on the statements and on the adequacy of internal controls.	Yes	-	-
Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.	Yes	-	-
To consider contentious financial reporting matters raised at the Committee meetings in conjunction with Council's management and external auditors.	Yes – any external audit issues covered in external audit update	Yes – any external audit issues covered in external audit update	Yes – any external audit issues covered in external audit update
Note the completion of the annual report.	-	Yes	-
Satisfy itself there are appropriate mechanisms in place to review and implement where appropriate relevant State Government reports and recommendations.	-	Yes – Local Government Review Panel report.	-
Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.	-	Yes	-
4.4 Legislative Compliance			
Determine whether management has appropriately considered legal compliance matters as part of its operations.	Considered with each audit	Considered with each audit	Considered with each audit
Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.	Considered with each audit	Considered with each audit	Considered with each audit
4.5 Internal Audit			
Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.	Ongoing	Ongoing	Ongoing
Review the internal audit coverage and Internal Audit Plan, including ensuring the Plan has considered Council's risk framework, and approval of the Plan.	Yes – Status of Internal Audit Plan	Yes – Status of Internal Audit Plan	Yes – Status of Internal Audit Plan and approval of Strategic Internal Audit Plan

Per Audit Committee Charter	12 November 2013	25 February 2014	24 June 2014
Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.	Yes – Status of Internal Audit Plan	Yes – Status of Internal Audit Plan	Yes – Status of Internal Audit Plan and Strategic Audit Plan
Review all audit reports and consider issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.	Yes – Application of Fees and Charges	Yes – Development Applications	-
Monitor the implementation of internal audit recommendations by management.	Yes – Actions log	Yes – Actions log	Yes – Actions log
Periodically review the Internal Audit Charter to ensure appropriate authority, access and reporting arrangements are in place.	NA – not due until 2014-2015	NA – not due until 2014-2015	NA – not due until 2014-2015
Periodically review the performance of Internal Audit.	NA – not due until 2014-2015	NA – not due until 2014-2015	NA – not due until 2014-2015
4.6 External Audit			
Act as a forum between the Council, General Manager, senior management, internal audit and external audit.	Ongoing	Ongoing	Ongoing
Review all external audit plans and reports in respect of planned or completed financial statements external audits, monitor the implementation of audit recommendations by management.	Yes – external audit update	Yes – external audit update	Yes – external audit update
Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.	Yes – external audit update	Yes – external audit update	Yes – external audit update
4.7 Responsibilities of Members			
Members of the Committee are expected to:	Ongoing	Ongoing	Ongoing
<ul style="list-style-type: none"> Understand the relevant legislative and regulatory requirements appropriate to Campbelltown City Council. Contribute the time needed to study and understand the papers provided. Apply good analytical skills, objectivity and good judgement. Express opinions frankly and ask questions as deemed necessary. 			

Closing Comment

The Committee looks forward to the opportunity to continue to provide input to Council's governance and audit processes over the coming 12 months.

1.6 WorkCover WHS Management System Audit 2014

Reporting Officer

Manager Business Assurance

Attachments

Nil

Purpose

To advise Council of the outcomes from the WorkCover Work Health and Safety Audit undertaken between 8-11 July 2014.

History

Campbelltown City Council commenced its Self-Insurance Licence for Workers Compensation on 1 July 2000. As part of the licence, WorkCover audit Council's Work Health and Safety Management System against the National Self Insurer OHS Audit Tool (NAT) on a three yearly basis. Passing the audit allows Council to maintain a three year cycle of audits under the licence.

Under the NAT, a self insurer must demonstrate that its system is operating at an acceptable level by achieving compliance with 75% of each element audited. Campbelltown was the first self insured Council in NSW to be audited against the current version of the NAT. An audit score of less than 75% reverts self insurers to an annual licence with a yearly audit cycle.

Council's last audit was conducted on 26-29 July 2011. At that time Council achieved the following results based on the two elements audited:

- Risk Management – 87.5%
- Process Control – 91 %.

Council's previous audit was conducted on 28 September 2008. At that time Council achieved the following results based on the two elements audited:

- Management Responsibility – 81%
- Measurement, Evaluation and Review (MER) – 76%.

These results ensured that Council remained on a three year audit cycle.

Report

The initial meeting for this year's scheduled audit was held with WorkCover on 20 May 2014, where the two elements to be audited and sites to be visited were determined. The elements selected were Management Responsibility and Measurement, Evaluation and Review (MER) and the sites identified for audit were the Waratah Cottage Early Learning Centre and Compliance Services Rangers.

The audit week included a presentation by representatives of Council on the elements to be audited and a series of site verification activities to assess the level of implementation of the Work Health and Safety Management System and its effectiveness. Site verification activities included interviews with General Manager, Directors, Managers, Coordinators, employees and other representatives at each site where local system documentation and activities were reviewed.

On the final day of the audit, the WorkCover auditors provided an interim report to Council advising the audit results as follows:

- Management Responsibility – 88%
- Measurement, Evaluation and Review (MER) – 84.21%.

This is an excellent result for Council. The commitment by Council to ensure a safe work environment through increased emphasis of Work Health and Safety and support of the Work Health and Safety Unit has been a major contributing factor to Council's success.

The WorkCover auditors through the audit process identified six non-conformances. A Corrective Action Plan has been developed by Council detailing the proposed corrective actions and timeline for completion. This will be forwarded to WorkCover for its information. WorkCover will review Council's progress in addressing the non-conformances in July 2015.

Council now awaits formal acknowledgement from the WorkCover Licensing Branch on renewal of its licence.

All staff are to be congratulated for the professional manner with which they participated in the audit process, which led to this result. Council will continue to review and improve the Work Health and Safety Management System to ensure continuing compliance with WorkCover requirements under the National Self Insurer OHS Audit Tool.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

2. PROPERTY SERVICES

2.1 Claymore Urban Renewal Project - Council land in Stage 1 and 2

Reporting Officer

Manager Property Services

Attachments

Stage 1 and Stage 2 Subdivision Map (contained within this report)

Purpose

To seek owners consent from Council for the lodgement of a Development Application by NSW Land and Housing Corporation (NSWLHC) to the Sydney West Joint Regional Planning Panel (JRPP) for Stages 1 and 2 for the Claymore Urban Renewal Project (CURP) which include sections of Council land.

Council approval is also sought to provide a permit of entry to NSW Land & Housing Corporation, UrbanGrowth, its contractors and agents to access Council land identified within Stages 1 and 2 for any preparation works to be undertaken in conjunction and in accordance with any JRPP determination of consent associated with these stages.

A separate report is to be provided through the Planning and Environment Committee in the near future to advise Council of the Development Application 1141/2014/DA-SW relating to the first two stages of the Claymore Urban Renewal Project which is to be assessed by the JRPP.

This report is submitted to address the provision of owner's consent which is required in order for the Development Application to be determined by the JRPP.

History

Concept Plan approval was granted on 24 May 2013 by the Minister for Planning for the CURP providing generally for approximately 1,490 dwellings including 100 seniors housing units, the creation of a town centre, a revised street layout, public areas and upgrades to existing utilities. Upon completion it is anticipated that 30% of the final dwelling yield will be retained as public housing.

The original concept plan approval identified the need for the proponent (NSWLHC) to enter in to a planning agreement (in accordance with the Statement of Commitments which provides details of the works and contributions to be provided and the relevant staging) with Council prior to the determination of the first subdivision application.

The NSWLHC sought an amendment through a modification request to the NSW Department of Planning seeking to defer execution of the planning agreement until prior to the determination of the Development Application for Stage 3, as the lodgement of an application for Stages 1 and 2 was imminent whilst the preparation of the planning agreement was still being undertaken. It was identified that by deferring the timing of the execution of the planning agreement it would allow the project to proceed whilst still ensuring that all community items could be legally secured prior to the carrying out of any Stage 3 works.

The modification to the concept plan approval was granted on 22 October 2013 which required the following:

Prior to the lodgement of any development application for subdivision relating to Stage 3, a planning agreement to provide roads, social and community infrastructure, drainage and open space facilities and amenities, with details of the contributions, and the nature of any land dedications or works in kind, is to be negotiated and executed with Campbelltown City Council and must be consistent with the proponent's Statement of Commitments.

Each development application for subdivision for each of the stages must be consistent with the Statement of Commitments or an executed planning agreement and identify how any relevant contributions or works in kind required for that stage will be delivered.

Council at its meeting on 6 May 2014 adopted the following resolution:

- "1. That Council urgently write to the Hon Gabrielle Upton, the Minister with portfolio responsible for Social Housing, seeking:
 - i. an urgent recommendation of the redevelopment of Claymore, consistent with the scale of works originally planned
 - ii. the immediate allocation of all necessary funding to permit completion of the project without further delay
 - iii. immediate resumption of funding to facilitate the urgent recommencement of maintenance of tenanted housing to alleviate the virtually third world conditions confronting some residents.
2. That Council urgently write to the Members for Camden and Campbelltown urging them to join forces to actively and strenuously lobby on behalf of the community of Claymore with the specific aim of encouraging the NSW Government, of which they are a part, to achieve the long planned redevelopment of the community of Claymore without further delay."

Report

Having regard to the above resolution, Council received a Development Application 1141/2014/DA-SW on 13 May 2014 in relation to Stages 1 and 2 of the CURP providing Council the opportunity to make a submission to the JRPP.

The application will be referred to the JRPP for its determination as the proposal exceeds the prescribed threshold for 'regional development' being an application made by a Crown authority with a capital investment value exceeding \$5m.

It has been identified that Stages 1 and 2 will deliver new roads and infrastructure, 249 new residential lots for sale to private buyers and 2 medium density lots (no dwellings as part of this Development Application), a new park (Badgally Park) and 4 residential lots. It is anticipated that subject to the JRPP's approval for Stages 1 and 2, these will be delivered by December 2016. The end value of Stages 1 and 2 (including all homes) will be approximately \$80m, invested over 5-7 years.

The Stage 1 and Stage 2 proposal would incorporate an area of Council owned land (as identified below) and sections of roadway/walkways which would need to be acquired by NSWLHC. On this basis Council would need to provide consent for the Stage 1 and Stage 2 Development Application, as part owner of the land.

It is proposed that the provision of owners consent by Council would be conditional upon the proponent being required to acquire the affected Council land prior to the issue of a subdivision certificate that would allow the registration of the proposed residential allotments.

Council Land

- **Lot 905 DP 259322** – transferred from the Minister Administering the Environmental Planning and Assessment Act 1979 and the NSWLHC to Council for \$1 on 26 July 2000.

Part of this Lot would become public road. On this basis approval is sought to carry out the necessary road works (which can be undertaken under a Permit of Entry) but the Lot would not be acquired by NSWLHC. The remainder of Lot 905 would remain as road reserve.

- **Lot 906 DP 259322** – transferred from the Minister Administering the Environmental Planning and Assessment Act 1979 to Council for \$1 on 26 July 2000.

All of this Lot would remain as road reserve and would not need to be acquired by NSWLHC.

- **Lots 19, 23 & 28 DP 258940** – dedicated as public reserves and vested in Council by the NSWLHC, under the provisions of the *Housing Act 1976*, by notice dated 25 May 1988.

A small part of Lot 19 would become a residential Lot in Stage 1 (156sqm) part would become public road (714sqm), the area of Lot 19 affected by Stage 1 and 2 is 870sqm.

A small part of Lot 23 would become public road in Stage 2 (49sqm), part would become part of residential lot (64sqm), the area of Lot 23 affected by Stage 1 and stage 2 is 113sqm.

A small part of Lot 28 would become public road in several locations and part of the proposed residential lots within Stage 1 having an area of approximately 613sqm.

The total area of Council owned land required as part of Stage 1 and Stage 2 is approximately 1,596sqm.

Any sections of Council land that would need to be acquired will be subject to a separate report to Council as part of the Voluntary Planning Agreement (VPA)/Infrastructure Service Delivery Plan (ISDP) that is required for the subsequent stages of the development.

Land to be dedicated to Council

As part of the Stage 1 and 2 subdivision it is proposed that NSWLHC would dedicate the new Lot 1072 (Badgally Reserve) to Council. This has an area of approximately 5,839sqm which would provide a net increase of 4,243sqm of land which Council would receive within Stage 1 and Stage 2 of the proposed development.

Permit of Entry

Given that the land ownership issues cannot be resolved until a VPA is finalised, NSWLHC and UrbanGrowth have sought approval for Council to provide a permit of entry to access the above identified Council land, for any necessary preparation works associated with Stage 1 and Stage 2 subject to obtaining JRPP development consent. The preparation works would include the provision of public utilities/services, conduits and public roads.

It is proposed to provide a permit of entry subject to the following conditions:

- NSWLHC/UrbanGrowth pay Council's permit of entry fee in accordance with Council's adopted fees and charges.
- That NSWLHC indemnify Council from any claims associated with access to the land by it, its contractors and agents.
- That NSWLHC accepts that Council provides no warranties regarding the suitability of the land for the proposed purpose.
- That any preparation works required to achieve the Stage 1 and Stage 2 development consent will be at no cost to Council. On this basis any costs associated with accessing Council land are required to be borne by NSWLHC/UrbanGrowth.
- That access to the land will be subject to NSWLHC/UrbanGrowth meeting any necessary statutory provisions that may apply to the land.

Subject to the acceptance of these conditions it is recommended that Council provide a permit of entry to NSWLHC/UrbanGrowth, its contractors and agents for access and to undertake preparation works on Council land required for the Stage 1 and Stage 2 development CURP.

Compulsory Acquisition

NSWLHC has previously made an approach seeking that Council confirm that it has no objection to the compulsory acquisition of Council owned open space land and sections of public road/walkways situated within the CURP for nil cost.

As the land matters involving any potential transfers and compulsory acquisitions are associated with the VPA Council would not be in a position to respond to the request until the draft VPA has been publicly exhibited and adopted by Council.

Given that the land situated within Stage 1 and 2 of the CURP is predominantly vacant land ready for the provision of new housing stock NSWLHC is seeking Council approval to access Council's land for the necessary preparation works required for the subdivision of Stage 1 and 2.

The land to which NSWLHC requires access, and proposes to compulsorily acquire under a VPA, includes the previously identified Council land situated within Stage 1 and 2 of the CURP (as shown on the attached subdivision map).

The total area of Council land proposed to be eventually acquired by NSWLHC within Stage 1 and Stage 2 is an area of approximately 1,596sqm.

It should be noted that a further a report will be submitted to Council once a draft VPA/ISDP have been finalised which will deal with the compulsory acquisition/land transfer issues over the whole of the CURP. That report will specifically identify the relevant areas of land, values and embellishment works to be undertaken.

Adjoining Roads/Walkways

In order to achieve the development identified in the concept plan and proposed lot subdivision layouts, NSWLHC may also need to access and compulsorily acquire sections of public road/walkways situated within the proposed Stage 1 and Stage 2 development areas.

It should be noted that if any sections of existing road/walkways are to be impacted, NSWLHC will be responsible for the construction and dedication of the new roads at no cost to Council.

Under the NSWLHC proposal, Council's land would be incorporated into the subdivision layout upon compulsory acquisition with NSWLHC to dedicate a section of its land which has an area of approximately 5,839sqm as the new Badgally Reserve to Council.

Accordingly, it is recommended that Council resolves that it provides owners consent for the inclusion of Council's land as identified in Stages 1 and 2 of the attached subdivision map (including any necessary sections of roads/walkways) in the Development Application to be considered by the JRPP.

It is also recommended that Council provide a permit of entry to NSW Land and Housing Corporation, UrbanGrowth, its contractors and agents for access and to undertake preparation works on Council land required for the Stage 1 and Stage 2 development of the Claymore Urban Renewal Project subject to the Sydney West Joint Regional Planning Panel approving the Development Application for Stage 1 and Stage 2.

Officer's Recommendation

1. That Council provide owner's consent to the Claymore Urban Renewal Project Stages 1 and 2 subdivision Development Application which includes the parcels of Council land outlined in the body of this report.
2. That Council provide a permit of entry to NSW Land and Housing Corporation, UrbanGrowth, its contractors and agents for access and to undertake preparation works on Council land required for the Stage 1 and Stage 2 development of the Claymore Urban Renewal Project subject to the Sydney West Joint Regional Planning Panel approving the Development Application for Stage 1 and Stage 2, as outlined in the body of the report.
3. That the General Manager be delegated authority to provide approval for the permit of entry.
4. That NSW Land and Housing Corporation pay all costs associated with the provision of the public infrastructure for Stage 1 and Stage 2 of the Claymore Urban Renewal Project which is to be delivered at no cost to Council.
5. That a future report be provided to Council through the Planning and Environment Committee to address the Development Application 1141/2014/DA-SW relating to the first two stages of the Claymore Urban Renewal Project which is to be assessed by the JRPP.

Having declared an interest in regard to Item 2.1, Councillors Hawker and Lake left the Chamber and did not take part in debate nor vote on this item.

Committee's Recommendation: (Kolkman/Borg)

That the Officer's Recommendation be adopted.

CARRIED

At the conclusion of the discussion regarding Item 2.1, Councillors Hawker and Lake returned to the Chamber for the remainder of the meeting.

Council Meeting 29 July 2014

Having declared an interest in regard to Item 2.1, Councillors Lake and Hawker left the Chamber and did not take part in debate nor vote on this item.

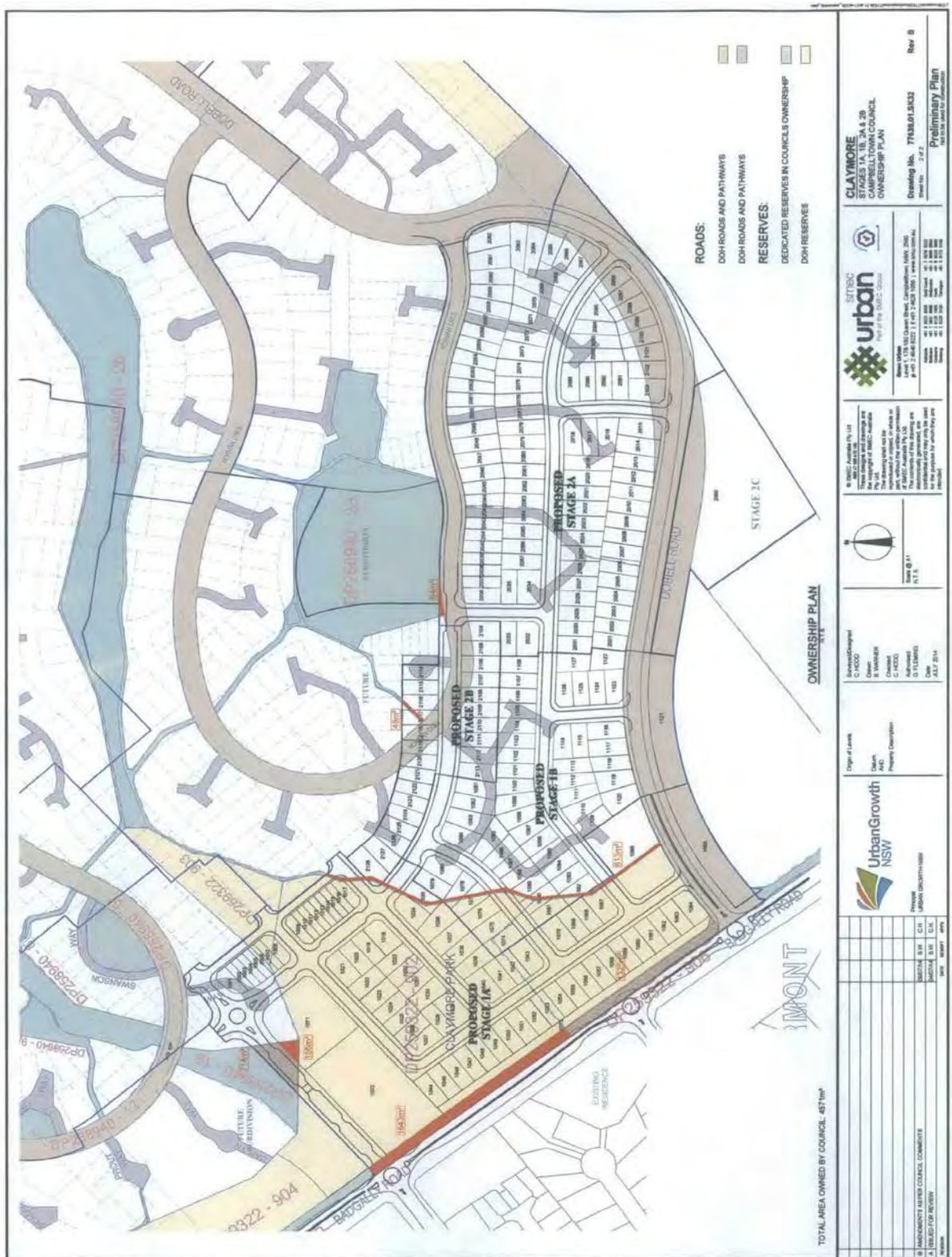
Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 134

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 2.1, Councillors Lake and Hawker returned to the Chamber for the remainder of the meeting.



2.2 EOI Cafe opportunities at HJ Daley Library and Civic Centre

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To seek Council approval to undertake an EOI process for the introduction of a café operation at HJ Daley Library and the Campbelltown Civic Centre.

History

It was previously requested that Council explore the potential of opening a café or similar style outlet at the HJ Daley Library premises and more broadly any other potential commercial ventures which could be co-located within existing Council owned services.

It should be noted that Council currently licences the Campbelltown Arts Centre Café on commercial terms.

Report

Consultation has been undertaken with a number of other Councils in respect to cafés operating within their existing community facilities/libraries. This consultation has indicated that cafés have been considered as a viable commercial option particularly when operating in conjunction with a library service.

A number of Council locations were considered including the libraries and leisure centres.

- Glenquarie Branch Library and Neighbourhood Centre: The existing building configuration and competition from the adjoining shopping centre is considered to limit the potential of this location
 - Greg Percival Library and Community Hall: The existing competition from adjoining shopping precinct and lack of dedicated car parking is considered to limit the current potential of this location
 - Campbelltown HJ Daley Library: As the main library for the LGA it is considered that this library would provide the best immediate opportunity to accommodate a commercial café venture on the basis of existing average weekly patronage of approximately 5684 and dedicated car parking
-

- Eagle Vale Central (Leisure Centre and Library): As a combined facility a kiosk style café is currently operated by Council reception staff. Council originally undertook an EOI for the operation of a café from this facility when it opened and is understood that no submissions were received
- Macquarie Fields Leisure and Indoor Sport Centres: These two facilities have existing kiosk style café facilities operated by Council staff
- Gordon Fetterplace Aquatic Centre: This facility has an existing kiosk style café facility operated by Council staff
- Campbelltown Civic Centre: The potential to cater for staff, customers and visitors provides a potential opportunity for a café on the ground floor reception area/courtyard although there is competition in the immediate vicinity.

In relation to the request to consider potential commercial ventures which could be co-located within existing Council owned services it was identified that the HJ Daley Library and the Campbelltown Civic Centre provided the best immediate opportunity to accommodate a commercial café venture.

Both the HJ Daley Library and Civic Centre are situated on land zoned 10(a) Regional Comprehensive Centre and are both classified as operational land which would permit Council to enter into licence agreements for café style operations.

Examples

- The Hills Shire Council (Castle Hill Library). This facility incorporates retail space for the operations of a café to service residents, library patrons and the wider public
- Bankstown City Council has recently opened the new Bankstown Library and Knowledge Centre (opened in April 2014) which includes a retail space to operate a café
- Wollongong City Council (The Thirroul District and Community Centre Library) also includes a café located sharing frontage from their library
- Liverpool City Library which has a café within their existing library premises.

HJ Daley Library

It is considered that HJ Daley Library would provide an ideal opportunity for a commercial café operation given the level of patronage and the high level of convenience of the library in having its own dedicated car parking.

Typically a library café would provide a menu of light meals, beverages including tea and coffee as well as cakes and pastries. Advice from other libraries with cafes indicates that the inclusion of a café style operation increased visitation and the use of library facilities.

On this basis, it is recommended that Council provide approval to proceed with an EOI process for the licence of a café for a period of three years with a three year option at the HJ Daley Library.

The EOI would seek that applicants nominate a commencing base licence fee and any contribution to fit out. In relation to the fit out an estimate of approximately \$80,000 has been obtained to provide for a café and courtyard dining area at HJ Daley Library. It has been advised that the existing floor plan of the HJ Daley Library could be modified to provide a food preparation dining area adjacent to the courtyard.

A further report would be submitted to Council seeking to enter into a licence agreement with any preferred party for the operation of a café upon the EOI process being completed.

Campbelltown Civic Centre

It is considered that the Civic Centre has potential to accommodate a café style operation however the viability of a commercial operation given the level of competition in the immediate area is considered uncertain.

On this basis it is recommended that Council initially seek expressions of interest for the provision of a coffee cart operation from the ground floor foyer of the Civic Centre for an initial period of six months with a further option of up to six months to determine if there is demand for a café style operation within the Civic Centre.

The EOI would seek that applicants would nominate a fixed gross licence fee and identify the hours of service to be provided.

A further report would be submitted to Council seeking to enter into a licence agreement with any preferred party for the operation of a coffee cart upon the EOI process being completed.

Officer's Recommendation

1. That Council approves an EOI process to enter into a licence agreement for the provision of café style operation at Campbelltown HJ Daley Library on the terms outlined in this report.
2. That subject to the EOI process that a further report be presented to Council prior to entering into a licence agreement for provision of café style operation at Campbelltown HJ Daley Library.
3. That Council approves an EOI process to enter into a licence agreement for the provision of a coffee cart operation for a trial period of up to 12 months in order to allow Council to assess demand for café style operation within the ground floor reception area or courtyard of the Campbelltown Civic Centre building.
4. That subject to an EOI process that a further report be presented to Council prior to entering into a licence agreement for provision of a coffee cart operation within the Campbelltown Civic Centre building.

Committee's Recommendation: (Lake/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Councillor Borg asked that he be recorded against the Committee's recommendation as being in opposition.

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

2.3 Processing Road and Walkway Closure Applications

Reporting Officer

Manager Property Services

Attachments

Nil

Purpose

To inform Council of NSW Trade and Investment Crown Lands' decision to change the process in respect to applications made by councils for road and walkway closures. Council approval is also sought to amend the adopted 2014-2015 fees and charges for road and walkway closure applications due to the additional work now required to be undertaken by Council.

Report

Council on 20 June 2014 received advice from NSW Trade and Investment Crown Lands (Crown Lands) that in consultation with the Office of Local Government, Roads and Maritime Services and Local Government NSW a new process has been developed to improve efficiency and allow councils to have more control over the timing of road/walkway closure applications.

It appears that this new process has been developed as a result of the significant backlog of road/walkway closure applications currently awaiting determination by Crown Lands.

The new process essentially requires Council to undertake the required advertisement, public consultation and resolution prior to lodging a road closure application with Crown Lands.

Council has an existing Memorandum of Understanding with Crown Lands however this will now be replaced by the new process which is to be undertaken by all councils within NSW.

Under the existing Memorandum of Understanding Council prepared the necessary paperwork for a road closure application prior to lodging it with Crown Lands for approval to advertise.

The new process however provides Council with the ability to advertise the proposed walkway/road closure without prior approval from Crown lands. This will reduce the need to forward the draft advertisement to Crown Lands where it usually took quite a substantial amount of time to be processed before providing approval to Council to advertise.

Ultimately it would appear that the new process will favour the applicant requesting road and walkway closures as the processing time and double handling of applications should be significantly reduced.

In this respect an amendment to the adopted 2014-2015 Council fees and charges for road and walkway closure applications is sought to reflect the additional administrative work required by Council. As previously indicated Council only received notification of the new process and fees from Crown Lands on 20 June 2014. This was too late to have the 2014-2015 fees and charges amended prior to adoption by Council.

In the new guidelines provided by Crown Lands their road closure application fee has been reduced. The new procedure however requires that Council undertake more administrative work which would normally have been carried out by Crown Lands.

Therefore an increase of \$180.80 is sought for both Council's road and walkway closure application fees. This figure represents the amount by which Crown Lands have reduced their application fee. Essentially there is no increase in fees to the applicant as the amount by which Crown Lands have reduced their fee represents the increase sought for Council's road and walkway closure application fees.

The current fee for a walkway closure application is \$1183.85 and for a road closure application is \$1775.70. Should Council approve the increase in fees by \$180.80 this would make the walkway closure application fee \$1364.65 and road closure application fee \$1965.50. It should be noted that a number of other councils charge a higher application fee than this for proposed road closures.

It should be noted that in accordance with Section 610F of the *Local Government Act 1993* Council is required to give public notice for at least 28 days of its intention to amend the existing fee associated with road and walkway closures. A further report will be presented to Council if any submissions are received.

Accordingly it is recommended that Council note the change in process in relation to road and walkway closure applications. It is also recommended that Council approve an amendment to the 2014-2015 adopted fees and charges for both road and walkway closure applications and that Council advertise the fee increase in accordance with Section 610F of the *Local Government Act 1993*.

It should also be noted that Council has recently made a submission associated with the Crown Lands Legislation White Paper Review in which Council identified that road and walkway closure applications should be dealt with by Council to avoid the existing administrative duplication in Crown Lands also being involved in the process.

Officer's Recommendation

1. That Council note the change in process required by NSW Trade and Investment Crown Lands for road and walkway closure applications.
2. Council approve an amendment to the 2014-2015 adopted fees and charges for both road and walkway closure applications as outlined in the body of the report.
3. That Council advertise the proposed fee increases in accordance with Section 610F of the *Local Government Act 1993* for a period no less than 28 days and consider any submissions received during the exhibition period.
4. That a further report be submitted to Council if any submissions are received.

Committee's Recommendation: (Lake/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

2.4 Proposed Road Closure land extending from Railway Parade, Macquarie Fields

Reporting Officer

Manager Property Services

Attachments

Locality Plan indicating area or proposed road closure (contained within this report)

Purpose

To seek Council approval for the closure of an unformed section of public road off Railway Parade, Macquarie Fields.

History

Council at its meeting of 6 May 2014 resolved to dedicate two sections of land off Railway Parade and adjacent to the rail corridor at Macquarie Fields as public road. The required public notification and gazettal process has now been completed and the land has been dedicated as public road.

Report

As indicated above, Council has undertaken the appropriate steps to dedicate two sections of land off Railway Parade as public road. Council is now seeking to formally close the unformed section of road.

The subject section of unformed road proposed to be closed and shown hatched on the attached map, has an area of approximately 6850 square metres (subject to survey) and is partly zoned 2(b) Residential, 4(b) Industry B under the Campbelltown City Council LEP 2002.

This section of land which has a width of approximately 18 metres has been maintained by Council. Sections of this land have been fenced off by the adjoining owners due to security issues and illegal dumping within this corridor. An adjoining owner also appears to have incorporated a section of this land within their fenced boundary and has made an approach to Council to determine if the land would be available for lease or sale.

Given that the subject section of land is now public road, it is considered appropriate to formally close the portion of road (given that it is unformed and unused) in order that a single lot can be created in Councils ownership.

Accordingly it is recommended that Council approve the proposed road closure as identified on the attached map in order that an application can be forwarded to NSW Trade and Investment Crown Lands and the creation of a new title issued in Council's name.

Should the road closure be approved and a new title created in Council's name, it is proposed that the section of former road be retained in Council ownership until such time as a further report is submitted to Council to consider any proposal for the lease or sale of land.

It is recommended that the land be classified as operational land upon this section of road being closed.

Officer's Recommendation

1. That Council approve the closure of the unformed section of road extending from Railway Parade, Macquarie Fields under the provisions of the *Roads Act 1993* and an application be made to NSW Trade and Investment Crown Lands to effect such closure.
2. That upon formal closure of the residue section of road extending from Railway Parade the land be classified as 'operational'.
3. That all documentation associated with the road closure be executed under the Common Seal of Council, if required.

Committee's Recommendation: (Hawker/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1



3. FINANCIAL SERVICES

3.1 Investment report - June 2014

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance as at 30 June 2014 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for the month of June 2014.

Report

Council invests any surplus funds that become available through the financial instrument designated by the Ministerial Order from the Office of Local Government. The *Local Government Act 1993* and the *Local Government (General) Regulation 2005* require a monthly investment report be presented to Council.

Council's Investment Portfolio as at 30 June 2014 stood at approximately \$88m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

Portfolio Performance

Directly managed investments show an outperformance of the 90 day bank bill index benchmark by more than 100 basis points for the reporting period.

Monthly annualised return	June
Council Managed Funds	3.92%
Benchmark: 90 Day Bank Bill Index	2.64%

Investment returns can fluctuate during any one reporting period based on market perceptions, or as in the case of funds under management, changes in asset classes. As such, any measurement of performance is better reflected over a rolling 12 month period to average out any fluctuations in monthly performance. Council's total investment portfolio has outperformed the benchmark on average over the last 12 months.

Rolling year to date return	June
Council Managed Funds	4.10%
Benchmark: 90 Day Bank Bill Index	2.65%

Council's portfolio as at 30 June 2014 is diversified with 70% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 22% in floating rate notes which gives Council a set margin above either 30 or 90 day bank bills, 7% in fixed rate bonds, 1% in funds in a short term at call account. The National Australia Bank offset facility expired in June 2014 and Council no longer holds funds in these types of facilities.

Maturity profile	30 June
Short term at call	\$1,202,378
0 – 3 months	\$47,948,617
3 – 6 months	\$21,361,223
6 – 12 months	\$11,645,020
12 months +	\$6,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions.

Credit exposure	30 June
AAA to AA-	71%
A+ to A-	24%
BBB+ to BBB-	5%
Other approved deposit taking institutions	0%

Economic outlook

The Board of the Reserve Bank of Australia (RBA) left the cash rate unchanged at the present level of 2.5% at its meeting held on 1 July, which was widely anticipated by most economists. The accompanying statement to this decision stated that the current accommodative monetary policy should provide support to demand and assist growth to strengthen over time, while also maintaining inflation within the Bank's target range of 2-3% over the next two years.

Summary

Council's investment portfolio continues to outperform the benchmark of the 90 day bank bill index. The Local Government Investment Guideline leaves little scope for the enhancement of Council's investment portfolio with the various investment products being offered. However, to enhance the portfolio, advantage is taken on the length of maturity of the investment given the rating of the institution, as well as reviewing any new investment products offered in consultation with Council's financial advisor, Spectra Financial Services.

Regular liaison with Council's external financial advisor assists in monitoring all of the risk factors to maximise Council's return on the investment portfolio, while minimising the risk associated with this strategy.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Lake)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

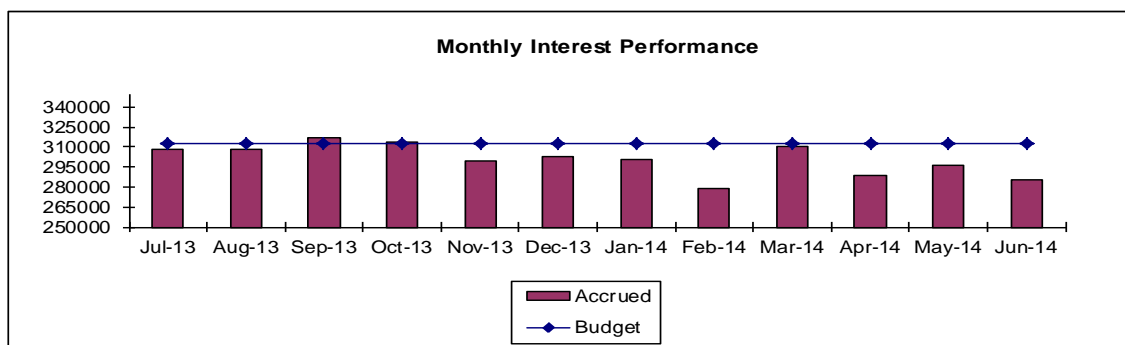
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

Summary June 2014

Benchmark UBS Warburg 90 Day Bank Bill Index
Portfolio Balance \$88,157,238.05

Monthly Performance	Return (mth)	Return (pa)
UBSW 90 Bank Bill Index	0.22%	2.64%
Total Portfolio	0.32%	3.91%
<i>Performance to Benchmark</i>	+ 0.10%	+ 1.27%
Portfolio - Direct Investments	0.32%	3.92%
<i>Performance to Benchmark</i>	+ 0.11%	+ 1.28%
Short Term Call Account	0.24%	2.90%

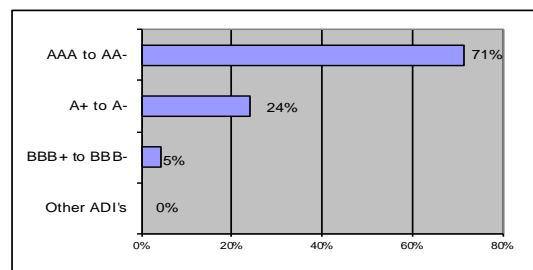


Year to Date Performance

Credit Exposure

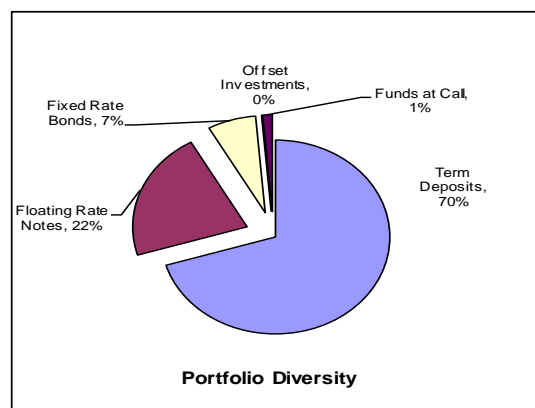
Rolling 12 Month Period
4.10% Council Managed Funds
2.65% Benchmark

Interest Budget to Actual
Annual Budget \$3,750,000
Income Accrued \$4,536,696



Securities

Institutions



	Amount Invested	% Portfolio
Funds at Call	\$ 1,202,378.54	1%
NSW Treasury	\$ 2,225,000.00	3%
National Australia Bank	\$24,758,871.92	28%
ANZ Bank	\$ 3,500,000.00	4%
Westpac Bank	\$10,992,835.56	12%
St George Bank	\$ 3,528,505.06	4%
Commonwealth Bank	\$12,500,000.00	14%
Bank Western Australia	\$ 4,244,285.30	5%
AMP Bank	\$ 5,000,000.00	6%
Suncorp Metway	\$ 5,205,361.67	6%
ING Bank	\$ 4,000,000.00	5%
Rural Bank	\$ 3,000,000.00	3%
Bank of Queensland	\$ 4,000,000.00	5%
ME Bank	\$ 4,000,000.00	5%
	\$88,157,238.05	100%

3.2 Monthly Rates Summary - June 2014

Reporting Officer

Manager Financial Services

Attachments

1. Monthly rates summary (contained within this report)
2. Actual to budget result (contained within this report)
3. Rates statistics (contained within this report)

Purpose

To provide details of the 2013-2014 Rates and Charges Levy and cash collections for the year ending 30 June 2014.

Report

Rates and charges levied for the year ending 30 June 2014 totalled \$83,841,437, representing 99.5% of the annual budget forecast. Receipts collected to the end of June totalled \$83,191,929. In percentage terms, this amount represents 96.86% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 96.27%.

A process of identifying and finalising accounts with arrears balances was conducted during the month in an effort to assist ratepayers with their unpaid balances. This process included the issue of 1,870 letters of demand to ratepayers with two or more instalments outstanding and a balance due exceeding \$500. Letters were issued on 10 June 2014 on Council stationery seeking payment or a suitable arrangement by 17 June 2014. During this period 1,315 unpaid accounts were brought up to date therefore requiring no further action.

Council's agents Executive Collections, were instructed on 25 June 2014 to follow up the remaining 555 matters with a second letter requesting urgent attention to the outstanding debt. Additional fees associated with debt recovery action will not be charged unless suitable arrangements or payments are made by 7 July 2014.

Ratepayers who have recently purchased property with unpaid amounts are issued a "Notice to New Owner" letter. During the month, seven of these notices were sent advising the amount raised by Council in annual rates and charges and the unpaid balance due.

Working with ratepayers to assist them in minimising their unpaid accounts has achieved an excellent result for the period ending 30 June 2014 with 3.14% of the total rates and charges levied remaining unpaid.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Greiss/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2013	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,489,704.10	47,048,237.94	1,372,046.43	786,698.99	48,952,594.60	46,723,116.36	2,229,478.24	299,947.75	2,529,425.99
BUSINESS	468,656.67	15,792,058.54		113,064.32	16,373,779.53	15,868,019.46	505,760.07		505,760.07
BUSINESS - IND	3,940.83	0.00		147.87	4,088.70	1,492.23	2,596.47		2,596.47
FARMLAND	12,880.47	393,443.20	884.94	459.88	405,898.61	396,098.90	9,799.71	118,690.16	128,489.87
MINING	0.00	13,929.61		0.00	13,929.61	13,929.61	0.00		0.00
LOAN	243,314.66	4,109,953.27		13,351.43	4,366,619.36	4,145,291.55	221,327.81	38,459.53	259,787.34
F5 ACCESS RAMPS	764.21	0.00		22.23	786.44	106.91	679.53		679.53
MAIN STREET	40.12	0.00		0.00	40.12	0.00	40.12		40.12
TOTAL	\$3,219,301.06	\$67,357,622.56	\$1,372,931.37	\$913,744.72	\$70,117,736.97	\$67,148,055.02	\$2,969,681.95	\$457,097.44	\$3,426,779.39
GARBAGE	735,268.06	15,838,658.73	809,418.12	46,385.87	15,810,894.54	15,137,924.33	672,970.21		672,970.21
SANITARY	0.00	0.00		0.00	0.00	0.00	0.00		0.00
STORMWATER	51,164.38	900,875.69		2,569.00	954,609.07	905,950.12	48,658.95		48,658.95
GRAND TOTAL	\$4,005,733.50	\$84,097,156.98	\$2,182,349.49	\$962,699.59	\$86,883,240.58	\$83,191,929.47	\$3,691,311.11	\$457,097.44	\$4,148,408.55

Total from Rates Financial Transaction Summary	3,188,716.17
Overpayments	-959,692.38
Difference	0.00

ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears 840,957.28

Rate accounts greater than 12 months less than 18 months in arrears 147,727.05

Rate accounts greater than 18 months in arrears 43,129.05

TOTAL rates and charges under instruction with Council's agents \$1,031,813.38

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	46,699,900	46,863,400	47,048,238	(184,838)	100.39%
BUSINESS	15,792,500	15,792,500	15,792,059	441	100.00%
FARMLAND	415,500	415,500	393,443	22,057	94.69%
MINING	15,000	15,000	13,930	1,070	92.86%
LOAN	4,176,500	4,176,500	4,109,953	66,547	98.41%
TOTALS	67,099,400	67,262,900	67,357,623	(94,723)	100.14%
INTEREST CHARGES					
LEGAL COSTS RECOVERED	368,900	258,900	212,431	46,469	82.05%
PENSIONERS - Sec 575	710,000	710,000	715,250	(5,250)	100.74%
PENSIONERS - Sec 582	(1,735,300)	(1,735,300)	(1,816,269)	80,969	104.67%
PENSIONERS SUBSIDY	0	0	(366,080)	366,080	0.00%
SUB TOTAL	953,500	953,500	998,948	(45,448)	104.77%
	67,396,500	67,450,000	67,101,902	348,098	99.48%
DOMESTIC WASTE CHARGES					
COMMERCIAL WASTE CHARGES	15,566,800	15,566,800	15,432,089	134,711	99.13%
STORMWATER MNGMNT	358,800	358,800	406,569	(47,769)	113.31%
	894,000	894,000	900,876	(6,876)	100.77%
GRAND TOTALS	84,216,100	84,269,600	83,841,437	428,163	99.49%

COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	95.45%	99.31%		
BUSINESS	96.91%	100.48%	RATES	99.69%
FARMLAND	97.59%	100.67%	WASTE	95.58%
LOAN	94.93%	100.86%	STORMWATER	100.56%
ALL RATES	95.76%	99.69%	TOTAL RATES & CHARGES	100.06%

ATTACHMENT 3

RATES STATISTICS

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Jun-13
Rate Notices	48,779	121		238			165						
Electronic - DoH	5,655									41,705			
Instalment Notices				42,363			42,019						
Electronic - DoH				5,703			6,317			5,455			
Missed Instalment Notices			7,916			6,949			6,411			6,605	8,058
- Pensioners > \$15.00			489			436			419			497	591
Notice to new owner	169	91	41	71	41	39	48	21	31	39	31	7	3
7-day Letters - Council issued			1,755			1,901			1,785			1,709	1,761
- Pensioners > \$500.00			124			99			93			161	109
7-day Letters - Agent Issued			698				522		696			555	660
Statement of Claim	235	31	19	248	20	15	236	22	24	243	29	13	17
Judgments	20	81	21	19	65	9	21	38	43	23	117	36	44
Writs	23	44	53	9	15	37	16	6	55	31	51	53	51
eRates	1,163	1,309	1,327	1,331	1,335	1,337	1,341	1,342	1,345	1,346	1,349	1,353	1,272
Arrangements	382	297	385	334	277	389	373	303	405	368	319	422	431

3.3 Sundry Debtors Report - June 2014

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 30 June 2014 (contained within this report)
2. Ageing of sundry debts to 30 June 2014 (contained within this report)

Purpose

To provide a report detailing the amount outstanding by type and age for sundry and miscellaneous debts for the period ending 30 June 2014.

Report

Debts outstanding to Council as at 30 June 2014 are \$3,050,505, reflecting an increase of \$1,842,508 since May 2014. The ratio of outstanding debts to current invoices has decreased from 24% in May to the current level of 8%. This debtor management ratio is a measure of the effectiveness of recovery efforts, however is impacted by Council policies as well as economic and social conditions.

Invoices raised – June 2014

During the month, 1,836 invoices were raised totalling \$2,649,358. The majority of these are paid within a 30 day period, however those that remain unpaid from previous periods for longer than 90 days are detailed at the end of this report. The most significant invoices raised during the month have been in the following areas:

Government and other Grants – \$1,116,321 – the main invoices relate to:

Road and Maritime Services - Traffic Route Lighting subsidy scheme, Cycleway Funding, 2013-2014 Federal Nation Building Black Spot Program, 2013-2014 Grant Funding for Eagle Vale Drive	\$1,053,150
Office of Local Government - Pensioner Subsidy Claim to 30 June 2014	\$47,723
Ingleburn Tennis Club Inc. - Community Building Partnership Program, clubhouse refurbishment	\$15,008

Various Sundry Items – \$674,930 – the invoices relate to:

Urban Growth NSW - contribution towards works carried out by Council at Park Central	\$600,000
Camden Council - Park Smart Stay Secure joint program, share of costs of Canberra Retirement and Lifestyle Expo, various signs for cycleway, gym and river trails and Rural Fire Service 1/3 share of operating expenses	\$16,847
Australia Council for the Arts - Travel Grant to Ice Hot, Finnish Dance Exchange and peer assessment panel 30 April 2014	\$4,683
State Emergency Service - operational expenses for the period February to May 2014	\$4,024

Land and Building Rentals – \$148,622 – all invoices relate to:

Telstra Corporation Limited - annual land lease at Eschol Park	\$35,098
Nuvezo Pty Ltd - monthly rental Dumaresq Street Cinema	\$23,283
Aldi Stores - monthly rental Macquarie Fields	\$22,517
Glenquarie Hotel Pty Ltd - monthly rental Macquarie Fields	\$20,438
Caltex Oil Australia Pty Ltd - monthly rental Macquarie Fields	\$15,062
Mycorp Group Pty Ltd - monthly rental Macquarie Fields	\$13,696
McDonalds Australia Limited - monthly rental Macquarie Fields	\$7,565
Macarthur Community Options - monthly rental Campbelltown	\$5,958

Waste Collection Services – \$107,487 – the main invoices relate to:

Remondis Australia Pty Ltd - effluent for April and May 2014	\$56,221
G & G Waste Services - effluent for April and May 2014	\$51,566

Receipts to the value of \$806,849 have been received during the period, the most notable in the following areas:

Land and building rentals	\$155,863
Government and other Grants	\$104,940
Waste Collection Services	\$57,704
Healthy Lifestyles	\$56,432
Various Sundry Items	\$53,242

Sundry debts outstanding – 30 June 2014

Debts exceeding 90 days of age totalled \$204,822 as at 30 June 2014. The major invoices relating to this balance include:

Description	Date Invoiced	Balance
Debtor 68316.9 - retaining wall between Lot 1451 DP 703487, 2 and 4 Brownlow Place, Ambarvale. Debtor is maintaining arrangement to pay \$450 per month as approved by Council	09/06/10	\$13,307
AFL NSW - Contribution to Thomas Acre Reserve Spectator Fencing. Payment is now expected in July 2014	13/02/14	\$7,700
Imperium Projects Pty Ltd - Road Restoration at 25 Blaxland Rd Campbelltown. Matter has been referred to council's agents Executive Collections. Statement of Liquidated Claim was issued to debtor on 04/06/14. Payment arrangement of \$600 per month commencing June 2014	03/01/14	\$3,573
Debtor 67532.2 - Compliance Service Administration fees and contractor fees to reduce overgrown vegetation. Property owners are bankrupt and a Trustee has been appointed. As this is a property related debt, the account will be paid when the property is sold	08/05/09 to 14/09/11	\$5,312
Caspers Baseball Club - hire of Mary Brookes Reserve and electricity charges. Club is experiencing financial difficulty, unable to commit to structural payment plan but have been making regular payments to reduce the debt	17/12/12 to 14/03/14	\$5,122
West Tigers Football Club - floodlighting and sportsground hire	17/06/13 to 25/03/14	\$4,504
Camden District Cricket Association and Others - sportsground hire. Payment has been delayed due to change in associations' management. Payment is now expected in August 2014	05/03/14	\$23,605

Debt recovery action is undertaken in accordance with Council's Sundry Debtor Recovery Procedures Policy and commences with the issue of a tax invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month, a statement of transactions is provided with details of all invoices due and how payments or credit notes have been apportioned. Once an invoice is paid, it no longer appears on any subsequent statement.

All debts that age by 60 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 10 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

All costs associated with formal legal recovery are payable by the debtor and staff continue to make every effort to assist debtors to resolve their outstanding debt before escalating it through the local court.

During the month, three accounts were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agents.

Four accounts progressed to the first stage of formal legal recovery action. The defaulting debtors were issued a letter of demand by Council's agents Executive Collections, advising that if the account was not settled or an appropriate arrangement was not made the account may be escalated to a Statement of Liquidated Claim.

Council's agents were instructed to proceed with two Statements of Claim, one for an unpaid road restoration and one for unpaid licence fees and one Warrant for unpaid licence fees.

Council officers continue to provide assistance to debtors experiencing difficulties in paying their accounts. Debtors are encouraged to clear their outstanding debts through regular payments where possible, to avoid any further recovery action.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lake/Greiss)

1. That the information be noted.
2. That a report be presented identifying alternative methods for managing the hire of Council sporting fields.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 133

That the Committee's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 June 2014 to 30 June 2014

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/05/2014	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/06/2014	% DEBT RATIO
Corporate Administration	165,671	92,902	32,599	225,974	7.41%
Abandoned Items	8,944	0	0	8,944	0.29%
Child Care Debts	18,710	0	0	18,710	0.61%
Community Bus	89	698	430	358	0.01%
Sportsground and Field Hire	165,266	92,640	45,657	212,248	6.96%
Government and other Grants	256,457	1,116,321	104,940	1,267,838	41.56%
Public Hall Hire	46,832	42,701	40,231	49,301	1.62%
Health Services	350	0	0	350	0.01%
Land and Building Rentals	53,863	148,622	155,863	46,621	1.53%
Healthy Lifestyles	1,316	70,708	56,432	15,592	0.51%
Library Fines and Costs	174,497	2,736	0	177,233	5.81%
Shop Licence Fees	62,943	29,165	27,170	64,938	2.13%
Pool Hire	5,099	6,000	3,004	8,095	0.27%
Private Works	24,106	0	1,050	23,056	0.76%
Road and Footpath Restoration	58,254	65,531	23,375	100,410	3.29%
Shop and Office Rentals	24,059	24,422	30,655	17,826	0.58%
Various Sundry Items	147,489	674,930	53,242	769,177	25.21%
Waste Collection Services	33,487	107,487	57,704	83,269	2.73%
	1,207,997	2,474,861	632,352	3,050,505	100%

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 June 2014

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	86,445	112,166	2,192	25,171	225,974	27,722
Abandoned Items	0	0	0	8,944	8,944	8,944
Child Care Debts	18,710	0	0	0	18,710	0
Community Bus	358	0	0	0	358	0
Sportsground and Field Hire	58,663	88,915	1,066	63,604	212,248	16,977
Government and other Grants	1,115,881	144,257	0	7,700	1,267,838	7,700
Public Hall Hire	39,716	6,190	962	2,433	49,301	2,616
Health Services	0	0	0	350	350	350
Land and Building Rentals	38,495	1,250	1,250	5,625	46,621	5,771
Healthy Lifestyles	15,322	2	0	269	15,592	309
Library Fines and Costs	177,233	0	0	0	177,233	0
Shop Licence Fees	23,652	10,260	5,155	25,871	64,938	27,086
Pool Hire	5,447	527	144	1,978	8,095	1,411
Private Works	1,189	0	0	21,867	23,056	23,506
Road and Footpath Restoration	65,287	8,285	0	26,837	100,410	19,794
Shop and Office Rentals	7,383	5,316	5,056	71	17,826	190
Various Sundry Items	51,982	691,586	11,506	14,102	769,177	19,506
Waste Collection Services	83,269	0	0	0	83,269	927
	1,749,599	1,068,753	27,332	204,822	3,050,505	162,810

3.4 Stocktake of Stores and Materials

Reporting Officer

Manager Financial Services

Attachments

List of stores and materials stocktake result (contained within this report)

Purpose

To advise Council of the results of the stores and materials stocktake held at Council's Works Depot General Store on 14 June 2014.

Report

The *Local Government (General) Regulation 2005* requires Council to take all reasonable measures to ensure that the assets of, or under the control of, the Council are properly accounted for.

To assist in the control of Council's stores and material assets, stocktakes are held at least annually and six monthly where timeframes and resources allow. Spot checks are also carried out intermittently throughout the year.

The process involves physical counts of all stock items by Store staff, under the supervision of staff from Financial Services. The results of the count are then compared to the stock item balances contained in Council's financial management information system. A recount of variances is then carried out to confirm the original count. Once all counts are finalised a discrepancy report is produced which details the recommended write off or write on of stock.

Council's total value of stock on hand is approximately \$220,000, and the stocktake carried out on 14 June 2014 resulted in a net write off of \$102.41. This is an excellent result and is largely representative of the manner in which the store is maintained together with the processes around the procurement and issue of inventory items.

Officer's Recommendation

1. That the information be noted.
2. That the necessary adjustments be made in Council's financial management information system.

Committee's Recommendation: (Hawker/Greiss)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 29 July 2014 (Dobson/Greiss)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1

STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 14 JUNE 2014 LIST OF ADJUSTMENTS

Product Number or Group	Description	Storage Units	Book Qty on Hand	Counted Qty	Difference	Adjustment Amount
101275	BAG/BIN L - H/Duty 240 Ltr Wheely 1510x5	CTN	4	3	-1	-38.49
100423	BROOM - PLASTIC SOFT HANDLE	EACH	7	8	1	6.62
101958	BOTTLE EMPTY FOR LIQUID DISH WASH	EACH	18	19	1	0.96
100460	CONNECTOR HYDRAULIC 1/8"BSP	EACH	4	5	1	5.60
100397	BLADE HACKSAW 12" X 1/2" 18TPI	EACH	22	20	-2	-2.56
100845	MEDICAL SUNSCREEN 4 Hrs	EACH	34	35	1	6.72
100474	DOWNEE CAP K80	EACH	6	0	-6	-29.94
102222	DOWNEE CAP K90	EACH	6	12	6	34.86
100384	BATTERY LANTERN	EACH	37	36	-1	-2.64
102693	TROUSERS GREEN SIZE 92R	PAIR	5	6	1	18.44
101725	OVERBOOT COVER	EACH	32	33	1	5.00
101872	GLOBE ENERGY SAVER 9W	EACH	8	5	-3	-17.97
101458	BRAKE CLEANER 400 Gram	CAN	15	14	-1	-4.37
100536	INSECTICIDE RESIDUAL / SURFACE	CAN	20	19	-1	-7.23
101916	OIL BABY 125ml	EACH	8	7	-1	-6.00
100922	PAPER, GARNETT, 60 GRIT	SHEET	44	40	-4	-2.20
101161	POST. OZ-POST 600MM	EACH	18	19	1	17.95
101173	VLOCK, WEDGE.	EACH	5	4	-1	-5.00
101185	SIGN, NO STOPPING, RIGHT ARROW	EACH	24	23	-1	-7.00
101273	WINDOW WONDER 5LT	DRUM	3	2	-1	-6.95
101279	CLEANER - POWERFORCE 5LT	DRUM	12	8	-4	-35.20
101291	LIQUID DISHWASHING DETERGENT	EACH	7	6	-1	-5.89
100731	STAKE, HARDWOOD	EACH	189	190	1	2.05
102078	BOLT& NUT,4 X 5/16 UNF	EACH	5	4	-1	-0.46
102146	BOLT & NUT,3 1 1/2,UNC	EACH	44	42	-2	-0.89
102153	BOLT & NUT,3 1/2 X 7/16,U	EACH	72	69	-3	-1.62
102163	BOLT & NUT,4 1/2 X 1/2,UN	EACH	8	7	-1	-0.89
100534	INHIBITOR CORROSION500ML	EACH	6	5	-1	-7.00
100950	RING PIN. BARECO 1/4" B2	EACH	24	23	-1	-0.39
102442	FLASHER LOAD SENSITIVE	EACH	3	2	-1	-19.43
102505	GLOBE, HELLA XD 1260/55	EACH	1	2	1	4.75
102438	GLOBE 12V/21+5W	EACH	19	18	-1	-0.35
102448	GLOBE 12V-21W WEDGE	EACH	22	20	-2	-0.83
102449	GLOBE ST/TAIL 12V/21W	EACH	29	30	1	0.32
102548	STOP, TAIL, INDICATOR	EACH	3	4	1	6.98
102474	CABLE TIE 4"	BOX	3	2	-1	-1.37
102780	SPACER. JOHN DEERE M85178	EACH	11	10	-1	-5.74
103170	SOY MILK - SO GOOD 1 LITRE	EACH	43	42	-1	-2.24
Gain / (Loss)						(102.41)

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Hawker/Lake)

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

21. CONFIDENTIAL ITEMS

21.1 Compulsory Acquisition of Council land by Rail Corporation

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 6.16pm.

S Dobson
CHAIRPERSON

REPORTS FROM OFFICERS

8. REPORT OF GENERAL MANAGER

No reports this round

9. REPORT OF DIRECTOR BUSINESS SERVICES

9.1 Progress Report: Amounts Expended on Providing Facilities and Payment of Expenses - Mayor, Deputy Mayor and Councillors June 2014

Attachments

Nil

Report

On 19 February 2013, Council reviewed its policy concerning payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors.

Section 217 (a1) of the *Local Government (General) Regulation 2005* requires councils to include additional information for inclusion in annual report:

- (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
 - (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs)
 - (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes
 - (iii) the attendance of councillors at conferences and seminars
 - (iv) the training of councillors and the provision of skill development for councillors
 - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses

- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses
- (vii) the expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.

These expenses are calculated on a monthly basis and reported to Council. Expenses as at June 2014 were as follows:

Expenses

1.	Training Seminars and Conferences Cost for June 2014.	\$4308
2.	Staff Personal Secretary for the Mayor on a shared basis with the General Manager, together with Receptionist shared with Corporate Services. Apportioned cost for June 2014.	\$4180
3.	Stationery and Postage Cost of Mayoral and Councillors' stationery, business cards and postage expenses. Approximate cost for June 2014.	\$996
4.	Periodicals Cost of annual subscriptions. Cost for June 2014.	\$23
5.	Meals Provision of meals in conjunction with Council and Committee Meetings and Inspections. Cost for June 2014.	\$4394
6.	Refreshments Provision of refreshments in the Mayor's Suite and Councillors' Lounge and Civic Receptions. Cost for June 2014.	\$1249
7.	Insignia of Office Replacement costs Mayoral robes, chain, badge and name plates. Cost for June 2014.	Nil
8.	Travelling Expenses for Use of Private Vehicle Reimbursement of travelling expenses on authorised Council business. Claims submitted for June 2014.	\$64

Provision of Facilities

- | | | |
|----|---|--------|
| 1. | Accommodation
Office located on the Third Floor of the Administration Building - costs are included in total maintenance and operating expenses of the Administration Building and apportioned on an area basis (3.5%).
Cost for June 2014. | \$6340 |
| 2. | Communication System
Mobile telephone, personal computer or a laptop, personal digital assistant and combined printer, copier, scanner, facsimile machine and telephone answering machine provided for the Mayor and Councillors.
Cost of equipment for June 2014 in accordance with Councillors Policy. | \$3913 |
| 3. | Office Equipment
Facsimile machines, photocopier and telephone facilities for the Mayor and Councillors at the Civic Centre. Cost for June 2014. | \$1215 |
| 4. | Council Vehicle
Costs associated with the use of Council vehicles by the Mayor and Councillors on authorised Council business. All usage is subject to the prior approval of the Mayor. Cost for June 2014. | Nil |
| 5. | Internet Facilities
Costs associated with the provision of internet facilities in accordance with Council's Policy. Cost for June 2014. | \$1694 |
| 6. | Care Expenses
Costs associated with care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members.
Cost for June 2014. | Nil |

The total cost for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors for June 2014 amounted to \$28,376.

Officer's Recommendation

That the information be noted.

Council Meeting 29 July 2014 (Glynn/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

9.2 Reports Requested

Attachments

Status list of reports requested (contained within this report)

Report

Attached for the information of Councillors is a status list of reports requested of Council as at 1 July 2014.

Officer's Recommendation

That the information be noted.

Council Meeting 29 July 2014 (Dobson/Thompson)

That the Officer's Recommendation be adopted.

Amendment (Rowell/Greiss)

That the information be noted subject to the attachment to the report being amended to reflect that Councillor Dobson was the mover of the report requested at the 27 May 2014 Planning and Environment Committee, item 3.5 - Public Exhibition of Planning Agreement for Airds Bradbury Renewal Project.

Council Resolution Minute Number 136

That the above amendment be adopted.

ATTACHMENT 1

Reports Requested as at 1 July 2014

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
14.2.12 RK 3494184	CCS20.1 - Report on the proposal to establish a Trust to facilitate future bequests and donations to the Campbelltown Arts Centre. Comment: A briefing was held on 19.11.13. Awaiting advice from Council's Solicitors.	CS	September 2014
26.2.13 PH 3326065	CG8.2 - Report on the feasibility of renaming the Macquarie Fields Swimming Centre (when all works are complete) or other places of significance in honour of Kevin Wheatley VC or Ray Simpson VC.	CS	September 2014
26.3.13 PL 3356012	CS6.4 - That a detailed report be presented outlining the quality and possible need for an upgrade on the current lighting (including current environmental lighting) of all sporting fields in the Campbelltown LGA and that the report include total costing.	CS	August 2014
16.7.13 MO 3483181	CS3.1 - Further report analysing the impact of the changes to the Arts Funding Program when information becomes available.	CS	November 2014
13.8.13 PH 3512590	CG8.1 - Report outlining feasibility of renaming Campbelltown showground.	CS	September 2014
10.9.13 MO 3547252	CS6.1 - Report updating the status for the installation of No Smoking signage at sporting and public places where smoking is prohibited and also include other educational initiatives that Council could undertake.	CS	September 2014
13.8.13 TR 3512711	CS4.2 - Report exploring the feasibility of alternate models of temporary fencing that are more robust yet removable within 24 Hours which may present a compromise to address the concerns of both sporting groups and the local community.	CS	September 2014
12.11.13 GB 3560252	CCS20.1 - Further report within 12 months reviewing progress and advising Council of further means of adapting to the new funding agreements for Aged and Disability funding.	CS	November 2014
10.12.13 WG 3650256	CS3.4 - Further report analysing the impact of the 'Arts and Cultural Policy' when information becomes available in 2014.	CS	November 2014
10.12.13 CM 3650066	CG8.1 - Report regarding the possibility of a naming rights sponsorship for Campbelltown Sports Stadium.	CS	September 2014

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
11.02.14 FB 3707460	NoM15.1 - That a report be presented to Council on the feasibility of providing library services across all areas of the local government area.	CS	October 2014
11.02.14 MO 3714105	CCS20.1 - That a report be presented at the end of the 2014 season comparing the financial returns with the previous returns from 2013 regarding the Wests Tigers proposed hire fee.	CS	November 2014
11.03.14 GG 3747859	CG6.4 - That a report be presented outlining the feasibility of compiling short video clips to be loaded on Council's website to promote Council's outstanding recreational facilities.	CS (CG)	September 2014
06.05.14 DL 3814234	CS6.1 - That a further report be presented to Council once successful projects for Round Two of the 2013-2014 Participation and Facility Grant Program have been announced by the Office of Communities - Sport and Recreation.	CS	August 2014
06.05.14 DL 3814232	CS6.3 - That a further report be presented to Council once projects have been confirmed and applications submitted to the NSW Government through the Office of Communities - Sport and Recreation.	CS	August 2014
03.06.14 BT 3859092	CS3.5 - That a report be provided examining the feasibility of establishing an 'artist walk' as part of the new street scape in Queen Street, Campbelltown.	CS	September 2014
1.7.14 PL 3896360	CG6.1 - Report on other options for managing Council's library fines.	CS	November 2014
1.7.14 DL 3857024	CS6.3 - Further report once successful projects have been announced for NSW Footy Facilities Fund Applications.	CS	October 2014

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
16.10.12 PL 3197155	<p>CG8.4 - Report examining the feasibility of installing CCTV capabilities in the Campbelltown CBD, with installation locations to be determined in conjunction with Campbelltown Police. The report to also outline the costs associated with the installation, maintenance and monitoring of the system and detail any government grants available to assist in the installation of a CCTV system.</p> <p>Comment: Council has been successful in obtaining a grant for the funding of CCTV in the Campbelltown/Ingleburn CBD areas. The grant will not be provided until the 2014-2015 financial year and the documentation is currently being prepared for lodgement.</p>	CW	September 2014
13.8.13 MO 3512874	<p>PE5.1 - Report regarding the location/condition of the current suburb signage and investigating the potential of extending the program to other suburbs that were not included in the initial program.</p> <p>Comment: Reported Item 1.4 City Works Committee 22.7.14</p>	CW	
12.11.13 WG 3563387	CW1.2 - Further report on the findings of the Expressions of Interest for footpath reconstruction in Queen St Campbelltown.	CW	October 2014
06.05.14 PL 3815091	CW5.2 - That a report be presented outlining the feasibility and cost of purchasing and erecting electronic signs in the Campbelltown Local Government Area along major transport corridors, to promote Council and other community events.	CW	September 2014
03.06.14 PL 3859106	CG6.1 - That a report be presented outlining the feasibility, safety benefits and costs associated with the installation of four reverse sensors being included on all new Council vehicles.	CW	November 2014

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
26.2.13 PL 3326067	CCG21.2 - Report in regard to a Licence Agreement with the Town Hall Theatre Group Incorporated for the use of the Town Hall Theatre.	BS	September 2014
18.6.13 PL 3450946	CG3.1 - Further report following expressions of interest on the ground lease in Blaxland road.	BS	November 2014
10.9.13 PH 3547390	CG8.1 - Report investigating the feasibility of establishing a Civil Engineering Scholarship at UWS for students who reside in the Campbelltown LGA called the JE Hely Scholarship.	BS	September 2014
15.10.13 CM	CG2.2 - Further report on alternatives for the conduct of the 2016 Local Government Election.	BS	September 2014
10.12.13 CM 3650065	CG8.2 - Report regarding the potential of opening a café or similar outlet at the HJ Daley Library premises and more broadly any other potential commercial ventures which could be collocated within existing Council services. Comment: Reported Item 2.2 Corporate Governance Committee 22.7.14	BS	
11.02.14 PH 3689752	CG4.9 - That a further report be presented to Council following the submission being lodged regarding the review of prices for land valuation services provided by Valuer-General to councils.	BS	August 2014

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
13.12.11 BT 3421776	2.4PE - Further Report detailing the outcome of all submissions received as a result of the public exhibition of all Menangle Park documentation.	PE (EP)	November 2014
13.12.11 RK 3421767	2.5PE - Report following the exhibition period detailing all submissions and the outcomes of the exhibition - Draft Macarthur Precinct DCP.	PE (EP)	October 2014
5.6.12 RK 3068270	PE5.2 - Report outlining the role, procedures and limits of authority of the Land and Environment Court in so far as they affect amendments to development applications made as part of the Court proceedings.	PE (DS)	October 2014
18.12.12 AM	PE2.5 - Further report on outcome of the public exhibition of proposal to name reserve within the 'Vista' development, Glenfield.	PE (EP)	December 2014
18.6.13 RK 3451045	PE2.4 - Report identifying what impact the creation of the Local Land Services will have on the Campbelltown LGA.	PE (EP)	October 2014
16.7.13 RK 3483315	PE4.1 - Further report to review implementation of the draft Swimming Pool Barrier Inspection Program including the cost and resourcing implications after 12 months of the programs implementation.	PE (CS)	December 2014
11.03.14 GG 3747637	NofM15.1 - That a report be presented to Council in relation to authorised and unauthorised wrecking yards and dismantling of vehicles undercover which exist in the Campbelltown Local Government Area and include information regarding planning and compliance controls and any other associated matters relating to these types of activities.	PE (CS)	September 2014
08.04.14 MO 3782969	PE2.4 - That at the conclusion of the public exhibition, a report be provided to Council on the outcome of the public exhibition of the draft Campbelltown (Sustainable City) Development Control Plan 2014 Volume 1. Comment: Reported Item 2.2 Planning and Environment Committee 22.7.14	PE (EP)	
11.03.14 CM 3747858	CG6.2 - That a report be presented detailing Council regulations, forms and processes that not-for-profit and charities are typically required to complete to run public activities and fundraisers in Campbelltown. The report should also include: i. aspects such as cost, required notice time/typical time to approve, and whether such regulations are mandated by law at the discretion of council. ii. suggestions for ways that Council could streamline its processes and regulation to reduce any burden on charities/not-for-profits operating in Campbelltown Comment: Reported Item 4.2 Planning and Environment Committee 22.7.14	PE (CS)	

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
06.05.14 TR 3814671	PE2.3 - That a report addressing the submissions received in response to the consultation process and the status of the "outstanding" acquisition authority matter be presented after the conclusion of the exhibition/consultation period.	PE (EP)	November 2014
03.06.14 TR 3859318	PE3.5 - 1. That Council further negotiate with the NSW Land and Housing Corporation to secure the Corporation's support to amend the draft Airds Bradbury Renewal Project Voluntary Planning Agreement and where necessary, the Concept Plan Approval to take account of the following items: - the inclusion of a package of on-ground works (based on an action plan agreed to by Council) including crossing treatments at major roads, tree planting and driver warning signage, to assist general koala movement across the Airds renewal area. - the retention of Baden Powell Reserve as public open space or at the least, to achieve a further significant reduction in the area of the Reserve to be developed for housing. 2. That the outcome of negotiations pursuant to Item No. 1 above be reported to Council for consideration. 3. That the matter of the preferred option for community facilities within the Voluntary Planning Agreement be discussed at a Councillor Briefing Session, to be held prior to the end of August 2014. 4. That an urgent meeting be arranged with the Premier of NSW, The Hon Mike Baird, the Member for Wollondilly, The Hon Jai Rowell, the Member for Campbelltown, Mr Bryan Doyle, the Mayor of Campbelltown City Council, Councillor Dobson and the General Manager to discuss the final part of the concept plan.	PE (DS)	October 2014
03.06.14 FB 3859174	CW5.1 - That a report be presented outlining the process for dealing with unauthorised commercial and residential signs which are posted on road and roundabout signs across the Local Government Area.	PE (CS)	September 2014
1.7.14 TR 3866135	PE2.4 - Report following conclusion of public exhibition of No 194 Campbelltown Road Denham Court - Proposed Amendment to LEP 2002.	PE	April 2015
1.7.14 BT 3858912	PE 2.5 - Further report following the Trial Indian Myna Bird Action Program.	PE	April 2015

9.3 2013-2014 General Purpose Financial Report and 2013-2014 Special Purpose Financial Report

Attachments

Nil

Report

Council is required to form an opinion relating to its General Purpose Financial Report and resolve to refer the accounts for audit as per Section 413(2c) of the *Local Government Act 1993*.

In accordance with Section 413(1) of the *Local Government Act 1993* Council must prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year. The 2013-2014 General Purpose Financial Reports and Special Purpose Financial Reports have been completed and the external auditor contacted to commence the end of year audit.

Section 416 of the *Local Government Act 1993* stipulates Council's financial reports for the year must be prepared and audited within the period of four months after the end of each year. Council is then required to conduct an Annual General Meeting to present the audited financial reports, together with the auditor's reports to the public not more than five weeks after receipt of the auditor's reports. The Annual General Meeting has been scheduled for Tuesday 28 October 2014.

The actual operational result on an accruals basis (excludes capital expenditure) was a surplus of some \$5m after capital grants and contributions and a deficit of some \$3m before capital grants and contributions. This is a preliminary result pending some minor valuation changes to fixed assets and any accrual adjustments, however is not expected to materially change. The major factors contributing to the operational result include the following:

- increase in capital grants and contributions of \$3.5m mainly attributable to \$5m in recognition of dedications and works in kind contributions, offset by a general decrease in other capital grants and contributions
- completion of advance payments of Financial Assistance Grant of approximately \$5m
- decrease in depreciation of fixed assets of \$4.5m.

Depreciation of Councils fixed assets has now stabilised to its present levels of approximately \$22m as all asset classes are now valued in accordance with Australian Accounting Standard (AASB) 116 which has been implemented over the last several years. The change to Australian Accounting Standards require assets to be revalued at fair value using market-based evidence, where available, by appraisal that is undertaken by professionally qualified valuers. Assets identified to experience insignificant changes in fair value each year need only be revalued every three to five years. The details of original budget variations are reported in Note 16 to the General Purpose Financial Reports.

Note 13 to the General Purpose Financial Reports provides several financial performance measures of Council for the year. An indicator highlighted is the unrestricted current ratio, which assesses the adequacy of Council's working capital and the ability to satisfy obligations in the short term as they fall due from unrestricted activities. The ratio has increased as at 30 June 2014 to 3.4:1 which remains above the benchmark of 2.0:1 reflecting Council's commitment to responsible budget management.

The original budgeted result for the 2013-2014 financial year estimated a balanced budget which was maintained through quarterly financial reviews. The actual funded result shows a small surplus of approximately \$60k which is an excellent outcome for Council in light of the current economic and financial environment, coupled with the challenges faced in administering a budget constrained by increasing costs with a negligible offset in increases in revenue. This result has also enabled carry over works of some \$8.7m to be revoted by Council, which is a reduction from the previous year total of \$9.3m. A report detailing the carry over works will be submitted to Council in August 2014. This achievement was attributable to a combined effort from all Divisions and their Sections in ensuring budget estimates were maintained while programs, activities and services still delivered.

Also noted is the significant effort from all staff to ensure end of year accounts were prepared and referred to audit within the Legislative Guidelines considering the increased resources required to comply with the ongoing fair value accounting requirements which is now being maintained across all classes of fixed assets.

The 2013-2014 Financial Reports have been prepared in accordance with the *Local Government Act 1993*, the regulations made thereunder, Australian Equivalents of the International Financial Reporting Standards and professional pronouncements, the Local Government Code of Accounting Practice and Financial Reporting and the Local Government Asset Accounting Manual. These statements are considered to fairly present Council's financial position and operating result for the period.

Council is now required to refer the Financial Reports to the external auditor, Intentus Chartered Accountants for audit. Council is also required to convene an Annual General Meeting within five weeks of receipt of the Auditor's Reports and as reported above will be held on Tuesday 28 October 2014.

Officer's Recommendation

1. That the 2013-2014 General Purpose Financial Reports and the 2013-2014 Special Purpose Financial Reports be referred to audit
2. That the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer sign the statements as required by Section 413(2) of the *Local Government Act 1993*
3. That the audited results of the financial year be presented to Council at an Annual General Meeting to be held on Tuesday 28 October 2014.

Council Meeting 29 July 2014 (Kolkman/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

10. REPORT OF DIRECTOR CITY WORKS

10.1 City Works Activity Report

Attachments

Activity Report (contained within this report)

Report

Works activities are proceeding to program and on demand and are outlined in the Activity Report. Statistics on graffiti are also presented in the Activity Report. It should be noted that the Activity Report continues to be reviewed to better reflect the areas and program/projects being undertaken by Council.

Officer's Recommendation

That the information be noted.

Council Meeting 29 July 2014 (Lake/Brticevic)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

GRAFFITI

The schedule below provides details of the number of square metres of graffiti removed from Council's public facilities in the various suburbs by Council's contractor.

Facility	Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct to Dec 2013	Jan to Mar 2014	Apr to Jun 2014	July 2014
Campbelltown	137	219	232	159	134	29	0
Ruse	169	3	21	86	57	0	0
Kentlyn	0	0	0	0	0	0	0
Airds	851	347	1230	1541	270	26	54
St Helens Park	0	12	60	0	0	0	0
Rosemeadow	45	16	37	120	111	8	0
Ambarvale	23	34	39	122	132	0	0
Woodbine	70	0	0	0	0	0	0
Claymore	12	59	22	171	0	37	0
Eschol Park	59	13	10	58	47	0	0
Kearns	0	0	0	0	0	0	0
Raby	116	0	0	65	0	0	0
St Andrews	22	0	49	143	0	62	0
Bow Bowling	0	0	0	0	0	0	0
Minto	766	309	176	832	110	97	0
Ingleburn	738	702	648	436	368	226	98
Macquarie Fields	253	215	213	530	243	130	28
Glenfield	397	498	310	215	251	73	83
Blair Athol	0	0	0	0	0	0	0
Bradbury	0	82	45	40	0	0	0
Total m ²	3658	2510	3092	4518	1723	688	263

During the reporting period 5 Graffiti Removal Kits have been requested by the Community.

Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct to Dec 2013	Jan to Mar 2014	Apr to Jun 2014	July 2014
26	22	11	15	13	18	5

Council's Graffiti Action Teams have undertaken a number of tasks in addition to the above activity information. In reference to the Operational Maintenance Area map in this report, the Graffiti Action Team has for the period undertaken the following graffiti tasks to various Council assets.

Area	Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct to Dec 2013	Jan to Mar 2014	Apr to Jun 2014	July 2014
Area 1	1290	1830	1860	2366	1573	2343	1230
Area 2	1254	2155	2064	1645	1169	1946	550
Area 3	585	617	487	552	435	492	495
Area 4	1660	1836	2142	1199	887	2102	672
Total	4789	6438	6553	5782	4044	6883	2947

OPERATIONAL SERVICES SECTION (Reporting period 16 June to 13 July 2014)

OPEN SPACE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Servicing of Parks and Reserves Sites	136	0	0	0	136
Road Verges – Sites	28	28	17	24	97
Community/Childcare Centre's - Sites	14	7	15	14	50
Servicing Laneways – Sites	66	10	95	5	176
Litter/Rubbish Pickup	115	0	0	4	119
Herbicide Spraying (hrs)	8.5	8.5	20.5	16.5	54
Mulching (cm ³)	0	42	0	0	42
Garden Maintenance	0	0	1	0	1
Garden Refurbishment	0	0	0	0	0
Top Dressing (hrs)	6	0	4	0	10
Aeration of Fields	0	0	0	0	0
Sharps Pickup	0	0	0	0	0
Pathway Requests	3	5	3	5	16
Tractor Road Verge (Sites)	8	11	7	17	43
Tractor Servicing Parks and Reserves (Sites)	56	22	35	14	127
Cemetery	0	0	0	0	0
Fire Hazard Reduction	1	0	2	0	3
Road Crews Servicing Parks	0	0	0	0	0
Refilling of Sandpits	0	0	0	0	0

HORTICULTURE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Servicing of Parks and Reserves Sites	31	30	29	29	119
Road Verges – Sites	1	5	0	0	6
Community/Childcare Centre's – Sites	5	0	5	8	18
Cemetery	0	0	0	0	0
Tractors Servicing Sporting Fields	14	15	11	11	51
Litter/Rubbish Pickups (hrs)	34	29	29	30	122
Herbicide Spraying (hrs)	26	21	28	26	101
Mulching – Quantity M ³	330	140	0	0	470
Garden Maintenance – Sites	46	7	33	39	125
Garden Refurbishment – Sites	21	0	0	0	21
Top Dressing – Sites (tonne)	6	0	6	6	18
Aeration of Fields – Sites	0	0	0	0	0
Sharps Pickups – Quantity	0	0	0	0	0
Miscellaneous Requests (hrs)	12	17	22	23	74
Refilling of Sandpits	0	0	0	0	0
Plumbing	9	14	16	9	48
Fit Goal post sleeves	0	0	0	0	0
Cricket Wicket Maintenance	0	0	0	0	0

HORTICULTURE ACTIVITIES

Garden Enhancement Englorie Park Drive

Ongoing mulching and removal of dead landscape plants within the section between Parkholme and Invergowrie Circuit has been completed. Approximately 350 cubic metres of mulch was used in the activity.

National Tree Day Seedling Delivery

Council recently took delivery of approximately 3500 assorted native species to donate to local schools and for planting at Council's Bow Bowing planting site located within Minto Basin. 120m³ of mulch has also been delivered to the site.

National Schools Tree Day

Horticulture staff have delivered 2400 native seedlings to 48 schools within the city area for planting on National Schools Tree Day on 25 July 2014.

Marsden Park Car Park Five Landscaping

Horticulture staff recently completed the planting of the landscape area adjacent to the carpark. The landscaping involved the planting of approximately 65 native species and 3 super advanced Magnolia trees.

Open Space

120 cubic metres of mulch was also delivered to the garden areas situated at both Marsden Park and Gilchrist Drive. The mulch is programmed for spreading by Council's landscape maintenance contractor who maintains the above areas.

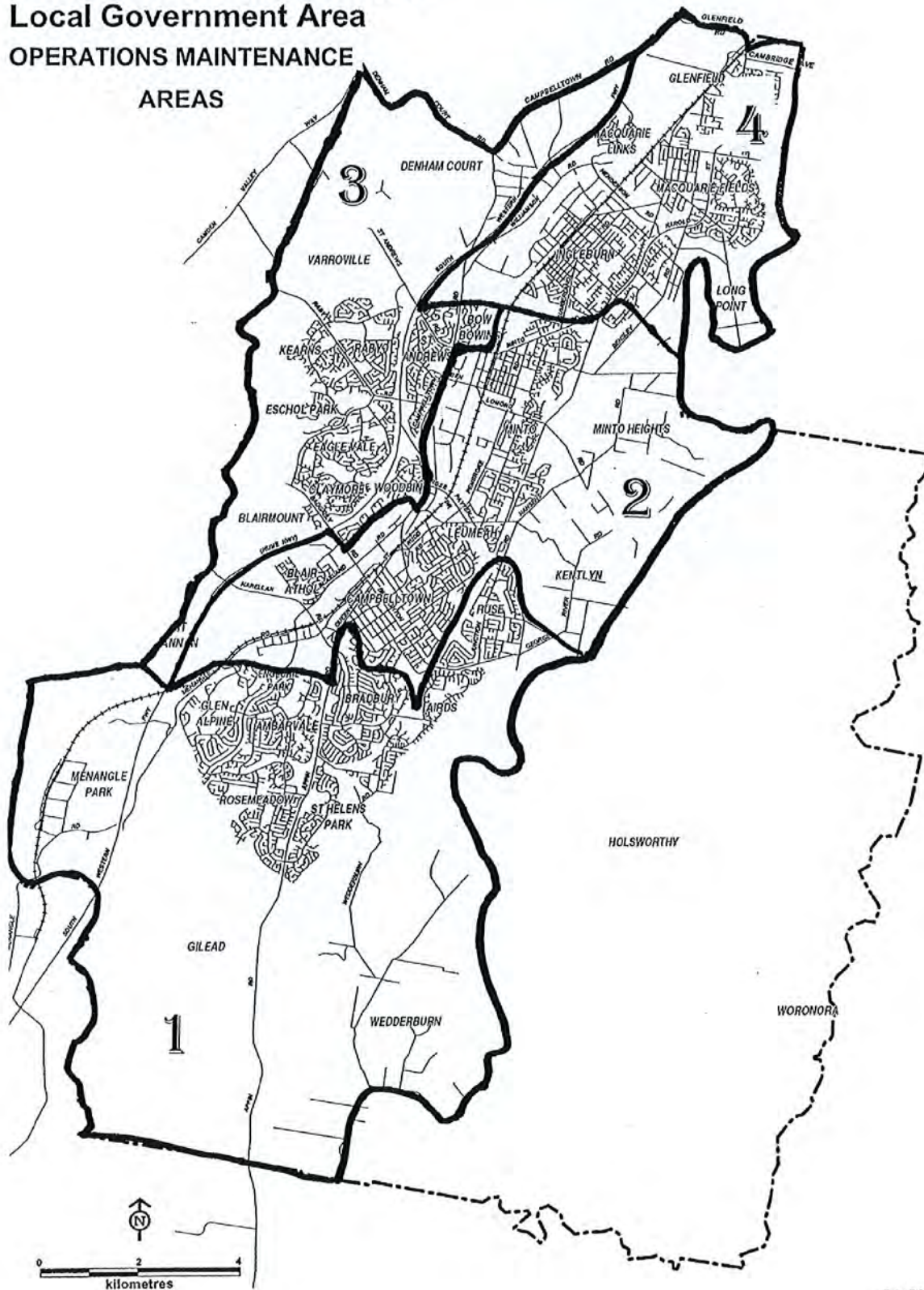
COUNCIL TREE INSPECTIONS

Activity	Area 1	Area 2	Area 3	Area 4	Total
Contract	11	3	8	4	26
Council	47	50	37	41	175
Termites	0	1	0	0	1
Plumber - Sewer Chokes	0	0	0	0	0
No Action	10	4	6	4	24
Hold	1	1	0	2	4
Total	69	59	51	51	230

PRIVATE PROPERTY TREE INSPECTIONS

Activity	Area 1	Area 2	Area 3	Area 4	Total
Private Trees	21	20	9	73	123

**Campbelltown City Council
Local Government Area
OPERATIONS MAINTENANCE
AREAS**



ROADS AND DRAINAGE

A. HEAVY PATCHING - Roads And Footpaths

This resource has been heavy patching for the month of June. 10 tons of road base was used during this period on various road works. 2 days were lost due to wet weather.

Activity	Area 1	Area 2	Area 3	Area 4	Total
Road repairs (heavy patching) m ²	110	199	77	59	445
Road restorations m ²	3	0	1	2	80
AC Base Course Total (tonne)	8	16	6	4	34

B. MINOR PATCHING - Roads And Footpaths

Activity	Area 1	Area 2	Area 3	Area 4	Total
Pot holes (number)	244	323	33	105	705
Edge breaks m ²	13	3	10	14	40
Restorations m ²	0	0	0	0	0
Car parks pot holes	17	0	36	0	53
Trip Hazard Footpaths	0	0	0	0	0

C. ROADS RESERVE OPENING & RESTORATIONS

Activity	Area 1	Area 2	Area 3	Area 4	Total
Vehicle crossings constructed	4	4	5	15	28
Telstra Inspections	3	3	0	2	8
Sydney Water inspections	1	1	1	3	6
Integral inspections	0	0	0	0	0
Gas Inspections	2	5	0	4	11
Customer requests	0	0	0	1	1

D. COMMUNITY RESPONSE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Cleaning of gross pollutant trash racks	10	0	0	1	11
Pits cleaned by hand or suction	94	70	50	48	262
Tail out drains/headwalls	6	3	7	0	16
Removal of waste matter (cubic)	22	13	5	13	53
Flushing of stormwater lines(linear)	990	1290	150	460	2890
Underpass (drainage) cleaning	0	0	0	0	0
Trip hazards/footpath hazards	2	13	2	6	23
Dead animals removed	6	13	6	10	35
Parra webbing drainage	4	6	3	3	16
Sign retrievals and straightening	0	4	0	3	7
Syringes	16	121	5	0	142
Deliver and set up at venues	0	4	0	6	10
Paver repairs m ²	0	0	0	1	1
Oil/ Paint Spill/Debris on Road	5	13	8	33	59
Median Cleaning/Poisoning	191	29	5	179	404
Guide Posts	6	0	0	0	6

E. STREET ACCESSORIES - Sign Manufacturer

Activity	Area 1	Area 2	Area 3	Area 4	Total
Regulatory	18	3	49	4	74
Street signs	13	13	4	13	43
Community signs	4	3	2	0	9
Ordinance signs	80	30	4	3	117
Various council signs	0	4	0	3	7
Warning signs	4	0	0	0	4
Council special events	0	0	0	0	0
Directional	4	3	0	2	9
Banners	0	0	0	0	0
Various Stickers	10	296	10	10	326

Sign Erection

Activity	Area 1	Area 2	Area 3	Area 4	Total
Works orders (traffic)	2	5	0	0	7
Bollards replacement and repair	11	12	3	14	40
Street signs	14	18	6	8	46
Community signs	25	29	0	0	54
Ordinance	10	30	2	0	42
Regulatory	73	112	29	45	259
Graffiti Removal m ²	6	13	2	3	24
Warning Signs	28	31	9	2	70
Install various banners	2	3	0	6	11
Line Marking/Car Park	0	0	0	6m	6
Directional	14	16	2	4	36

F. FOOTPATH RECONSTRUCTION PROGRAM 2013 – 2014

Stages 1 - 4 100% complete

G. NEW FOOTPATH CONTRUCTION PROGRAM 2013- 2014

Stage 1 and 2 - 100% complete

H. KERB AND GUTTER RECONSTRUCTION 2013 – 2014

Stages 1 - 3 100% complete

I. STORMWATER AND LINTEL PROGRAM

100% complete

J. OPERATIONS MINOR WORKS

Median Island - Lindsay Street, Campbelltown

100% complete

Pedestrian Foot Bridge Restoration - St Andrews

100% complete

K. CAPITAL WORKS

Parkside Crescent - Car Park and Road Widening

Stage 5 – 95% complete. Lighting at pedestrian crossing in progress.

Stage 6 – 100% complete

Redfern Creek - Weed Removal and Bank Stabilisation

Stage 1 - 100% complete

Stage 2 – 96% complete. Pending suitable conditions for planting.

Bradbury - Basket Ball Courts Upgrade

100% complete

Heritage Park - Improvements and landscaping

10% complete. On hold, pending path alignment.

Eagle Vale Drive - Road widening and Round about

10 % complete. Set out in progress.

Smith's Creek - Formalisation

50% complete

PLUMBERS ACTIVITIES REPORT

Irrigation Works - Council's irrigation team has been involved in maintenance activities and system checks across the LGA, works have involved changing sprinkler heads, repairing leaks, pump systems, damaged pipes, and wiring problems and testing of systems.

WORKSHOP ACTIVITIES REPORT

Vehicles/Plant and Equipment, reported here, are items that have accrued abnormal downtime due to awaiting parts/service from suppliers or priorities.

Plant No	Item	Reason - Area of Repair	Repairer	Down Time Hrs
9624.01	Caterpillar Grader	6 x new wheels	CCC Workshops and supplier	56hrs
9812.01	Flocon truck	PTO and pump worn out	CCC Workshops and Supplier	40hrs
9703.02	Ford Tractor	Electrical fault	CCC Workshops and supplier	56hrs

The following is a breakdown of the work performed since the last report **16 June 2014 – 13 July 2014**.

9624.01	The grader's centre of one wheel was torn out of the rim. After careful inspection of the remaining wheels, it was recommended that all 6 wheels be replaced. Wheels were sourced from supplier and fitted to the machine. The grader is back in service.
9812.01	The flocon truck had an hydraulics fault. The PTO unit and the pump had stripped drive shafts and new units were ordered from our supplier. The new PTO and pump have been fitted and the Flocon truck is back in service.
9703.02	The Ford tractor had developed electrical problems with the transmission and lift linkages. The tractor was found to have a damaged computer. A new unit was sourced and fitted and the tractor is back in service.

All previous reported repairs have been completed and vehicles/plant are back in service.

Tyre Repairs	48
Services carried out	30
Repairs to trucks	97
Repairs to heavy plant	22
Repairs to trailers	31
Tractors/implements	35
SES repairs	3
RFS repairs	4
Small plant repairs	60
Repair to cars	16
Repairs to mowers	39
Repairs to sweepers	12
Pathway requests (completed)	22

Of the reported repairs above 41 were out in the field.

Workshops Solar panels have currently added **41,654** kWh back to the grid.

The Workshop has also carried out the following duties:

- Registration repairs on fleet and plant
- Manufacture and repair of gates, locks, and lock boxes around Campbelltown
- Manufacture various pit frames, covers, install and repairs
- Fabricate/install and repairs to various fences

HAZARD REDUCTION PROGRAM

Hazard Reduction Burning

No hazard reduction burning has been conducted in the reporting period.

Mechanical Works

12 hazard reduction slashing sites were completed in the reporting period, totalling an area of 9.871 hectares with over 376 assets protected.

Facilities Support Services

Customer Requests	
Sporting Clubs with overdue keys	26 clubs with 189 keys outstanding
Key access renewals, issues, alarm codes and access	470
Request for access to Council Reserves	4

ASSETS AND SUPPLY SERVICES

Procurement and Contract Management Services

Tenders/Quotes/Expressions of Interest and Agreements:

Currently being prepared:

- T14/13 Synthetic Turf Lynwood Park
- T14/14 Electrical and Data Cabling Services
- T14/15 Plumbing Services
- T14/16 Metal Fabrication
- T14/17 Glazing Services
- T14/19 Bush Regeneration
- T14/20 Road Signs and Equipment
- T14/21 Graffiti Removal
- T14/22 Toilet and Shower Partitions
- Q14/14 Supply and Delivery of Sweeper (Quotations sought through Local Government Procurement Panel Contract)
- Q14/15 Supply and Deliver Truck (Waste) (Quotations sought through Local Government Procurement Panel Contract)
- Q14/22 Supply and Install Automated Public Toilets (Quotations sought through Local Government Procurement Panel Contract)
- Q14/24 Supply and Install Playground Equipment (Quotations sought through Local Government Procurement Panel Contract)
- Q14/27 Supply of PC's (Quotations sought through Local Government Procurement Panel Contract)
- Q14/29 Cisco Maintenance
- Q14/30 Repair Corrugated Steel Culverts
- EO14/03 3D Modelling
- EO14/05 Queen Street Footpath Reconstruction

Currently Advertised

- T14/10 Smash Repairs
- T14/12 Cleaning of Public Toilets, Park Toilets and Sporting Ground Amenities
- T14/18 Kiosk Supplies
- Q14/19 Alarm Monitoring
- Q14/23 Horticultural Pest and Weed Spraying
- Q14/24 Swimming Apparel and Accessories
- Q14/26 Demolition of Council Facilities

Currently Under Evaluation

- EO14/02 Aerial Photography
- Q14/08 Solar Heating Macquarie Fields Pool
- Q14/18 Supply and Deliver 2 Tractors (Quotations sought through Local Government Procurement Panel Contract)
- Q14/20 Street Lighting on Eagle Vale Drive (Stage 3)
- Q14/17 Design and Engineering of Skate Park
- Q14/11 Supply 5 Trucks including bodies (Quotations sought through Local Government Procurement Panel Contract)

ASSET MANAGEMENT

Roads

- Class 6 Road Inspection for RMS funding is 61% completed.
- Road Rehabilitation Program (2A Stabilisation Program) has been awarded.
- The pricing of Road Rehabilitation Program (1A-1F, 3A-8A) from the panel of contractors are under evaluation.

Car Parks

- 2014–2015 Car Park Inspection is 1% completed.

Bridge and Culvert

- Inspection of the expansion joints on Henderson Road Bridge over Bow Bowing Creek is being inspected by Consultants with a report to follow.

Kerb and Gutter

- Kerb and Gutter Stage 1, 2014-2015 program (road work related) is 2% completed.

Stormwater

- 10 pits and 8 pipes at Minto have been inspected and entered into Council's Asset Management System and MapInfo.
- 627 pits and 71 headwalls have been inspected at Campbelltown, Glenfield, Ingleburn, Blairmount, Minto, Ruse, Airds and Leumeah.

Footpath Reconstruction

- During May a total of 12.8km of footpaths were re-inspected with condition, defects and actions updated in Council's Asset Management System, including Gawler Avenue and Longhurst Road – Minto One.
- Footpath Reconstruction Program – Stage 1 has been sent out for quotations. The work will commence by the end of July 2014.

Parks and Public Spaces

- Inspections have been carried out at Mawson Park with all condition and actions updated in Council's Asset Management System.

Building Inspections

- Building inspections to re-commence in late July 2014.

Playground Equipment

- Playground repairs have been carried out at Coronation Park, Rizal Park, Pembroke Park, Hallinan Park.
- Playground Inspections are being carried out through the LGA.

Internal Assets– Electrical Testing and Tagging

- Electrical equipment has been tested and tagged at Civic Centre and Animal Care Facility, with all items updated into Council's Asset Management system.

Asset Management System, Grants and Reports

- Building Inspection and Asset Management System setup for Wollondilly Shire Council is progressing. Approximately 36% completed.

BUILDING MAINTENANCE/CONSTRUCTION PROGRAM

Building Program Maintenance and Renew Connect Revitalise Program (RCR)

- RCR painting works for Briar Cottage are now complete, Works were conducted over a three week period.
- RCR Painting works at Jackson Park have now commenced and should be completed by the end of July.
- RCR works to replace all backwash valves at Eagle Vale Central are now complete. Works were conducted during normal business hours without any interruption to pool operation.
- Programmed maintenance works to install a 25 metre safety fence at The Gordon Fetterplace Aquatic Centre is now complete. Works were conducted without disruption to pool operation.

Projects

- Construction of awning at Hazlet Oval will be completed by end of July 2014.
- Ingleburn Tennis Club kitchen refurbishment is now complete.

Reactive Maintenance Requests

- 246 building maintenance requests were received and actioned during the month of June/July, 2014.

11. REPORT OF DIRECTOR COMMUNITY SERVICES

No reports this round

12. REPORT OF DIRECTOR PLANNING AND ENVIRONMENT

12.1 Upgrade to Badgally Road and Eaglevale Drive

Attachments

Nil

Report

At its meeting on 22 July 2014 the Planning and Environment Committee resolved as follows:

“That a report be presented to the Council meeting to be held 29 July 2014 providing information on the costs associated with the upgrade to Badgally Road and Eagle Vale Drive”.

This report sets out the relevant cost estimates and presents a range of matters that have been identified as having significance in Council’s consideration of future planning issues associated with Badgally Road in particular.

Council has for a number of years consistently, through submissions and representations made by Mayors, the General Manager and relevant senior staff, advocated to Government for a commitment to upgrade Badgally Road from the intersection with Eagle Vale Drive and Campbelltown Railway Station, to accommodate predicted traffic volume increases along Badgally Road generated by development in the South West Growth Centre.

More recently, efforts have been made in discussions with representatives of Transport for NSW and NSW Planning and Environment for an extension of Badgally Road over the Main Southern Railway to connect with Broughton Street and provide direct access into the Campbelltown Regional City Centre. This is a connection which has been recognised as being critical for the future development of the Campbelltown CBD as a Regional City Centre, and has been taken into account by the Council’s Campbelltown CBD Traffic Study (scheduled for briefing to Council on 26 August 2014).

The broad strategic planning objective of Council’s advocacy has two dimensions:

1. To provide connectivity between the South West Growth Centre (including in particular new emerging neighbourhoods such as Gregory Hills and Oran Park) the railway station at Campbelltown, and

2. To provide direct and efficient access for people living in the South West Growth Centre via public transport (buses) and private vehicles, to the economic, employment and service hub of Campbelltown Regional City Centre, thereby contributing to the centre's role as a "destination", and as a hub of investment for the Macarthur Region.

More recently, a number of circumstances have arisen which now present an opportunity for Council to seek to focus Government attention on Badgally Road to properly recognise this key "connecting" piece of infrastructure, and examine the need to enhance its capacity as a major sub - regional transport corridor. These circumstances include:

- Advice from representatives of the developers of the new Gregory Hills neighbourhood that they intend in the near future to lodge a development application for the construction of a new road connecting Gregory Hills Drive with Badgally Road at Eagle Vale Drive, so that they can meet their obligations under a Voluntary Planning Agreement which they have with the NSW Government
- Council's recent investment (to complement RMS funding) for the part upgrade of Eagle Vale Drive, which will link Badgally Road to the Hume Hwy via Raby Road
- The budget announcement by the NSW Government of the availability of grants for infrastructure (including road and traffic improvement works) under the Housing Acceleration Fund for the South West (\$83m)
- The recent announcement by the Federal Government of the Western Sydney Roads Infrastructure Plan (associated with the announcement of the Badgerys Creek Airport) where a component of \$200m has been allocated for expenditure on local road upgrades to support economic and jobs growth in Western Sydney.

Council's City Works and Planning and Environment Division staff are currently considering potential grant applications and have attended briefings with the RMS just recently over the Western Sydney Roads Infrastructure Plan. Opportunities may exist for funding assistance for the upgrade of Badgally Road and Eagle Vale Drive under this Plan.

City Works staff have provided the following initial preliminary cost estimates for Council's information:

1. Upgrade of Eagle Vale Drive to 4 lanes from Badgally Road to Raby Road (approx. \$15m)
2. Upgrade of Badgally Road to 4 lanes and intersection upgrades from Eagle Vale Drive to Farrow Road (approx. \$40m)
3. Upgrade of Badgally Road to 4 lanes from Eagle Vale Drive and extension over Main Southern Railway line to connect with Broughton Street/Moore Oxley Bypass (approx. \$50m).

Officer's Recommendation

That the information be noted.

Council Meeting 29 July 2014

This matter was moved forward and dealt with in conjunction with Planning and Environment Committee item 5.2 - Badgally Road and Eagle Vale Drive.

13. QUESTIONS WITHOUT NOTICE

13.1 Questions Without Notice

1. Councillor Kolkman referred to the roadworks currently being undertaken along Narellan Road, noting that there is now a 'no bicycle/pedestrian allowed' sign. Councillor Kolkman asked the General Manager if representations could be made to the Roads and Maritime Services seeking a solution to allow bicycle riders a safe thoroughfare whilst travelling from Narellan to Campbelltown.

The General Manager advised that appropriate representations would be made to the Roads and Maritime Services regarding this matter and the outcome would be advised to Councillors by way of memo.

2. Councillor Kolkman advised that a representative from the ACCC was heard during a recent ABC radio broadcast advising that severe action would be taken against any organisation that was not passing on the savings from the recently abolished carbon tax. Councillor Kolkman asked Council's Acting Director Business Services if Council increased our charges at the time the carbon tax was introduced, and if so, will Council following the ruling of the ACCC in this matter.

Council's Acting Director Business Services advised that Council's Domestic Waste Management charge is calculated each year based on expenditure required to deliver the service. This charge was impacted initially by increased contractor charges indirectly fluctuated by carbon tax. This has been adjusted through the current years charge and passed on to ratepayers.

3. Councillor Brticevic advised that there is an extensive amount of rubbish piling up along Campbelltown Road adjacent to Sweeney's at Scenic Hills, and requested that this area be tidied up.

Council's Acting Director Planning and Environment advised that this matter would be investigated with a view to cleaning the area as requested.

4. Councillor Lound thanked all staff involved in coordinating the recent matches played between the Western Sydney Wanderers and Sydney FC.
5. Councillor Borg asked the following questions in regard to the World of Learning Child Care Centre, Denham Court:

- What does the current consent allow for?
- Is the operation of the site in accordance with the consent?
- What are the main points of non-compliance?

Council's Acting Director Planning and Environment advised that the current consent allows for up to 50 children and up to 74 children with the upgrade of the adjacent intersection to a Type B intersection. The site was not currently operating in accordance with the consent due to the following two main reasons:

- Operating above 50 children without the construction of the required intersection
- Operating above 74 children.

Councillor Borg noted that he was aware of a new development application being submitted for this site that proposes to increase the student numbers to 130 and upgrade the adjacent intersection to cater for the additional vehicle movements. Councillor Borg further noted that this facility has not complied with conditions of consent over the previous 11 years.

Council's General Manager advised that these issues would be investigated and appropriate action taken as necessary.

6. Councillor Borg referred to the Hindu Temple located at 201 Eagleview Road, Minto and asked the following the questions:

- Is there a valid consent for the use of this site?
- Are they operating in accordance with the consent?
- If there is found to be a non-compliance of the consent, what will Council do about it?

Council's Acting Director Planning and Environment advised there are valid consents issued for the use of this site however the operator is not operating entirely in accordance with the their consent in that they have not yet constructed a portion of Eagleview Road along the frontage of the site. Council's Acting Director Planning and Environment advised that Council has served orders on owner of the site for the construction of the outstanding works with a deadline of 5 August 2014.

Council's General Manager advised that any non-compliance with consent would be enforced appropriately.

7. Councillor Borg referred to The Mandir located at 203 Eagleview Road, Minto and asked whether an appropriate development application has been lodged for the conduct of heritage and cultural tours.

Council's Acting Director Planning and Environment advised that Council was in receipt of a development application however further information is required from the applicant before its determination.

Councillor Borg enquired whether the application would be determined under delegated authority.

Council's Acting Director Planning and Environment advised that the application would be presented to the full Council for its determination.

8. Councillor Lake referred to the M5 freeway exit along Campbelltown Road adjacent to St Andrews, noting that there is continual rubbish being dumped in this location. Councillor Lake asked if a mobile camera can be placed in this location to assist Council in identifying and prosecuting the offenders.

Council's Acting Director City Works advised that this matter would be investigated as requested with a view to installing the mobile camera.

9. Councillor Lake noted that the full length of the M5 freeway between Glenfield and the Narellan Road exit is continually littered with rubbish and asked the General Manager if he would consider writing to the Roads and Maritime Services and the Minister for Environment requesting that the M5 freeway be cleaned up on a regular basis.

Council's General Manager advised that the Roads and Maritime Services have recently changed contractors responsible for the cleaning up of the M5 Freeway and that Council's Acting Director City Works is currently in discussions with the new contractor regarding this matter.

10. Councillor Dobson asked Council's Director Community Services if she could be provided with a copy of the submission that won Amarina Early Learning Centre the National Award.

Council's Director Community Services advised that she would provide a copy to Councillor Dobson as requested.

11. Councillor Dobson advised that she has been made aware that the area surrounding the Airds Pond has been recently sprayed with poison and advised that the pond now appears lifeless. Councillor Dobson asked to be advised as to what type of poison has been used to spray in this area and if this poison has been used elsewhere in the Airds area.

Council's Acting Director Planning and Environment advised that this matter would be investigated and that Councillor Dobson would be advised of the outcome by way of memo.

12. Councillor Dobson asked the General Manager if she could be provided with a copy of the letter that Council wrote to the Premier seeking a meeting regarding Airds/Bradbury and also be provided with a copy of the Premier's response.

Council's General Manager advised that he would provide copies to Councillor Dobson as requested.

13. Councillor Dobson asked Council's Acting Director Planning and Environment to be provided with a copy of Council's Koala Management Plan.

Council's Acting Director Planning and Environment advised that he would provide Councillor Dobson with a copy as requested.

14. Councillor Dobson asked Council's Acting Director Planning and Environment to be provided with a copy of the koala mapping strategy and associated attachments undertaken by the Australian Koala Foundation.

Council's Acting Director Planning and Environment advised that he would provide Councillor Dobson with a copy as requested.

15. Councillor Thompson requested a status update on the shared zone at Macquarie Road, Ingleburn.

Council's Acting Director City Works advised that this matter would be the subject of a report to the next City Works Committee meeting.

16. Councillor Thompson referred to the excessive height of the hedges located at Macquarie Road, Ingleburn adjacent to Oxford Road, noting that this is a safety concern and requested that they be trimmed appropriately.

Council's Acting Director City Works advised that this matter would be investigated with a view to trimming the hedges as requested.

17. Councillor Thompson referred to the World of Learning Child Care Centre, Denham Court noting that Council prosecuted this business for the use of signs and asked whether other businesses within the Local Government Area are similarly prosecuted for their sign usage.

Council's General Manager advised that the World of Learning Child Care Centre was in breach of their conditions of consent in regards to the use of signs and that any business within the Local Government Area that are in breach of their conditions of consent would have appropriate action taken against them.

18. Councillor Rowell congratulated the Member for Wollondilly in obtaining \$1.7m for the upgrade of Appin Road, Campbelltown.
19. At the Council meeting held on Tuesday 1 July 2014, Councillor Hawker asked a number of questions regarding the construction of a memorial rose garden at Ingleburn. The General Manager provided Councillors with a response by way of memo prior to this meeting and Councillor Hawker asked that a copy of this memo be included in the minutes:

The General Manager agreed to Councillor Hawker's request and the contents of the memo are detailed below:

- Q1) Are you aware of the recent notification of the construction of a rose garden at Ingleburn? Yes.
- Q2) Who authorised the construction of the garden? As far as I am aware, there was no formal authorisation to construct a rose garden at Ingleburn. The General Manager did request a quote for the construction of a rose garden at Ingleburn and this could have possibly been misinterpreted by Council's Manager Operations to proceed with the work.
- Q3) When was it authorised? There was no formal authorisation of the rose garden.
- Q4) Was the garden constructed on Council land? The property where the rose garden has been constructed is on crown land in the care control and management of the Council.
- Q5) Did Council seek prior approval to construct the garden on Crown Land? There has been no formal consideration of the garden and its location and therefore there has been no approval sought from the Department of Lands.
- Q6) How was it funded and by whom? There have been several requests from different organisations to provide funding for the garden. It was my understanding that the Ingleburn RSL Sub Branch had given a commitment to fund garden. I am not sure that the Sub Branch will provide funding for the garden given my discussions with Mr Glenn Cushion, CEO of Ingleburn RSL.

Q7) How was the funding obtained through the club?

- a) who sought the funding? It is my understanding that funding was sought by Councillor Wal Glynn with the support of Mr Ray James, President of the Ingleburn RSL Sub Branch.
- b) who was it authorised by? There was no formal authorisation of this proposal.
- c) was it authorised under the Council Seal? No.

Q8) Did any of the following take place prior to commencement of construction?

- a) approval from the full Council for construction to commence? No the Council has considered no report in respect to this matter other than the briefings prepared by the Director Business Services relating to the commemorations of the First World War and the 100th anniversary of Anzac day.
- b) any delegated authority by Council officers for construction to commence? There has been no approval or consideration of this proposal by Council and therefore there has been no delegation.
- c) approval from the full Council for official naming of the garden? Council has not considered a report in relation to this proposal.
- d) approval from the full Council or any other Council official for any person to seek private/outside community funding for the project? There has been no formal approval from the Council. Council received correspondence from the member for Werriwa the Hon Laurie Ferguson MP in relation to this matter seeking Council support. The Director Business Services replied to the correspondence indicating that the proposal was a matter for Council and that he would recommend matching funding after consideration by Council.

Q9) What steps will you take to ensure that the Council is not put in a position where it has to retrospectively authorise conduct that has already occurred? Council has been placed at times, in a position where projects inadvertently have commenced without formal Council approval. The governance framework requires that Council formally adopts all proposals before their commencement however variations to particular proposals can occur and require Council approval on a retrospective basis. I would prefer not to place Council in a position where retrospective approval is to be considered. However there can be a range of circumstances where this may be necessary.

Q10) Will you ensure that a full report is circulated to Councillors regarding this matter? Should the Council wish that a full report be presented given the circumstances surrounding this proposal, I would be happy to prepare a report for the consideration of the Council.

20. Councillor Hawker asked the General Manager if he would establish whether Council's Code of Conduct had been adhered to in regard to all aspects of the construction of the rose garden at Ingleburn.

Council's General Manager advised that he would investigate the matter as requested and advised Councillors by way of memo.

14. RESCISSION MOTION

14.1 Rescission Motion - Mayoral Election

Councillors Borg, Oates, Lound and Kolkman, have given Notice in writing of their intention to move the following Rescission Motion at the next meeting of Council on 29 July 2014.

That the Council resolution of the Ordinary meeting on 1 July 2014 for Item 15.1 - Mayoral Election:

1. That Council holds the Mayoral Election meeting on a separate night 15 September 2014 as an Extraordinary meeting and not in conjunction with any other Council meeting.
2. That in future the Mayoral Election meeting be incorporated into the Council calendar to occur as an independent Extraordinary meeting in the month of September on an appropriate night each year.

be rescinded.

Council Meeting 29 July 2014 (Borg/Kolkman)

That the Council resolution of the Ordinary meeting on 1 July 2014 for Item 15.1 - Mayoral Election:

1. That Council holds the Mayoral Election meeting on a separate night 15 September 2014 as an Extraordinary meeting and not in conjunction with any other Council meeting.
2. That in future the Mayoral Election meeting be incorporated into the Council calendar to occur as an independent Extraordinary meeting in the month of September on an appropriate night each year.

be rescinded.

LOST

A **Division** was called in regard to the Rescission Motion for Item 14.1 - Rescission Motion - Mayoral Election, with those voting for the Rescission Motion were Councillors Borg, Brticevic, Glynn, Kolkman, Oates and Lound.

Voting against the Rescission Motion were Councillors Dobson, Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

15. NOTICE OF MOTION

No notice of motion this round

RESOLUTIONS FROM THE CONFIDENTIAL SECTION OF THE ORDINARY MEETING OF COUNCIL HELD 29 JULY 2014

Confidentiality Recommendation

It was **Moved** Councillor Greiss, **Seconded** Councillor Thompson that the Council in accordance with Section 10 of the *Local Government Act 1993*, resolve 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 Council's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

Planning and Environment Committee

18.1 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

Council Meeting (Kolkman/Glynn)

That the information be noted.

Council Resolution Minute Number 140

That the information be noted.

City Works Committee

19.1 Confidential Report Directors of Companies - City Works

Reason for Confidentiality

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

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

Council Meeting (Lake/Lound)

That the information be noted.

Council Resolution Minute Number 140

That the information be noted.

Community Services Committee

No reports this round

Corporate Governance Committee

21.1 Compulsory Acquisition of Council land by Rail Corporation

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

Council Meeting (Hawker/Lound)

That a further report be presented to Council upon receipt of the compensation notice issued by the Valuer General.

Council Resolution Minute Number 140

That a further report be presented to Council upon receipt of the compensation notice issued by the Valuer General.