

Minutes of the Ordinary Meeting of the Campbelltown City Council held on 21 July 2015

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

Acknowledgement of Land

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

Council Prayer

The Council Prayer was presented by the Acting General Manager.

1. APOLOGIES

It was **Moved** Councillor Greiss, **Seconded** Councillor Thompson that the **APOLOGY** from Councillor Chanthivong and Dobson be received and accepted.

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

2. CONFIRMATION OF MINUTES

2.1 Minutes of the Ordinary Meeting of Council held 9 June 2015

It was **Moved** Councillor Borg, **Seconded** Councillor Thompson that the Minutes of the Ordinary Meeting of Council held 9 June 2015, copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

2.2 Minutes of the Extraordinary Meeting of Council held 23 June 2015

It was **Moved** Councillor Brticevic, **Seconded** Councillor Kolkman that the Minutes of the Extraordinary Meeting of Council held 23 June 2015, copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

2.3 Minutes of the Extraordinary Meeting of Council held 7 July 2015

It was **Moved** Councillor Glynn, **Seconded** Councillor Brticevic that the Minutes of the Extraordinary Meeting of Council held 7 July 2015, copies of which have been circulated to each Councillor, be taken as read and confirmed.

128 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 - nil

Non Pecuniary – Less than Significant Interests

Councillor Oates - City Works - Item 3.3 - T15/09 Legal Services - Councillor Oates advised that Marsdens Solicitors are her family solicitors.

Councillor Kolkman - City Works - Item 3.3 - T15/09 Legal Services - Councillor Kolkman advised that Marsdens Solicitors are his family solicitors.

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 Thompson - Notice of Motion - Item 16.1 - Noise Barrier - Gordon Avenue and James Street, Ingleburn - Councillor Thompson advised that he resides in the area.

Councillor Lound - City Works - Item 3.4 - T14/13 Design and Construct Synthetic Turf Football Pitch at Lynwood Park - Councillor Lound advised that he is the current president of the Macarthur Rams.

Councillor Borg - Corporate Governance - Item 1.4 - 24 Hour Fight Against Cancer Macarthur - Councillor Borg advised that he is the Chairperson of the 24 Hour Fight Against Cancer Macarthur Committee and that he will leave the Chamber and not take part in debate nor vote on the matter.

Other Disclosures - nil

4. MAYORAL MINUTE

No mayoral minute this round

5. PETITIONS

Councillor Greiss tabled a petition containing 34 signatures with regards to item 16.1 - Noise Barrier - Gordon Avenue and James Street, Ingleburn.

6. CORRESPONDENCE

6.1 Mr Anoulack Chanthivong MP - Member for Macquarie Fields

Attachments

1. copy of letter from Mr Anoulack Chanthivong MP - Member for Macquarie Fields (contained within this report)
2. copy of Council's letter (contained within this report)

Response to Council's letter regarding the proposed relocation of the Ingleburn and Campbelltown RMS Registry Offices.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 21 July 2015 (Greiss/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 129

That the Officer's Recommendation be adopted.

ATTACHMENT 1



LEGISLATIVE ASSEMBLY

Anoulack Chanthivong, MP
Member for Macquarie Fields

JUL02'15 08:28:48 RCV

The Acting General Manager
Campbelltown City Council
PO Box 56
Campbelltown NSW 2560

Dear Lindy,

I refer to your letter dated 22 June 2015 regarding Council's recent resolution concerning the RMS Registry Offices at Campbelltown and Ingleburn.

I am totally opposed to the closing of both offices and will do all I can to ensure both Registry Offices remain open. To this end, I have tabled a question in Parliament concerning the possible closure of the Ingleburn RMS Office.

I am advised that my parliamentary colleague the Member for Campbelltown, Greg Warren, has also tabled a question concerning the possible closure of the Campbelltown RMS Office.

Please be assured of my total support in retaining both these vital community services.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Anoulack Chanthivong', written over a horizontal line.

Anoulack Chanthivong MP
Member for Macquarie Fields
1 July 2015

ATTACHMENT 2



22 June 2015

Mr Annoulack Chanthivong MP
Member for Macquarie Fields
Shop 18
Carnes Hill Marketplace
Cowpasture & Kurrajong Roads
HORNINGSEA PARK NSW 2171

Dear Mr Chanthivong

RMS Registries at Ingleburn and Campbelltown

Council at its meeting of 9 June 2015 resolved to write to you requesting your support for Council's campaign to retain the RMS Registry Offices at Campbelltown and Ingleburn within the Campbelltown LGA, particularly as Campbelltown was recently declared a Regional City Centre.

Council and the local community would greatly appreciate your support to retain these important community services within the Campbelltown LGA.

If you require any further information please contact the Director City Works, Wayne Rylands, on 4645 4636.

Yours sincerely

A handwritten signature in cursive script that reads "L Deitz".

Lindy Deitz
Acting General Manager

ECM Doc 39656610

6.2 Mr Chris Patterson MP - Member for Camden

Attachments

1. copy of letter from Mr Chris Patterson MP - Member for Camden (contained within this report)
2. copy of Council's letter (contained within this report)

Response to Council's letter regarding the proposed relocation of the Ingleburn and Campbelltown RMS Registry Offices.

Officer's Recommendation

That the letter be received and the information be noted.


Council Meeting 21 July 2015 (Greiss/Rowell)

That the Officer's Recommendation be adopted.


Council Resolution Minute Number 130

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Chris Patterson MP
Member for Camden



June 26 2015

JUL03'15 08:13:56 RCM

Ms Lindy Deitz
Acting General Manager
Campbelltown City Council
P O Box 57
CAMPBELLTOWN NSW 2560

Dear Ms Deitz

Thank you for your recent letter regarding the proposed relocation of the Ingleburn and Campbelltown RMS Registry Offices.

Service NSW took over the management of the motor registry network in July 2014 to transform it into the new Service NSW network. Service NSW was launched in 2013 and to date has served more than 16 million customers. Through its digital service at www.service.nsw.gov.au; 24/7 phone service, mobile app and service centres, Service NSW is giving the people of NSW more options.

Service NSW is creating an innovative network of one-stop shops placed in high growth population corridors close to public transport links, complemented by growing online and phone services.

Service NSW delivers more than the traditional motor registries, the Centres offer more than 800 government transactions including driver licences, vehicle registrations, Seniors Card applications, owner builder permits, housing payments and more.

There will be 36 service centres trading around the State by the end of June 2015 with plans for at least 30 more points of presence over the next 18 months. The one-stop shop network is also complemented by new digital stores and other outlets run by third parties, such as councils.

Service NSW is keen to provide a Service Centre in the Macarthur region as it is a high growth population corridor and will ensure delivery of extra services to residents and businesses in Sydney's south west.

Plans for the Centre are currently being developed and include providing extra driver testing facilities, which are not currently available, as well as driver testers. Ongoing updates of the relocation will be made available to both staff and customers.

Phone: (02) 4655 3333 **Fax:** (02) 4655 3325 **Mail:** PO Box 669, Camden NSW 2570
Electorate Office: 66 John Street, Camden NSW 2570 **Email:** camden@parliament.nsw.gov.au
Website: www.chrispatterson.com.au

Service NSW Service Centres offer a range of options for customers. One-stop shops are also complemented by physical outlets such as digital stores in shopping centres and in rural locations agency outlets. Service NSW is investing in technology to ensure that people can undertake their transactions at a time and place convenient to them, even in their own home.

In Sydney's south west, the popular Service NSW Liverpool Service Centre has just celebrated its first anniversary and has served well over 370,000 customers during this time.

I am very supportive of the Government's roll out of Service NSW Service Centres and with the success of the Liverpool centre, I have every confidence the community will embrace the concept.

Yours sincerely

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

Chris Patterson MP
Member for Camden

ATTACHMENT 2



22 June 2015

Mr Chris Patterson MP
Member for Camden
66 John Street
CAMDEN NSW 2570

Dear Mr Patterson

RMS Registries at Ingleburn and Campbelltown

Council at its meeting of 9 June 2015 resolved to write to you requesting your support for Council's campaign to retain the RMS Registry Offices at Campbelltown and Ingleburn within the Campbelltown LGA, particularly as Campbelltown was recently declared a Regional City Centre.

Council is committed to working cooperatively with the NSW Government in promoting Campbelltown as a Regional City and along with the local community would greatly appreciate your consideration to retain these important State Government services within the Campbelltown LGA.

If you require any further information please contact the Director City Works, Wayne Rylands, on 4645 4636.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'L. Deitz'.

Lindy Deitz
Acting General Manager

ECM Doc 39656610

6.3 Mr John Sidoti MP - Parliamentary Secretary for Transport and Roads

Attachments

1. copy of letter from Mr John Sidoti MP - Parliamentary Secretary for Transport and Roads (contained within this report)
2. copy of Council's letter (contained within this report)

Response to Council's letter regarding the draft Mount Gilead Planning Proposal and Appin Road.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 21 July 2015 (Greiss/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 131

That the Officer's Recommendation be adopted.

ATTACHMENT 1



John Sidoti MP

Parliamentary Secretary for Transport and Roads

Member for Drummoyne

JUN26'15 08:06:57 RCVD

ML15/05263

Ms Lindy Deitz
Acting General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Dear Ms Deitz

Thank you for your correspondence to the Minister for Roads, Maritime and Freight about the Mount Gilead planning proposal. The Minister has asked me to respond on his behalf.

I appreciate the reasons which have prompted you to write.

I am advised Roads and Maritime Services and Transport for NSW are currently assessing the developer's proposal and looking to provide comment on its merits in the coming weeks.

As part of the NSW's Government initiative, A Plan for Growing Sydney, the NSW Department of Planning and Environment and Transport for NSW are looking at an area south and southwest of Campbelltown and Macarthur. This includes the proposed Mount Gilead development.

I understand possible future growth and supporting infrastructure will also be assessed. The study is expected to be completed later this year.

If you have any further questions, Mr Robert Rutledge, Principal Transport Planner, Land Use Planning and Development at Transport for NSW, would be pleased to take your call on (02) 8202 2203. I hope this has been of assistance.

Yours sincerely

23 JUN 2015

John Sidoti MP

Parliamentary Secretary for Transport and Roads

Member for Drummoyne

ATTACHMENT 2



15 May 2015

The Hon Duncan Gay MLC
Minister for Roads, Maritime and Freight
GPO Box 5341
SYDNEY NSW 2001

Dear Minister

Draft Mt Gilead Planning Proposal and Appin Road

Council resolved at its Ordinary Meeting held on 21 April 2015 to publicly exhibit a draft planning proposal and supporting documentation which proposes to rezone land at Mt Gilead, Appin Road, Gilead to provide for possible future urban development. The public exhibition has now commenced and submissions will be accepted up to and including Tuesday 30 June 2015.

The objectives of the draft planning proposal are as follows:

1. Permit low density residential development supported by public open space and community facilities, including a small retail centre.
2. Protect environmentally sensitive land and provide an environmental bushland corridor that links the Noorumba Reserve with the Beulah biobanking site and the Nepean River corridor.
3. Respect the heritage significance of the Mt Gilead homestead site including the outbuildings, mill and dam and their setting.
4. Respect the environmental significance of the Beulah biobanking site.
5. Reserve land for acquisition by Roads and Maritime Services for future road infrastructure (widening of Appin Road).
6. Increase the supply of housing within the Campbelltown local government area with the addition of up to 1700 new dwellings.

This draft planning proposal acknowledges that any future residential development of the subject land will require significant upgrade works to be undertaken on Appin Road. As such Council and the proponents have been liaising with both Transport for NSW and Roads and Maritime Services in an effort to finalise an equitable outcome for the funding of the required future upgrading of Appin Road. It is important to note that only a portion of the cost of the road works proposed is considered to be attributable to any future development of the Mt Gilead site. Therefore it is only appropriate that the remainder of the cost should be borne by the State Government, as such road works would benefit the wider community as well as any future population of Mt Gilead.

Thus, prior to Council making any decisions to finalise the Mt Gilead Planning Proposal, it must be certain of the State Government's commitment that all necessary infrastructure required to service any future residential development of the subject site, will be provided. As such Council at its meeting held on 21 April 2015 resolved, in addition to agreeing to publicly exhibit the draft planning proposal and associated planning documentation, the following:

Civic Centre Queen Street Campbelltown PO Box 57 Campbelltown NSW 2560 DX5114
Telephone 02 4645 4000 Facsimile 02 4645 4111 TTY 02 4645 4615
Email council@campbelltown.nsw.gov.au Web www.campbelltown.nsw.gov.au
ABN 31 459 914 087

That Council write to the Minister for Planning and Minister for Roads, Maritime and Freight requesting:

- a. the Government outline its commitment to the upgrade of Appin Road and other infrastructure relevant to the Mt Gilead proposal.*
- b. a timetable be provided for the funded delivery of the upgrade of Appin Road and other infrastructure requirements created by the proposal.*

Council therefore respectfully requests your assistance in providing not only a commitment but also a timetable for the funded delivery of the upgrade of Appin Road and other infrastructure relevant to the Mt Gilead Planning Proposal.

If you require any additional information or wish to discuss this matter further, please contact either myself on 02 4645 4659 or Council's Director Planning and Environment on 02 4645 4575.

Yours sincerely

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

Lindy Deitz
Acting General Manager

6.4 Mr Greg Warren MP - Member for Campbelltown

Attachments

1. copy of letter from Mr Greg Warren MP - Member for Campbelltown (contained within this report)
2. copy of Council's letter (contained within this report)

Response to Council's letter regarding car parking at Campbelltown Hospital.

Officer's Recommendation

That the letter be received and the information be noted.

Council Meeting 21 July 2015 (Greiss/Rowell)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 132

That the Officer's Recommendation be adopted.

ATTACHMENT 1



Greg Warren MP

Member for Campbelltown



16 June 2015

Ms Lindy Deitz
Acting General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

JUN18'15 07:57:42 RCVD

Dear Ms Deitz,

RE: Request for support with the upgrade of parking at Campbelltown Hospital

Thank you for your letter dated 21 April bringing my attention to the need for adequate car parking at Campbelltown Hospital.

I am writing to express my full support for Campbelltown City Council's push for adequate car parking at the Hospital, particularly in lieu of the major developments promised by the Government during the election.

I also support Council's request for traffic management facilities in addition to extra parking spaces, as these parking spaces will only be useful to the community if there are adequate traffic management facilities enabling hospital staff, patients and visitors to access them.

I commend Campbelltown City Council for supporting this important upgrade to health infrastructure in our region and look forward to working with Council to ensure it is delivered for our community.

Yours sincerely,

Greg Warren MP
Member for Campbelltown

Office: Shop 3, 72 Queen Street, Campbelltown 2560 Mail: PO Box 895, Campbelltown 2560
Phone: (02) 4625 3344 Fax: (02) 4626 3640 Email: Campbelltown@parliament.nsw.gov.au
 [facebook.com/GregWarrenCampbelltown](https://www.facebook.com/GregWarrenCampbelltown) @gregwarren_

ATTACHMENT 2



21 April 2015

Mr Greg Warren MP
Member for Campbelltown
PO Box 431
CAMPBELLTOWN NSW 2560

Dear Mr Warren,

Request for support with the upgrade of parking at Campbelltown Hospital

I am writing to you to bring to your attention the important issue of the need for adequate car parking at the Campbelltown Hospital. The matter was the subject of a report to Council on Tuesday 14 October 2014 where it was resolved that Council:

"....write to local state members seeking their support regarding this matter."

In this regard, a letter was sent to the previous Member for Campbelltown.

Following the recent change in local representation, I am resending this letter requesting your support with the upgrade of parking at Campbelltown Hospital.

As you would be aware, the hospital plays a critical role in the servicing of health care needs for the people of the Campbelltown / Macarthur and wider regional areas and with this, accessibility matters such as the availability of public parking is a critical issue to the efficient and effective operation of the hospital.

In this regard, it is considered paramount that in order for a facility such as the Campbelltown Hospital to operate effectively, the provision of a sufficient number of car parking spaces located on the hospital land, and conveniently located in order to provide easy access to the various areas of the hospital, must be treated with the highest of priority.

With respect to the above, and to provide you with background on the Council's position on this matter, I have included a copy of letters sent to the previous Minister for Planning (the Hon. Pru Goward MP) and the Hon. Jillian Skinner MP (Minister for Health) requesting that as a matter of urgency, the Government commits to the immediate expansion of the on-site car-parking facilities at the Campbelltown Hospital.

I thank you for your consideration of the above and request that you support the Council in its bid to ensure that the parking facilities at the hospital are upgraded as a matter of priority.

If you wish to discuss the details of this or the enclosed letters in further detail, please don't hesitate to contact Council's Acting Director Planning and Environment, Mr Jim Baldwin on (02) 4645 4616.

Yours sincerely

A handwritten signature in black ink, appearing to read 'LDeitz'.

Lindy Deitz
Acting General Manager

Reports of the Planning and Environment Committee Meeting held at 7.30pm on Tuesday, 14 July 2015.

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 14 July 2015

Present

Councillor G Greiss (Chairperson)
Councillor R Kolkman
Councillor D Lound
Councillor A Matheson
Councillor M Oates
Councillor T Rowell
Councillor R Thompson
Director Strategy - 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 Development Services - Mr B Leo
Acting Manager Sustainable City and Environment – Ms R Winsor
Manager Governance and Risk - Mrs M Dunlop
Executive Assistant - Mrs K Peters

Apology Nil

Also in Attendance

At the conclusion of the City Works Committee meeting the following Councillors attended the Planning and Environment Committee meeting:

Councillor Hawker
Councillor Lake
Councillor Mead

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. WASTE AND RECYCLING SERVICES

No reports this round

2. ENVIRONMENTAL PLANNING

2.1 Minutes of the Heritage Protection Sub Committee meeting held 28 May 2015

Reporting Officer

Manager Environmental Planning

Attachments

Minutes of the Heritage Protection Sub Committee meeting held 28 May 2015 (contained within this report)

Purpose

To seek Council's endorsement of the minutes of the Heritage Protection Sub Committee meeting held 28 May 2015.

Report

Detailed below are the recommendations of the Heritage Protection Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration.

Recommendations of the Heritage Protection Sub Committee

Reports listed for consideration

6. Correspondence - Campbellfield/Redfern's Cottage, Lind Street, Minto

That the information be noted.

7.1 Local Heritage Fund Application - St David's Presbyterian Church, No.40 Lithgow Street Campbelltown

That Council approve the subject Local Heritage Fund (2014-2015) application for \$2000 for roof maintenance works to the heritage listed St David's Presbyterian Church, with payment being subject to works being completed in accordance with the Heritage Fund Guidelines.

7.2 Former Fisher's Ghost Restaurant (Old Kendall's Millhouse)

That the information be noted.

8.1 Beulah Farmhouse

That the information be noted.

8.2 Hurley Park – Grant Funding and Signage

That the information be noted.

8.3 Stella Vernon

That the information be noted.

Officer's Recommendation

1. That the minutes be noted.
2. That Council approve the subject Local Heritage Fund (2014-2015) application for \$2000 for roof maintenance works to the heritage listed St David's Presbyterian Church, with payment being subject to works being completed in accordance with the Heritage Fund Guidelines.

Committee's Recommendation: (Rowell/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Heritage Protection Sub Committee Meeting

Held Thursday 28 May 2015 in Committee Room 3

Meeting Commenced: 6.02pm

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Deputy Chairperson, Councillor Thompson.

2. Attendance and Apologies

Councillor Bob Thompson - Deputy Chair Campbelltown City Council
Kay Hayes - Campbelltown Airds Historical Society
Robert Wheeler - National Parks Association
James Gardner - Qualified Person
Sue Kijurina - Campbelltown Airds Historical Society
Learna Coupe - Campbelltown Airds Historical Society

Also in Attendance: Clarice Sretch - Campbelltown Airds Historical Society
Jeff Burton - Strategic Planner
Andrew Spooner - Manager Sustainable City & Environment
Melinda Willcocks - Marketing and Tourism Coordinator
Jane Worden - Executive Support

Apologies: Councillor Ted Rowell
Mario Majarich - National Parks Association

Sub Committee's Recommendation: (Wheeler/Hayes)

That the above apologies be accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

Reporting Officer

Manager Sustainable City and Environment

Report

The Minutes of the Heritage Protection Sub Committee Meeting held on 12 February 2015, copies of which were circulated to each Sub Committee member, were presented to Council for adoption at its meeting on 21 April 2015.

Council resolved to adopt the Minutes in accordance with the Officer's recommendation.

Officer's Recommendation

That the information be noted.

2.1 Minutes Of The Heritage Protection Sub Committee Meeting Held 28 May 2015

Sub Committee's Recommendation: (Hayes/Gardner)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes

Reporting Officer

Manager Sustainable City and Environment

Purpose

To report on business arising from the Minutes of the Heritage Protection Sub Committee Meeting held on 12 February 2015.

Report

The Minutes of the Heritage Protection Sub Committee meeting held on 12 February 2015 were considered by Council at its meeting of 21 April 2015.

The matters of business arising from the previous minutes relate to the following relevant items as detailed below:

(Item 7.1) Local Heritage Fund Application - Taminar House, No.60 Warby Street Campbelltown

The Heritage Protection Sub Committee recommends that Council approve the subject Local Heritage Fund (2014-2015) application for \$2000 for roof maintenance works to the heritage listed Taminar House, with payment being subject to works being completed in accordance with the Heritage Fund Guidelines.

Council has notified the applicant of the approval of the subject application.

(Item 7.2) Local Heritage Fund Application - Old Congregational Manse, ('Maclin Lodge' Motel Complex) No.38 Queen Street Campbelltown

The Heritage Protection Sub Committee recommends that Council approve the subject Local Heritage Fund (2014-2015) application for \$2000 for external painting and restoration works to the former Congregational Manse building at 38 Queen Street Campbelltown, with payment being subject to the removal of existing external signage and works being completed in accordance with the Heritage Fund Guidelines.

Council has notified the applicant of the approval of the subject application.

(Item 8.4) Cattle Tanks, Hurley Park Signage

1. That the Heritage Protection Sub Committee members provide Council with feedback in relation to options for interpretative signage for the Cattle Tanks located at Hurley Park.

The Heritage Protection Sub Committee members have verbally indicated their general support for the provision of interpretative signs at Hurley Park. No specific design or information content requirements have been provided by Sub Committee members.

2.1 Minutes Of The Heritage Protection Sub Committee Meeting Held 28 May 2015

2. That Council investigate options for public directional signage which indicates the location of the Cattle Tanks at Hurley Park.

Council's Technical Services Section has been advised of the above recommendation and is investigating appropriate options with respect to the provision of appropriate signage.

Fisher's Ghost Restaurant

That any correspondence to the State Member for Campbelltown in relation to the former Fisher's Ghost Restaurant building be deferred pending the outcome of Council's upcoming meeting with the owner of the building.

A separate report addressing this matter is provided in the current Heritage Protection Sub Committee agenda.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Gardner/Coupe)

That the information be noted.

CARRIED**6. Correspondence - Campbellfield/Redfern's Cottage, Lind Street, Minto**

Council's Strategic Planner tabled correspondence that Council has received from the Heritage Council of NSW advising that Campbellfield/Redfern's Cottage, Lind Street, Minto did not meet the required threshold for State Heritage listing. The letter was collectively reviewed by the Committee.

It was noted that Heritage Protection Sub Committee members were advised at the last meeting that a development application (DA 2952/2014) was lodged with Council for the construction of a medical centre and a childcare centre, at the local heritage listed property known as 'Redfern's Cottage'. Council has deferred the application due to a number of design concerns, including the potential for heritage impacts, and further details will be provided as additional information from the applicant is received.

Sub Committee's Recommendation: (Gardner/Thompson)

That the information be noted.

CARRIED**7. Reports****7.1 Local Heritage Fund Application - St David's Presbyterian Church, No.40 Lithgow Street Campbelltown****Reporting Officer**

Manager Sustainable City and Environment

Purpose

The purpose of this report is to seek a recommendation from the Heritage Protection Sub Committee for Council to approve the subject application under Council's Local Heritage Fund 2014/2015.

Report

St David's Presbyterian Church is of historical significance as one of the oldest buildings in Campbelltown and is listed under Campbelltown (Urban Area) Local Environmental Plan 2002 as an item of local heritage significance.

The building dates from 1840 and is associated with James Hume, an early architect who was involved with a number of important buildings in NSW. St David's Presbyterian Church has a direct relationship with the adjacent manse, and is historically associated with other important Campbelltown buildings including Caversham, Richmond Villa and Glenalvon.

The Church owners have advised Council that the existing iron roof has been affected by rust and corrosion, and as a consequence the building is experiencing water penetration into the building fabric. The attached photos show rust damage to the existing iron roof sheeting, and also water damage to the interior ceiling.

The proposed works involve the complete replacement of the existing iron roof with colour matched colorbond roof sheeting (heritage red), including new ceiling insulation and gutter leaf guards. The application seeks the maximum allowance under the Local Heritage Fund of \$2000, noting that the total cost of the works is estimated at \$22,807.

The application has been assessed in accordance with the Local Heritage Fund Guidelines and is considered to be generally consistent with the eligibility criteria for funding. In this respect, the proposed restoration works will enhance the appearance of the building to the public domain and promote the long term conservation of the building by preventing further water damage to the building fabric.

Accordingly, the proposed roof restoration works are considered to have sufficient merit for the application to be recommended for approval by the Heritage Protection Sub Committee.

Officer's Recommendation

That the Heritage Protection Sub Committee request Council to approve the subject Local Heritage Fund (2014-2015) application for \$2000 for roof maintenance works to the heritage listed St David's Presbyterian Church, with payment being subject to works being completed in accordance with the Heritage Fund Guidelines.

Sub Committee's Recommendation: (Wheeler/Coupe)

That Council approve the subject Local Heritage Fund (2014-2015) application for \$2000 for roof maintenance works to the heritage listed St David's Presbyterian Church, with payment being subject to works being completed in accordance with the Heritage Fund Guidelines.

CARRIED

7.2 Former Fisher's Ghost Restaurant (Old Kendall's Millhouse)

Reporting Officer

Manager Sustainable City and Environment

Purpose

The purpose of this report is to update the Heritage Protection Sub Committee on the local heritage listed property known as the (former) Fisher's Ghost Restaurant.

History

At the Heritage Protection Sub Committee meeting held on 20 November 2014, Councillor Bob Thompson enquired with Council Officers as to the status of the former Fisher's Ghost Restaurant site, and what actions have been undertaken to have the site and building secured to prevent further vandalism and deterioration of the building.

At its meeting of 17 February 2015, Council considered the Heritage Protection Sub Committee Minutes of 20 November 2014, and resolved:

"That a report be presented to Council outlining options for the protection and preservation of the former Fisher's Ghost Restaurant building".

At its meeting of 21 April 2015, Council considered the Heritage Protection Sub Committee Minutes of 12 February 2015, and resolved:

"That any correspondence to the State Member for Campbelltown in relation to the former Fisher's Ghost Restaurant building be deferred pending the outcome of Council's upcoming meeting with the owner of the building".

Report

The declining condition of the former Fisher's Ghost Restaurant has been an ongoing frustration for Council over recent years, with Council having no legal ability to compel a private owner to appropriately maintain a local listed heritage item.

Council has previously written to the State Government requesting that the Heritage Act 1977 be amended to require a minimum standard of maintenance for local heritage listed items, similar to that required for State listed heritage items. No changes to the relevant legislation have occurred to suitably address these concerns raised by Council.

Council has also requested the State Government to include the subject property on the State Heritage Register in order to allow a minimum standard of maintenance to be enforced under the statutory provisions of the NSW Heritage Act 1977. The NSW Heritage Office has confirmed that the property has been formally considered for state heritage listing on a number of occasions, and does not meet the threshold tests for listing on the State Heritage Register.

As such, Council's enforcement action for the subject property has generally been limited to ensuring a minimum standard of public health and safety under the Local Government Act 1993. Consequently, this has only resulted in a basic level of maintenance being undertaken for the site, including removal of overgrown vegetation, boarding up the building and the erection of security fencing around the site perimeter to restrict public access.

2.1 Minutes Of The Heritage Protection Sub Committee Meeting Held 28 May 2015

Council is continuing to liaise with the property owner to try and facilitate restoration works on the building, however given the statutory limitations to require a minimum standard of maintenance there has been no discernable action undertaken by the property owner to date. Notwithstanding, the owner has indicated an intention to undertake restoration works on the building as part of the future development of the land and discussions are continuing to facilitate this process. Further information updates will be provided to Council should there be any progression on this matter, including the submission of any future development application for works on the site or building.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Gardner/Hayes)

That the information be noted.

CARRIED

8. General Business

8.1 Beulah Farmhouse

Campbelltown Airds Historical Society representative Kay Hayes thanked Council for liaising with Sydney Living Museums who now include the Beulah farmhouse as part of a number of significant historic homes and properties available for historical tours. Beulah which is located on Appin Road south of Campbelltown is a unique property that combines elements of both heritage and environmental significance. It was noted that 15 representatives from the Campbelltown Airds Historical Society attended the Beulah farmhouse for a guided tour which was facilitated by the Appin Historical Society. It was also noted by Committee members who attend the tour, that roof restoration works were completed at Beulah.

Sub Committee's Recommendation: (Wheeler/Gardner)

That the information be noted.

CARRIED

8.2 Hurley Park – Grant Funding and Signage

Council's Strategic Planner provided the Heritage Protection Sub Committee with an update in relation to the recent report tabled at the Council meeting of 21 April 2015 that confirmed a grant funding application has been made to the Crown Lands Public Reserve Management Fund Program (PRMFP) for approximately three million dollars in restoration and capital improvement works for Hurley Park. The proposed works include restoration of the heritage listed sandstone structures, and provision of new walkways and interpretative signage. The funding submission was developed and shaped by the Landscape Masterplan that has been prepared for the Hurley Park. It was noted that Council is awaiting an outcome in relation to this grant application.

A conceptual design for interpretative signage at the heritage listed Cattle Tank and Water Reservoir was circulated to members of Heritage Protection Sub Committee for comment. It is also noted that Council staff have replaced a missing bronze plaque at Hurley Park following earlier requests made by Heritage Protection Sub Committee members. A copy of the plaque design was also circulated to the Committee for their review. Heritage Protection Sub Committee members were requested to review the draft wording and location of the proposed interpretive signage and forward any comments to Council's Strategic Planner. A more detailed design based on any feedback would be provided to the next Heritage Protection Sub Committee meeting.

2.1 Minutes Of The Heritage Protection Sub Committee Meeting Held 28 May 2015

Sub Committee's Recommendation: (Hayes/Gardner)

That the information be noted.

CARRIED

8.3 Stella Vernon

Council Officers and members of the Heritage Protection Sub Committee noted the recent passing of long time Campbelltown resident Stella Vernon. Stella understood the history of Campbelltown intimately and was an archivist, record keeper, historian and member of the Campbelltown and Airds Historical Society for almost 60 years. Stella's passion for history and love of Campbelltown were acknowledged by the Committee who recalled the many occasions that Stella assisted with matters relating to the historical significance of the City of Campbelltown.

Sub Committee's Recommendation: (Hayes/Gardner)

That the information be noted.

CARRIED

Next meeting of the Heritage Protection Sub Committee will be held on Thursday 20 August 2015 at 6.00pm in Committee Room 3.

Councillor Bob Thompson
Acting Chairperson

Meeting Concluded: 6.50pm

2.2 Proposed Road Names for the Remaining Stages of the East Leppington Precinct

Reporting Officer

Manager Environmental Planning

Attachments

List of proposed road names for the remaining stages of the residential development within the East Leppington Precinct (contained within this report)

Purpose

To seek Council endorsement of new road names for use in the East Leppington Precinct of the South West Growth Centre.

History

Council, at its meeting on 10 December 2013, approved road names for use in Stages 1 and 2 of the East Leppington Precinct of the South West Growth Centre.

Council, at its meeting on 9 December 2014, approved road names for use in Stage 3 of the East Leppington Precinct of the South West Growth Centre.

Council has now received a request from the developer (Stockland Development Pty Ltd) for approved road names for use in the remaining stages of this residential development.

Report

It has been Council's protocol for some time to select a specific theme for road names within a suburb or development in an effort to unify road names and provide some assistance to the travelling public. However, as this development is situated within both the Campbelltown and Camden Local Government Areas (LGAs) and adjacent to the Liverpool LGA, the requirement to avoid duplication of existing road names within these three council areas means that it has not been possible to select a single theme that would provide sufficient names for all of the roads within this Growth Centre precinct. It was therefore recommended in the previous report to Council regarding the proposed road names for Stages 1 and 2 to select names based on a number of separate themes and allocate them to the roads within discrete areas of this residential development. The themes used for the approved road names in Stages 1, 2 and 3 of this development were 'the Australian Scout Movement', 'the Upper Water Supply Canal' and 'Canals of the World'.

The themes and road names proposed for the remaining stages of this development have been selected in consultation with both the developer and the relevant staff of Camden and Liverpool Councils. All of the proposed road names comply with the requirements of the NSW Addressing Policy and the NSW Addressing User Manual which were formally endorsed by the NSW Geographical Names Board on 31 March 2015.

A list of proposed road names for use in the remaining stages of the East Leppington Precinct is included as an Attachment to this report.

The following themes have been selected for use in the naming of the roads within the remaining stages of this development:

1. Names of convicts and servants employed by William Cordeaux on his Leppington Estate

The majority of this residential development is located on what was formerly the Leppington Estate which was granted to William Cordeaux in 1821. Extensive use was made of convict labour, both to clear the estate in 1822 and in the construction of Leppington House. According to the 1828 census records, William Cordeaux and his wife Ann were the largest sheep and cattle owners in the district and were major employers of convict labour, numbering 24 government servants among their 31 employees at Leppington.

It is therefore considered appropriate to use the names of convicts and servants employed by William Cordeaux on his Leppington Estate as a theme for the road names in this development, particularly for those roads proposed to be constructed in the vicinity of the site of Leppington House. A list of convicts mustered by Mr Cordeaux in October 1824 has been completed from the State Records NSW Colonial Secretary's Papers online resource and the Census of 1828. Those names which comply with the uniqueness and duplication principles of the NSW Addressing User Manual are included as proposed road names in the Attachment to this report.

2. Local flora species

The site of this residential development contains medium to large sized patches of remnant native vegetation, concentrated along the watercourses which are proposed to be protected as part of the overall planning of this precinct.

It is therefore considered appropriate to use the names of local flora species as a theme for the remaining road names in this development. Information about the plant species found within areas of Cumberland Plain Woodland (available through the Royal Botanic Gardens and Domain Trust's online resources) and the Atlas of NSW Wildlife database (provided to Council by the NSW Office of Environment and Heritage) were used to compile the list of proposed road names drawn from this theme. To comply with the requirement of the NSW Addressing User Manual - that road names are easy to pronounce, spell and write, the common names of these local flora species have predominantly been used as the proposed road names rather than their scientific names.

In addition to the proposed road names drawn from these two themes, a further three names are also proposed for specific roads within this development. These are:

2.2 Proposed Road Names For The Remaining Stages Of The East Leppington Precinct

Leppington House Drive – to be used for the road which is proposed to be located on the alignment of part of the original driveway leading to Leppington House.

Commissioners Drive – to be used for a major entrance road to this development, proposed to be constructed off Denham Court Road. William Cordeaux was appointed as joint commissioner for apportioning the territory in July 1825 where he was responsible for dividing the territory into counties and parishes and valuing unoccupied land. During his time in office he made his home in Leppington. The proposed name of this road reflects his historical connection with the Leppington Estate.

Lookout Avenue – to be used for the road leading to the proposed area of open space, located on the hill close to the site of Leppington House, which has spectacular views to Sydney.

The road naming process

Division 2 of Part 2 of the *Roads Regulation 2008* outlines the procedure that Council must follow when naming public roads under its control. In accordance with these procedures, it is recommended that Council advertise the proposed road names in local newspapers and notify Australia Post, the Registrar General, the Surveyor General and the various emergency services of its intention to name the roads within this development. Should no objections be received from the authorities prescribed in this Regulation in the period of one month following advertisement and notification of this proposal, it is also recommended that Council then complete the road naming process by publishing a notice of these new road names in the NSW Government Gazette.

Officer's Recommendation

1. That Council approves the proposed road names as listed in the Attachment to this report, for use in the remaining stages of the East Leppington Precinct of the South West Growth Centre.
 2. That Council advertise its proposal to use these road names in local newspapers for a period of one month and notifies the authorities prescribed by the *Roads Regulation 2008*.
 3. That, should no objections to the proposal to use these road names be received during the exhibition period, Council publish notice of these new road names in the NSW Government Gazette.
-

Committee's Recommendation: (Oates/Kolkman)

1. That Council approves the proposed road names as listed in the attachment to this report, for use in the remaining stages of the East Leppington Precinct of the South West Growth Centre, excluding the proposed convict and servant names.
2. That Council advise Camden Council that this Council is seeking approval from the Geographical Names Board to use both the first and last names of the convicts and servants.
3. That Council advertise its proposal to use these road names in local newspapers for a period of one month and notifies the authorities prescribed by the *Roads Regulation 2008*.
4. That, should no objections to the proposal to use these road names be received during the exhibition period, Council publish notice of these new road names in the NSW Government Gazette.

CARRIED

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 133

That the Committee's Recommendation be adopted.

ATTACHMENT 1

| Theme - names of convicts and servants employed by William Cordeaux on his Leppington Estate | |
|--|---|
| Road Name | Origin |
| Beckley | Charles (per <i>Countess of Harcourt</i>) labourer |
| Berryman | William (per <i>Speke</i>) labourer |
| Bridge | Thomas, servant aged 17 |
| Brindell | George, (per <i>Ocean</i>) |
| Bunn | William (per <i>Asia</i>) shepherd |
| Carroll | Ellen (per <i>Almorah</i>) |
| Chatterton | William (per <i>Minstrel</i>) watchman |
| Culley | Samuel (per <i>Minerva</i>) labourer |
| Cunliffe | George (per <i>Prince Regent</i>) |
| Dempsey | John (per <i>Mangles</i>) labourer |
| Dill | James, (per <i>Mary</i>) |
| Dowden | John (per <i>Canada</i>) fencer |
| Fairbrother | George (per <i>Sir Godfrey Webster</i>) shepherd |
| Fluskey | Thomas (per <i>Guildford</i>) |
| Gerraghty | Michael (per <i>Southworth</i>) |
| Lamature | Francis (per <i>Admiral Gambier</i>) cook |
| Leary | Patrick (per <i>Hadlow</i>) |
| Leonard | Elizabeth, servant aged 18 |
| McDermott | James (per <i>Cambridge</i>) shepherd |
| Mulvihill | John (per <i>Earl St Vincent</i>) |
| Sweetman | Georgina (per <i>Albion</i>) servant aged 13 |
| Wagstaff | Theodocius (per <i>Ocean</i>) |
| Wollahan | John (per <i>Minerva</i>) |
| | |
| | |
| Theme - local flora species | |
| Road Name | Origin |
| Ajuga | Austral Bugle (<i>Ajuga australis</i>) |
| Amulla | Amulla (<i>Eremophila debilis</i>) |
| Barbula | (<i>Barbula calycina</i>) |
| Blackthorn | Blackthorn (<i>Bursaria spinosa</i>) |
| Brooklime | Australian Brooklime (<i>Gratiola peruviana</i>) |
| Burrdaisy | Burr-daisy (<i>Calotis dentex</i>) |
| Bushpea | Matted Bush-pea (<i>Pultenaea pedunculata</i>) |
| Clubmoss | Bushy Clubmoss (<i>Lycopodium deuterodensum</i>) |

2.2 Proposed Road Names For The Remaining Stages Of The East Leppington Precinct

| | |
|--------------|--|
| Cranesbill | Cutleaf Cranesbill (<i>Geranium solanderi</i>) |
| Crowfoot | Blue Crowfoot (<i>Erodium crinitum</i>) |
| Cryptandra | Bitter Cryptandra (<i>Cryptandra amara</i>) |
| Cumbungi | Broadleaf Cumbungi (<i>Typha orientalis</i>) |
| Dipodium | (<i>Dipodium punctatum</i>) |
| Dock | Swamp Dock (<i>Rumex brownii</i>) |
| Dogwood | White Dogwood (<i>Ozothamnus diosmifolius</i>) |
| Doodia | Common Rasp Fern (<i>Doodia australis</i>) |
| Doubletail | Spotted Doubletail (<i>Diuris maculata</i>) |
| Elkhorn | Elkhorn Fern (<i>Platynerium bifurcatum</i>) |
| Elymus | Common Wheatgrass (<i>Elymus scaber</i>) |
| Everlasting | Common Everlasting (<i>Chrysocephalum apiculatum</i>) |
| Fanflower | Purple Fan-flower (<i>Scaevola ramosissima</i>) |
| Foxtail | Swamp Foxtail (<i>Pennisetum alopecuroides</i>) |
| Geebung | Nodding Geebung (<i>Persoonia nutans</i>) |
| Glycine | Glycine Pea (<i>Glycine tabacina</i>) |
| Greenhood | Blunt Greenhood (<i>Pterostylis curta</i>) |
| Indigo | Australian Indigo (<i>Indigofera australis</i>) |
| Kanooka | Kanooka (<i>Tristanopsis laurina</i>) |
| Kerrawang | Dwarf Kerrawang (<i>Commersonia prostrata</i>) |
| Lomatia | River Lomatia (<i>Lomatia myricoides</i>) |
| Loosestrife | Purple Loosestrife (<i>Lythrum salicaria</i>) |
| Lovegrass | Lovegrass (<i>Eragrostis leptostachya</i>) |
| Maidenhair | Common Maidenhair Fern (<i>Adiantum aethiopicum</i>) |
| Matrush | Many-flowered Mat-rush (<i>Lomandra multiflora</i>) |
| Milkmaids | Milkmaids (<i>Burchardia umbellata</i>) |
| Mintbush | Narrow-leaved Mint-bush (<i>Prostanthera linearis</i>) |
| Mirbelia | Heathy Mirbelia (<i>Mirbelia rubiifolia</i>) |
| Needlebush | Needlebush (<i>Hakea sericea</i>) |
| Nightshade | Forrest Nightshade (<i>Solanum prinophyllum</i>) |
| Ottelia | Swamp Lily (<i>Ottelia ovalifolia</i>) |
| Oxalis | Oxalis (<i>Oxalis perennans</i>) |
| Panicum | Hairy Panic (<i>Panicum effusum</i>) |
| Passiflora | Native Passionfruit (<i>Passiflora herbertiana</i>) |
| Pennyroyal | Native Pennyroyal (<i>Mentha saturioides</i>) |
| Pinkwood | Pinkwood (<i>Beyeria viscosa</i>) |
| Plectranthus | Cockspur Flower (<i>Plectranthus parviflorus</i>) |

2.2 Proposed Road Names For The Remaining Stages Of The East Leppington Precinct

| | |
|---|---|
| Plumegrass | Longhair Plumegrass (<i>Dichelachne crinita</i>) |
| Poa | Snowgrass (<i>Poa sieberiana</i>) |
| Primrose | Water Primrose (<i>Ludwigia peploides</i>) |
| Purslane | Purslane (<i>Portulaca oleracea</i>) |
| Rainbow | Rainbow Fern (<i>Calochlaena dubia</i>) |
| Rhodanthe | Chamomile Sunray (<i>Rhodanthe anthemoides</i>) |
| Riceflower | Spiked Riceflower (<i>Pimelea spicata</i>) |
| Saltbush | Berry Saltbush (<i>Einadia hastata</i>) |
| Sawsedge | Red-fruit Saw-sedge (<i>Gahnia sieberiana</i>) |
| Silkpod | Common Silkpod (<i>Parsonsia straminea</i>) |
| Smokebush | Long Leaf Smoke Bush (<i>Conospermum longifolium</i>) |
| Sorghum | Wild Sorghum (<i>Sorghum leiocladum</i>) |
| Speargrass | Threeawn Speargrass (<i>Aristida vagans</i>) |
| Speedwell | Trailing Speedwell (<i>Veronica plebeia</i>) |
| Starfruit | Starfruit (<i>Damasonium minus</i>) |
| Stonecrop | Australian Stonecrop (<i>Crassula sieberiana</i>) |
| Storksbill | Blue Storksbill (<i>Erodium crinitum</i>) |
| Sundew | Australian Sundew (<i>Drosera peltata</i>) |
| Tantoon | Tantoon (<i>Leptospermum polygalifolium</i>) |
| Tortula | (<i>Tortula muralis</i>) |
| Trefoil | Australian Trefoil (<i>Lotus australis</i>) |
| Tussock | Tussock Grass (<i>Poa labillardierei</i>) |
| Waxflower | Pink Wax Flower (<i>Eriostemon australasius</i>) |
| Wiregrass | Purple Wiregrass (<i>Aristida ramosa</i>) |
| Zornia | Zornia (<i>Zornia dyctiocarpa</i>) |
| | |
| | |
| Theme – additional road names for specific roads | |
| Road Name | Origin |
| Leppington House Drive | for the road following the original alignment of the driveway to Leppington House |
| Commissioners Drive | William Cordeaux was appointed a joint commissioner for apportioning the territory in July 1825 |
| Lookout Avenue | for the road leading to the viewpoint near Leppington House |
| | |

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

2.3 Management of the Grey-headed Flying-fox Camp at Bingara Reserve Macquarie Fields

Reporting Officer

Manager Environmental Planning

Attachments

Nil

Purpose

To recommend actions for the management of the Grey-headed Flying-fox camp at Bingara Reserve Macquarie Fields.

History

As an item of General Business at its meeting on 21 April 2015 Council discussed community concerns about the Grey-headed Flying-fox camp at Macquarie Fields and resolved:

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

Report

Grey-headed Flying-foxes are highly intelligent animals that are part of a complex and interdependent natural system. The species is generally found within 200km of the east coast of Australia, from Rockhampton in Queensland to Adelaide in South Australia. As long-range pollinators, they are critical to the survival of valuable forests and commercially important hardwood and rainforest species. However, loss of foraging and roosting habitat associated with human activities has resulted in flying-foxes concentrating in smaller, often less desirable locations in urban areas. The loss of habitat combined with other threats (i.e. culling) has resulted in significant declines in the Grey-headed Flying-fox population and as a result the species is listed as a 'Vulnerable' species under both the *NSW Threatened Species Conservation (TSC) Act 1995* and the *Commonwealth Environment Protection Biodiversity Conservation (EPBC) Act 1999*.

Council staff first became aware of the Grey-headed Flying-fox camp in Bingara Reserve, Macquarie Fields in May 2010. However, public reports indicate that Grey-headed Flying-foxes first started to use the reserve in 2007. This camp like other camps along the east coast of Australia provides a relatively safe place for this threatened species to breed and raise its young. It also acts as an important stop over site for flying-foxes migrating through their range.

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

The camp is located along a narrow strip of riparian vegetation in very close proximity to adjoining residential properties. Little is known about the factors that influence flying-fox camp selection however, conditions that may have attracted flying-foxes to this site include access to abundant and reliable food and water resources, the presence of a suitable microclimate, protection from land based predators and proximity to navigational aids (i.e. the railway line). Based on population counts undertaken by the Royal Botanic Gardens Trust from August 2010 to April 2015 the average number of flying-foxes recorded within the camp is 2,438 individuals with the number of flying-foxes using the camp at any given time varying in response to changes in food availability. Over this period the camp has been empty on seven occasions during monthly counts and the maximum number of individuals that have been recorded at the camp is 5,760 individuals.

To date Council's Environmental Planning Section has received seven complaints about the camp in relation to a number of issues including noise, odour, droppings, potential water quality impacts, impacts on the recreational use of the reserve and the possible transmission of diseases commonly associated with flying-foxes such as Hendra Virus and Lyssavirus. Such issues have also been raised on a number of occasions with the local media and Councillors. In regards to odour complaints it is important to note that the odour often experienced around flying-fox camps is not associated with faeces or urine. The odour comes from a scent that the males secrete from their glands when they are competing with each other for females and roosting sites. Young flying-foxes also emit a scent which enables their mothers to locate them.

In order to minimise impacts on residents in the vicinity of the camp it is considered that Council needs to adopt a proactive approach to the management of the flying-fox camp. In order to meet legislative requirements such an approach would need to be consistent with the NSW Office of Environment and Heritage's (OEH) Flying-fox Camp Management Policy 2015. In summary, this policy outlines a hierarchy-based approach to the management of Flying-foxes based on a principle of using the lowest form of intervention required. Under the Policy, removal (otherwise known as dispersal of camps) has been identified as a Level 3 action and can therefore only be considered after all other possible management options have been exhausted.

In this regard, Council would need to prepare a Flying-fox Camp Management Plan to explore a full range of management options to reduce the impact of the camp on adjoining residents prior to even considering dispersing the camp. Based on discussions with suitably qualified consultants it is estimated that the preparation of this plan would cost Council approximately \$45,000 to \$55,000. Funds for the development of such a plan have not been allocated within the 2015-2016 budget and hence Council will need to explore opportunities to develop the Plan during the 2015-2016 quarterly financial reviews.

Taking into account the conservation status of the Grey-headed Flying-fox under both the *NSW TSC Act* and the Commonwealth *EPBC Act* prior to undertaking any management actions to reduce the impact of the camp approval from both OEH and the Minister for the Environment will be required. The development of a Flying-fox Camp Management Plan will help streamline this rigorous approval process.

In determining whether dispersal should form part of the long-term management of the camp full consideration would need to be given to the challenges associated with this method which include:

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

- Cost of dispersal, to date the Royal Botanic Gardens Trust has spent approximately \$2m dispersing flying-foxes from the Sydney Royal Botanical Gardens. The cost of any dispersal program for the Macquarie Fields Camp would be dependent upon the dispersal methods used and any conditions of approval that are issued by OEH and the Minister for the Environment should such approvals be granted in the first instance
 - Dispersal can have uncertain outcomes and not all dispersal attempts have been successful. A review of flying-fox dispersal attempts between 1990 and 2013 undertaken by ecologists Billie Roberts and Dr Peggy Eby (renowned flying-fox experts who provide advice on the management and recovery of flying-foxes to OEH, the Department of Environment and other relevant government agencies) has revealed that in 71% of cases conflict was still being reported either at the original camp site or within the local area years after the initial dispersal actions. Moreover, in approximately 85% of cases, new camps established nearby, the majority of which were located <600m from the original camp site. In all but one of the cases reviewed (being the Dallis Park, NSW case) dispersal did not reduce the number of flying-foxes in the local area
 - Attempts to disperse camps are sometimes contentious amongst community members. As a threatened species whose population has significantly declined in response to human activities some sections of the community believe that flying-foxes and their camps should be protected at all costs. On the other hand, due to impacts on adjoining residents and potential health issues other sections of the community believe that flying-foxes should be relocated despite their conservation status to areas which will have minimal impact on the community
 - Disturbing flying-foxes may have an adverse impact on flying-fox health. To help minimise such impacts dispersal is not permitted by OEH or the Minister for the Environment during the period when resident females are heavily pregnant until the young can fly independently (generally between August and May) and when temperatures are extremely high or are expected to be extremely high (over 37 degrees)
 - In addition to the above dispersal is not recommended by OEH or the Minister for the Environment if it is likely that flying-foxes from the disturbed camp will join camps in nearby towns or form smaller 'satellite' camps or in circumstances where uncharacteristic seasonal conditions have resulted in a large proportion of the NSW flying-fox population temporarily occurring in one or a few camps
 - Dispersal methods include the use of noises which are played through a loud speaker in the early hours of the morning when flying-foxes are returning to the camp (i.e. whipper-snippers, chainsaws, starter pistols, banging metallic objects as well as man-made and computer generated noises). This method is often used in conjunction with visual cues (such as people waving arms and flags) and mobile sources of disturbance (such as people walking or driving around the area). To successfully disperse flying-foxes such methods need to be employed over an extended period of time and this could significantly disturb residents in the general vicinity of the flying-fox camp. In this regard, it is understood that the Royal Botanical Gardens Trust employed these methods every day over an 18 month period and then intermediately over an additional 18 month period in response to the presence of roosting flying-foxes (approximately 10 occasions over approximately 50 days). Other dispersal methods that have previously been used include fog, lights, odour, smoke, and water
-

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

- The cumulative impacts of flying-fox camp dispersals may negatively impact on the conservation of the species and the ecosystem services flying-foxes provide.

Irrespective of what techniques are employed as part of the ongoing management of the Flying-fox camp, significant financial resources and technical support will be required. Council will therefore need to explore a range of options to address these issues. In this regard, Council has recently received a letter from Eurobodalla Shire Council seeking Council's support in lobbying the NSW and Australian Governments for funds to assist with the implementation of Flying-fox Camp Management Plans relating to Council owned land. Council has also been approached by officers from Wollondilly Council seeking to collaborate in developing management protocols.

Given the significance of this species under relevant State and Commonwealth legislation it could be argued that there is an imperative for both governments to assist councils in the management of the species and its environs through appropriate funding and resources. Hence, there may be some merit in working collaboratively with other councils with the view to securing funds to assist with the management of the Flying-fox Camp at Macquarie Fields.

Council staff are currently unaware of any available grant funding options for the development of management plans and/or the development of management actions and while it is considered appropriate to investigate funding via State and Federal Governments as an initial response, this needs to be balanced against a timely response to community concern.

Therefore it is suggested that should attempts to secure State and/or Commonwealth Government funding not be successful within a six month period then Council should consider identifying funds for a Flying Fox Camp Management Plan through a future quarterly financial review.

Conclusion

Grey-headed Flying-foxes play a vital role in the broader ecosystem. Due to threats such as habitat destruction their numbers are in decline and they have been listed as 'vulnerable' under both state and federal legislation, they are therefore afforded a high level of statutory protection. However they have the potential to cause conflict with local communities due to a range of issues such as noise, odour and disease.

Local residents have raised a number of concerns about the Grey-headed Flying-fox camp at Bingara Reserve Macquarie Fields over the past five years. To address these concerns in a manner that not only has regard to the conservation status of this species but also meets legislative requirements, it is recommended that Council prepare a Flying-fox Camp Management Plan to explore a full range of management options.

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

Should Council secure funds to prepare a flying Fox Camp Management Plan for the Campbelltown LGA, Council staff will commence the process to select a suitably qualified consultant to prepare a draft plan. The resultant draft plan would then be reported to Council for the purpose of seeking a resolution to place the draft Plan on public exhibition to seek community feedback on the proposed management measures contained within the plan.

Officer's Recommendation

1. That Council make representations to the state and federal governments in collaboration with other interested councils for funding to prepare a Flying-fox Camp Management Plan for the Campbelltown LGA.
2. That should the actions outlined in recommendation one not secure suitable funding by February 2016, Council consider funding opportunities to prepare a Flying-fox Camp Management Plan for the Campbelltown LGA through a 2015-2016 quarterly financial review.

Committee's Recommendation: (Oates/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

Amendment: (Rowell/Matheson)

That Council make representations to the state and federal governments in collaboration with other interested councils for funding to prepare a Flying-fox Camp Management Plan for the Campbelltown Local Government Area.

LOST

Councillor Rowell asked for his name to be recorded in opposition to the Committee's Recommendation for Item 2.3 – Management of the Grey-headed Flying-fox Camp at Bingara Reserve Macquarie Fields.

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Amendment: (Rowell/Mead)

1. That Council make representations to the state and federal governments in collaboration with other interested councils for funding to prepare a Flying-fox Camp Management Plan for the Campbelltown Local Government Area.
 2. That Council contact neighbouring Councils to investigate their experiences in Flying-fox management and seek support for a collaborative approach.
 3. That a further report be presented to Council exploring other funding opportunities and the outcome of the neighbouring Council consultation.
-

2.3 Management Of The Grey-Headed Flying-Fox Camp At Bingara Reserve Macquarie Fields

4. That Council write to MACROC asking that the matter be placed on the next business paper agenda.

LOST

Council Resolution Minute Number 133

1. That Council make representations to the state and federal governments in collaboration with other interested councils for funding to prepare a Flying-fox Camp Management Plan for the Campbelltown LGA.
2. That should the actions outlined in recommendation one not secure suitable funding by February 2016, Council consider funding opportunities to prepare a Flying-fox Camp Management Plan for the Campbelltown LGA through a 2015-2016 quarterly financial review.

A **Division** was called in regard to the Resolution for Item 2.3 - Management of the Grey-headed Flying-fox Camp at Bingara Reserve Macquarie Fields with those voting for the Motion being Councillors Borg, Brticevic, Glynn, Hawker, Kolkman, Lake, Lound, Matheson, Mead and Oates.

Voting against the Resolution were Councillors Greiss, Rowell and Thompson.

3. DEVELOPMENT SERVICES

3.1 Development Services Section Statistics May 2015

Reporting Officer

Acting Manager Development Services

Attachments

Development Services application statistics for May 2015 (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 May 2015 as they affect the Development Services section.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Greiss/Kolkman)

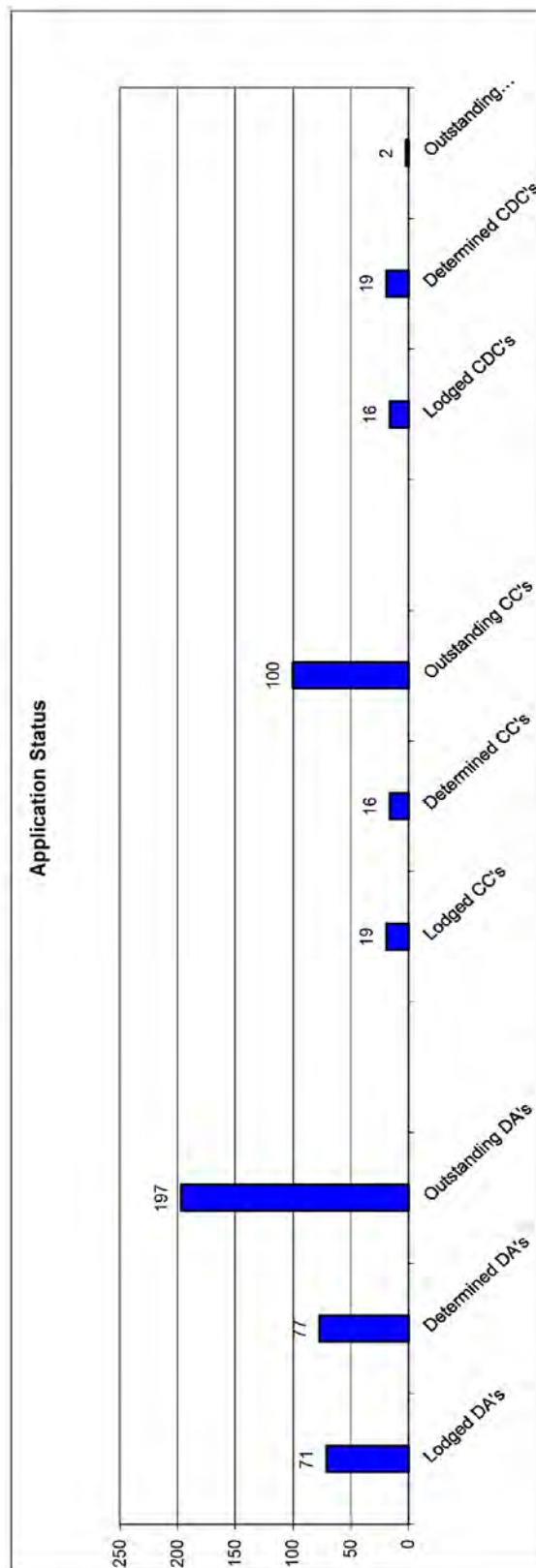
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

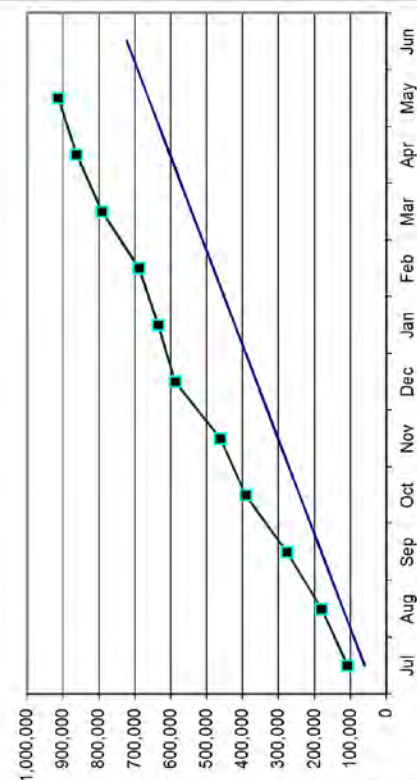
That the Officer's Recommendation be adopted.

ATTACHMENT 1

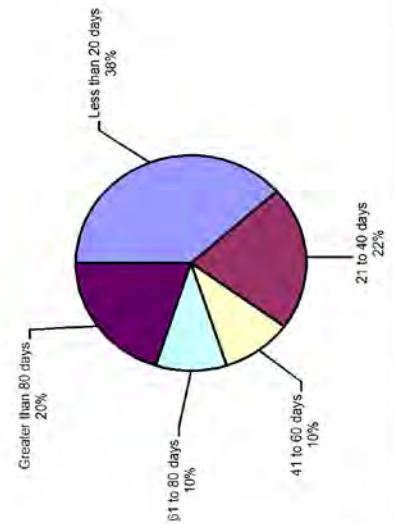
DEVELOPMENT SERVICES SECTION MONTH AT A GLANCE – May 2015



Development Application Income



Development Application Monthly Processing Times



3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

3.2 Demolition of existing structures, removal of 12 trees, construction of 18 dwellings and three carports, associated car parking, bin storage enclosure and front fencing - Nos. 26 and 28 Third Avenue, Macquarie Fields

Reporting Officer

Acting Manager Development Services

Attachments

1. Recommended Conditions (contained with this report)
2. Locality Plan (contained within this report)
3. Site Plan (contained with this report)
4. Elevation Plans (contained within this report)
5. Landscape Plan (confidential – for privacy reasons these are not available to the public)
6. Floor Plans (confidential – for privacy reasons these are not available to the public)

Purpose

To assist Council in its determination of the subject development application in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

| | |
|-----------------------------|---|
| Property Description | Lots 22 and 23 Section 26 DP 1391 – Nos. 26 and 28 Third Avenue, Macquarie Fields |
| DA No. | 2501/2014/DA-MAH |
| Applicant | Moderinn Pty Ltd |
| Owner | Elanr Holdings Pty Ltd |
| Provisions | State Environmental Planning Policy (Affordable Rental Housing) 2009 State Environmental Planning Policy (Building Sustainability Index) Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment Campbelltown (Urban Area) Local Environmental Plan 2002 Draft Campbelltown Local Environmental Plan 2014 Campbelltown (Sustainable City) Development Control Plan 2014 Campbelltown City Council Section 94A Development Contributions Plan |
| Date Received | 17 October 2014 |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

Report

Introduction

Council is in receipt of a development application, for the demolition of existing structures, removal of 12 trees, the construction of 18 dwellings (consisting of three x two storey buildings) and three carports, and associated car parking, bin storage enclosure and front fencing. The application has been made pursuant to State Environmental Planning Policy (Affordable Rental Housing) 2009.

The Site

The subject site is located within the suburb of Macquarie Fields, on the northern side of Third Avenue, between Saywell Road and Noeline Avenue. The site consists of two allotments, with a total area of approximately 2,832m². Existing improvements to the site include a two single dwelling houses and ancillary structures.

Development within the surrounding locality is characterised predominantly by low and medium density single storey housing. It is noted that the Saywell Road shopping precinct is located approximately 260m to the east of the site and the Macquarie Fields Railway Station approximately 1.2km also to the east of the site.

The Proposal

The proposed 18 affordable rental housing dwellings, contains the following elements:

- demolition of the existing structures
- removal of 12 trees
- construction of 18 affordable rental housing dwellings, consisting of 14 x two bedroom dwellings and four x three bedroom dwellings. Nine of the dwellings are located on the ground level with rear private open space yards, while the other nine dwellings are located on the first floor and are serviced by rear facing balconies. It is noted that each of the dwellings have their own separate external entries and a single allocated car parking space
- construction of three carports and associated parking area, providing parking for a total of 20 cars
- construction of a bin storage enclosure
- front fencing
- site earth works
- associated site landscaping works, including paving
- stormwater management works.

The application details that all of the units are to be used for the purposes of affordable housing.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

1. Vision

Campbelltown 2025 Looking Forward

'Campbelltown 2025 Looking Forward' is a vision statement of broad town planning intent for the longer term future of the City of Campbelltown that:

- responds to what Council understands people want the City of Campbelltown to look, feel and function like
- recognises likely future government policies and social and economic trends
- sets down the foundations for a new town plan that will help achieve that future.

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 for the City.

The strategic directions relevant to this application are:

- growing the Regional City
- building a distinctive Campbelltown sense of place
- creating employment and entrepreneurial opportunities.

The proposed development is generally consistent with these directions.

Some of the relevant desired outcomes of the vision included in Campbelltown 2025 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
- development and land use that matches environmental capacity and capability.

The proposed development has been assessed having regard to Campbelltown 2025 Looking Forward. It is considered that the development application is generally consistent with the Vision's desired outcomes when giving regard to the design as well as the nature and level of impact on adjoining development and the locality.

2. Planning Provisions

The development has been assessed having regard to the matters for consideration under Section 79C of the *Environmental Planning and Assessment Act 1979*, and having regard to those matters, the following issues have been identified for further consideration.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

2.1 State Environmental Planning Policy (Affordable Rental Housing) 2009

Clause 3 of the Affordable Rental Housing SEPP, outlines that the Policy aims to:

- (a) to provide a consistent planning regime for the provision of affordable rental housing
- (b) to facilitate the effective delivery of new affordable rental housing by providing incentives by way of expanded zoning permissibility, floor space ratio bonuses and non-discretionary development standards
- (c) to facilitate the retention and mitigate the loss of existing affordable rental housing
- (d) to employ a balanced approach between obligations for retaining and mitigating the loss of existing affordable rental housing, and incentives for the development of new affordable rental housing
- (e) to facilitate an expanded role for not-for-profit-providers of affordable rental housing
- (f) to support local business centres by providing affordable rental housing for workers close to places of work
- (g) to facilitate the development of housing for the homeless and other disadvantaged people who may require support services, including group homes and supportive accommodation.

Clause 6 of the Affordable Rental Housing SEPP, outlines that 'affordable housing' means housing for very low income households, low income households or moderate income households, being such households as are prescribed by the regulations or as are provided for in an environmental planning instrument.

The site is zoned '2(b) – Residential', pursuant to Campbelltown (Urban Area) Local Environmental Plan 2002 (LEP 2002). The proposed development is defined by Clause 10 of the Affordable Rental Housing SEPP, as 'multi dwelling housing' is permissible within the '2(b) – Residential' zone. Furthermore, the site does not contain a heritage item (which is identified in an Environmental Planning Instrument, an Interim Heritage Order or on the State Heritage Register under the *Heritage Act 1977*). Moreover, the site is located approximately 240m from a bus stop that is used by a regular bus service (i.e. at least one bus per hour, services the bus stop between 6:00am and 9:00pm Mondays to Fridays, and between 8:00am and 6:00pm Saturdays and Sundays).

Part 2 of the Affordable Rental Housing SEPP outlines various site related requirements. These matters have been considered and the following table details how the proposal responds to each of these relevant requirements.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Criteria | Proposed | Compliance |
|--|---------------------|---|
| <p>Clause 13 – Floor Space Ratios</p> <p>(1) This clause applies to development to which this Division applies if the percentage of the gross floor area of the development that is to be used for the purposes of affordable housing is at least 20%.</p> <p>(2) The maximum floor space ratio for the development to which this clause applies is the existing maximum floor space ratio for any form of residential accommodation permitted on the land on which the development is to occur, plus:</p> <p>(a) if the existing maximum floor space ratio is 2.5:1 or less:</p> <p>(i) 0.5:1—if the percentage of the gross floor area of the development that is used for affordable housing is 50% or higher, or</p> <p>(ii) Y:1—if the percentage of the gross floor area of the development that is used for affordable housing is less than 50%, where:</p> <p>AH is the percentage of the gross floor area of the development that is used for affordable housing.</p> <p>$Y = AH \div 100$</p> <p>The application details that all of the dwellings are to be used for the purpose of affordable rental housing.</p> <p>The maximum floor space ratio for any form of residential accommodation permitted on the site is 0.55:1 (for 'dwelling houses' under Section 3.7.1 (a) of the Campbelltown (Sustainable City) Development Control Plan 2014). Equating to a maximum floor space ratio for the development of 1.05:1.</p> | 0.51:1 | Yes. Moreover, a condition has been included within the recommendation requiring compliance with such. |
| <p>Clause 14 (1) (b) – Site Area</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if the site area on which it is proposed to carry out the development is at least 450m².</p> | 2,832m ² | Yes |
| <p>Clause 14 (1) (c) (ii) – Landscaped Area</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if at least 30% of the site area is to be landscaped.</p> | Approximately 38% | Yes |
| <p>Clause 14 (1) (d) (i) – Deep Soil Zones</p> | Approximately 34% | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Criteria | Proposed | Compliance |
|--|--|------------|
| A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if there is soil of a sufficient depth to support the growth of trees and shrubs on an area of not less than 15% of the site area (the deep soil zone). | | |
| <p>Clause 14 (1) (d) (ii) – Deep Soil Zones</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if each area forming part of the deep soil zone has a minimum dimension of 3m.</p> | The vast majority of the abovementioned deep soil zone is of dimensions greater than 3m x 3m. | Yes |
| <p>Clause 14 (1) (d) (iii) – Deep Soil Zones</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if at least two-thirds of the deep soil zone is located at the rear of the site area (if practicable).</p> | In excess of two-thirds of the required deep soil zone is located within the rear portion of the site. | Yes |
| <p>Clause 14 (1) (e) – Solar Access</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if living rooms and private open spaces for a minimum of 70% of the dwellings of the development receive a minimum of three hours direct sunlight between 9.00am and 3.00pm in mid-winter.</p> | <p>Each of the dwellings includes either a living or family type room that shall receive in excess of three hours direct sunlight between 9.00am and 3.00pm in mid-winter.</p> <p>While the private open type space of each dwelling shall receive in excess of three hours direct sunlight between 9.00am and 3.00pm in mid-winter.</p> | Yes |
| <p>Clause 14 (2) (a) (ii) – Parking</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if at least 0.5 parking spaces are provided for each dwelling containing one bedroom, at least one parking space is provided for each dwelling containing two bedrooms and at least 1.5 parking spaces are provided for each dwelling containing three or more bedrooms.</p> <p>Which equates to 20 car parking spaces for the proposed development.</p> | 20 spaces | Yes |
| <p>Clause 14 (2) (b) (iii) – Dwelling Size</p> <p>A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if each dwelling has a gross floor area of at least 70m² in the case of a dwelling having two bedrooms.</p> | Each of the two bedroom dwellings has a minimum gross floor area of 70m ² . | Yes |
| Clause 14 (2) (b) (iv) – Dwelling Size | All of the three | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Criteria | Proposed | Compliance |
|--|--|---|
| A consent authority must not refuse consent to development to which this Division applies on any of the following grounds, if each dwelling has a gross floor area of at least 95m ² in the case of a dwelling having three or more bedrooms. | bedroom dwellings have a gross floor area of 95m ² . | |
| <p>Clause 15 – Design Requirements</p> <p>A consent authority must not consent to development to which this Division applies unless it has taken into consideration the provisions of the Seniors Living Policy: Urban Design Guidelines for Infill Development published by the Department of Infrastructure, Planning and Natural Resources in March 2004, to the extent that those provisions are consistent with this Policy.</p> | The overall design has had regard to the Seniors Living Policy: Urban Design Guidelines for Infill Development and is generally consistent with the relevant provisions of such. | Yes |
| <p>Clause 16A – Character of local area</p> <p>A consent authority must not consent to development to which this Division applies unless it has taken into consideration whether the design of the development is compatible with the character of the local area.</p> | It is considered that the overall design of the development is compatible with the existing and future likely character of the local area. | Yes |
| <p>Clause 17 – To be used for Affordable Housing for 10 years</p> <p>(1) A consent authority must not consent to development to which this Division applies unless conditions are imposed by the consent authority to the effect that:</p> <p>(a) for 10 years from the date of the issue of the occupation certificate:</p> <p>(i) the dwellings proposed to be used for the purposes of affordable housing will be used for the purposes of affordable housing, and</p> <p>(ii) all accommodation that is used for affordable housing will be managed by a registered community housing provider, and</p> <p>(b) a restriction will be registered, before the date of the issue of the occupation certificate, against the title of the property on which development is to be carried out, in accordance with section 88E of the <i>Conveyancing Act 1919</i>, that will ensure that the requirements of paragraph (a) are met.</p> | The application details that all of the dwellings are to be used for the purpose of affordable rental housing. | A condition has been included within the recommendation requiring compliance with such. |
| Clause 18 – Subdivision | The proposal does not involve any subdivision. | NA |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

2.2 State Environmental Planning Policy (Building Sustainability Index)

A BASIX Certificate has been provided for the proposal and relevant commitments made on the architectural/development plans. Therefore it is considered that the proposal is acceptable in this regard.

2.3 Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment

The proposal does not conflict with any of the relevant provisions of Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment, and is therefore considered acceptable in this regard.

2.4 Campbelltown (Urban Area) Local Environmental Plan 2002

The subject site is zoned '2(b) – Residential' under the provisions of LEP 2002. The proposed 'multi dwelling housing' development is permissible, within the '2(b) – Residential' zone, and is consistent with the following objectives for the zone:

- (b) to permit the development of a range of housing types
- (c) to encourage a variety of forms of housing that are higher in density than traditional dwelling houses, including accommodation for older people and people with disabilities, in locations which are accessible to public transport, employment, retail, commercial and service facilities.

Consequently the proposal satisfies the provisions of Clause 9 of LEP 2002.

2.5 Draft Campbelltown Local Environmental Plan 2014

The subject site is zoned 'R2 – Low Density Residential' under the provisions of Draft Campbelltown Local Environmental Plan 2014 (Draft LEP 2014). The proposed 'multi dwelling housing' development is permissible within the 'R2 – Low Density Residential' zone, and is consistent with the following objectives for the zone:

- to minimise overshadowing and ensure a desired level of solar access to all properties
- to facilitate diverse and sustainable means of access and movement.

Consequently the proposal satisfies the provisions of Part 2 of Draft LEP 2014.

The following compliance table, details the assessment of the proposal in accordance with the relevant requirements of the Draft Campbelltown Local Environmental Plan 2014.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Clause | Control | Requirement | Proposed | Compliance |
|----------|--|--|--|--|
| 4.1D (2) | Minimum qualifying site area and lot size for certain residential and child care centre development in Residential zones | Development consent may be granted to multi-dwelling housing in the R2 zone, if the site area is equal to or greater than 1,000m ² . | 2,832m ² | Yes |
| 4.3 (2) | Height of Buildings Map | Maximum building height of 8.5m. | Approximately 8.3m | Yes |
| 4.4 (2) | Floor Space Ratio | A maximum floor space ratio of 0.45:1 applies to multi-dwelling housing in the R2 zone. | 0.51:1 | No. However Clause 13 of the Affordable Rental Housing SEPP allows for a maximum floor space ratio of 1.05:1, which prevails pursuant to Clause 8 of such. |
| 7.5 (2) | Earthworks | <p>Before granting development consent for earthworks (or for development involving ancillary earthworks), the consent authority must consider the following matters:</p> <ul style="list-style-type: none"> (a) the likely disruption of, or any detrimental effect on, drainage patterns, riparian land, stored water, including groundwater related ecosystems, and soil stability, in the locality of the development (b) the effect of the proposed development on the likely future use or redevelopment of the land (c) the composition of the fill or the soil to be excavated, or both, including potential contaminants (d) the effect of the development on the existing and likely amenity of adjoining properties (e) the source of any fill material and the destination of any excavated material (f) the likelihood of disturbing relics (g) the proximity to, and potential for adverse impacts on, any environmentally sensitive area including heritage items, archaeological sites, heritage conservation areas, waterways or drinking water catchments | It is considered that the proposed ancillary earthworks are consistent with these matters. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Clause | Control | Requirement | Proposed | Compliance |
|--------|---------|--|----------|------------|
| | | (h) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development. | | |

2.6 Campbelltown (Sustainable City) Development Control Plan 2014

The following compliance table, details the assessment of the proposed development pursuant to the relevant requirements of the Campbelltown (Sustainable City) Development Control Plan 2014.

| Section | Control | Requirement | Proposed | Compliance |
|-----------|------------------|---|---|---|
| 2.5 | Landscaping | Provision of a detailed landscape plan, which shall enhance the visual character of the development and complement the site, and enhance the existing indigenous flora and fauna characteristics of a site wherever possible. | The application has been accompanied by a detailed landscaped plan, which includes various indigenous trees and shrubs. | Yes |
| 2.8.1 (a) | Cut and Fill | A Cut and Fill Management Plan shall be provided, where the development incorporates cut and / or fill operations. | The proposed design follows the existing ground levels and involves minimal earthworks. | Yes. Moreover, a condition has been included within the recommendation requiring compliance with such. |
| 2.9 | Demolition | A detailed demolition work plan prepared by a suitably qualified person, is to be provided in accordance with AS 2601 – 2001 – The Demolition of Structures. | A detailed demolition work plan accompanied the application. | Yes. Moreover, a condition has been included within the recommendation requiring compliance with AS 2601 – 2001 – The Demolition of Structures. |
| 2.15.1 | Waste Management | A detailed Waste Management Plan shall accompany multi dwelling applications. | A detailed Waste Management Plan accompanied the application. | Yes |
| 3.3.1 (a) | Streetscape | 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. | The building design is in keeping with the existing and future likely character of the area and is considered satisfactory. | Yes |
| 3.3.1 (c) | Streetscape | The built form shall relate to the natural landform and setting. | The design relates to the existing ground levels of the site. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------------|-----------------|--|--|------------|
| 3.3.1 (d) | Streetscape | 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. | The car parking spaces are located beyond the front row of dwellings and therefore do not dominate the visual appearance of the site. | Yes |
| 3.3.1 (e) | Streetscape | Garage doors facing a public street shall be no wider than 50% of the width of the building (at its street fronting facade). | The proposed layout does not include any garages. | NA |
| 3.3.1 (g) | Streetscape | No bathroom, ensuite, toilet or laundry windows shall face the primary street of an allotment. | None of the street facing windows service a bathroom, ensuite, toilet or laundry. | Yes |
| 3.3.2 (a) (i) | Building Height | Residential development shall not exceed two storeys. | Two storey | Yes |
| 3.3.2 (a) (ii) | Building Height | Residential development shall have a height not exceeding 7.2m at the upper most ceiling measured vertically from ground level (existing). | Approximately 5.9m | Yes |
| 3.3.2 (a) (iii) | Building Height | Residential development shall have a height not exceeding 9.5m at the upper most roof height measured vertically from ground level (existing). | Approximately 8.3m | Yes |
| 3.3.2 (b) | Building Height | 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. | The height of development does not provide for any significant loss of amenity to adjacent properties. | Yes |
| 3.3.3 (a) | Fencing | 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. | The front and internal return fencing has a height of 1.2m and is of a design which complements the overall design of the development. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|--------------|------------------------|---|--|---|
| 3.3.3 (c) | Fencing | Front residential fencing shall be a maximum of 1.2m in height and complement the design of the development. | The front and internal return fencing has a height of 1.2m and is of a design which complements the overall design of the development. | Yes |
| 3.3.3 (e) | Fencing | Fencing shall not obstruct power, water, sewer, gas or telephone services, drainage systems, (including overland flow paths) or any easements or rights of way. | No fencing obstructs any power, water, sewer, gas or telephone services, drainage systems, or any easements or rights of way. | Yes |
| 3.4 (a) | Car Parking and Access | The minimum external dimensions of any required parking space shall be 2.5m x 5.5m. | Each parking space has dimensions of 2.5m x 5.5m. | Yes |
| 3.4 (b) | Car Parking and Access | The minimum internal dimension of an enclosed garage shall be 3m x 6m. | | NA |
| 3.4 (c) | Car Parking and Access | Transitional grades shall comply with AS 2890.1 (as amended) Parking Facilities - Off-Street Car Parking. | | Yes. Furthermore, a condition has been included within the recommendation requiring compliance with such. |
| 3.4 (e) | Car Parking and Access | Driveways greater than 30m in length as viewed from the street shall be avoided. | Approximately 38m | No. However, given that the layout includes significant landscaping adjacent to the driveway and that the driveway finish consists of varying components which are of a recessive colour, it is considered that the visual prominence of the driveway area and the visual impact on the streetscape shall be minimal. Accordingly, it is considered that the proposed variation is acceptable in this instance. |
| 3.4 (g) (ii) | Car Parking and Access | The minimum width of the driveway at the street kerb shall be 5m where a single driveway provides access for two or more dwellings. | The driveway is 5.5m wide at the street boundary. | Yes |
| 3.4 (i) | Car Parking and Access | Driveways shall be designed perpendicular to the road. | The driveway is perpendicular to the road. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------|---|---|--|--|
| 3.4 (j) | Car Parking and Access | Plain concrete driveways shall not be permitted. | The driveway consists of two different finish components, both of which are varied in texture and of recessive colours. | Yes |
| 3.5.2 (a) | Visual Privacy | 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 6m of the proposed window or balcony unless appropriately screened. | Living room windows and balconies have been limited to a front or rear orientation. | Yes |
| 3.6 (a) | Solar Access | Living areas shall have a northerly orientation. | The living area of each dwelling has a northerly orientation. | Yes |
| 3.6 (b) | Solar Access | A minimum of 20m ² fixed of the required private open space area shall receive three hours of continuous direct solar access on 21 June, between 9.00am and 3.00pm, when measured at ground level. | <p>Areas in excess of 20m² of the private open space areas of each of the ground floor dwellings shall receive a minimum of three hours continuous solar access at the winter solstice.</p> <p>While each of the first floor dwellings are serviced by private open space areas of less than 20m². Notwithstanding this, it is noted that the majority of the private open space areas of the first floor dwellings shall receive a minimum of three hours continuous solar access at the winter solstice.</p> | No. However, given that the non-compliance is of a consequence of the respective private open space areas being undersized (rather than being poorly orientated), it is considered that the proposed variation is acceptable in this instance. |
| 3.6 (c) | Solar Access | Development shall have appropriate regard to the impact on solar access to useable private open space, solar collectors and clothes drying areas of adjoining residential development. | The layout and design of the development results in amenity impacts to adjacent dwellings being minimised. | Yes |
| 3.9.1 (a) | Site and Density Requirements for Multi Dwellings | Multi dwelling developments shall not be erected on land with an area of less than 700m ² . | 2,832m ² | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|---------------|---|---|---------------------|--|
| 3.9.1 (c) | Site and Density Requirements for Multi Dwellings | <p>The number of dwellings permitted within a multi dwelling development shall not exceed two dwellings for the first 700m² of land area and one dwelling for each 300m² of land area thereafter.</p> <p>Equating to a minimum site area of 5,500m², for 18 dwellings.</p> | 3,280m ² | <p>No. The accompanying Statement of Environmental Effects acknowledged the proposed variation in relation to the first floor dwellings and provided the following justification.</p> <p>“local controls cannot override the SEPP controls, which do not restrict dwelling density. The development complies with the SEPP controls as they relate to FSR and car parking”</p> <p>While it is noted that dwelling density and floor space ratio are separate requirements, it is acknowledged that the Affordable Rental Housing SEPP provides a generous floor space ratio ‘bonus’ for this development type (pursuant to Clause 13 of the Affordable Rental Housing SEPP), which has previously been taken to provide for an additional number of dwellings.</p> <p>Accordingly, the proposed variation is not considered to be unreasonable and is acceptable in this instance.</p> |
| 3.9.1 (f) (i) | Site and Density Requirements for Multi Dwellings | Multi dwelling developments incorporating three or more dwellings shall only be permitted on an allotment having a minimum width of 22.5m measured along the side boundaries at a distance of 5.5m from the primary street boundary. | 40.23m | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------------|---|---|---|--|
| 3.9.1 (f) (ii) | Site and Density Requirements for Multi Dwellings | Multi dwelling developments incorporating three or more dwellings shall only be permitted on an allotment having a minimum width of 10m measured between the extended property side boundaries. | 40.23m | Yes |
| 3.9.1 (f) (iii) | Site and Density Requirements for Multi Dwellings | Multi dwellings development incorporating three or more dwellings shall only be permitted on an allotment where no part of the allotment is within 50m of the commencement of the head of a cul-de-sac to which vehicular access to the site is obtained. | The site is not within 50m of a cul-de-sac. | Yes |
| 3.9.1 (g) | Site and Density Requirements for Multi Dwellings | The total FSR shall not exceed 0.45:1. | 0.51:1 | No. However Clause 13 of the Affordable Rental Housing SEPP allows for a maximum floor space ratio of 1.05:1, which prevails pursuant to Clause 8 of such. |
| 3.9.1 (h) (i) | Site and Density Requirements for Multi Dwellings | A multi dwelling development shall be setback a minimum of 5.5m from the primary street boundary. | 5.5m. | Yes |
| 3.9.1 (h) (iii) | Site and Density Requirements for Multi Dwellings | A multi dwelling development shall be setback a minimum of 900mm from any side boundary for the ground level. | 1.5m from both the western and eastern side boundaries. | Yes |
| 3.9.1 (h) (iv) | Site and Density Requirements for Multi Dwellings | A multi dwelling development shall be setback a minimum of 1.5m from any side boundary for all levels above the ground level. | 1.5m from both the western and eastern side boundaries. | Yes |
| 3.9.1 (h) (v) | Site and Density Requirements for Multi Dwellings | A multi dwelling development shall be setback a minimum of 5m from the rear boundary for all levels above the ground level. | 10m | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|----------------|---|---|--|--|
| 3.9.1 (h) (vi) | Site and Density Requirements for Multi Dwellings | A multi dwelling development shall be setback a minimum of 10m from the rear boundary for the ground level. | 10m | Yes |
| 3.9.2 (a) | General Requirements for Multi Dwellings | A minimum of 10% of the total number of dwellings within a multi dwelling development containing 10 or more dwellings shall be adaptable dwellings. | Two of the dwellings are adaptable. | Yes. Moreover, a condition has been included within the recommendation requiring compliance with such. |
| 3.9.2 (b) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with a minimum of one single garage. | The layout does not provide any garages. | No. However, as the proposal satisfies the car parking requirements of Clause 14 (h) (i) of the Affordable Rental Housing SEPP, Council cannot refuse a development application on the grounds of not satisfying this control. |
| 3.9.2 (c) | General Requirements for Multi Dwellings | One external additional visitor car parking space shall be provided for every two units (or part thereof), unless all dwellings within the development have direct frontage to a public street. | The layout provides one visitor car parking space. | No. However, as the proposal satisfies the car parking requirements of Clause 14 (h) (i) of the Affordable Rental Housing SEPP, Council cannot refuse a development application on the grounds of not satisfying this control. |
| 3.9.2 (d) | General Requirements for Multi Dwellings | No visitor car parking space shall be located forward of the primary or secondary street boundary. | The visitor car parking space is recessed beyond the front facade. | Yes |
| 3.9.2 (e) | General Requirements for Multi Dwellings | No visitor car parking space shall be in a 'stacked' configuration. | None of the proposed car parking spaces are of a 'stacked' configuration. | Yes |
| 3.9.2 (g) | General Requirements for Multi Dwellings | The total floor area occupied by all bedrooms (and / or rooms capable of being used as a bedroom) within each dwelling shall not exceed 40% of the total floor space of that dwelling. | Maximum of 38% | Yes |
| 3.9.2 (h) (i) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area or areas of private open space that are not located within the primary street setback. | The private open space areas for each dwelling are located to the rear of the respective dwelling. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------------|--|---|---|--|
| 3.9.2 (h) (ii) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area or areas of private open space that have a minimum area of 60m ² . | Each of the ground floor dwellings are serviced by a private open space area with a minimum size of 60m ² . While the first floor dwellings are serviced by balconies that have an area of either 11m ² or 13m ² . | <p>No. The accompanying Statement of Environmental Effects acknowledged the proposed variation in relation to the first floor dwellings and provided the following justification.</p> <p>“they are primarily designed as above ground units and have access to terraces which are adequate to support the recreational and outdoor amenity requirements for the dwelling.”</p> <p>This is not considered unreasonable and it is considered that the proposed variation is acceptable in this instance.</p> |
| 3.9.2 (h) (iii) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area or areas of private open space that have a minimum width of 3m. | Each of the ground floor dwellings are serviced by a private open space area with a minimum width of 7.4m. While the first floor dwellings are serviced by balconies with a minimum width of 4m. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|----------------|--|---|--|--|
| 3.9.2 (h) (iv) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area or areas of private open space that include a minimum levelled area of 5m x 5m. | Each of the ground floor dwellings are serviced by a private open space area with a minimum area of 7m x 7m. While the first floor dwellings are serviced by balconies with a minimum area of 2.5m x 3.3m. | <p>No. The accompanying Statement of Environmental Effects acknowledged the proposed variation in relation to the first floor dwellings and provided the following justification.</p> <p>"they are primarily designed as above ground units and have access to terraces which are adequate to support the recreational and outdoor amenity requirements for the dwelling."</p> <p>This is not considered unreasonable and it is considered that the proposed variation is acceptable in this instance.</p> |
| 3.9.2 (h) (v) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area or areas of private open space that have an internal living room directly accessible to outdoor private open space areas. | Each private open space area is directly accessible from the respective main living areas. | Yes |
| 3.9.2 (h) (vi) | General Requirements for Multi Dwellings | Each multi dwelling unit shall be provided with an area of private open space that satisfies the solar access requirements contained in Section 3.6. | <p>Areas in excess of 20m² of the private open space areas of each of the ground floor dwellings shall receive a minimum of three hours continuous solar access at the winter solstice.</p> <p>While each of the first floor dwellings are serviced by private open space areas of less than 20m². Notwithstanding this, it is noted that the majority of the private open space areas of the first floor dwellings shall receive a minimum of three hours continuous solar access at the winter solstice.</p> | No. However, given that the non-compliance is of a consequence of the respective private open space areas being undersized (rather than being poorly orientated), it is considered that the proposed variation is acceptable in this instance. |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------|--|--|---|--|
| 3.9.2 (i) | General Requirements for Multi Dwellings | No part of an outdoor living area is permitted to be located within the primary or secondary street setback area. | The private open space areas for each dwelling are located to the rear of the respective dwelling. | The private open space areas for each dwelling are located to the rear of the respective dwelling. |
| 3.9.2 (k) | General Requirements for Multi Dwellings | Multi dwellings shall satisfy the following additional provisions relating to streetscape: <ul style="list-style-type: none"> 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; no more than 30% of the area forward of any building alignment shall be surfaced with impervious materials. | The front facade of each building is articulated and consists of architectural features that are of a similar form to adjoining and future like developments. Approximately 24% of the area forward of the building alignment, is of an impervious finish. | Yes |
| 3.9.2 (l) | General Requirements for Multi Dwellings | Multi dwellings shall satisfy the following requirements relating to landscape: <ul style="list-style-type: none"> a detailed landscape design plan shall be submitted by a suitably qualified person with the development application; and a minimum of 20% of the total site area shall be available for deep soil planting. | The application was accompanied by a detailed landscape design plan. Approximately 33% of the site has been made available for deep soil planting. | Yes |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

| Section | Control | Requirement | Proposed | Compliance |
|-----------|--|---|---|------------|
| 3.9.2 (m) | General Requirements for Multi Dwellings | Multi dwellings development shall satisfy the following architectural requirements: <ul style="list-style-type: none"> • a distinctive architectural outcome that unifies the range of building elements and diversity within the development and which also harmonises with surrounding development; • incorporation of variations in roof heights and wall planes to avoid long unbroken ridge lines; • incorporation of facade shifts and articulation, varied materials and colours in order to avoid duplication of the same building elements; and • provision of windows and active spaces in the building ends, to provide additional security and visual interest. | <p>The overall design of the proposed development is similar in terms of its finish, and bulk and scale, compared to existing and likely future developments in the locality.</p> <p>The front facades and roof forms are articulated, providing depth to the overall design.</p> | Yes |
| 3.9.4 (a) | Multi Dwellings and Waste Management | Multi dwelling development shall make provision for individual waste storage, allocated behind the primary and secondary building alignment out of public view, for the following: <ul style="list-style-type: none"> • a 140 litre bin; and • two 240 litre bins. | Suitable provision is made within the private open space areas of the ground floor dwellings for the storage of bins. While a communal bin storage room is provided to service the storage of bins for the first floor dwellings. | Yes |

2.7 Campbelltown City Council Section 94A Development Contributions Plan

As all of the dwellings have been used for the purpose of affordable rental housing, development contributions are not applicable pursuant to the provisions of Section 94E of the *Environmental Planning and Assessment Act 1979*.

3. Planning Assessment

The following is a summary of the areas of consideration regarding the likely environmental impacts and the suitability of the site, in respect to the proposed development:

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

Built form - The overall building design consists of articulated facades and is in keeping with the existing and future likely character of the area. Moreover, it is considered that the overall development is of an acceptable built form, in terms of scale, massing and articulation.

Natural environment - The trees proposed for removal are not of any high ecological value and it is proposed to implement detailed landscaping scheme which includes various indigenous trees and shrubs, which are likely to embellish the overall natural environment. Accordingly, conditions have been included within the recommendation, requiring the establishment of such.

Amenity impacts - The overall design of the proposed development has given satisfactory regard to existing adjoining residential premises, in terms of privacy, separation, overshadowing and the protection of trees and other vegetation within adjoining properties. Accordingly it is considered that the proposal is acceptable in this regard.

Security and safety - The overall design of the proposed development is considered to be consistent with the 'principles for minimising crime risk' (Crime Prevention through Environmental Design) and it is therefore deemed to be satisfactory in this regard.

4. Public Participation

In accordance with the requirements of Part 9 of the Campbelltown (Sustainable City) Development Control Plan 2014, the application was notified to adjoining property owners from 20 October 2014 until 3 November 2014. No submissions were received.

5. Conclusion

The proposal has been assessed pursuant to the relevant provisions of the Affordable Rental Housing SEPP, LEP 2002, Draft LEP 2014 and the Sustainable City DCP. In this regard, while it is noted that the proposal does not comply with several of the requirements within the Sustainable City DCP, that pursuant to Clauses 8 and 14 of the Affordable Rental Housing SEPP, the associated requirements of the SEPP prevail.

The proposed development is permissible and assessment of such has not identified any significant environmental impacts. It is also considered that the site is suitable for the development. Accordingly, it is recommended that Council approve the application subject to appropriate conditions.

Officer's Recommendation

That development application No. 2501/2014/DA-MAH, for the demolition of existing structures, removal of 12 trees, the construction of 18 dwellings (consisting of three x two storey buildings) and three carports, and associated car parking, bin storage enclosure and front fencing, at Nos. 26 and 28 Third Avenue, Macquarie Fields, be approved subject to the attached conditions.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

Committee Note: Mr Milligan addressed the Committee.

Committee's Recommendation: (Kolkman/Rowell)

That the Officer's Recommendation be adopted.

CARRIED

Voting for the Committee's Recommendation were Councillors: Greiss, Kolkman, Lound, Matheson, Rowell and Thompson.

Voting against the Committee's Recommendation was Councillor: Oates.

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

Voting for the Council Resolution were Councillors: Borg, Greiss, Hawker, Kolkman, Lake, Matheson, Mead, Rowell and Thompson.

Voting against the Council Resolution were Councillors: Bricevic, Glynn, Lound and Oates.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

ATTACHMENT 1

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 Moderinn Pty. Ltd., listed below, and all associated documentation supporting this consent, except as modified in red by Council and / or any conditions within.

| Drawing Number | Date Received by Council |
|----------------------------|---------------------------------|
| DA-1001 (Issue: C) | 29 June 2015 |
| DA-1002 (Issue: G) | 29 June 2015 |
| DA-1003 (Issue: C) | 29 June 2015 |
| DA-1004 (Issue: C) | 29 June 2015 |
| DA-1005 (Issue: C) | 29 June 2015 |
| DA-1006 (Issue: C) | 29 June 2015 |
| DA-1008 (Issue: C) | 29 June 2015 |
| DA-1009 (Issue: B) | 29 June 2015 |
| DA-1010 (Issue: B) | 29 June 2015 |
| DA-2002 (Issue: A) | 29 June 2015 |
| SK 2001A (Demolition Plan) | 23 April 2015 |

2. Construction Certificate

Prior to the commencement of any works that require a construction certificate:

- The applicant shall obtain a construction certificate for the particular works
- The applicant shall appoint a principal certifying authority
- The private certifying authority shall notify Council of their appointment no less than two days prior to the commencement of any works.

3. Building Code of Australia

All building work must be carried out in accordance with the provisions of the Building Code of Australia. In this clause, a reference to the Building Code of Australia is a reference to that Code as in force on the date the application for the relevant construction certificate is made.

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4. Contract of Insurance (residential building work)

In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance is in force before any building work authorised to be carried out by the consent commences.

This clause does not apply:

- a. To the extent to which an exemption is in force under Clause 187 or 188 of the Environmental Planning and Assessment Regulation 2000, subject to the terms of any condition or requirement referred to in Clause 187(6) or 188(4) of that regulation, or
- b. To the erection of a temporary building.

5. Notification of *Home Building Act 1989* Requirements

Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being Council) has given Council written notice of the following information:

- a. In the case of work for which a principal contractor is required to be appointed:
 - i. The name and licence number of the principal contractor, and
 - ii. The name of the insurer by which the work is insured under Part 6 of that Act.
- b. In the case of work to be done by an owner-builder:
 - i. The name of the owner-builder, and
 - ii. If the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being Council) has given Council written notification of the updated information.

6. Shoring and Adequacy of Adjoining Property

If the development referred to in this development consent involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the development consent must at the person's own expense:

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- a. Protect and support the adjoining premises from possible damage from the excavation, and
- b. Where necessary, underpin the adjoining premises to prevent any such damage.

This condition does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

7. External Finishes

The external finishes shall be in accordance with the approved plans and the schedule of finishes submitted to Council on 15 May 2015. Any proposed alterations to these finishes are considered to be a modification to the development consent and require separate approval by Council.

8. Driveway

The gradients of driveways and manoeuvring areas shall be designed in accordance with Australian Standard AS 2890.1 and AS 2890.2 (as amended).

The common driveway leading from Third Avenue to the car parking area shall include a paved area (within the subject property) at each end of the driveway, not less than 6.0m long and 5.5m wide to allow vehicles to hold while other vehicles are using the driveway.

The driveway is to be of a non-slip finish and is to be separated from the landscaped areas, by a 150mm high kerb, dwarf wall or barrier fencing.

9. Vehicular Access

Vehicles accessing the site shall comply with the following requirements:

- a. All vehicular entries and exits shall be made in a forward direction.

A traffic sign shall be placed adjacent to the driveway at the entrance to the property, advising drivers of the above information. Should the sign be damaged or removed, it shall be replaced within 48 hours.

10. Car Parking Spaces

20 car parking spaces shall be designed, sealed and line marked, in accordance with Australian Standards 2890 (as amended).

11. Landscaping

- a. The provision and maintenance of landscaping shall be in accordance with the approved landscape plan, prepared by Conzept Landscape Architects, submitted to Council on 29 June 2015, including the engagement of a suitably qualified landscape consultant / contractor for landscaping works.
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3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- b. All plants shall be vigorous and well established, free from disease and pests, of good form, consistent with species or variety, hardened off, not soft or forced, with large healthy root systems with no evidence of root curl, restriction or damage.
- c. All trees are to be staked and tied with a minimum of three hardwood stakes. Ties are to be hessian and fixed firmly to the stakes, one tie at half the height of the main stem, others as necessary to stabilise the plant.
- d. Root deflection barriers having a minimum depth of 600mm are to be installed adjacent to all footpaths and driveways.
- e. Minimum 75mm depth of organic mulch shall be placed within an area 500mm radius from the base of trees. Mulch shall be free from deleterious and extraneous matter, including soil, weeds, rocks, twigs and the like and shall be placed so that it is not in contact with the stem of the plant.

12. Ground Levels

The existing ground levels shall only be altered in accordance with the levels shown on the approved plans. Under no circumstances shall levels elsewhere on the site (i.e. within the side or rear setback areas) be altered in any way.

13. Fencing

- a. 1.8m high fencing is to be erected to cordon off the private open areas, in accordance with the approved plans, prior to the issuing of an Occupation Certificate.
- b. Attention is directed to the provisions of the *Dividing Fences Act 1991*, in relation to the fencing of the boundaries of the overall site.

14. Lighting

Illumination of the site is to be arranged to provide an appropriate level of lighting and in accordance with the requirements of Australian Standard 4282 (as amended) so as not to impact upon the amenity of the occupants of adjoining and nearby residential premises or traffic.

15. Switchboards/Utilities

Switchboards, garbage storage areas and storage for other utilities shall not be attached to the front elevations of the building or side elevations that can be seen from a public place.

16. 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 Volume 3 (as amended).

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

17. Flood Level Controls

This site has been identified as a flood control lot with respect to 1% Annual Exceedance Probability (AEP) flood due to overland flow traversing the site. The following drainage requirements shall be complied with:

- a. A drainage easement shall be created for the full width of the overland flow path (6.195m)
- b. Fences shall have an opening (mesh) under the fence to a height equal to the depth of the overland flow plus 300mm free board, and to the full width of the overland flow path
- c. A Restriction as to use shall be created on both the fences and the swale to preserve the drainage function.

18. Rain Water Tanks

Rain water tanks shall be installed on site for the collection and storage of stormwater for irrigation and reuse purposes (eg the flushing of toilets), in accordance with the approved plans.

19. Rubbish / Recycling Bin Storage

Rubbish and recycling bins shall be stored within the private courtyard areas, not within vehicle parking, vehicle manoeuvring areas or landscaped areas.

PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of a construction certificate by either Campbelltown City Council or an accredited certifier. All necessary information to comply with the following conditions of consent must be submitted with the application for a construction certificate.

20. Utility Servicing Provisions

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall obtain a letter from both the relevant electricity authority and the relevant telecommunications authority stating that satisfactory arrangements have been made to service the proposed development.

Note: The applicant should also contact the relevant water servicing authority to determine whether the development will affect the authorities water or sewer infrastructure.

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21. Sydney Water Stamped Plans

Prior to Council or an accredited certifier issuing a construction certificate, the approved plans must be submitted to a Sydney Water Quick Check agent to determine whether the development will affect any Sydney Water wastewater and water mains, stormwater drains and/or easements, and if any requirements need to be met. Plans will be appropriately stamped.

Please refer to the web site www.sydneywater.com.au for:

- Quick Check agents details - see Building and Developing then Quick Check and
- Guidelines for Building Over/Adjacent to Sydney Water Assets - see Building and Developing then Building and Renovating

or telephone 13 20 92.

22. Telecommunications Infrastructure

- a. If the development is likely to disturb or impact upon telecommunications infrastructure, written confirmation from the service provider that they have agreed to proposed works must be submitted to the Principal Certifying Authority prior to the issue of a Construction Certificate or any works commencing, whichever occurs first; and
- b. The arrangements and costs associated with any adjustment to telecommunications infrastructure shall be borne in full by the applicant/developer.

23. Waste Management Plan

Prior to Council or an accredited certifier issuing a construction certificate, the relevant provisions of Council's Waste Management Plan is to be completed to the satisfaction of Council.

24. Geotechnical Report

Prior to Council or an accredited certifier issuing a construction certificate, a geotechnical report prepared by a NATA registered lab shall be submitted which indicates that the land will not be subject to subsidence, slip, slope failure or erosion where excavation and/or filling exceeds 900mm in depth or identified as filled land.

25. Soil and Water Management Plan

Prior to Council or an accredited certifier issuing a construction certificate, a detailed soil and water management plan shall be submitted for approval.

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26. Stormwater Management Plan (Development)

Prior to Council or an accredited certifier issuing a construction certificate, a plan indicating all engineering details and calculations relevant to the site regrading and the collection and disposal of stormwater from the site, building/s and adjacent catchment, shall be submitted for approval. Floor levels of all buildings shall be a minimum of 150mm above the adjacent finished site levels. Stormwater shall be conveyed from the site to the proposed 1.5m drainage easement to Neoline Avenue. All proposals shall comply with the Campbelltown (Sustainable City) DCP Volume 3 (as amended).

27. Drainage Easement

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit a suitable plan for approval by Council and have it registered with Land and Property Information NSW for the creation of a suitable drainage easement to enable stormwater runoff to be conveyed from the subject site to Neoline Avenue in a manner specified by Council. This includes the creation of a 6.195m wide drainage easement, burdening the consolidated allotment and benefitting the upstream development.

28. Work on Public Land

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall obtain written approval from Council for any proposed work on public land. Inspection of this work shall be undertaken by Council at the applicant's expense and a compliance certificate, approving the works, shall be obtained from Council prior to the principal certifying authority issuing an occupation certificate.

29. Design for Access and Mobility

Prior to Council or an accredited certifier issuing a Construction Certificate, the applicant shall demonstrate by way of detailed design, compliance with the relevant access requirements of the BCA and AS 1428 – Design for Access and Mobility.

30. Dilapidation Report

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit a dilapidation report for all buildings on lands that adjoin the subject works.

31. Controlled Activity Approval

A Construction Certificate shall not be issued over any part of the site requiring a Controlled Activity Approval until a copy of the Controlled Activity Approval, issued by the NSW Office of Water has been provided to Council, or a letter from NSW Office of Water stating that a Controlled Activity Approval is not required for the development, has been provided to Council.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

32. Lot Consolidation

Prior to Council or an accredited certifier issuing a Construction Certificate, both allotments (Lots 22 and 23 Section 26 DP 1391) are to be consolidated.

PRIOR TO THE COMMENCEMENT OF ANY WORKS

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with prior to the commencement of any works on site.

33. Erosion and Sediment Control

Prior to the commencement of any works on the land, adequate/approved erosion and sediment control measures shall be fully installed/implemented.

34. Erection of Construction Sign

Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours
- b. Stating that unauthorised entry to the work site is prohibited
- c. Pollution warning sign promoting the protection of waterways (issued by Council with the development consent);
- d. Stating the approved construction hours in which all works can occur
- e. Showing the name, address and telephone number of the principal certifying authority for the work.

Any such sign/s is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

35. Toilet on Construction Site

Prior to the commencement of any works on the land, toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part thereof. Each toilet provided must be a standard flushing toilet and be connected to:

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- a. A public sewer, or
- b. If connection to a public sewer is not practicable, to an accredited sewage management facility approved by Council, or
- c. If connection to a public sewer or an accredited sewage management facility is not practicable, to some other management facility approved by Council.

36. Trade Waste

Prior to the commencement of any works on the land, a trade waste facility shall be provided on-site to store all waste pending disposal. The facility shall be screened, regularly cleaned and accessible to collection vehicles.

37. Vehicular Access during Construction

Prior to the commencement of any works on the land, a single vehicle/plant access to the site shall be provided, to minimise ground disturbance and prevent the transportation of soil onto the public road system. Single sized aggregate, 40mm or larger and placed 150mm deep, extending from the kerb and gutter to the property boundary, shall be provided as a minimum requirement.

38. Public Property

Prior to the commencement of any works on the subject site, the applicant shall advise Council of any damage to property which is controlled by Council and adjoins the site, including kerbs, gutters, footpaths and the like. Failure to identify existing damage may result in all damage detected after completion of the development being repaired at the applicant's expense.

39. Footpath and Vehicular Crossing Levels

Prior to the commencement of any work, footpath and vehicular crossing levels are to be obtained from Council by lodging an application on the prescribed form.

40. Demolition Works

Demolition works shall be carried out in accordance with the following:

- a. Prior to the commencement of any works on the land, a detailed demolition work plan designed in accordance with Clause 1.7.3 of Australian Standard AS 2601-2001 – The Demolition of Structures, prepared by a suitably qualified person with suitable expertise or experience, shall be submitted to and approved by Council and shall include the identification of any hazardous materials, method of demolition, precautions to be employed to minimise any dust nuisance and the disposal methods for hazardous materials.
 - b. Prior to commencement of any works on the land, the demolition Contractor(s) licence details must be provided to Council.
-

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- c. The handling or removal of any asbestos product from the building/site must be carried out by a NSW Work Cover licensed contractor irrespective of the size or nature of the works. Under no circumstances shall any asbestos on site be handled or removed by a non-licensed person. The licensed contractor shall carry out all works in accordance with NSW Work Cover requirements.
- d. An appropriate fence preventing public access to the site shall be erected for the duration of demolition works
- e. Immediately prior to the commencement of the demolition or handling of any building or structure that contains asbestos, the applicant shall request that the principal certifying authority attend the site to ensure that all appropriate safety measures are in place. The applicant shall also notify the occupants of the adjoining premises and WorkCover NSW prior to the commencement of any works.

41. Fencing

An appropriate fence preventing public access to the site shall be erected for the duration of construction works.

42. Geotechnical Reference

Prior to the commencement of any works, a certificate prepared by the designing structural engineer certifying that the design is in accordance with the geotechnical investigation of the site shall be submitted to the PCA. The designing structural engineer shall also nominate a site classification in accordance with AS2870 – Residential Slabs and Footings.

43. Structural Engineer Details

Prior to the commencement of any works, the submission to the principal certifying authority of all details prepared by a practicing structural engineer.

DEVELOPMENT REQUIREMENTS DURING CONSTRUCTION

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the construction of the development on site.

44. Construction Work Hours

All work on site shall only occur between the following hours:

| | |
|----------------------------|------------------|
| Monday to Friday | 7.00am to 6.00pm |
| Saturday | 8.00am to 1.00pm |
| Sunday and public holidays | No Work. |

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

45. Erosion and Sediment Control

Erosion and sediment control measures shall be provided and maintained throughout the construction period, in accordance with the requirements of the manual – Soils and Construction (2004) (Bluebook), the approved plans, Council specifications and to the satisfaction of the principal certifying authority. The erosion and sediment control devices shall remain in place until the site has been stabilised and fully revegetated.

Note: On the spot penalties of up to \$1500 will be issued for any non-compliance with this requirement without any further notification or warning.

46. Work Zones

All loading, unloading and other activities undertaken during construction shall be accommodated on the development site.

Where it is not practical to load, unload or undertake specific activities on the site during construction, the provision of a 'Work Zone' external to the site may be approved by Council following an application being submitted to Council's Traffic Unit outlining the proposal for the work zone. The application is required to be made prior to the commencement of any works and is to include a suitable 'Traffic / Pedestrian Management and Control Plan' for the area of the work zone that will be affected. All costs of approved traffic / pedestrian control measures, including relevant fees, shall be borne by the applicant.

47. Protection of Existing Trees

All trees that are to be retained are to be protected by fencing, firmly staked within the drip line / canopy of the tree and maintained during the duration of the works. The area within the fencing must not be used for stockpiling of any material, nor for vehicle or pedestrian convenience.

All useable trees and shrubs shall be salvaged for re-use, either in log form, or as woodchip mulch for erosion control or garden beds or site rehabilitation. Non-salvable materials such as roots and stumps shall be disposed of to a waste management centre or other approved form.

48. Dust Nuisance

Measures shall be implemented to minimise wind erosion and dust nuisance in accordance with the requirements of the manual – 'Soils and Construction (2004) (Bluebook). Construction areas shall be treated/regularly watered to the satisfaction of the principal certifying authority.

49. Termite Control

The building shall be protected from subterranean termites in accordance with Australian Standard 3660.1. Certification of the treatment shall be submitted to the principal certifying authority prior to the issue of an occupation certificate.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

50. Public Safety

Any works undertaken in a public place are to be maintained in a safe condition at all times in accordance with AS 1742.3. Council may at any time and without prior notification make safe any such works that are considered to be unsafe, and recover all reasonable costs incurred, from the applicant.

51. Compliance with Council Specification

All design and construction work shall be in accordance with:

- a. Council's specification for Construction of Subdivisional Road and Drainage Works (as amended)
- b. Campbelltown (Sustainable City) DCP Volumes 1 and 3 (as amended)
- c. 'Soils and Construction (2004) (Bluebook)
- d. All relevant Australian Standards and State Government publications.

52. Footpath Kerb and Gutter

The applicant shall re-construct all damaged bays of concrete path paving and kerb and gutter, adjacent to the site, in Third Avenue. Areas not concreted shall be re-graded, topsoiled and turfed. All works shall be in accordance with Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and with the design requirements of the Campbelltown (Sustainable City) DCP 2014 - Volumes 1 and 3 (as amended).

53. Medium Density Footpath Crossing and Layback

The applicant shall provide a reinforced concrete footpath crossing and layback at the entrance to the property, in accordance with Council's Medium Density Vehicle Crossing Specification and the Campbelltown (Sustainable City) DCP Volume 3 (as amended).

A separate application for this work, which will be subject to a crossing inspection fee and inspections by Council, must be lodged with Council prior to pouring the concrete. Where necessary, conduits shall be provided under the footpath crossing, in accordance with the relevant service authority's requirements.

54. Associated Works

The applicant shall undertake any works external to the development, that are made necessary by the development, including additional road and drainage works or any other civil works directed by Council, to make a smooth junction with existing work.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

55. Redundant Laybacks

All redundant laybacks shall be reinstated as conventional kerb and gutter, in accordance with Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and the design requirements detailed in the Campbelltown (Sustainable City) DCP Volume 3 (as amended).

56. Completion of Construction Works

Unless otherwise specified in this consent, all construction works associated with the approved development shall be completed within 12 months of the date of the notice of the intention to commence construction works under Section 81A of the Act.

In the event that construction works are not continually ongoing, the applicant shall appropriately screen the construction site from public view with architectural devices and landscaping to Council's written satisfaction.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of an occupation certificate by either Campbelltown City Council or an accredited principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.

Note: Under this subheading, for the purpose of issuing an occupation certificate, any reference to "occupation certificate" shall also be taken to mean "interim occupation certificate".

57. Section 73 Certificate

Prior to the principal certifying authority issuing an occupation certificate, a Section 73 Compliance Certificate under the *Sydney Water Act 1994* must be obtained from Sydney Water Corporation. Early application for the certificate is suggested as this can also impact on other services and building, driveway or landscape design.

Application must be made through an authorised Water Servicing Coordinator.

For help either visit www.sydneywater.com.au > Building and developing > Developing your Land > Water Servicing Coordinator or telephone 13 20 92.

The Section 73 Certificate must be submitted to the Principal Certifying Authority prior to the issue of an occupation certificate.

58. Structural Engineering Certificate

Prior to the principal certifying authority issuing an occupation certificate, the submission of a certificate from a practising structural engineer certifying that the building has been erected in compliance with the approved structural drawings and relevant SAA Codes and is structurally adequate.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

59. Completion of External Works Onsite

Prior to the principal certifying authority issuing an occupation certificate, all external works, repairs and renovations detailed in the schedule of treatment/finishes, landscaping, driveways, fencing and retaining walls to be completed to the satisfaction of the principal certifying authority.

60. Restoration of Public Roads

Prior to the principal certifying authority issuing an occupation certificate any restoration of the public road pavement, required as a result of the development, shall be carried out by Council and all costs shall be paid by the applicant.

61. Public Utilities

Prior to the principal certifying authority issuing an occupation certificate any adjustments to public utilities, required as a result of the development, shall be completed to the satisfaction of the relevant authority and at the applicant's expense.

62. Service Authorities

Prior to the principal certifying authority issuing a subdivision certificate, two copies of all servicing plans shall be forwarded to Council in accordance with the following:

Written advice from Sydney Water, Integral Energy and where applicable the relevant gas company, shall be submitted, stating that satisfactory arrangements have been made for the installation of either service conduits or street mains in road crossings, prior to the construction of the road pavement. All construction work shall conform to the relevant authorities specification/s.

The final seal shall be deferred pending installation of all services. In this regard the applicant shall provide a temporary seal and lodge with Council as security, the amount to be determined by Council, to cover the cost of trench restoration by Council and the placement of the final asphaltic concrete seal.

63. House Numbers

Prior to the principal certifying authority issuing a subdivision certificate, house numbers shall be stencilled onto the kerb at appropriate locations with black letters / numbers, 75mm high on a white background using an approved pavement marking grade paint.

For all new additional lots created, please contact Council's Land Information Unit on 4645 4465 to ensure the correct house number is stencilled.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

64. BASIX

Prior to the principal certifying authority issuing an occupation certificate, completion of all requirements listed in the relevant BASIX certificate for the subject development shall be completed/installed.

65. Residential Inter-Allotment Drainage

Prior to the principal certifying authority issuing an occupation certificate, the applicant shall demonstrate on the works as executed plans that inter-allotment drainage and the associated easements have been provided for all residential lots that cannot be drained to the kerb and gutter. Inter-allotment drainage systems shall be designed and constructed in accordance with the requirements detailed in Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and the Campbelltown (Sustainable City) DCP Volume 3 (as amended).

66. Restriction on the Use of Land

- a. Prior to the principal certifying authority issuing a subdivision certificate, the applicant shall create appropriate restrictions on the use of land under Section 88B of the *Conveyancing Act*, for:
 - i. A 6.195m wide drainage easement, burdening Nos. 26-28 Third Avenue, and benefitting the upstream catchment
 - ii. A 1.5m wide drainage easement, burdening and benefitting No. 6 Noeline Avenue and Nos. 30-32 Third Avenue
 - iii. Restriction as to user - burdening the Body Corporate with the responsibility to maintain the overland path mesh fence and swale, to preserve drainage function
 - iv. Restriction as to user - burdening the Body Corporate with the responsibility to maintain the proposed on-site detention system.

The applicant shall liaise with Council regarding the required wording. Any lots subsequently identified during the subdivision process as requiring restrictions shall also be suitably burdened. Design plans and work as executed plans shall show affected lots marked with Council approved symbols. The authority empowered to release, vary or modify these restrictions on the use of land shall be the Council of the City of Campbelltown. The cost and expense of any such release, variation or modification shall be borne by the person or corporation requesting the same in all respects.

- b. Prior to the principal certifying authority issuing an Occupation Certificate, the applicant shall create a restriction as to user, registered against the title of the property of land under Section 88E of the *Conveyancing Act 1919*:
-

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- i. for 10 years from the date of the issue of the Occupation Certificate, all dwellings are to be used for the purpose of affordable housing and be managed by a registered community housing provider.

The applicant shall liaise with Council regarding the required wording. The authority empowered to release, vary or modify these restrictions on the use of land shall be the Council of the City of Campbelltown. The cost and expense of any such release, variation or modification shall be borne by the person or corporation requesting the same in all respects.

67. Council Fees and Charges

Prior to the principal certifying authority issuing an occupation certificate the applicant shall ensure that all applicable Council fees and charges associated with the development have been paid in full.

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. *Environmental Planning and Assessment Act 1979* Requirements

The *Environmental Planning and Assessment Act 1979* requires you to:

- a. Obtain a construction certificate prior to the commencement of any works. Enquiries regarding the issue of a construction certificate can be made to Council's Customer Service Centre on 4645 4000.
- b. Nominate a principal certifying authority and notify Council of that appointment prior to the commencement of any works.
- c. Give Council at least two days notice prior to the commencement of any works.
- d. Have mandatory inspections of nominated stages of the construction inspected.
- e. Obtain an occupation certificate before occupying any building or commencing the use of the land.

Advice 2. Tree Preservation Order

To ensure the maintenance and protection of the existing natural environment, you are not permitted to ringbark, cut down, top, lop, remove, wilfully injure or destroy any tree upon the subject site unless you have obtained prior written consent from Council to do so. Fines may be imposed if you choose to contravene Council's Tree Preservation Order.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

A tree is defined as a perennial plant with self-supporting stems that are more than 3 metres in length or has a trunk diameter of more than 150mm, measured 1 metre above ground, and excludes any tree declared under the *Noxious Weeds Act (NSW)*.

Advice 3. 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) and 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 4. Smoke Alarms

From 1 May 2006 all NSW residents must have at least one working smoke alarm installed on each level of their home. This includes owner occupier, rental properties, relocatable homes and any other residential building where people sleep.

The installation of smoke alarms is required to be carried out in accordance with AS 3786. The licensed electrical contractor is required to submit to the Principal Certifying Authority a certificate certifying compliance with AS 3000 and AS 3786.

Advice 5. 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 6. Inspections – Civil Works

Where Council is nominated as the principal certifying authority for civil works, the following stages of construction shall be inspected by Council.

- a. EROSION AND SEDIMENT CONTROL –
 - i) Direction/confirmation of required measures.
 - ii) After installation and prior to commencement of earthworks.
 - iii) As necessary until completion of work.
 - b. STORMWATER PIPES – Laid, jointed and prior to backfill.
-

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

- c. VEHICLE CROSSINGS and LAYBACKS – Prior to pouring concrete.
- d. FINAL INSPECTION – All outstanding work.

Advice 7. Inspection within Public Areas

All works within public areas are required to be inspected at all stages of construction and approved by Council prior to the principal certifying authority releasing the Occupation Certificate.

Advice 8. 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 9. Salinity

Please note that Campbelltown is an area of known salinity potential. As such any salinity issues should be addressed as part of the construction certificate application. Further information regarding salinity management is available within the Campbelltown (Sustainable City) DCP Volume 3 (as amended).

Advice 10. Asbestos Warning

Should asbestos or asbestos products be encountered during construction or demolition works you are advised to seek advice and information prior to disturbing the material. It is recommended that a contractor holding an asbestos-handling permit (issued by Work Cover NSW), be engaged to manage the proper disposal and handling of the material. Further information regarding the safe handling and removal of asbestos can be found at:

www.environment.nsw.gov.au
www.nsw.gov.au/fibro
www.adfa.org.au
www.workcover.nsw.gov.au

Alternatively, call Work Cover Asbestos and Demolition Team on 8260 5885.

Advice 11. Rain Water Tank

It is recommended that water collected within any rainwater tank as part of the development be limited to non-potable uses. NSW Health recommends that the use of rainwater tanks for drinking purposes not occur where a reticulated potable water supply is available.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

Advice 12. Dial before you Dig

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before you dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

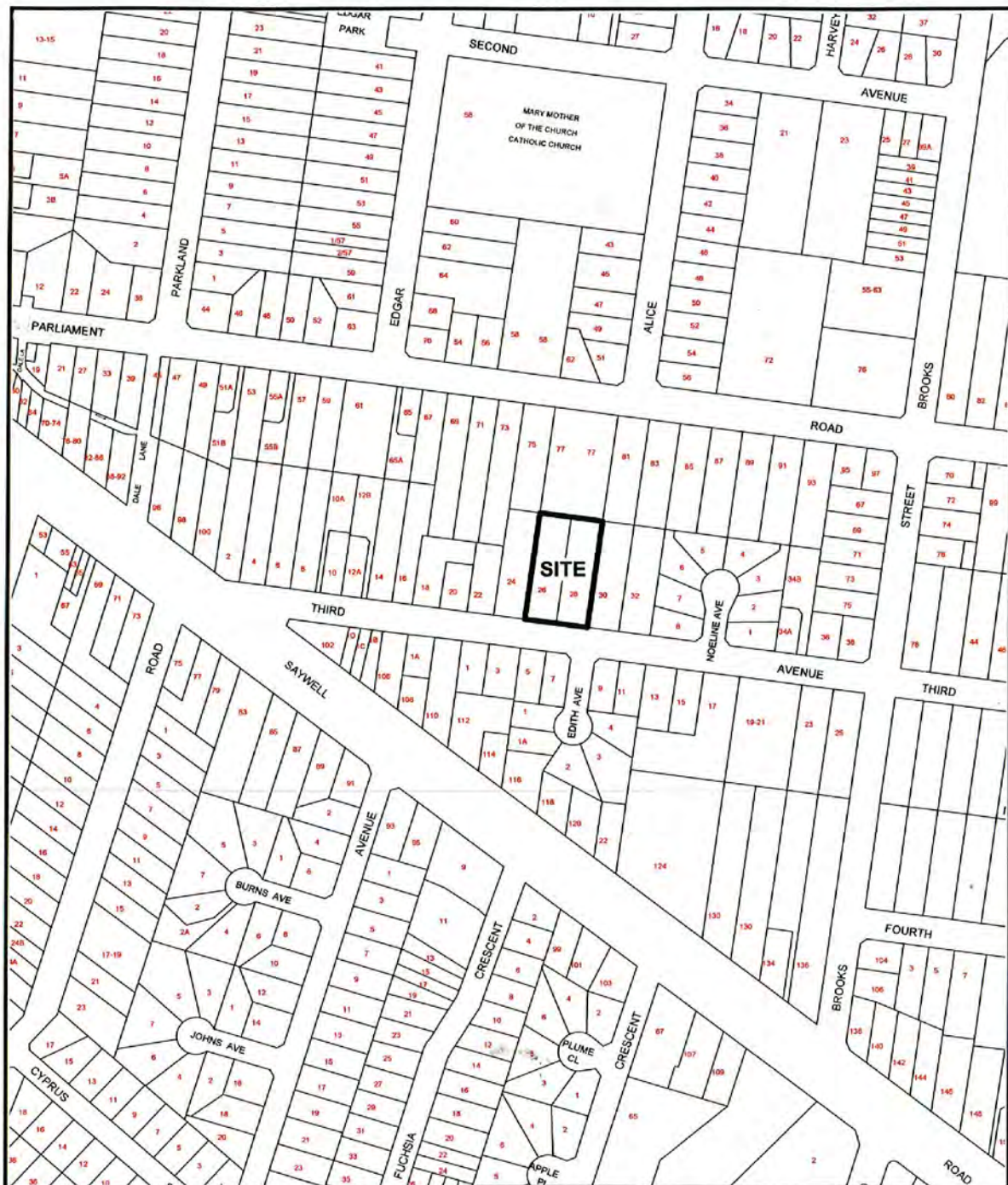
Advice 13. Telecommunications Act 1997 (Commonwealth)

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.

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



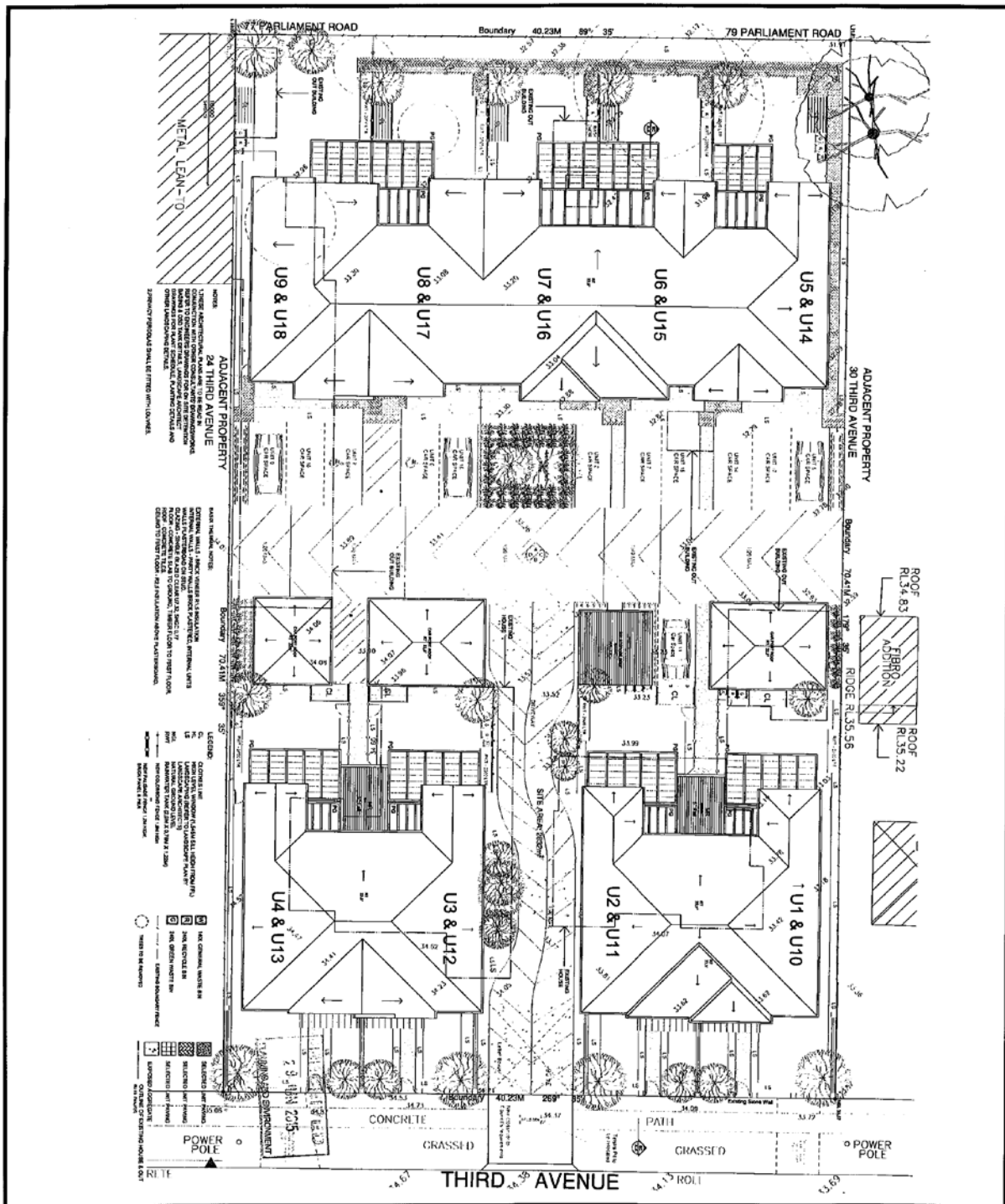
LOCALITY PLAN

SUBJECT: CONSTRUCTION OF 18 AFFORDABLE RENTAL HOUSING DWELLINGS.

LOTS 23 & 22 SEC 26 DP 1391 - Nos. 26 & 28 THIRD AVENUE MACQUARIE FIELDS.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

ATTACHMENT 3



SITE PLAN

SUBJECT: CONSTRUCTION OF 18 AFFORDABLE RENTAL HOUSING DWELLINGS.

LOTS 23 & 22 SEC 26 DP 1391 - Nos. 26 & 28 THIRD AVENUE MACQUARIE FIELDS.

The image contains two architectural drawings of a townhouse development, both labeled 'NORTH ELEVATION'.

Top Drawing (North Elevation): This drawing shows a long row of four townhouse units. A dashed line indicates a '6.5m Max Height from NGL'. The drawing includes property boundaries, setbacks, and dimensions. The units are labeled with their respective numbers and unit types (e.g., Unit #1, Unit #2, Unit #3, Unit #4).

Bottom Drawing (North Elevation): This drawing shows two townhouse units, Unit #13 and Unit #12, separated by a driveway. A dashed line indicates a '3.5m Max Height from NGL'. The drawing includes property boundaries, setbacks, and dimensions. The units are labeled with their respective numbers and unit types (e.g., Unit #13, Unit #12).

SUBJECT: CONSTRUCTION OF 18 AFFORDABLE RENTAL HOUSING DWELLINGS.

LOTS 23 & 22 SEC 26 DP 1391 - Nos. 26 & 28 THIRD AVENUE MACQUARIE FIELDS.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields



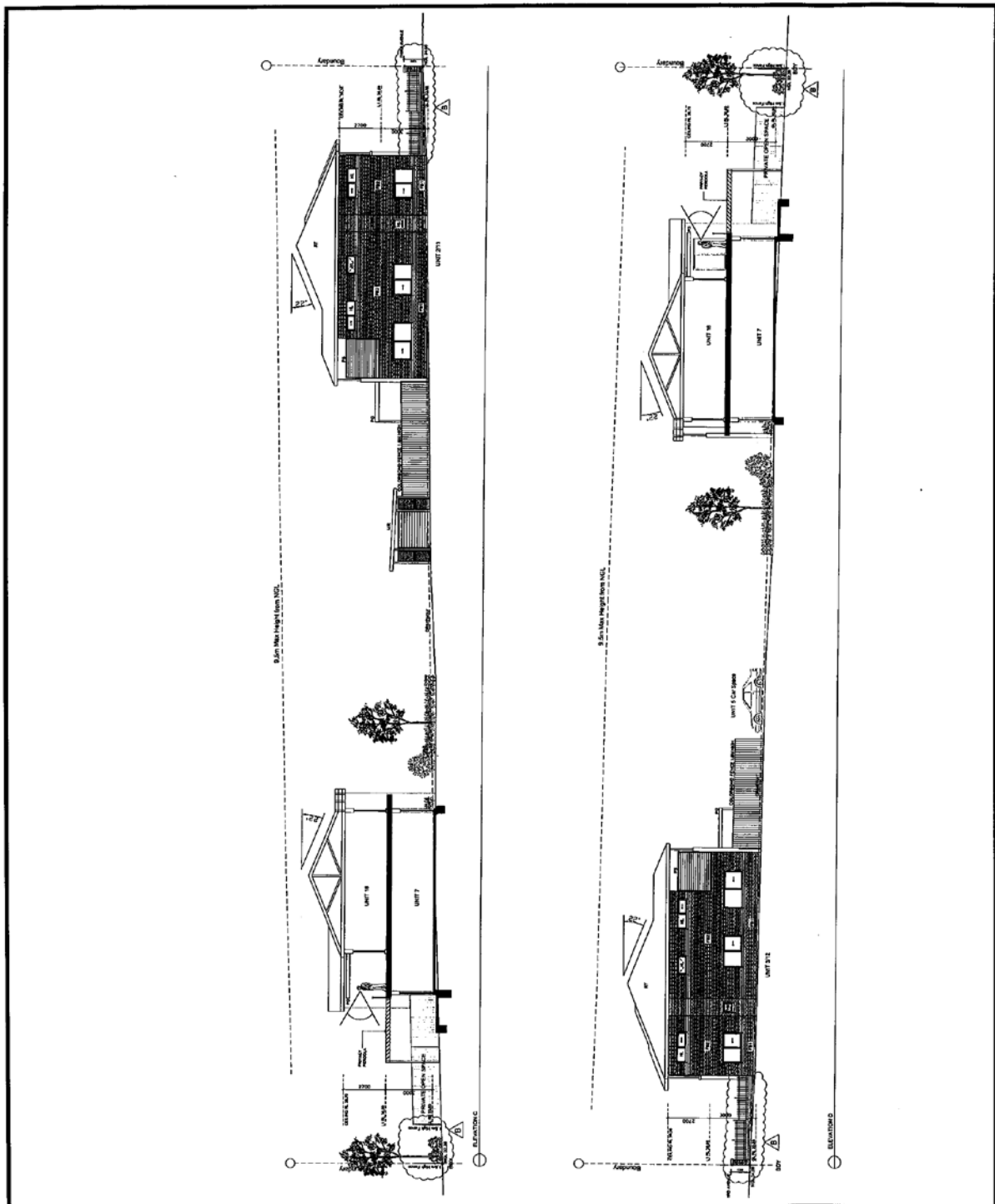
A & B ELEVATIONS

SUBJECT:

CONSTRUCTION OF 18 AFFORDABLE RENTAL HOUSING DWELLINGS.

LOTS 23 & 22 SEC 26 DP 1391 - Nos. 26 & 28 THIRD AVENUE MACQUARIE FIELDS.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields



C & D ELEVATIONS

SUBJECT: CONSTRUCTION OF 18 AFFORDABLE RENTAL HOUSING DWELLINGS.

LOTS 23 & 22 SEC 26 DP 1391 - Nos. 26 & 28 THIRD AVENUE MACQUARIE FIELDS.

3.2 Demolition Of Existing Structures, Removal Of 12 Trees, Construction Of 18 Dwellings
And Three Carports, Associated Car Parking, Bin Storage Enclosure And Front
Fencing - Nos. 26 And 28 Third Avenue, Macquarie Fields

ATTACHMENT 5

Landscape Plan - Confidential – for privacy reasons as this plan contains copies of the floor plan, these are not available to the public

ATTACHMENT 6

Floor Plans - Confidential – for privacy reasons these are not available to the public

4. COMPLIANCE SERVICES

4.1 Legal Status Report

Reporting Officer

Manager Compliance Services

Attachments

Planning and Environment Division Monthly Legal Matters Status and Costs Summary
(contained within this report)

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 2014-2015 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.

Note: The year to date cost totals itemised in sections one to seven inclusive of the report do not necessarily correlate with the costs to date total of individual matters listed in each section, as the costs to date total of individual matters shown refer to total costs from commencement of the matter, which may have commenced before 1 July.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Matheson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

ATTACHMENT 1

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|--|
| 1. Land and Environment Court Class 1 Matters – Appeals Against Council's Determination of Development Applications |
|--|

| | |
|--|--------------|
| Total ongoing Class 1 DA appeal matters (as at 19/06/2015) | 3 |
| Total completed Class 1 DA appeal matters (as at 19/06/2015) | 3 |
| Costs from 1 July 2014 for Class 1 DA appeal matters: | \$110,493.20 |

1 (a) John Cephas GALLUZZO

Issue: An appeal against Council's deemed refusal of development application No. 1416/2014/DA-C that sought consent for construction of a new building, new driveway, new car parking area and other works at 1 Blomfield Road, Denham Court, an increase to the enrolment numbers to 130; and, an upgrade to the intersection of Campbelltown and Blomfield Roads to allow for a specific 'right turn lane' on Campbelltown Road and other necessary changes such as movement of telegraph poles, line marking and construction of a median island.

Property: Pt Lot 101 DP 602622, 1 Blomfield Road, Denham Court.

Property Owner: Mr. John Frank Galluzzo

Council File: Development Application No: 1416/2014/DA-C

Court Application: Filed on 25 September 2014 - File No. 10799 of 2014

Applicant: John Cephas Galluzzo

Costs Estimate: \$20,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees)

Costs to date: \$44,888.29

Status: Completed – appeal dismissed and DA refused.

Progress: The Applicant filed an appeal in the Land and Environment Court of NSW against Council's deemed refusal of development application No. 1416/2014/DA-C that sought consent for construction of a new building, new driveway, new car parking area and other works at 1 Blomfield Road, Denham Court, an increase to the enrolment numbers to 130; and, an upgrade to the intersection of Campbelltown and Blomfield Roads to allow for a specific 'right turn lane' on Campbelltown Road and other necessary changes such as movement of telegraph poles, line marking and construction of a median island.

The appeal was listed before the Court for first mention on 3 October 2014.

On 3 October 2014 the Court, by consent, adjourned the proceedings to 25 November 2014 in order that the parties can participate in a section 34 conciliation conference.

On 25 November 2014, the conciliation conference was abandoned as it was clear that the parties were not going to reach a conciliated agreement. Counsel for the applicant indicated that a notice of motion would be filed seeking to make relevant amendments to the development application. The Commissioner made certain procedural directions and adjourned the proceedings to 16 December 2014 for further directions hearing. Subsequently, a further adjournment which was granted to 23 December 2014 due to delays experienced by the applicant in filing the notice of motion.

Counsel for the applicant appeared by consent before the Court on 23 December 2014 and sought a further adjournment to allow sufficient time for him to finalise the notice of motion, which had only been received by him the previous day from the applicant's instructing solicitor. By consent, the proceedings were adjourned to 22 January 2015 for further directions hearing.

On 22 January 2015 the Registrar made certain procedural directions and adjourned the proceedings to 11 February for further directions hearing.

On 11 February 2015 the Registrar made certain procedural directions and adjourned the proceedings to 11 March for further directions hearing.

On 11 March 2015 the Registrar made certain procedural directions and adjourned the proceedings to 9 and 10 June 2015 for hearing commencing on site at 9.30am on 9 June.

The matter was before the Court for hearing on 9 and 10 June 2015 where on completion the Commissioner reserved judgement.

On 17 June 2015 the Commissioner handed down judgement dismissing the applicant's appeal and refusing Development Application 1416/2014/DA-C for the construction of a new building and the expansion of an existing childcare centre to cater for 130 children.

1 (b)

RAMM INVESTMENTS PTY LIMITED

Issue:

An appeal against Council's refusal of development application No. 1473/2012/DA-MAH that sought consent for construction of 26 two-storey dwellings and construction of a cul-de-sac in Collis Place, Minto.

Property:

Lot 101 DP 1044069, 124 Minto Road, Minto.

| | |
|---------------------------|--|
| Property Owner: | Ramm Investments Pty Limited |
| Council File: | Development Application No: 1473/2012/DA-MAH |
| Court Application: | Filed on 27 March 2015 - File No. 10275 of 2015 |
| Applicant: | Ramm Investments Pty Limited |
| Costs Estimate: | \$25,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees) |
| Costs to date: | \$16,908.65 |
| Status: | Ongoing – listed for directions hearing on 4 and 5 August 2015. |
| Progress: | <p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 1473/2012/DA-MAH that sought consent for construction of 26 two-storey dwellings and construction of a cul-de-sac in Collis Place, Minto. The matter was listed for first directions hearing on 24 April 2015.</p> <p>On 24 April 2015, the Registrar made certain procedural directions and adjourned the proceedings to 14 May 2015 for section 34 conciliation conference.</p> <p>On 14 May 2015, no agreement was reached at the conciliation conference; accordingly, the Commissioner made certain procedural directions and adjourned the proceedings to 21 May 2015, and then further adjourned the proceedings to 2 June 2015 for callover hearing listing before the Registrar.</p> <p>On 2 June 2015, the Registrar made certain procedural directions and adjourned the proceedings to 4 and 5 August 2015 for directions hearing commencing on-site.</p> |

| | |
|---------------------------|---|
| 1 (c) | FLIP OUT (CASTLE HILL) PTY LTD |
| Issue: | An appeal against Council's refusal of development application No. 2014/2013/DA-C that sought consent for construction of fitout and use of premises for recreation facility. |
| Property: | Lot 17 DP 1113810, 31 Mount Erin Road, Campbelltown. |
| Property Owner: | Mr Vijay Sood and Mrs. Nutan Sood |
| Council File: | Development Application No: 2014/2013/DA-C |
| Court Application: | Filed on 19 May 2015 - File No. 10429 of 2015 |
| Applicant: | Flip Out (Castle Hill) Pty Ltd |

| | |
|------------------------|---|
| Costs Estimate: | \$20,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees) |
| Costs to date: | \$0.00 |
| Status: | Ongoing – listed for conciliation conference on 7 August 2015. |
| Progress: | <p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 2014/2013/DA-C that sought consent for construction of fitout and use of premises for recreation facility. The matter was listed for first directions hearing on 17 June 2015.</p> <p>On 17 June 2015, the Registrar made certain procedural directions and adjourned the proceedings to 7 August 2015 for section 34 conciliation conference.</p> |

| | |
|---------------------------|---|
| 1 (d) | Anne McCusker and Flossiy Rutter T/as Garden Homes |
| Issue: | An appeal against Council's refusal of development application No. 1603/2014/DA-DW that sought consent for construction of a single storey dwelling. |
| Property: | Lot 9 DP 242894, Lot 2 DP 629721, 512 Appin Road Gilead. |
| Property Owner: | Mr Gregory James Messer, Mr David James Messer, and Mr Stephen Wayne Messer |
| Council File: | Development Application No: 1603/2014/DA-DW |
| Court Application: | Filed on 25 May 2015 - File No. 10449 of 2015 |
| Applicant: | Anne McCusker and Flossiy Rutter T/as Garden Homes |
| Costs Estimate: | \$22,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees) |
| Costs to date: | \$0.00 |
| Status: | New matter – listed for directions hearing on 24 July 2015. |
| Progress: | <p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 1603/2014/DA-DW that sought consent for construction of a single storey dwelling. The matter was listed for first directions hearing on 23 June 2015.</p> <p>On 23 June 2015 the Registrar made certain procedural directions and adjourned the proceedings to 24 July for directions hearing.</p> |

2. Land and Environment Court Class 1 and 2 Matters – Appeals Against Notices, Orders, or Directions issued by Council

| | |
|--|-------------------|
| Total ongoing Class 1 and 2 appeal matters (as at 19/06/2015) | 1 |
| Total completed Class 1 and 2 appeal matters (as at 19/06/2015) | 1 |
| Costs from 1 July 2014 for Class 1 and 2 appeal matters: | \$2,970.40 |

2 (a) FLIP OUT (CASTLE HILL) PTY LTD

Issue: An appeal against Council's order 1 & 12 in the table to section 121B of the Environmental Planning and Assessment Act 1979 requiring the occupier Flip Out (Castle Hill) Pty Ltd to cease use of the property at 31 Mount Erin Road, Campbelltown, as a recreation facility and to restore the property to the condition it was prior to the unauthorised occupation.

Property: Lot 17 DP 1113810, 31 Mount Erin Road, Campbelltown.

Property Owner: Mr Vijay Sood and Mrs. Nutan Sood

Council File: Council Order 503/2015/N-EPA

Court Application: Filed on 19 May 2015 - File No. 10427 of 2015

Applicant: Flip Out (Castle Hill) Pty Ltd

Costs Estimate: \$20,000 (exclusive of Barristers, Court Appointed Experts or disbursement fees)

Costs to date: \$0.00

Status: Ongoing – appeal adjourned until further direction pending outcome of appeal in respect of Development Application 2014/2013/DA-C.

Progress: The Applicant filed an appeal in the Land and Environment Court of NSW against Council's order 1 & 12 in the table to section 121B of the Environmental Planning and Assessment Act 1979 requiring the occupier Flip Out (Castle Hill) Pty Ltd to cease use of the property at 31 Mount Erin Road, Campbelltown, as a recreation facility and to restore the property to the condition it was prior to the unauthorised occupation. The matter was listed for first directions hearing on 17 June 2015.

On 17 June 2015, the parties, by consent, notified the Court that agreement had been reached to seek adjournment of the proceedings pending the outcome of the appeal in respect of Development Application 2014/2013/DA-C. The Registrar made those directions.

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 19/06/2015) | 0 |
| Total completed Class 4 matters (as at 19/06/2015) | 2 |
| Costs from 1 July 2014 for Class 4 matters | \$88,858.78 |

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 19/06/2015) | 0 |
| Total completed Class 5 matters (as at 19/06/2015) | 0 |
| Costs from 1 July 2014 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 19/06/2015) | 0 |
| Total completed Class 6 matters (as at 19/06/2015) | 0 |
| Costs from 1 July 2014 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 19/06/2015) | 0 |
| Total completed Appeal matters (as at 19/06/2015) | 0 |
| Costs from 1 July 2014 for District Court matters | \$0.00 |

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 19/06/2015) | 4 |
| Total completed Local Court Matters (as at 19/06/2015) | 67 |
| Costs from 1 July 2014 for Local Court Matters | \$13,227.55 |

| | |
|---------------------|---|
| File No: | LP16/15 – Penalty Notice Court Election |
| Offence: | Deposit litter (cigarette butt) from vehicle. |
| Act: | <i>Protection of the Environment Operations Act</i> |
| Final Costs: | \$1,885.00 – Brief prepared by Council’s Legal and Policy Officer who instructed external solicitor to appear for Council. |
| Status: | Completed |
| Progress: | <p>Matter was before the Court for first mention on 7 April 2015 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings for hearing on 4 May 2015.</p> <p>Subsequently, Council made application to vacate the hearing date due to the unavailability of its principal witness. The Magistrate relisted the hearing to 28 May 2015.</p> <p>The matter was before the Court for hearing on 28 May 2015, where the defendant maintained a not guilty plea. After hearing evidence from witnesses for both the prosecution and the defence and submissions by both parties, the Magistrate ruled that he was not satisfied to the relevant criminal standard of ‘beyond reasonable doubt’ and accordingly dismissed the offence.</p> |

| | |
|---------------------|--|
| File No: | LP22/15 – Penalty Notice Court Election |
| Offence: | Disobey no-stopping sign – school zone. |
| Act: | <i>Road Rules 2014</i> |
| Final Costs: | \$0.00 – Matter dealt with by Council’s Legal and Policy Officer in conjunction with the Police Prosecutor. |
| Status: | Completed |
| Progress: | <p>Matter was before the Court for first mention on 26 May 2015, where the defendant entered a guilty plea with explanation. After considering the evidence and submissions the Magistrate found the offence proved and determined the matter without penalty.</p> |

| | |
|-----------------------|---|
| File No: | LP23/15 – Penalty Notice Court Election |
| Offence: | Stop on/near pedestrian crossing. |
| Act: | <i>Road Rules 2014</i> |
| Costs to date: | \$0.00 – Matter being dealt with by Council’s Legal and Policy Officer in conjunction with the Police |

| | |
|------------------|--|
| | Prosecutor. |
| Status: | Ongoing |
| Progress: | Matter was before the Court for first mention on 16 June 2015, where the defendant did not enter a plea. The Registrar adjourned the proceedings to 30 June 2015 for plea mention. |

| | |
|---------------------|--|
| File No: | LP24/15 – Penalty Notice Court Election |
| Offence: | Stand vehicle in area longer than allowed. |
| Act: | <i>Local Government Act 1993</i> |
| Final Costs: | \$0.00 – Matter dealt with by Council’s Legal and Policy Officer in conjunction with the Police Prosecutor. |
| Status: | Completed |
| Progress: | Matter was before the Court for first mention on 16 June 2015, where the defendant, Shahana Parven, entered a guilty plea. After considering the evidence and submissions the Magistrate found the offence proved and determined the matter without penalty. Instead the defendant was placed on a 12-month good behaviour bond. |

| | |
|---------------------|--|
| File No: | LP25/15 – Penalty Notice Court Election |
| Offence: | Own dog not under effective control in a public place. |
| Act: | <i>Companion Animals Act 1998</i> |
| Final Costs: | \$0.00 – Matter dealt with by Council’s Legal and Policy Officer in conjunction with the Police Prosecutor. |
| Status: | Completed |
| Progress: | Matter was before the Court for first mention on 16 June 2015, where the defendant, Gregory Crawford, entered a guilty plea. After considering the evidence and submissions the Magistrate found the offence proved and determined the matter without penalty. Instead the defendant was placed on a 12-month good behaviour bond. |

| | |
|-----------------------|---|
| File No: | LP26/15 – Penalty Notice Court Election |
| Offence: | Stop on/near pedestrian crossing. |
| Act: | <i>Road Rules 2014</i> |
| Costs to date: | \$0.00 – Matter being dealt with by Council’s Legal and Policy Officer in conjunction with the Police |

| | |
|-----------------------|---|
| | Prosecutor. |
| Status: | New matter |
| Progress: | Listed for first mention on 7 July 2015. |
| File No: | LP27/15 – Penalty Notice Court Election |
| Offence: | Double Park. |
| Act: | <i>Road Rules 2014</i> |
| Costs to date: | \$0.00 – Matter being dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor. |
| Status: | New matter |
| Progress: | Listed for first mention on 7 July 2015. |
| File No: | LP28/15 – Penalty Notice Court Election |
| Offence: | Deposit litter (cigarette butt) from vehicle. |
| Act: | <i>Protection of the Environment Operations Act</i> |
| Costs to date: | \$0.00 – Matter being dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor. |
| Status: | New matter |
| Progress: | Listed for first mention on 21 July 2015. |

8. Matters referred to Council's solicitor for advice

Matters referred to Council's solicitors for advice on questions of law, the likelihood of appeal or prosecution proceedings being initiated, and/or Council liability.

Total Advice Matters (as at 19/06/2015)
Costs from 1 July 2014 for advice matters

13
\$76,472.70

| 9. Legal Costs Summary The following summary lists the Planning and Environment Division's net legal costs for the 2014/2015 period. | | |
|--|---------------------|---------------------|
| Relevant attachments or tables | Costs Debit | Costs Credit |
| Class 1 Land and Environment Court - appeals against Council's determination of Development Applications | \$110,493.20 | \$0.00 |
| Class 1 and 2 Land and Environment Court - appeals against Orders or Notices issued by Council | \$2,970.40 | \$0.00 |
| Class 4 Land and Environment Court matters - non-compliance with Council Orders, Notices or prosecutions | \$88,858.78 | \$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 | \$0.00 | \$0.00 |
| Local Court prosecution matters | \$13,227.55 | \$3,750.00 |
| Matters referred to Council's solicitor for legal advice | \$76,472.70 | \$0.00 |
| Miscellaneous costs not shown elsewhere in this table | \$0.00 | \$0.00 |
| Costs Sub-Total | \$292,022.63 | \$3,750.00 |
| Overall Net Costs Total (GST exclusive) | \$288,272.63 | |

5. GENERAL BUSINESS

5.1 Affordable Housing SEPP

Councillor Oates referred to the Affordable Housing SEPP and asked how Council polices affordable housing properties with regards to occupancy and rental prices in terms of development applications made under the Affordable Housing SEPP that come before Council.

Councillor Oates asked the Acting Director Planning and Environment how Council determines if the properties that are being approved do become affordable housing sites and how do other Councils monitor and control affordable housing.

Committee's Recommendation: (Oates/Greiss)

That a report be presented outlining how Council monitors and controls Affordable Housing properties in terms of occupancy and rental pricing.

CARRIED

Council Meeting 21 July 2015 (Greiss/Kolkman)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 133

That the Officer's Recommendation be adopted.

Confidentiality Motion: (Kolkman/Thompson)

That the Committee in accordance with Section 10A of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

20. CONFIDENTIAL ITEMS

20.1 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

Motion: (Kolkman/Thompson)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 8.44pm.

G Greiss
CHAIRPERSON

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

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

| ITEM | TITLE | PAGE |
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Minutes of the City Works Committee held on 14 July 2015

Present

His Worship the Mayor, Councillor P Lake
Councillor S Dobson (Chairperson)
Councillor F Borg
Councillor G Brticevic
Councillor A Chanthivong
Councillor W Glynn
Councillor P Hawker
Councillor C Mead
Acting Director Business Services - Mrs C Mears
Director City Works - Mr W Rylands
Acting Manager Assets and Supply Services - Mr W Miller
Manager Compliance Services - Mr P Curley
Acting Manager Education and Care Services - Ms G Vickers
Manager Emergency Management and Facility Services - Mr R Blair
Manager Healthy Lifestyles - Mr M Berriman
Manager Operational Services - Mr A Davies
Manager Property Services - Mr J Milicic
Manager Technical Services - Mr K Lynch
Policy and Governance Coordinator - Ms J Warner
Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of the Local Traffic Committee Meeting of 11 June 2015 (contained within this report)
2. Minutes of the Campbelltown Traffic Committee Meeting of 11 June 2015 (contained within this report)

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee meeting held on 11 June 2015.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE ON 11 JUNE 2015

Reports Listed for Consideration

LTC 15/14 Kellerman Drive, St Helens Park - Service Station Development

That the matter be deferred pending further information from the Roads and Maritime Services representative.

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

That the pedestrian crossing, line marking and signage plan No. 12672 be approved.

LTC 15/16 Kearns Avenue and St Lawrence Avenue, Kearns - Traffic calming devices

1. That Council endorse the concept plan for pedestrian refuge and associated traffic calming devices.
 2. That Council consult with affected residents for comments, and if no major concerns install the proposed devices otherwise report back to the Committee.
-

LTC 15/17 Baldwin Avenue, Glenfield - On Site Parking Restriction

1. That a 'No Stopping' zone along the western kerb of Baldwin Avenue between the central island and Trafalgar Street be approved.
2. That Council monitor the southern end of Baldwin Avenue for three months after the installation of the proposed 'No Stopping' zone at the northern end of Baldwin Avenue before considering implementation of 'No Stopping' restrictions.

LTC 15/18 Evelyn Street, Macquarie Fields - Proposed pedestrian refuge between Cyclamen Place and Scribbly Place

That Council approve pedestrian refuge island, kerb side blisters, line marking and signage plan.

RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE ON 11 JUNE 2015

Reports Listed for Consideration

CTC 15/13 Queen Street, Campbelltown - No 3-17 Development driveway no right turn ban

1. That Council approve the installation of internal traffic control facilities as submitted, together with an additional 'No Right Turn' sign, within the subject property of 3-17 Queen Street, Campbelltown.
2. That subject to the approval of the Roads and Maritime Services for the installation of 'No Right Turn' signs at 3-17 Queen Street, as described in the body of the report, Council directs the Developer to install the treatment.

General Business

CTC 15/14 Hurley Street, Campbelltown - Parking at Railway Interchange

That the Manager Technical Services investigate the erection of fencing along the 'No Stopping' area.

CTC 15/15 Appin Road - Wire and Rope Fencing

That a suitable treatment to facilitate pedestrians and stop trail bikes be investigated.

Officer's Recommendation

That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 11 June 2015 be adopted.

Committee's Recommendation: (Hawker/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Amendment (Hawker/Greiss)

1. That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 11 June 2015 be adopted with the exception of LTC item 15/14.
2. That in relation to item 15/14, Council concur with the Traffic Committee recommendation from its meeting held 16 July 2015 with respect to:
 - a) the proposal for the right turn lane in Kellerman Drive, St Helens Park to access the proposed service station on the corner with Appin Road traffic signals.
 - b) if there is any further development on this site the developer would be required to provide traffic studies to support the right turn lane for the increased development.

Council Resolution Minute Number 135

That the above amendment be adopted.

ATTACHMENT 1



LOCAL TRAFFIC COMMITTEE MINUTES

11 June 2015

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 15/14 | Kellerman Drive, St Helens Park - Service Station Development |
| LTC 15/15 | Minto Road, Minto- Provision of Pedestrian Crossing |
| LTC 15/16 | Kearns Avenue and St Lawrence Avenue, Kearns - Traffic calming devices |
| LTC 15/17 | Baldwin Avenue, Glenfield - On Street Parking Restriction |
| LTC 15/18 | Evelyn Street, Macquarie Fields - Proposed pedestrian refuge between Cyclamen Place and Scribbly Place |

- 6. LATE ITEMS**
No reports this round
 - 7. GENERAL BUSINESS**
No reports this round
 - 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 11 June 2015

1. ATTENDANCE

Campbelltown City Council

Director City Works - Mr W Rylands
Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Project Design Engineer - Ms S Nepal
Senior Project Designer - Ms S Lokoju
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Ms K Russell

Police Representatives

Senior Constable M Cotton
Senior Sergeant M Grace

Bus Companies

Interline - Mr J Oliveri
Busabout - Ms K De Jong

Representatives of Local Members of Parliament

Mr R James

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Mr Kevin Lynch, Manager Technical Services.

2. APOLOGIES

Councillor G Greiss
Senior Constable M Davies

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 14 May 2015 were recommended to the City Works Committee on 2 June 2015 and adopted by Council on 9 June 2015.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

LTC 15/14 Kellerman Drive, St Helens Park - Service Station Development

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

Attachments

1. Locality sketch plan showing location of service station
2. Signs and line marking plan (4043: Drwg.4034-CC-03 Rev. C)
3. RMS Traffic Signal Plan Site 3813 Issue C
4. Truck Turning Path Plan – Left turn into Kellerman Drive
5. Right turn bay Civil Works Plan

Background (11/6/2015)

Transportation and traffic planning consultants on behalf of the developer for the proposed service station and convenience store, Lot 5210 (DP 1193880), on the corner of Appin Road and Kellerman Drive has forwarded a set of plans that includes a plan for signs and line markings associated with access alterations to the site off Kellerman Drive, St Helens Park.

The proposed development includes the construction of a service station together with convenience store building, internal access driveway, landscaped gardens, parking spaces, ingress and egress works. The site is on the south east corner of the intersection and is bounded by Appin Road and Kellerman Drive with central medians on each leg. The median in Kellerman Drive is associated with its sag point and there is limited sight distance for vehicles turning in and off this section of the road.

The developer has proposed two driveways off Appin Road which will cater only for southbound traffic. No changes will be made to the median on Appin Road. Alterations to the median in Kellerman Drive was approved by the Council for access purposes with a condition that the right turn bay must comply with Austroads and relevant design guide lines.

The driveway access on Kellerman Drive is proposed on the furthest eastern border of the property allowing for a protected right turn bay catering for 4 to 5 cars. Due to the location of the driveway and internal access road, Council had conditioned the development so that articulated and heavy rigid vehicles servicing the site shall not enter from Kellerman Drive at any time.

The consultant has proposed the following in relation to the access in and out of the Kellerman Drive;

1. The existing median in Kellerman Drive between Appin Road and the driveway access will be replaced by a 0.9m wide and median including a 'bull nose' entry for a length of
-

12m (approximately) into Kellerman Drive. The width of the westbound carriageway will be reduced from 5.5m to 5.1m so as to provide a 3.3m wide eastbound through lane and a 3m right turn lane (as per the attachment 2).

The 'bull nose' island treatment will be partially mountable (50mm high) to allow for safe turning movement of vehicles including buses especially from Appin Road left into Kellerman Drive.

2. 'No Stopping' restriction on both sides of Kellerman Drive.
4. Trucks prohibited signs (R6-10-2) at the entry of Kellerman Drive.
5. 'No Right Turn' (R2-6 R) and No Left Turn (R2-6 L) with supplementary 'Vehicles Under 6m Excepted' signs for east bound and west bound traffic at the access entrance off Kellerman Drive.
6. 'No U Turn' signs at the median opening for eastbound traffic (compliance to the conditions of consent).
7. E4 median edge line on the southern side of the median, east of the driveway. This delineation is required to line the edge of westbound traffic with the edge of the new revised median on the west side of the driveway. The new median will be offset by 0.4m.
8. 'Keep Clear' delineation at the driveway for westbound traffic.

It is recommended to the Committee that the signs and line marking plan Drawing No. 4034-CC-03 for the median alterations in Kellerman Drive be endorsed.

Plans for the access on Appin Road are not presented as part of this report but will be assessed by the Roads and Maritime Services as the road is a State Classified road.

It should be noted that the consultant has forwarded a revised traffic signal plan to RMS (Attachment 3) showing a T1 turning line across the intersection to direct traffic from the median lane in Fitzgibbon Lane to the kerbside of Kellerman Drive for their approval.

Council Officers have identified a concern with larger service vehicles travelling through the development site wishing to turn left out of the driveway into Kellerman Drive. These vehicles due to their turning sweep path are unable to make the turn. In addition, due to the alignment of the internal circulating road, vehicles may need to prop at the driveway to allow larger vehicles to travel through. It is recommended that signs be installed within the property preventing trucks and services vehicles exiting onto Kellerman Drive.

Officer's Recommendation

1. That Council endorse the signs and markings plan for the right turn bay and associated access on Kellerman Drive to the proposed service station and convenience store at the corner of Kellerman Drive and Appin Road, St Helens Park.
 2. That the Developer installs additional signs within the property to prevent trucks and service vehicles exiting onto Kellerman Drive.
-

Discussion (11/6/2015)

The Committee was advised that as outlined in the report there were a number of issues and concerns that need to be considered with this development which has now been addressed.

The RMS representative asked why the right turn off Kellerman Drive was being allowed so close to the traffic lights. It was advised that RMS had agreed to this with the developer at the time when the then roundabout was being replaced with traffic lights.

Following extensive discussion on a number of issues the RMS representative advised that RMS could not concur with the recommendation and would seek further information and report back to the Committee.

It was recommended that the report be deferred until further discussions are undertaken with RMS regarding the signal configuration.

Recommendation of Local Traffic Committee

That the matter be deferred pending further information from the Roads and Maritime Services representative.

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

Previous Report: LTC 15/3
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

1. Plan showing relocation of Australia Post Mail Box
2. Line marking and Signage Plan with proposed pedestrian crossing and changes to existing parking signs

Background (11/6/2015)

A report was presented to the Traffic Committee on 12 March 2015 for endorsing the proposed pedestrian crossing and changes in the existing parking arrangements on Minto Road near Minto Railway Station. Following the recommendations of the Committee, community consultation was carried out with all the business owners, tenants, bus companies, Taxi Council, Australia Post and the Station Master.

Council received response from only one stakeholder i.e. Australia Post who are in favour of the pedestrian crossing but are against the relocation of the "Australia Post" posting box around the corner of Redfern Road. They are concerned that the new location would not be as highly visible as the current one and may have a negative effect on patronage. Australia Post has suggested relocating the posting box further north of the proposed pedestrian crossing.

In addressing the suggestions by Australia Post, plans have been reviewed and it is recommended that the proposed 8m 'No Parking' zone adjacent to the driveway of No. 6 be sign posted "No Parking, Australia Post Vehicles Excepted" (refer location 10 on the attached plan). The mail box will have to be relocated at this location.

As per Australian Standards, certain criteria has to be met for the installation of a pedestrian crossing in regards to pedestrians and traffic volume. Council Officers carried out the survey by installing a CCTV and a traffic counter on Minto Road in 2014.

It was observed that in one hour the pedestrian volume (P) was approximately 169 and vehicles volume (V) was approximately 348 in the vicinity of the proposed pedestrian crossing. The product (PV) of measured pedestrians and the vehicles flow per hour works out to be 58,812 which is slightly less than the required of 60,000.

A similar pedestrian crossing was constructed by Transport for New South Wales in 2011 on Somerset Street adjacent to Minto Railway Station which did not meet the warrant criteria but was installed considering the safety of pedestrians.

Since the traffic survey was undertaken a number of new residential developments have taken place and many more are in progress. An increasing number of people are using public transport to commute to work and with a growth rate of approximately 3% in the

previous year, PV works out to be 60,600 which is well above 60,000 and thus meets the criteria.

Based on the above stated facts and figures, it is recommended to approve the installation of pedestrian crossing and lines and sign plans as per the attachment.

Officer's Recommendation

That the pedestrian crossing, line marking and signage plan No. 12672 be approved.

Discussion (11/6/2015)

The Committee were advised that a report was previously presented to the Traffic Committee in March 2015 regarding pedestrian movements and the lack of kiss and ride facilities at Minto Railway Station.

Following community consultation concerns were raised only from Australia Post who are against the relocation of the postal box.

The RMS asked that when the Australia Post vehicles stop if there was sufficient room to get around without going over the B-Double. The Committee was advised that there was sufficient room.

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

Recommendation of Local Traffic Committee

That the pedestrian crossing, line marking and signage plan No. 12672 be approved.

**LTC 15/16 Kearns Avenue and St Lawrence Avenue, Kearns -
Traffic calming devices**

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

Attachments

1. Locality Plan
2. Pedestrian refuge island and traffic calming devices

Background (11/6/2015)

Council has received complaints from residents regarding the safety of pedestrians crossing St Lawrence Avenue to access Clark Reserve which is located at the corner of St Lawrence and Kearns Avenue. This is mainly due to vehicles cutting corners at this intersection.

Council Officers had undertaken a traffic survey in March 2015 to determine the number of pedestrians and the vehicles in this precinct. This assessment did not meet the criteria for the provision of a pedestrian crossing.

Further investigations were undertaken to identify various options for the provision of pedestrian crossing facilities at this intersection. One of the options was to install a pedestrian refuge islands on St Lawrence and Kearns Avenue. The design turning path movements were checked for 12.5m long vehicles and observed that these vehicles can manoeuvre through St Lawrence Avenue but not through Kearns Avenue without compromising the safety of pedestrians.

The option (as shown on the attached plan) that caters for the safe pedestrian access and turning movements of 12.5m long vehicles is as follows:

1. Install pedestrian refuge island on St Lawrence Avenue
2. Install rumble bars on Kearns Avenue
3. Install speed cushions on all the approaches. This will help in reducing the speed of the approaching vehicles and corner cutting.

It is recommended that Council consult with the affected residents and if no major concerns are raised by the residents, install the proposed devices otherwise report back to the Committee.

Officer's Recommendation

1. That Council endorse the concept plan for pedestrian refuge and associated traffic calming devices.
 2. That Council consult with affected residents for comments, and if no major concerns install the proposed devices otherwise report back to the Committee.
-

Discussion (11/6/2015)

The Committee was advised of the safety concerns raised by the community. The Police representative asked if Council should include a further speed cushion in St Lawrence Avenue.

Following discussion on the matter it was suggested that no further speed cushion be provided at this point and if there are any further concerns more speed counts will be undertaken and reported back to the Committee.

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

Recommendation of Local Traffic Committee

1. That Council endorse the concept plan for pedestrian refuge and associated traffic calming devices.
 2. That Council consult with affected residents for comments, and if no major concerns install the proposed devices otherwise report back to the Committee.
-

LTC 15/17 Baldwin Avenue, Glenfield - On Street Parking Restriction

Previous Report: LTC 15/2
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

1. Proposed line marking and signage plan
2. Location plan

Background (11/6/2015)

A report and concept plan was presented to the Traffic Committee on 5 February 2015, addressing complaints from local residents about the difficulty in accessing Baldwin Avenue from Trafalgar Street due to the on-street parking between the central island and Trafalgar Street.

Following the Committee's recommendation, a Community Consultation was carried out with the residents in the subject street. Out of 28 residents only 4 responded who have supported the implementation of a 'No Stopping' zone.

It is recommended that the installation of a 'No Stopping' zone as proposed in the previous report be approved (refer to the plan attached).

The residents who responded have also suggested that the proposed 'No Stopping' zone be also installed on the south end of Baldwin Avenue near Belmont Road as there is a likelihood of the problem moving from one end to the other i.e. restricted movement of emergency, maintenance and other vehicles.

It is recommended that Council monitor the south end of Baldwin Avenue for a period of three months before proposing the extension of a 'No Stopping' zone.

Officer's Recommendation

1. That a 'No Stopping' zone along the western kerb of Baldwin Avenue between the central island and Trafalgar Street be approved.
2. That Council monitor the southern end of Baldwin Avenue for three months after the installation of the proposed 'No Stopping' zone at the northern end of Baldwin Avenue before considering implementation of 'No Stopping' restrictions.

Discussion (11/6/2015)

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

Recommendation of Local Traffic Committee

1. That a 'No Stopping' zone along the western kerb of Baldwin Avenue between the central island and Trafalgar Street be approved.
 2. That Council monitor the southern end of Baldwin Avenue for three months after the installation of the proposed 'No Stopping' zone at the northern end of Baldwin Avenue before considering implementation of 'No Stopping' restrictions.
-

**LTC 15/18 Evelyn Street, Macquarie Fields - Proposed pedestrian
refuge between Cyclamen Place and Scribbly Place**

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

Attachments

1. Locality Plan
2. Pedestrian Refuge

Background (11/6/2015)

Council has received a request from Vision Australia for the provision of a pedestrian crossing along Evelyn Street to improve the safety of pedestrians especially visually impaired. A site meeting was also held with Vision Australia and the customer to discuss the concerns for accessing the bus stop and convenience store.

A young visually impaired boy who has to catch a bus to go to school, experiences difficulty in crossing Evelyn Street. This street is approximately 17m wide and has one lane in each direction, on road cycleway and parking lanes. It was identified that Evelyn Street has no provision for pedestrian crossing or refuge between Eucalyptus Drive and Cestrum Avenue.

Council Officers had undertaken a traffic survey in October 2014 to determine the number of pedestrians and the vehicles in this precinct. This assessment did not meet the criteria for the provision of a pedestrian crossing.

Further investigations were undertaken to find the possible locations for the provision of a safe pedestrian crossing point/refuge island. The preferred location is in between Cyclamen Place and Scribbly Place (refer to attached plan) adjacent to the future road corridor.

This road corridor has two maintenance access gates on the west side and one on the east. The proposed pedestrian refuge would block the access to one of the two maintenance gates on the western side of Evelyn Street. The maintenance vehicles can use the other gate to access the road reserve.

On the eastern side, the refuge island will restrict right in and left out access to the maintenance gate. This access within the road reserve is currently being used by one of the residents to park the car in the carport. However, to facilitate the resident and Council's maintenance staff, the location of the kerb blister has been designed in a way to provide left in and right out access.

This pedestrian refuge and associated blisters will be facilitated by the line markings, sign postings and approach warning signs. Minor adjustments to the traffic and bicycle lanes are proposed as marked on the attached plan.

The proposed treatment will help this particular customer by taking refuge in the middle of the road which would enable him to judge the speed and location of the oncoming vehicles before making the decision to cross the road safely. It will also encourage all other pedestrians in the area to use this facility in a safe manner.

The proposed pedestrian refuge treatment has been discussed with the affected residents who have expressed no concerns.

It is recommended that the Committee approve the provision of refuge island and associated facilities as per the attached plan.

Officer's Recommendation

That Council approve pedestrian refuge island, kerb side blisters, line marking and signage plan.

Discussion (11/6/2015)

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

Recommendation of Local Traffic Committee

That Council approve pedestrian refuge island, kerb side blisters, line marking and signage plan.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

No reports this round

8. DEFERRED ITEMS

No reports this round

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

K Lynch
CHAIRPERSON

ATTACHMENT 2



CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

11 June 2015

CAMPBELLTOWN TRAFFIC COMMITTEE

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

Minutes Summary

ITEM TITLE

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

- 1. ATTENDANCE**
- 2. APOLOGIES**
- 3. CONFIRMATION OF MINUTES**
- 4. BUSINESS ARISING FROM MINUTES**
- 5. REPORTS LISTED FOR CONSIDERATION**

CTC 15/13 Queen Street, Campbelltown - No 3-17 Development driveway no right turn ban

- 6. LATE ITEMS**

No reports this round

- 7. GENERAL BUSINESS**

CTC 15/14 Hurley Street, Campbelltown - Parking at Railway Interchange

CTC 15/15 Appin Road - Wire and Rope Fencing

- 8. DEFERRED ITEMS**

No reports this round

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

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

Minutes of the Campbelltown Traffic Committee held on 11 June 2015

1. ATTENDANCE

Campbelltown City Council

Director City Works - Mr W Rylands
Manager Technical Services - Mr K Lynch (Chairperson)
Coordinator Traffic and Road Design - Mr A Arora
Team Leader Traffic Investigation - Mr F Sirc
Project Design Engineer - Ms S Nepal
Senior Project Designer - Ms S Lokoju
Administrative Assistant - Mrs S Lambert

Roads and Maritime Services

Ms K Russell

Police Representatives

Senior Constable M Cotton
Senior Sergeant M Grace

Bus Companies

Interline - Mr J Oliveri
Busabout - Ms K De Jong

Representatives of Local Members of Parliament

Mr R James

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Mr Kevin Lynch, Manager Technical Services

2. APOLOGIES

Councillor G Greiss
Senior Constable M Davies

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 14 May 2015 were recommended to the City Works Committee on 2 June 2015 and adopted by Council on 9 June 2015.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

CTC 15/13 Queen Street, Campbelltown - No 3-17 Development driveway no right turn ban

Previous Report: LTC 14/11
Electorate: Campbelltown
Author Location: Traffic and Road Design Unit

Attachments

1. Location Plan
2. Development Plan Drawing CC-RC201
3. Development Plan Drawing CC-RC 300

Background (11/6/2015)

As per Council's approval of the development No 3-17 Queen Street, the applicant has submitted a sign posting and line marking plan for the Committee's approval. The development is required to provide traffic control device that provides a 'right turn in' restrictions (or otherwise) to minimise interruption to southbound traffic on Queen Street.

Following initial preliminary designs to include a central median, the applicant was requested to change the design to a sign posting treatment as shown by plan Drawing No CC-RC300 in Attachment 3.

The plan provides the following:

1. A mountable central median within the boundary of the property
2. 'All Traffic Left' (R2-14 L) at the driveway for motorists leaving the site
3. Exclusive pavement 'Left Turn' painted arrow
4. A supplementary 'No Right Turn' (R2-6 R) for motorist leaving the site.
5. An advisory sign advising 'All vehicles are to enter and leave the property in a forward direction'
6. A pair of 'No Right Turn' (R2-6 R) signs one on each side of Queen Street for southbound traffic. These signs will require supplementary plates '3-17 Queen St' identifying the place where the signs apply.

Further discussions have been entered with the Roads and Maritime Services (RMS) who advised that a Traffic Management Plan (TMP) is required for point 6 above. Council has forwarded a TMP to RMS seeking their approval. Upon approval Council will direct the Developer to install 'No Right Turn' signs on Queen Street.

It is recommended that Council direct the Developer to install the proposed internal treatment and an additional 'No Right Turn' sign within the property.

Officer's Recommendation

1. That Council approve the installation of internal traffic control facilities as submitted, together with an additional 'No Right Turn' sign, within the subject property of 3-17 Queen Street, Campbelltown.
2. That subject to the approval of the Roads and Maritime Services for the installation of 'No Right Turn' signs at 3-17 Queen Street, as described in the body of the report, Council directs the Developer to install the treatment.

Discussion (11/6/2015)

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

Recommendation of Campbelltown Traffic Committee

1. That Council approve the installation of internal traffic control facilities as submitted, together with an additional 'No Right Turn' sign, within the subject property of 3-17 Queen Street, Campbelltown.
2. That subject to the approval of the Roads and Maritime Services for the installation of 'No Right Turn' signs at 3-17 Queen Street, as described in the body of the report, Council directs the Developer to install the treatment.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

CTC 15/14 Hurley Street, Campbelltown - Parking at Railway Interchange

Previous Report: Nil

Electorate: Campbelltown

Author Location: Traffic and Road Design Unit

Attachments

Nil

Discussion (11/6/2015)

The NSW Police representative advised that vehicles are parking along Hurley Street adjacent to Campbelltown Railway Station, reducing the lanes from two to one. Police enforcement is underway as this is an ongoing issue.

The Manager Technical Services advised that Council Rangers have also issued a number of infringements. The 'No Stopping' area was installed because of a number of accidents and it provided a transition area for vehicles to leave the indent parking bay back into the travel lane prior to the kiss and ride area on Hurley Street to the north of the stairs leading down to the interchange.

It is suggested that fencing be erected as a safety measure in order to avoid any further issues. This fencing was approved as part of the 'No Stopping' plan but was not installed initially in order to determine if it was required.

It was recommended that the Manager Technical Services investigate the erection of fencing along the 'No Stopping' area.

Officer's Recommendation

That the Manager Technical Services investigate the erection of fencing along the 'No Stopping' area.

CTC 15/15 Appin Road - Wire and Rope Fencing

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

Attachments

Nil

Discussion (11/6/2015)

The RMS representative advised that there was wire and rope fencing on Appin Road and asked why this fencing is there and RMS had not been consulted. There is also concrete blocks obstructing the pedestrians crossing Appin Road from getting onto the nature strip causing pedestrians to walk on the road shoulder and the RMS representative requested that the blocks be removed.

The Manager Technical Services advised that this area is Council's responsibility and the purpose of the fencing was to discourage trail bike riders and also the dumping of rubbish.

The NSW Police representative asked if a substantial fence could be erected to stop trail bikes once the blocks are removed.

Following further discussion it was recommended that a suitable treatment to facilitate pedestrians and stop trail bikes be investigated.

Officer's Recommendation

That a suitable treatment to facilitate pedestrians and stop trail bikes be investigated.

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 9.55am.

K Lynch
CHAIRPERSON

1.2 Part Removal of Shared Zones - Campbelltown and Ingleburn CBD

Reporting Officer

Manager Technical Services

Attachments

1. Plan showing proposed 40km/h High Pedestrian Activity Area (HPAA) in Campbelltown CBD (contained within this report)
2. Plan showing proposed 40km/h HPAA in Ingleburn CBD (contained within this report)

Purpose

To seek Council approval for the removal of part of the shared zones from both Campbelltown and Ingleburn central business district (CBD) and implement a 40 km/h HPAA in both centres.

History

Council was briefed on the proposed changes to the shared zones of the Campbelltown and Ingleburn CBD's in early August 2014. Following the briefing a report was presented to Council on 19 August 2014 where Council resolved.

1. That Council adopt in principle the concept of partial removal of the shared zone in both Campbelltown and Ingleburn CBD.
2. That Council adopt in principle the concept of a 40 km/h High Pedestrian Activity Area in both Campbelltown and Ingleburn CBD's.
3. That Council undertake public consultation on the concept of partial removal of the shared zone and the implementation of a 40km/h High Pedestrian Activity Area in the Campbelltown and Ingleburn CBD.
4. That a further report be presented to Council on the outcome of the public consultation.
5. That Council include, as part of the public consultation process, reverse parking in Queen Street, Campbelltown.

Further to resolution 3, community consultation was undertaken on the concept of partial removal of the shared zone and the implementation of a 40km/h High Pedestrian Activity Area in the Campbelltown and Ingleburn CBD in late 2014. The results of the consultation were then reviewed by staff. As a result of the review CCTV was installed at both centres to monitor the usage and practices of pedestrians and vehicles. The cameras were installed in the shared zone adjacent to The Mall, Campbelltown and outside Woolworths in Nardoo Street, Ingleburn. The use of the cameras allowed staff to gain a better appreciation of the issues raised through the community consultation.

Council was provided with a briefing on 16 June 2015 on the outcome of consultation and the proposed change from shared zones to HPAA zones.

Report

Further to resolutions 3 & 4 from the 19 August 2014 Council meeting, the following report details the results of the public consultation and the work since undertaken by staff.

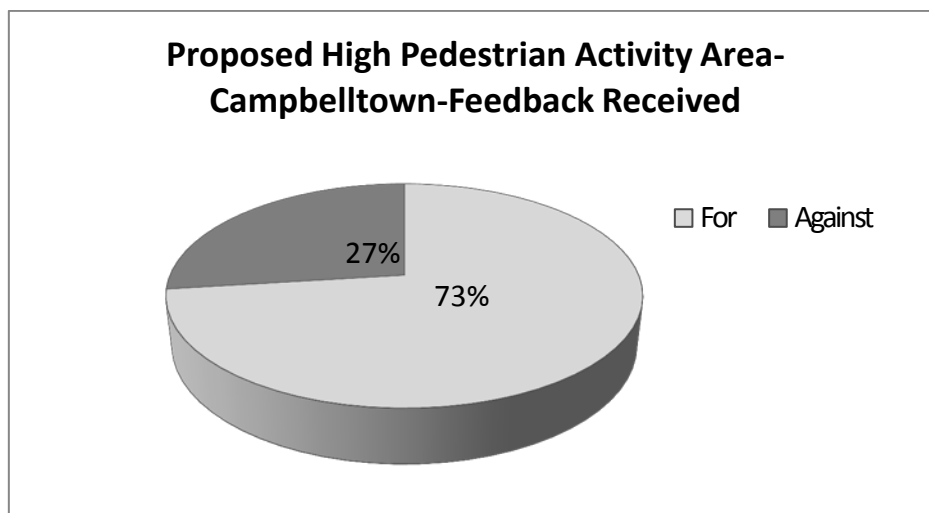
Community Consultation process

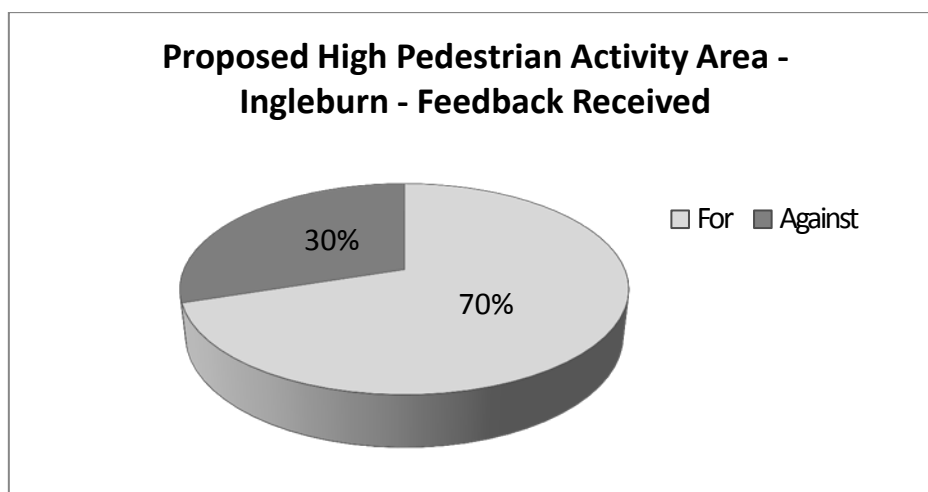
A consultation plan was put in place which involved the following methods:

- Each business within the two centres were visited and provided with information on the proposed changes
- Notification signs were erected in each centre, in key locations
- Pop up stalls were undertaken at Fisher Ghost Festival and Ingleburn main street
- Plans were published on Council's web
- Advertising of the proposal was undertaken in both local newspapers, as well as on the local radio station
- Both Chambers of Commerce were advised of the proposal, and invited to comment.

The consultation period lasted 10 weeks. Feedback could be provided by mail, email, web, phone or in person.

The feedback was collated and reviewed with overall community support for the proposal. The following chart represents the general outcome of the consultation process.





High Pedestrian Activity Area proposal

At the briefing to Council on 16 June 2015 the criteria for a shared zones was detailed to Councillors. The areas where the centres do not now satisfy the latest requirements for a shared zone were highlighted. They are shown in the table below:

| Sharedzone current site criteria | Campbelltown CBD | Ingleburn CBD |
|--|------------------|-----------------|
| < 1000 per day | X (2700 vpd) | X (3000 vpd) |
| <400 m of shared zone | X | X |
| Not a bus route | ✓ | X |
| Current speed limit <50 | N/A | N/A |
| Traffic lanes > 2.8m | ✓ | ✓ |
| No kerbs | X | X |
| Overall compliance with current criteria | No | No |

Although the overall compliance with the site criteria identified that a shared zone is not the best treatment for either CBD, it was detailed that there are particular sections within each town centre that should remain as shared zones because of the benefit that can be realised from the lower vehicle speed limits. These sections are:

- Campbelltown – Queen Street adjacent to The Mall
- Ingleburn – Nardoo Street the brick paved road area adjacent to the Woolworths.

1.2 Part Removal Of Shared Zones - Campbelltown And Ingleburn CBD

Concerns were raised during the consultation period regarding the speed of some vehicles in these two areas. As a consequence, CCTV was installed by staff to review driver behaviour at these locations. As part of the review undertaken by staff, consideration was given to converting the above two areas to HPAA. However, due to the difficulty to safely control the pedestrian crossing points it was considered that installing more traffic calming facilities, would better and more safely manage these areas.

As a result, staff have developed the relevant design plans for both CBDs, taking into consideration the community consultation outcomes for the HPAA (see attached plans). Subject to Council approval, staff will develop detailed construction plans for each of the facilities. As can be seen from the attached plans, each centre will have multiple marked crossings to ensure adequate safe pedestrian crossing points.

As the HPAA involves altering the speed limit, approval to do this is required from Roads and Maritime Services (RMS). Once the detailed plans have been finalised they will be submitted to the RMS seeking their approval for the removal of the shared zones and the implementation of the HPAA.

Once RMS approval has been obtained, the plans will be referred to the Traffic Committee and then onto Council for final review and consideration. Subject to Council's final approval, the HPAA will be implemented and the relevant shared zones removed.

Councillors should note that Ingleburn CBD has a number of openings in the central median islands in Oxford Road. Pedestrians currently utilise these openings to cross the road within the existing shared zone. If the area is changed to a HPAA it will be important that the openings be closed to prevent pedestrians crossing at these locations, and that they be redirected to the marked foot crossings. It is also proposed that street banners are installed in the central median islands, along with decorative fencing. These measures will not only help further beautify the street, but will improve pedestrian safety and provide the opportunity to increase the number of banners on which Council provides community messages.

It is suggested that given the significance of the establishment of High Pedestrian Activity Areas in both Campbelltown and Ingleburn CBDs, implementation of the proposed changes should take into account any implications arising from the Glenfield-Macarthur Priority Renewal Corridor Strategy and Council's consideration thereof. This will help to ensure that any future precinct planning by Council and NSW Planning and Environment for Campbelltown and Ingleburn CBDs arising from the Corridor Strategy can factor in the HPAA proposals. Shopkeepers will need to be advised of this approach.

Officer's Recommendation

1. That Council approve the part removal of the existing shared zones in the Campbelltown and Ingleburn CBD's.
 2. That Council approve the proposal for 40km/h High Pedestrian Activity Areas in the Campbelltown and Ingleburn CBD's, for the purpose of referral to the Roads and Maritime Services.
 3. That following feedback being received from the Roads and Maritime Services that further consideration be given to the final plans for the 40km/h High Pedestrian Activity Areas in the Campbelltown and Ingleburn CBD's by the Traffic Committee and Council.
-

Committee's Recommendation: (Chanthivong/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

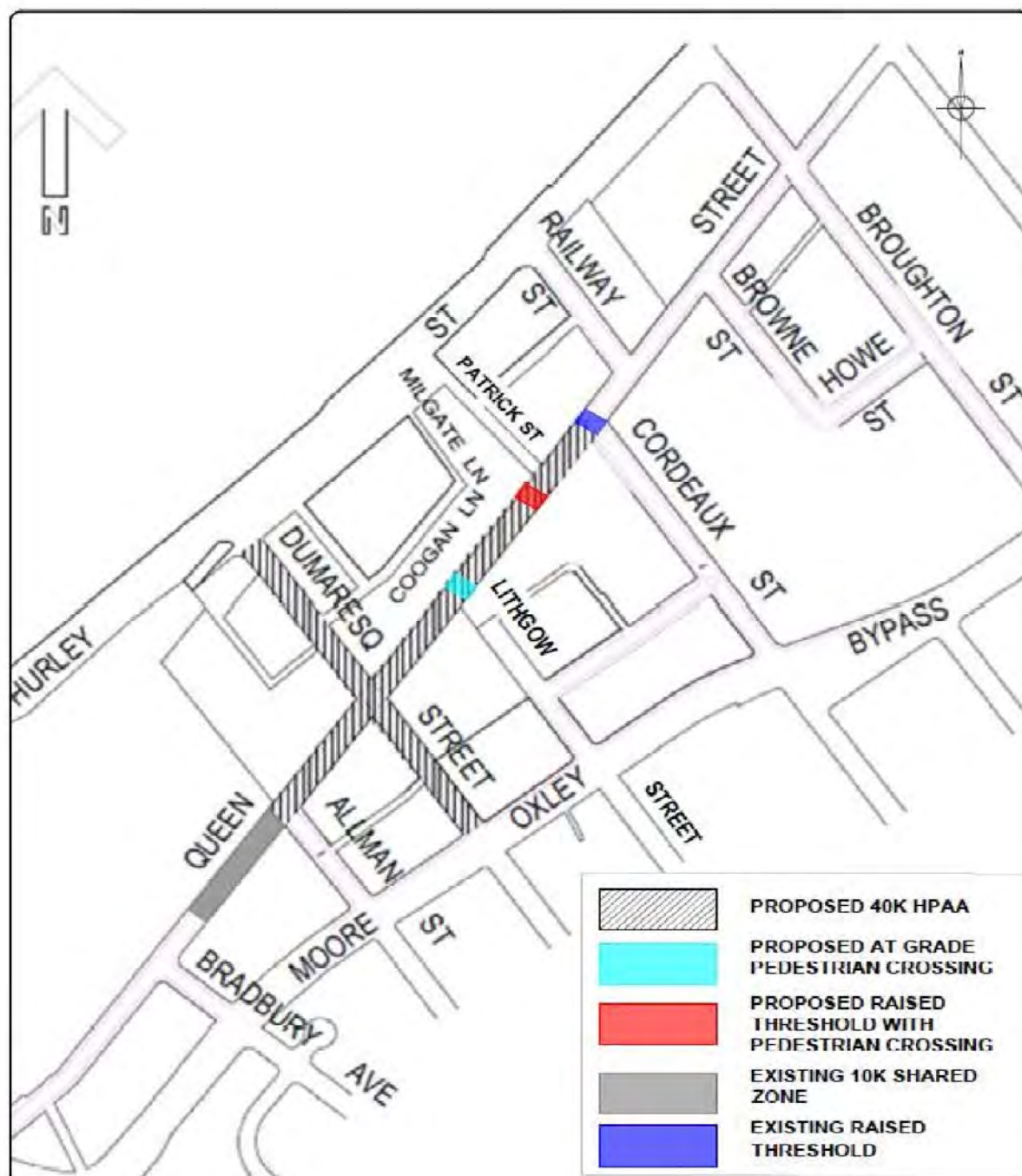
Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

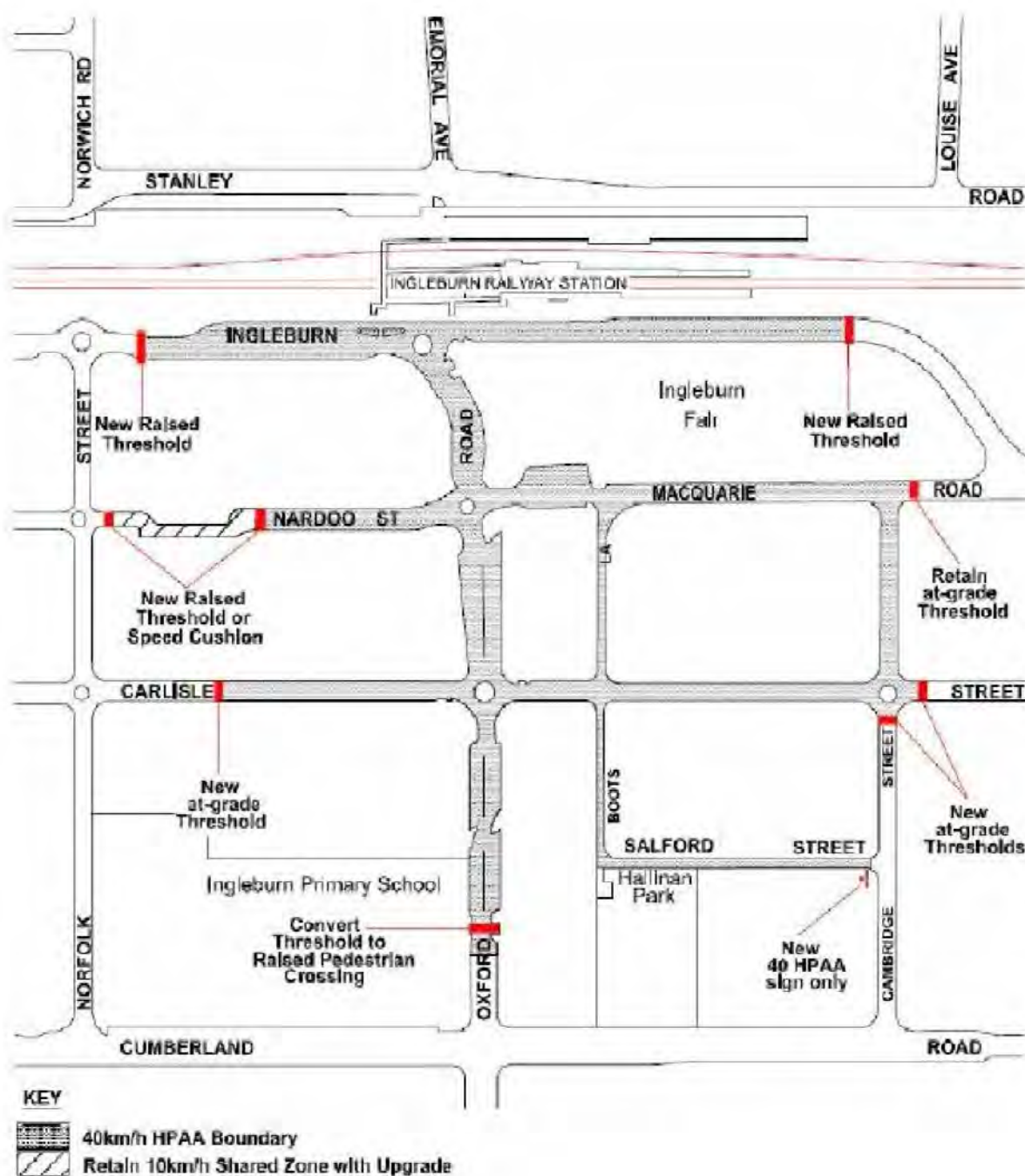
Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

ATTACHMENT 1 - Campbelltown CBD



ATTACHMENT 2 - Ingleburn CBD



1.3 Proposed Renew, Connect, Revitalise - Works Program 2015-2016

Reporting Officer

Manager Technical Services

Attachments

Renew, Connect, Revitalise - Works Program 2015-2016 (contained within this report)

Purpose

To seek Council's approval for the allocation of funds to various projects identified in the Renew, Connect, Revitalise - Works Program 2015-2016.

History

The Special Rate Variation asset renewal program has been branded as the "Renew, Connect, Revitalise - Improvement Works Program". In keeping with this branding, Council resolved at the meeting on 19 August 2014, that the Better Town Program also be renamed the Renew, Connect, Revitalise - Works Program.

Council has allocated funds for a range of projects and programs in the City Works Budget for 2015-16 under the Renew, Connect, Revitalise program.

Report

The following works have been identified in the City Works Budget for 2015-2016:

| | |
|-------------------------|--------------------|
| Minor Works | \$400,000 |
| Major Works | \$600,000 |
| Footpath Program | \$300,000 |
| Cycleway Program | \$580,000 |
| Stormwater Levy | \$1,138,000 |
| Total allocation | \$3,018,000 |

PROPOSED PROJECTS

The following projects have been listed under the relevant themes of the Operation Plan:

1. A SUSTAINABLE ENVIRONMENT

Water Quality Testing Program (Stormwater Levy) \$80,000

This will allow extending the existing water quality testing program being undertaken by Council to assess the overall water quality of the Georges River and its tributaries particularly in view of the current extraction of water for reuse in the catchment.

Rose Park Water Quality Improvement-Stage 2 (Stormwater Levy) \$120,000

Works will involve the reshaping and replanting of the stormwater drain near Ben Lomond Road to improve water quality and ease of cleaning.

Creek Stabilisation (Stormwater Levy) \$90,000

This program will undertake creek stabilisation at various locations.

Quirk Reserve - Water Quality Improvement Works \$50,000

This program will undertake design and construction of stage 1 works of the refurbishment of an open unlined swale drain within the reserve. The purpose of the works is to enhance the water quality and aesthetics of the swale drain within the park.

Water Quality Devices \$150,000

This program will enhance the water quality by providing various water quality improvement devices at various locations in the city.

Solar Lighting Enhancement - Minor Works \$30,000

Works will increase Council's network of solar lights. It will involve the installation of solar lighting to provide improved safety in poorly lit and isolated locations. It is to use an alternative to the traditional street lighting network where power cannot be readily provided to a site.

2. A STRONG LOCAL ECONOMY

Suburb Entry Signage Implementation (Minor Works) \$45,000

To continue the program of providing suburb entry signage to all suburbs within the Local Government Area.

3. AN ACCESSIBLE CITY

Drainage System Improvement Program (Stormwater Levy) \$200,000

This program will target areas significantly affected by overland stormwater flows. These flows will be better controlled to remove sediment from the piped drainage systems and the reduction of potential erosion from water velocities.

Cycleway Program \$580,000

This funding will allow the continued provision of cycleways at various locations in the city. This year's cycleway projects include:

- Airds Road (stage 2) – North of Rose Payten Drive, extension of existing cycleway
 - Williamson Road - South of Brooks Road, Lot No. 22 to 26
 - Menangle Road – Narellan Road to Bolger Street.
-

In past year RMS has allocated \$100,000 to Council for cycleway construction but this year Council has been allocated \$290,000. This grant is a dollar for dollar grant with Council allocated funds of \$290,000 making a total expenditure on cycleway of \$580,000 for this financial year.

New Footpath Program **\$300,000**

This year's New Footpath Program is providing a total length of 1,775 metres of new footpath to various areas of the LGA. The footpaths have been determined based on Council's criteria as well as a number of small sections of missing links of footpath also included within the program.

City Entrances (Major Works) **\$100,000**

Funds are provided to design and construct City entrances at various locations in the City. Designs are being proposed to provide more substantial City entrance structures at a number of key entrances to the City. The concept designs will be presented to Council for their comment and endorsement in the coming months. Entrance structures are proposed for:

- Badgally Road and Eagle Vale Drive
- Narellan Road near M31
- Campbelltown Road and Glenfield Road
- Campbelltown M31 exit
- Appin Road (exact location yet to be determined).

Traffic modelling and intersection design (Major Works) **\$100,000**

Funds will be utilised for scenario testing of the road network improvements which were identified in the Campbelltown CBD Traffic Study and to commence intersection design works.

Raby Road - review traffic model (Major Works) **\$30,000**

Fund will be used to update the traffic study of Raby Road and review the improvements required to various intersections due the increase in traffic volume.

Strategic transport and public domain studies (Major Works) **\$320,000**

These funds will be utilised to conduct the various studies as identified for the strategic transport planning within the city. Funds are also allocated for a Public Domain master plan for the Campbelltown CBD.

Kerb and Gutter - missing links (Major Works) **\$50,000**

These funds are provided for completing some of the missing links of kerb and gutters at various locations in the LGA.

Pedestrian Access and Mobility Plan Works (Minor Works) **\$20,000**

Funds will enhance pedestrian access and disabled access across the entire city.

Traffic Facilities (Minor Works) \$200,000

These funds are provided to enable the provision of traffic related improvements arising out of the Traffic Committee recommendations in response to the issues raised by the community.

Baulks program (Minor Works) \$10,000

This is an ongoing program to address the concerns about unauthorised vehicle usage of walkways.

Bus stop improvement (Minor Works) \$30,000

Funds are provided to continue the implementation of compliance works at various bus stops in accordance with the *Disability Discrimination Act 1992*. The funds will also provide new shelters and the relocation of shelters to new locations as the installation of Adshel advertising shelters are undertaken.

Trunk drainage system enhancements \$110,000

This work will involve modifications to the existing local drainage systems to allow increased system capacity to prevent minor flooding and quality issues.

Stormwater Infrastructure Improvement \$100,000

Works to be undertaken in this program are identified under Council's Asset Management Plan and involve improvements to pits and inlet structures.

Flood Study Improvements \$238,000

This funding has been allocated to commence improvement works as identified in the Bow Bowing Bunbury Curran Creek Flood Study.

4. A SAFE, HEALTHY AND CONNECTED COMMUNITY

Crime Minimisation Projects (Minor Works) \$25,000

These funds are to be allocated in response to crime related issues, such as the implementation of the "Crime Prevention Plan" (Safer Town Program), "Steal from Motor Vehicle" campaign, vandal proof car number plates screws.

These funds will also facilitate community messages through the CaRS (Community and Road Safety) trailers and development of crime prevention related resources.

Park Signage Strategy (Minor Works) \$40,000

To continue the roll out of new park signage throughout the LGA as previously resolved by Council.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Borg/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RENEW, CONNECT, REVITALISE - WORKS PROGRAM 20125-2016 Summary of Funding Source

| New Footpath Program \$300,000 | Length |
|---|---------------|
| Gould Road, Eagle Vale Chalcedony Street to Cipolin Place | 120m |
| Dobell Road, Claymore Gidley Crescent to Existing path at Bus Shelter | 115m |
| Queenscliff Drive, Woodbine North Steyne Road to Existing path at Bus Stop | 70m |
| Underwood Crescent, Minto 22Underwood Cres to Existing path at Styles Crescent | 220m |
| Westmoreland Street, Leumeah Mawson Street to Existing path at Bus Shelter | 80m |
| Ohlfsen Road, Minto 24 Ohlfsen Road to Kitson Place | 105m |
| Kellerman Drive, St Helens Park School Crossing to Carandini Street | 75m |
| Julius Road, Rosemeadow Copperfield Drive to Brutus Way | 185m |
| Copperfield Drive, Rosemeadow Hamlet Crescent to 273 Copperfield Drive (Bus Stop) | 80m |
| Anthony Drive, Rosemeadow Marian Drive to Montague Place | 120m |
| Macquarie Avenue, Campbelltown Burns Road to 19 Macquarie Avenue (Bus Stop) | 65m |
| Eschol Park Sports Fields, Eschol Park Next to School to Existing Cycleway | 160m |
| Henderson Street, Ingleburn Lancaster Street to Roundabout | 180m |
| Trafalgar Street, Glenfield Baldwin Street to Pedestrian Refuge | 60m |
| Brookfield Road, Minto Hungry Jacks Driveway to Existing path on Brookfield Road | 20m |
| Evelyn Street, Macquarie Fields Cyclamen Place to Existing path | 50m |
| Lancaster Street, Ingleburn Henderson Road to Petrol Station | 50m |
| Gould Road, Eagle Vale Cornelian Avenue to 187 Gould Road (Bus Stop) | 20m |
| | 1,775 |

1.3 Proposed Renew, Connect, Revitalise - Works Program 2015-2016

| Cycleway Program | | |
|---|--|------------------|
| Matching \$290,000 to be provided by RMS Total expenditure \$580,000 | <ul style="list-style-type: none"> Airds Road, Leumeah Williamson Road, Ingleburn Menangle Road, Campbelltown | \$580,000 |

| Minor Works Program \$400,000 | | |
|---|---|------------------|
| Traffic Facilities | | \$200,000 |
| Walkway Baulks | | \$10,000 |
| Pedestrian Access and Mobility Plan (PAMP) Improvements | Pedestrian Access and Mobility Program | \$20,000 |
| Bus Stop Improvements | <ul style="list-style-type: none"> DDA compliance New shelters Relocation of shelters | \$30,000 |
| Crime Minimisation | Projects including programs on steal from motor vehicles, vandal proof number plate screws, Happy is safe school program. | \$25,000 |
| Suburb Entry Signage | Suburb entry signs at various locations throughout the LGA. | \$45,000 |
| Solar Lighting Installation | In area identified throughout the year | \$30,000 |
| Park signage strategy | Rolling program | \$40,000 |
| | | \$400,000 |

| Major Works Program \$600,000 | | |
|---|---|------------------|
| Kerb and gutter – missing links. | Construction of various missing links in the city | \$50,000 |
| City entrances | Construction works at various locations | \$100,000 |
| Campbelltown CBD traffic modeling | Scenario testing and intersection design | \$100,000 |
| Raby Road traffic model review | | \$30,000 |
| Strategic transport and public domain studies | | \$320,000 |
| | | \$600,000 |

| Stormwater Levy \$1,138,000 | | |
|---|---|--------------------|
| Water Quality Testing Program (contract) | | \$80,000 |
| Stormwater Infrastructure Improvement Program | Rolling program | \$100,000 |
| Drainage System Improvement Program | Rolling program | \$200,000 |
| Water quality devices | Rolling Program | \$150,000 |
| Rose Park (stage 2) | Water quality improvement works | \$120,000 |
| Trunk drainage system enhancements | Local drainage improvements | \$110,000 |
| Creek stabilisation works | Rolling program-bank scouring and reduction to vehicular access | \$90,000 |
| Quirk Reserve | Water quality improvements | \$50,000 |
| Flood study improvements | | \$238,000 |
| | | \$1,138,000 |

1.4 Beverley Road, Campbelltown - Grant Submission

Reporting Officer

Manager Technical Services

Attachments

Nil

Purpose

To seek Council's endorsement for staff to prepare a grant application to the Federal Government for funding through the National Stronger Regions Fund for the Beverley Road, Campbelltown extension.

Report

A briefing was provided to Council on 16 June 2015 where possible funding options for the extension of Beverley Road were presented. Council was advised that currently grant applications are open for funding under the National Stronger Regions Funds which close on the 31 July 2015.

The fund allows an organisation to make two grant submissions up to \$10m each on the provision that the grant be matched in cash at least dollar for dollar. The funding has to be provided for capital projects which involve the construction of new infrastructure, or the upgrade or an extension of existing infrastructure.

The recent traffic study for the Campbelltown CBD provided that the ultimate solution for Beverley Road was a four lane carriageway (two travel and two parking lanes). Beverley Road would be connected to Moore Oxley Bypass at the northern end ultimately by a new set of traffic lights. Traffic lights will also be required at Chamberlain Street and Broughton Street in the future. The extension of Beverley Road would travel immediately to the west of and connect with King Street and Iolanthe Street.

The provision of the ultimate solution for Beverley Road can be delivered in a staged approach. The first stage would be to provide the actual four lane carriageway between Moore Oxley Bypass and Broughton Street which would significantly improve public access to Campbelltown Showground. The connection with Broughton Street would not require a set of traffic lights but would seek to provide left in and left out provisions. The lights at the intersections of Broughton Street and Chamberlain Street will also not be provided at this stage.

The cost of the first proposed stage is \$12m which does not include provision for land acquisition from Warby Street to Broughton Street. This land is Crown Land for which Council as Reserve Trustee has care, control and management. As this land is currently owned by NSW Trade & Investment (Crown Lands), Council Officers have been in discussion with Crown Lands regarding owners consent to construct the road over part of the land.

As it is envisaged that these discussions will lead to Council being provided with permission to construct the Beverley Road extension over the Crown Land, it is proposed that Council proceed with a National Stronger Regions Fund application to assist with funding for this project.

Officer's Recommendation

That Council endorse staff to prepare an application to the Federal Government through the National Stronger Regions Fund for the extension of Beverley Road, Campbelltown.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

1.5 Appin Road and Hume Motorway Road Accidents Updated

Reporting Officer

Manager Technical Services

Attachments

1. Locality Plan of Appin Road showing summary road accident statistics (contained within this report)
2. Locality Plan for the Hume Motorway M31 showing summary road accident statistics (contained within this report)

Purpose

To update Council on the number of road accidents occurring on Appin Road between Appin Town Centre and Copperfield Drive, Rosemeadow, and on the section of M31 within the Campbelltown LGA.

History

Council at the meeting of 19 May 2015, resolved:

"That a report be presented providing details of traffic accidents along Appin Road between the Appin Town Centre and Copperfield Drive, Rosemeadow and separately along the section of the M31 that exits within the Campbelltown Local Government Area. The report is to specifically include details of the number of accidents, the possible causes of those accidents, and the number of fatalities arising from those accidents for the period 2005-2015."

Report

The following accident data is taken from statistics provided by the Centre for Road Safety; which was released in April 2015, for the period January 2005 to end of June 2014. Crash data for the remainder of 2014 and 2015 is not yet released due to finalisation of outstanding crash reports (NSW). Information between June 2014 and the date of writing this report has been included in the statistics where known but does not include all non-fatality accidents.

Appin Road

Accident data is broken into two sections: Campbelltown LGA and Wollondilly LGA, a 6.5km stretch from Copperfield Drive/Kellerman Drive to the LGA boundary and from the LGA boundary, a 3.6km length to the intersection of Wilton and Appin Roads.

Campbelltown LGA section of Appin Road

There were 79 accidents which included accidents at the roundabout with Copperfield Drive. There was one fatality accident in 2006 and one fatality accident in September 2014 which was a head on accident at the Hume Monument. There were 57 injuries in 42 accidents. Most of these accidents were related to driver behaviour.

Wollondilly LGA section of Appin Road

There were 64 accidents with zero fatality and 39 injuries in 32 accidents. Most of these accidents were related to driver behaviour.

Hume Motorway

Exit accidents on the Hume Motorway in the Campbelltown LGA are taken on a 500m stretch of motorway prior to the actual exit (apex point). This distance covers the dedicated left turn lane at each exit. Accidents are taken for the period from January 2005 to June 2014.

Brooks Road Southbound Exit, Ingleburn – total 35 accidents, zero fatalities and 19 injuries.

Campbelltown Road Northbound Exit, Denham Court – total 35 accidents, zero fatalities and 20 injuries.

Campbelltown Road Southbound Exit, St Andrews – total 23 accidents, zero fatalities and 6 injuries.

Narellan Road Southbound Exit, Blair Athol/ Campbelltown – total 26 accidents, zero fatalities and 26 injuries.

Narellan Road Northbound Exit, Mt Annan – total 7 accidents, zero fatalities and 6 injuries.

The above accidents approaching the exits off the M31 into Campbelltown totalled 126.

In comparison the total accidents for the full length of the Hume Motorway (approx. 21.4km) within the LGA is 987 accidents for the same period. The data showed that there were 13 fatalities from 11 accidents and 559 injuries from 422 accidents.

It should be noted that during this period of reported results there has been significant upgrades to the M31. There also continues to be network improvements on adjoining roads such as Narellan Road which have impacted accidents on the M31. In addition, unfortunately, a number of accidents also occurred during the construction periods.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hawker/Mead)

That the Officer's Recommendation be adopted.

CARRIED

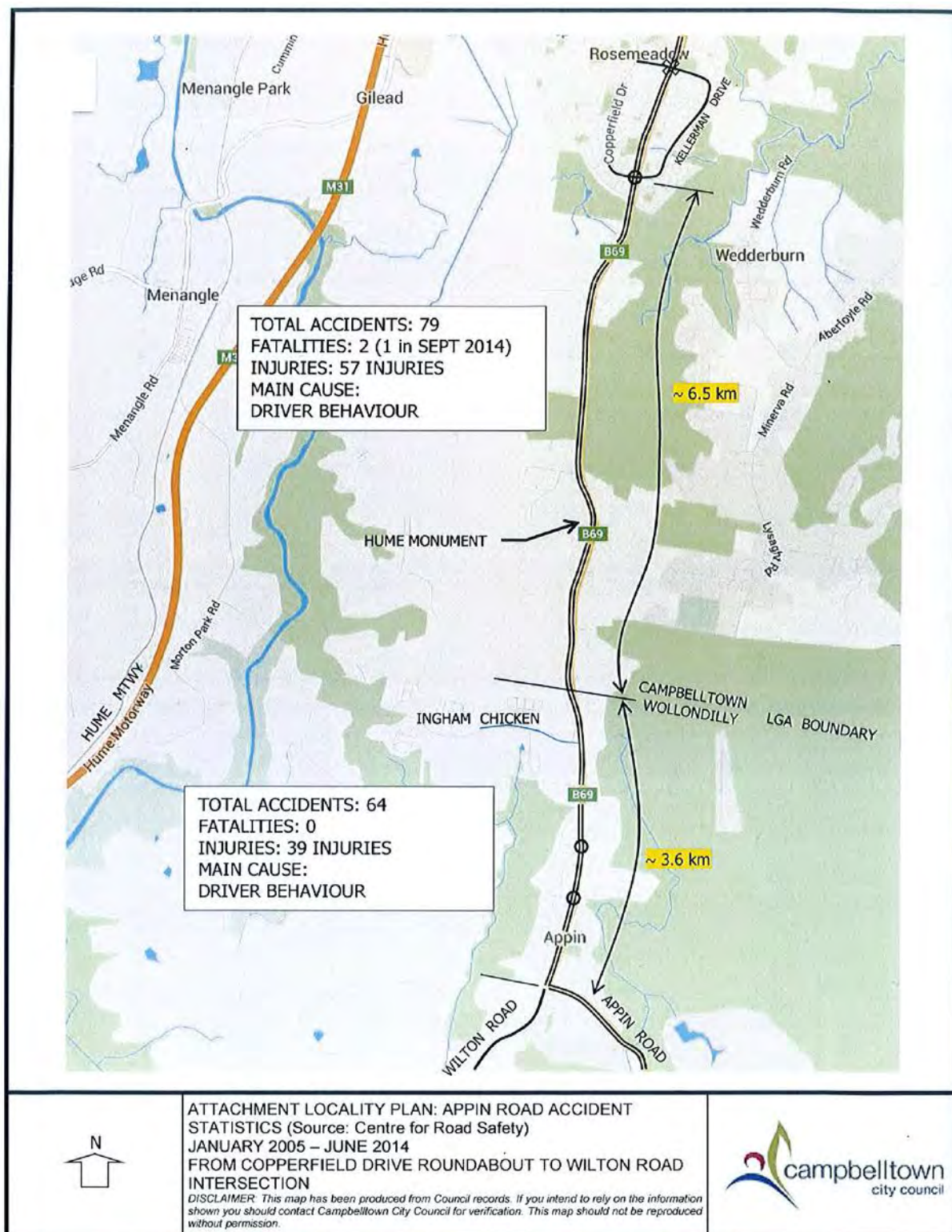
Council Meeting 21 July 2015 (Borg/Hawker)

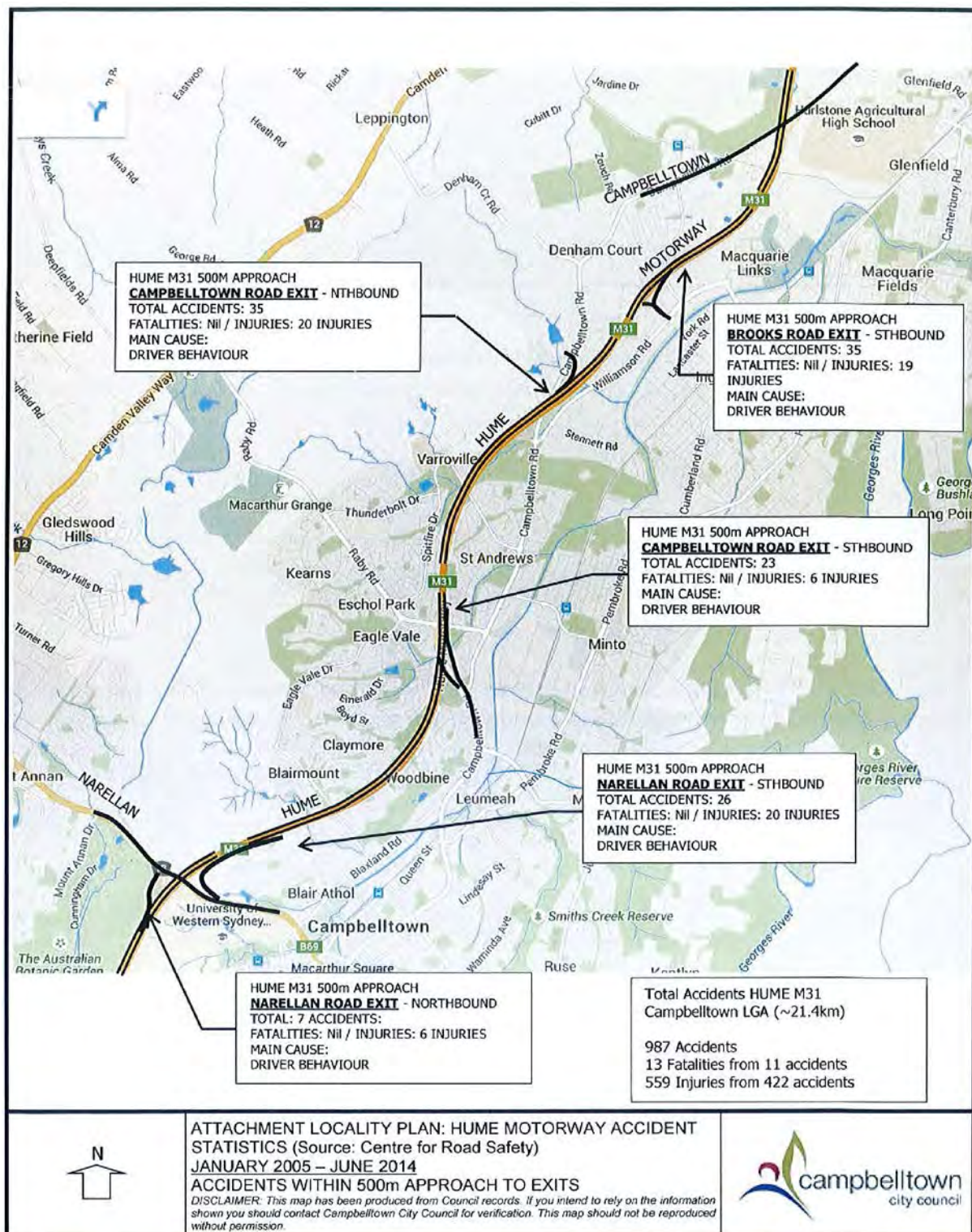
That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

ATTACHMENT 1





2. OPERATIONAL SERVICES

No reports this round

3. ASSETS AND SUPPLY SERVICES

3.1 T15/02 Eagle Vale Drive Upgrade

Reporting Officer

Acting Manager Assets and Supply Services and Manager Technical 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 upgrade of Eagle Vale Drive and recommend that Council accept the tender submitted by Cleary Bros (Bombo) Pty Ltd.

History

Due to rapid growth of residential and commercial developments in the South West Growth Area, traffic on Eagle Vale Drive will significantly increase following the connection of Gregory Hills to Badgally Road. To address the anticipated volume of traffic in the coming years it is necessary to widen Eagle Vale Drive between Raby Road and Badgally Road from the existing two lane rural road to four lanes. Road widening would provide a safer road link with improved capacity in response to anticipated traffic increase.

A partial upgrade of Eagle Vale Drive has been completed over the past two years.

Council has developed detailed design and construction drawings for upgrading and widening of Eagle Vale Drive from Badgally Road to Wynn Street.

The works under this contract include the construction of additional two new lanes, upgrading of the existing two lanes, medians, cycleway, kerb and gutters, traffic calming devices, drainage, landscaping and other related works as per the construction plans.

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

Council has successfully obtained a grant of \$17.5m from the Federal Government to complete the entire upgrade of Eagle Vale Drive.

Contract Term

The term for this contract will be from the date of acceptance until completion of the works including any defects liability and/or warranty periods.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald in the week commencing 23 March 2015. Tenders were advertised in The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 23 and 31 March 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

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

- company details
 - references
 - company experience, particularly as they relate to these services
 - details of any subcontractors and their experience, particularly as they relate to the Services
 - program of works
 - pricing
 - insurances
 - environmental practices
 - Work Health and Safety management systems
 - conflict of interest declaration
 - collusive submission declaration
 - additional terms of contract, if proposed.
-

Tenders Received

Tenders closed on Tuesday 28 April 2015. Six on-time responses were received from the following organisations:

- AWJ Civil Pty Ltd
- Citywide Civil Engineering (NSW) Pty Ltd
- Cleary Bros (Bombo) Pty Ltd
- Statewide Civil Pty Ltd
- T.J. & R.F. Fordham Pty Ltd t/as TRN Group
- Wade Civil Engineering Pty Ltd.

Evaluation Process

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

- company experience, capacity and subcontracting
- program of works
- pricing
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the total lump sum price.

Recommendation of the Evaluation Panel

Cleary Bros (Bombo) Pty Ltd provided the best response to Council and is recommended for the upgrade of Eagle Vale Drive as they:

- provided satisfactory details of their company experience, particularly as they relate to the Services
- provided satisfactory details of their capacity to complete the works
- provided a detailed program of works
- tendered competitive pricing to Council
- provided satisfactory work, health, safety and environmental documentation.

Tenders Not Recommended

AWJ Civil Pty Ltd, Statewide Civil Pty Ltd, T.J. & R.F. Fordham Pty Ltd t/as TRN Group (TRN) and Wade Civil Engineering Pty Ltd are not recommended as they tendered a more expensive price to Council. The Evaluation Panel did not consider there to be any advantage to Council for the increased cost.

Citywide Civil Engineering (NSW) Pty Ltd is not recommended as they:

- did not provide a satisfactory program of works
- tendered a more expensive price than the recommended tenderer.

T.J. & R.F. Fordham Pty Ltd t/as TRN Group (TRN) submitted a tender conforming to the requirements of the Request for Tender (RFT). The RFT allowed tenderers to submit an alternative offer if they meet the conditions set out within the RFT. TRN submitted an alternative offer in this manner.

TRN's alternative offer proposed alternative materials to be used. The evaluation panel deemed this to be unsuitable for Council's needs, and therefore was not considered.

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Cleary Bros (Bombo) Pty Ltd for the provision of Eagle Vale Drive upgrade.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Hawker/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.2 T15/05 Supply of Bulk Materials

Reporting Officer

Acting Manager Assets and Supply Services and Manager Operational 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 supply of bulk materials and recommend that Council accept the tenders submitted by a number of organisations for a range of bulk materials, as a panel contract arrangement.

History

Council has in place an existing contract for the supply of bulk materials which is due to expire on 30 June 2015. As Council continues to utilise the contract, a new contract will need to be in place prior to this. The expenditure under the current contract exceeds the \$150,000 threshold, therefore a public tender process is required.

Report

Legislation

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

Contract Expenditure

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

Contract Term

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

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald in the week commencing 23 March 2015. Tenders were advertised in The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 23 and 31 March 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

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

- company details
- reference
- company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to the services
- product list and specifications
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 21 April 2015. Four on-time responses were received from the following organisations:

- Benedict Pty Ltd t/as Benedict Sand & Gravel
- Collins Construction Materials Pty Ltd
- Hi-Quality Recycling Services Pty Ltd
- SITA Australia Pty Ltd.

Evaluation Process

The Evaluation Panel, consisting of officers from Operational Services and Information Management and Technology evaluated the tenders against the following weighted assessment criteria:

- experience of the company
- product list and specification
- pricing
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the price per 15 tonne for each product.

Recommendation of the Evaluation Panel

Prior to the release of the Request for Tender, the evaluation panel anticipated selecting a number of tenderers as part of a panel arrangement for the supply of bulk materials. It has been Council's experience in previous years that one Contractor per material type cannot always meet the needs of Council.

The Tender Evaluation Panel recommends that Council accept the tenders from Benedict Pty Ltd t/as Benedict Sand & Gravel, Collins Construction Materials Pty Ltd, Hi-Quality Recycling Services Pty Ltd and SITA Australia Pty Ltd for the supply of numerous varieties of bulk materials under a panel agreement as they:

- provided satisfactory details outlining their company experience
- provided sufficient details of their product listing and specifications
- provided satisfactory work, health, safety and environmental documentation
- tendered satisfactory prices to Council.

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Benedict Pty Ltd t/as Benedict Sand & Gravel for the provision of supply of bulk materials for a period of two years with two options for extension of 12 months each.
 2. That Council accept the offer of Collins Construction Materials Pty Ltd for the provision of supply of bulk materials for a period of two years with two options for extension of 12 months each.
 3. That Council accept the offer of Hi-Quality Recycling Services Pty Ltd for the provision of supply of bulk materials for a period of two years with two options for extension of 12 months each.
 4. That Council accept the offer of SITA Australia Pty Ltd for the provision of supply of bulk materials for a period of two years with two options for extension of 12 months each.
 5. That the Contract documents be executed under the Common Seal of Council.
-

Committee's Recommendation: (Borg/Chanthivong)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.3 T15/09 Legal Services

Reporting Officer

Acting Manager Assets and Supply 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 legal services and recommend that Council accept the tender submitted by a number of firms as a panel contract arrangement.

History

Council has in place an existing contract for legal services which is due to expire on 27 July 2015. As Council continues to require legal services, a new contract will need to be in place prior to the expiration of the current contracts. The expenditure under the current contracts exceed the \$150,000 threshold, therefore a public tender process is required.

Report

Legislation

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

Contract Expenditure

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

Contract Term

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

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 4 and 11 May 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

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

- organisational details
- references
- company experience, including the firm's structure, comprehensive details of their experience in working with local government
- detail of any subcontractors and their experience, particularly as they relate to the services
- details of their specified personnel including qualifications, position and evidence of Practising Certification and Accredited Specialist, if applicable
- details of procuring/recommending of the involvement of Counsel, experts, investigator or other professional services
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 26 May 2015. Fourteen on-time responses were received from the following firms:

- Able Defence Lawyers Pty Limited
 - Bartier Perry Pty Limited
 - Coleman Greig Lawyers Pty Ltd
 - Colin Biggers and Paisley
 - Coutts Solicitors and Conveyancers
 - Goldbergs Lawyers Pty Ltd t/as Mulally Mylott
 - Hall & Wilcox
 - Houston Dearn O'Connor Solicitors
 - HWL Ebsworth Lawyers
 - Marsdens Law Group
 - McCullough Robertson Lawyers
 - Sparke Helmore Lawyers
 - Wilshire Webb Staunton Beattie
 - Workplace Law Pty Limited.
-

Evaluation Process

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

- experience of the company
- specified personnel
- value added services
- price
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the Partner (or equivalent) hourly rate.

Recommendation of the Evaluation Panel

Due to Council's historical requirements, the Evaluation Panel deemed it appropriate to appoint five firms as a panel contract arrangement.

After evaluation of each criteria, all tenders were considered satisfactory to meet Council's needs.

The overall comparison against the criteria resulted in the following firms being recommended as presenting the best value to Council:

- Bartier Perry Pty Limited
- Houston Dearn O'Connor Solicitors
- HWL Ebsworth Lawyers
- Marsdens Law Group
- Sparke Helmore Lawyers

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Bartier Perry Pty Limited for the provision of legal services for a period of three years with an option for extension of two years.
2. That Council accept the offer of Houston Dearn O'Connor Solicitors for the provision of legal services for a period of three years with an option for extension of two years.
3. That Council accept the offer of HWL Ebsworth Lawyers for the provision of legal services for a period of three years with an option for extension of two years.
4. That Council accept the offer of Marsdens Law Group for the provision of legal services for a period of three years with an option for extension of two years.
5. That Council accept the offer of Sparke Helmore Lawyers for the provision of legal services for a period of three years with an option for extension of two years.
6. That the Contract documents be executed under the Common Seal of Council.
7. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Hawker/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.4 T14/13 Design and Construct Synthetic Turf Football Pitch at Lynwood Park

Reporting Officer

Manager Operational Services and Acting Manager Assets and Supply 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 design and construction of a synthetic turf football (soccer) pitch at Lynwood Park and recommend that Council accept the tender submitted by Polytan Asia Pacific Pty Ltd.

History

Council, at its meeting on Tuesday 6 May 2014, resolved to 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, with Council contributing the balance of the funding to a maximum of \$700,000, to enable construction of a synthetic turf surface at the Lynwood Park facility.

Report

Legislation

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

Contract Expenditure

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

Contract Term

The term for this contract will be from the date of acceptance until completion of the works.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 16 and 23 March 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

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

- Company details
- References
- Company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to the services
- resources and capability
- International Federation (FIFA) Recognition
- proposed synthetic grass system
- civil works proposal
- maintenance proposal
- quality management systems
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 21 April 2015. Four on-time responses were received from the following organisations:

- McMahon's Pty Ltd
- Polytan Asia Pacific Pty Ltd
- TigerTurf Australia Pty Ltd
- The Trustee for Turf One Unit trust t/as Turf One.

Evaluation Process

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

- company experience including their subcontractors, where applicable
 - resources and capability to complete the works on time, including their key staff's experience and qualifications
 - level of International Federation Recognition (e.g. approved FIFA Licensee, Preferred Producer or Agent)
-

3.4 T14/13 Design And Construct Synthetic Turf Football Pitch At Lynwood Park

- proposed synthetic turf system meeting FIFA 1 Star Recommended field requirements
- proposed synthetic turf system meeting International Artificial Turf Standard Laboratory Testing or FIFA Test Institute report
- detailed civil engineering solution
- maintenance proposal
- quality management systems
- suitability of pricing for two synthetic grass and infill options
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the lump sum amount, inclusive of all preliminary works, drainage, sub base construction and synthetic grass systems.

Shortlisting Process

To determine the most suitable synthetic grass system for this project the Evaluation Panel reviewed and compared each of the grass system options against the following key components:

- synthetic grass product type and relevant testing details
- subsurface system (traditional or cell type drainage)
- shockpad (insitu elastic/rubber layer)
- rubber infill (recycled or virgin rubber)

Tenderers were invited to provide options as to the infill type, such as a recycled product or other rubber or organic materials.

In addition to the information submitted in the Tenders, the Evaluation Panel conducted site inspections so that further consideration could be given towards their evaluation of these components.

The Evaluation Panel shortlisted the tenders to further evaluate those that met the following specifications:

- traditional drainage system
- shockpad
- virgin rubber infill

The Trustee for Turf One Unit Trust t/as Turf One was not shortlisted as they did not offer a suitable grass system which met these specifications.

Recommendation of the Evaluation Panel

The Evaluation Panel recommended Polytan Asia Pacific Pty Ltd as they:

- provided suitable details of their company experience including details of subcontractors
- provided suitable details of their resources and capability to complete the works on time
- provided evidence of their International Federation Recognition as an approved FIFA Preferred Producer
- provided suitable details of their proposed synthetic grass system, alternate rubber infill type including shockpad
- provided suitable details of their proposed civil works
- provided a suitable maintenance proposal detailing Council and Contractor obligations on a daily, weekly, fortnightly, quarterly, six monthly and annual basis, including a detailed maintenance manual.

Tenders Not Recommended

McMahons Pty Ltd and Tiger Turf Australia Pty Ltd are not recommended as their details of their experience, resources, capability and proposed civil works was not as suitable as the recommended Tenderer. McMahons and Tiger Turf tendered a lump sum price that was more expensive than the recommended Tenderer.

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Polytan Asia Pacific Pty Ltd for the provision of the design and construction of a synthetic turf football pitch at Lynwood Park.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Borg/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.5 T14/23 Construction of a Skate Park at St Helens Park Reserve

Reporting Officer

Acting Manager Assets and Supply Services and Manager Healthy Lifestyles

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 construction of a skate park at St Helens Park Reserve and recommend that Council accept the tender submitted by Precision Skate Parks Pty Ltd.

History

At its meeting on 8 April 2014, Council approved development application 1266/2012/DA-C for the construction of a public skate park and accessible toilet at Lot 1 DP 810691, Lot 70 DP 1068130, Lot 703 DP 833443, St Helens Park Reserve, Corner Appin Road and Kellerman Drive, St Helens Park.

In June 2014 public quotations were sought for the community consultation, design and engineering of a skate park at St Helens Park Reserve. In September 2014 Council, under delegated authority, accepted the quotation by Enlocus Pty Ltd. Following an extensive community consultation process Enlocus Pty Ltd submitted their skate park design for approval. In January 2015 Council's Executive approved the design and that a public tender process be undertaken for the construction of the skate park.

Report

Legislation

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

Contract Expenditure

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

Contract Term

The term for this contract will be from the date of acceptance until completion of the works.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 13 and 20 April 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

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

- company details
- references
- company experience, particularly as they relates to the Services
- details of any subcontractors and their experience, particularly as they relate to the Services
- resources
- program of works
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 19 May 2015. Two on-time responses were received from the following organisations:

- Convic Pty Ltd
- Precision Skate Parks Pty Ltd

Evaluation Process

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

- experience of the company and their subcontractors, where applicable
 - resources
 - program of works
 - suitability of pricing
 - work health and safety
 - environmental commitment.
-

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

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

The scoring of tendered prices was determined based on the lump sum price.

Recommendation of the Evaluation Panel

The Evaluation Panel recommend Precision Skate Parks Pty Ltd as they:

- provided suitable details of their experience, particularly as they relate to the Services
- provided suitable details of their resources to undertake the works
- provided suitable program of works demonstrating timeframe to complete the works including key milestones
- offered the lowest price for construction of a skate park at St Helens Park Reserve

Tenders Not Recommended

Convic Pty Ltd are not recommended as they did not offer a price that was as competitive as the recommended Tenderer.

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of Precision Skate Parks Pty Ltd for the construction of a skate park at St Helens Park Reserve.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderer be notified of the results of tender process.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.6 T15/06 Website

Reporting Officer

Acting Manager Assets and Supply Services and Manager Information Management and Technology

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:

Pricing Matrix

Purpose

To advise Council of the tenders received to deliver a new public website and Festival of Fisher's Ghost microsite including design, content management system (CMS) and managed services for hosting and CMS support and recommend that Council accept the tender submitted by SeamlessCMS Pty Ltd.

History

Council has a contract for the provision of its website, which is due to expire in April 2016. As Council continues to require these services and the contract expenditure historically exceeds the legislative threshold of \$150,000, Council invited tenders for a new contract.

Council conducted a review of its online presence (such as all websites, microsites, social media, community engagement consultations, eServices and search engines etc). As a result, Council developed an Online Strategy to encourage cohesiveness among all our online platforms, along with a long term plan and vision for the next five years.

Report

Legislation

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

Contract Expenditure

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

Contract Term

The term for this contract will be for a period of three years with two by two year options for extension to be exercised at Council's discretion.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 6 and 13 April 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

A tender briefing was held on 15 April 2015.

Tender Document

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

- company details
- references
- company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to the services
- proposal including requirement responses to design, content management, reports, community consultation, microsite, migration of current content, hosting, project, ongoing support, maintenance and training
- scenario of a screen recording based on a common non-technical author to demonstrate their proposed system
- pricing
- insurances
- environmental practices
- work health and safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 5 May 2015. Seven on-time responses were received from the following organisations:

- Elcom Technology Pty Ltd
 - Ignia Pty Ltd
 - Internet Solutions Australia Pty Ltd t/a Internetrix
 - Jadu Software Pty Ltd
 - NSW Business Chamber Ltd
 - SeamlessCMS Pty Ltd
 - Solutions Outsourced Pty Ltd.
-

Evaluation Process

The Evaluation Panel, consisting of officers from Information Management and Technology, Communications and Marketing and Library Services evaluated the tenders against the following weighted assessment criteria:

- experience of the company and subcontractor, if applicable
- proposed solution
- price
- work health and safety
- environmental commitment.

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

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

The scoring of tendered prices was determined based on the price for the essential requirements over the potential contract term of seven years.

Short Listing

The Request for Tender process allows for a short listing process to occur at Council's discretion. This process excludes a Tender from further consideration at any stage of the evaluation process on a range of conditions, as follows:

- It is found not to comply with the Conditions of Tendering
- It is evaluated as not meeting or addressing a criteria
- It is found to be unacceptable in terms of effectiveness against the evaluation criteria
- It is evaluated as representing a greater than acceptable price
- It is found to be presenting unacceptable risk
- It is evaluated as not achieving a satisfactory standard.

An initial shortlisting process was undertaken whereby the following organisations were excluded from further evaluation:

- Ignia Pty Ltd was evaluated as not meeting or addressing a criterion as they omitted to submit a part of their submission which provided comprehensive details on the proposed system
 - Jadu Software Pty Ltd were evaluated as not achieving a satisfactory standard in relation to their response to the proposed solution
 - NSW Business Chamber Ltd were evaluated as not achieving a satisfactory standard in relation to their response to the proposed solution and company experience
 - Internet Solutions Australia Pty Ltd t/a Internetrix was not shortlisted as it was evaluated as representing a greater than acceptable price.
-

The following shortlisted tenderers were invited to present their proposed solution to the Evaluation Panel:

- Elcom Technology Pty Ltd
- SeamlessCMS Pty Ltd
- Solutions Outsourced Pty Ltd.

Tenderers not recommended

Following the presentation, the Evaluation Panel deemed that Solutions Outsourced Pty Ltd's proposal presented an unacceptable risk to Council as they:

- did not demonstrate sufficient experience with their proposed CMS
- did not demonstrate adequate functionality, particularly in terms of community engagement tools, forms or information syndication.

Following the presentation, the Evaluation Panel deemed that Elcom Technologies Pty Ltd's proposal presented an unacceptable risk to Council as they:

- did not detail an acceptable upgrade process
- did not incorporate all core requirements within their tendered price
- did not provide a suitable solution for migration of Council's content
- did not demonstrate a satisfactory understanding of the local government environment.

Recommendation of the Evaluation Panel

Seamless CMS Pty Ltd provided the best response to Council and is recommended to deliver a new public website and Festival of Fisher's Ghost microsite including design, content management system (CMS) and managed services for hosting and CMS support as they:

- provided excellent details of their company experience, particularly as they relate to the services, confirmed through satisfactory reference checks
- have considerable experience in the provision of similar works for local government organisations
- provided comprehensive details of their proposed solution
- provided an detailed presentation to Council on their proposal
- provided satisfactory work, health, safety and environmental documentation
- tendered competitive pricing to Council.

Assurance of the Process Undertaken

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

Management of Proposed Contract

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

Officer's Recommendation

1. That Council accept the offer of SeamlessCMS Pty Ltd to deliver a new public website and Festival of Fisher's Ghost microsite including design, content management system (CMS) and managed services for hosting and CMS support for a period of three years with two by two year options to be exercised at Council's discretion.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Hawker/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 135

That the Officer's Recommendation be adopted.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

3.7 Feasibility of Fully Automated Toilet Facilities at Redfern Park, Minto, Hallinan Park, Ingleburn and Bardia Park, Edmondson Park

Reporting Officer

Acting Manager Assets and Supply Services and Manager Healthy Lifestyles

Attachments

Locality Plans (contained within this report)

Purpose

To provide Council with information on the feasibility and costs of the installation of fully automated toilets at the following locations:

- Hallinan Park, Ingleburn
- Redfern Park, Minto
- Bardia Park, Edmondson Park.

History

Council on 19 May 2015 resolved that a report be presented outlining the feasibility and costs of installing Exeloo facilities at Redfern Park, Minto, Hallinan Park, Ingleburn and Bardia Park, Edmondson Park.

Report

Council has a large number of recreational areas, including 91 playgrounds that incorporate play space equipment. In Council's asset register, these recreational areas are categorised as either regional, district, local or pocket parks.

The purpose and functionality of each of the parks are generally defined by a combination of factors including the size of park, amount of equipment, how long people are likely to stay for extended periods of time, proximity to other parks and the number of residents.

In categorising each of the parks Council needs to consider embellishments and ancillary equipment such as barbeques, public toilets, car parks and cycleway connections. Council needs to be in a position to coordinate its planning and ongoing management of each of these parks in order to meet community expectations but also to be able to maintain each of the parks in an effective manner.

At present, Council does not have a formal basis or policy document, to help guide decisions around which parks should have a range of additional equipment and facilities, such as Exelooos.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

It is suggested that prior to implementing any further Exeloo's into Council's recreation areas, that extensive consultation should be undertaken with Councillors and the community to help inform the design and location of Council's parks and accompanying facilities. This work would lead to the development of a Strategy that defines the category of each Park and Reserve. This Strategy would provide Council with a level of guidance on the types of facilities required at each park (toilets, BBQ's, off-street parking, walking tracks, play equipment, shade structures, etc.)

In this respect, it is recommended that a City Parks Strategy be developed in the latter half of 2015, and should be available for guiding decision making by early 2016. This Strategy should take into account Council's recent work on the review of open space as well as future development and population planning such as the Glenfield-Macarthur Priority Urban Renewal Corridor Strategy which is soon to be placed on public exhibition. As detailed above, Councillors will be involved in the process of developing this Strategy.

The parks that are coming online in newly developing urban release area estates have an applied methodology that local and pocket parks cater for residents within a small catchment defined by a 300-500m walking distance and generally would not be embellished with off street car parking or public toilets. They would be connected with the local community via cycleways or footpaths and sometimes be served by limited on-street parking. District and regional parks that seek to cater for a wider range of residents travelling a much further distance than local residents may have a number of additional pieces of infrastructure which may include off street car parking, public toilets and a variety of play space equipment.

Thus, the proposed Parks Strategy would consider the suitability of amenities and facilities to cater for the functions of different level parks and play spaces across the City. It is considered that such an approach would be useful in assisting Council in its consideration of the placement of Exeloo's in different level parks and play spaces.

Feasibility and Costs of Installation of Exeloo Facilities

The need for a City Parks Strategy aside, Council has requested staff to report on the feasibility of installing fully automated toilets (Exeloo's) into three specific locations at:

- Hallinan Park, Ingleburn
- Redfern Park, Minto
- Bardia Park, Edmondson Park.

In response to this request, site surveys and inspections were undertaken to determine the feasibility of installing fully automated toilets at the three locations. The investigations identified that all locations could accommodate these structures. The attached plans show the preferred locations for the fully automated toilet facilities in each park if they were to be installed.

The suggested locations have been identified as the best sites with regard to minimising anti-social behaviour, best connection to services and overall installation costs, compared to other locations in the parks.

Redfern Park is located near the Minto community facility in close proximity to the shopping centre and specifically to local residents, and is currently classified as bushland.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Hallinan Park is located near the community centre and library and is close to the main street (Oxford Road) of Ingleburn where toilet facilities already exist. It is noted however, that signage could be improved to help direct people visiting Hallinan Park, to the amenities located in Oxford Road.

Hallinan Park is currently categorised as a district park. However, the park is considered not to be a specific destination point in its own right, but more as a complementary open space area to the library and community centre. It is understood to currently be utilised more from a local perspective to provide a level of entertainment and play for people who are attending other local facilities, such as the library, community centre or shopping precinct.

Bardia Park is located in the new Urban Growth estate, Edmondson Park, where local residents within walking and cycling distance are catered for, with small scale facilities.

It is planned that higher order district level facilities will be provided as part of the sports fields area at Mont St Quentin Oval, including public toilets. It should also be noted that Bardia Park is still in the process of being transferred to Council and has not been classified.

The table below identifies the estimated costing for the procurement and installation of the toilets with the ongoing estimates for utilities and maintenance costs for each individual location.

| | Procurement and installation | Maintenance PA |
|---------------|------------------------------|----------------|
| Redfern Park | \$162,000 | \$8,200 |
| Hallinan Park | \$162,000 | \$8,200 |
| Bardia Park | \$179,000 | \$8,200 |

These costs are not insignificant and further, it should be noted that the installation of Exeloos at these three locations has not been budgeted for in the 2015-2016 financial year.

Conclusion

In summary, staff would suggest to Council that widespread input should be sought from the community to help Council better understand their expectations over equipment and facilities they would like to experience at Council's parks, including the three locations that are the subject of this report. Thus, it is recommended that Council first undertake a comprehensive community consultation process and develop a comprehensive City Parks Strategy. Councillor involvement in this process will be critical and include a series of future briefing sessions.

It is believed that once an adopted City Parks Strategy was in place, Council would be better placed to make decisions concerning the extent and nature of future parks improvements, including amenities such as Exeloos.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Officer's Recommendation

1. That the information be noted.
2. That Council develop a City Parks Strategy so that there can be a coordinated response to the community which will include best practices, design and functionality for the city on what equipment and facilities will be provided for nominated parks, including toilet facilities (Exeloos).
3. That the City Parks Strategy be presented to a future Briefing Night of Council.

Committee's Recommendation: (Borg/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Borg/Hawker)

That the Officer's Recommendation be adopted.

Amendment (Lound/Thompson)

1. That Council develop a City Parks Strategy so that there can be a coordinated response to the community which will include best practices, design and functionality for the city on what equipment and facilities will be provided for nominated parks, including toilet facilities.
2. That the City Parks Strategy be presented to a future Briefing Night of Council.
3. That in view of the urgent need for accessible toilet facilities at Redfern Park, Minto and Hallinan Park, Ingleburn, Council install appropriately sized toilet facilities as soon as funding becomes available through future quarterly reviews.

A **Division** was called in regard to the Amendment for Item 3.7 - Feasibility of Fully Automated Toilet Facilities at Redfern Park, Minto, Hallinan Park, Ingleburn and Bardia Park, Edmondson Park with those voting for the Motion being Councillors Borg, Brticevic, Glynn, Hawker, Kolkman, Lake, Lound, Matheson, Oates, Rowell and Thompson.

Voting against the Amendment were Councillors Greiss and Mead.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Further Amendment (Greiss/Mead)

1. That Council urgently develop a City Parks Strategy so that there can be a coordinated response to the community which will include best practices, design and functionality for the city on what equipment and facilities will be provided for nominated parks, including toilet facilities.
2. That the City Parks Strategy be presented to a future Briefing Night of Council.
3. That in view of the urgent need for accessible toilet facilities at Redfern Park, Minto and Hallinan Park, Ingleburn, Council is presented with the option of installing an appropriately sized toilet facility as soon as funding becomes available through future quarterly reviews.

LOST

A **Division** was called in regard to the further Amendment for Item 3.7 - Feasibility of Fully Automated Toilet Facilities at Redfern Park, Minto, Hallinan Park, Ingleburn and Bardia Park, Edmondson Park with those voting for the Motion being Councillors Greiss, Hawker, Matheson, Mead, Rowell and Thompson.

Voting against the further Amendment were Councillors Borg, Brticevic, Glynn, Kolkman, Lake, Lound and Oates.

Motion (Lound/Thompson)

1. That Council develop a City Parks Strategy so that there can be a coordinated response to the community which will include best practices, design and functionality for the city on what equipment and facilities will be provided for nominated parks, including toilet facilities.
2. That the City Parks Strategy be presented to a future Briefing Night of Council.
3. That in view of the urgent need for accessible toilet facilities at Redfern Park, Minto and Hallinan Park, Ingleburn, Council install appropriately sized toilet facilities as soon as funding becomes available through future quarterly reviews.

WON and became the Motion.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Council Resolution Minute Number 136

1. That Council develop a City Parks Strategy so that there can be a coordinated response to the community which will include best practices, design and functionality for the city on what equipment and facilities will be provided for nominated parks, including toilet facilities.
2. That the City Parks Strategy be presented to a future Briefing Night of Council.
3. That in view of the urgent need for accessible toilet facilities at Redfern Park, Minto and Hallinan Park, Ingleburn, Council install appropriately sized toilet facilities as soon as funding becomes available through future quarterly reviews.

A **Division** was called in regard to the Resolution for Item 3.7 - Feasibility of Fully Automated Toilet Facilities at Redfern Park, Minto, Hallinan Park, Ingleburn and Bardia Park, Edmondson Park with those voting for the Motion being Councillors Borg, Brticevic, Glynn, Hawker, Kolkman, Lake, Lound, Matheson, Oates, Rowell and Thompson.

Voting against the Resolution were Councillors Greiss and Mead.

3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

ATTACHMENT 1

Toilet Location - Redfern Park



3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Toilet Location - Hallinan Park



3.7 Feasibility Of Fully Automated Toilet Facilities At Redfern Park, Minto, Hallinan Park, Ingleburn And Bardia Park, Edmondson Park

Toilet Location - Bardia Park



4. EMERGENCY SERVICES

No reports this round

5. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Brticevic/Hawker)

That the Committee in accordance with Section 10A of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Confidential Report Directors of Companies - City Works

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

Motion: (Mead/Hawker)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 8.41pm.

S Dobson
CHAIRPERSON

Reports of the Community Services Committee Meeting held at 5.30pm on Tuesday, 14 July 2015.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

| ITEM | TITLE | PAGE |
|-------------|--|-------------|
| 1. | COMMUNICATIONS AND MARKETING | 3 |
| | No reports this round | 3 |
| 2. | COMMUNITY RESOURCES AND DEVELOPMENT | 3 |
| 2.1 | Aged and Disability Worker Funding | 3 |
| 3. | CULTURAL SERVICES | 5 |
| 3.1 | 2015 Museums Australia National Multimedia and Publication Design Awards | 5 |
| 3.2 | Release of the NSW Arts and Cultural Policy Framework | 7 |
| 3.3 | Minutes of the Campbelltown Arts Centre Sub Committee meeting held 24 June 2015 | 9 |
| 4. | CUSTOMER SERVICE | 22 |
| | No reports this round | 22 |
| 5. | EDUCATION AND CARE SERVICES | 22 |
| 5.1 | Early Childhood Education and Care Grants Program Funding 2015-2016 | 22 |
| 6. | HEALTHY LIFESTYLES | 24 |
| | No reports this round | 24 |
| 7. | LIBRARY SERVICES | 24 |
| 7.1 | The Reading Hour 2015 | 24 |
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| 8.1 | Proposal to have defibrillators at major sporting areas | 103 |
| 22. | CONFIDENTIAL ITEMS | 103 |
| | No reports this round | 103 |

Minutes of the Community Services Committee held on 14 July 2015

Present

Councillor T Rowell (Chairperson)
Councillor G Bricevic
Councillor W Glynn
Councillor D Lound
Councillor M Oates
Councillor R Thompson
Acting General Manager – Ms L Deitz
Acting Director Community Services – Ms J Uluibau
Acting Director Planning and Environment – Mr J Baldwin
Acting Manager Communications and Marketing - Ms A King
Manager Community Resources and Development - Mr B McCausland
Manager Cultural Services - Mr M Dagostino
Acting Manager Customer Service – Ms M James
Acting Manager Education and Care Services - Ms G Vickers
Manager Healthy Lifestyles - Mr M Berriman
Acting Manager Library Services - Ms D Abbott
Manager Technical Services - Mr K Lynch
Policy and Governance Coordinator - Ms J Warner
Executive Assistant - Mrs K Peters

Apology (Rowell/Oates)

That the apology from Councillor Matheson be received and accepted.

CARRIED

Also in Attendance

At the conclusion of the Corporate Governance Committee meeting the following Councillors attended the Community Services Committee meeting:

Councillor Dobson
Councillor Greiss
Councillor Kolkman
Councillor Mead

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.

1. COMMUNICATIONS AND MARKETING

No reports this round

2. COMMUNITY RESOURCES AND DEVELOPMENT

2.1 Aged and Disability Worker Funding

Reporting Officer

Manager Community Resources and Development

Attachments

Nil

Purpose

To seek Council's endorsement of the extension of annual funding of \$26,219 from the Department of Social Services for Council's Aged and Disability Worker for the period from 1 July 2015 to 30 June 2017.

History

Council at the meeting of 9 December 2014 was advised in a confidential report that from July 2015 the Home and Community Care (HACC) program will be replaced by the Regional Assessment Service and the Commonwealth Home Support Program (CHSP).

Report

Council's Aged and Disability Worker position is partly subsidised through the HACC program. Council was previously advised that the HACC program ceases on 30 June 2015.

The Department of Social Services has now advised Council that activities classified as sector support and development will now attract continued funding until the 30 June 2017, while a broader approach to sector support across aged care is considered. Again, this will be reflected in a new CHSP grant agreement. The Department of Social Services will provide further information on the development of the approach to sector support later in the year.

Councils contribution by the Department of Social Services for the Aged and Disability Worker funding is \$26,219 from the 1 July 2015 to 30 June 2017.

Officer's Recommendation

That Council endorse the annual funding agreement for \$26,219 from the Department of Social Services for Council's Aged and Disability Worker for the period from 1 July 2015 to 30 June 2017.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

3. CULTURAL SERVICES

3.1 2015 Museums Australia National Multimedia and Publication Design Awards

Reporting Officer

Manager Cultural Services

Attachments

Nil

Purpose

To inform Council that Campbelltown Arts Centre has been successful in winning the 2015 Museums Australia National Multimedia and Publication Design Awards (MAPDA).

History

Council at its meeting on 17 March 2015 endorsed a submission to Museums Australia for the 2015 MAPDA for two catalogues published by Campbelltown Arts Centre under the category of Exhibition Catalogue (Major).

Report

The National MAPDA were established by Museums Australia to celebrate excellence in design and communication in the museum and cultural sector across Australia. The awards showcase the breadth of design talent across Australia and beyond.

The presentation of the Awards was held on Friday 22 May 2015 at the National Maritime Museum, Sydney. Campbelltown Arts Centre was successful in the category of Exhibition Catalogue (Major) for the Edge of Elsewhere catalogue.

These awards are a significant national recognition of excellence for Campbelltown Arts Centre's publication program.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Glynn/Lound)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

3.2 Release of the NSW Arts and Cultural Policy Framework

Reporting Officer

Manager Cultural Services

Attachments

Nil

Purpose

To advise Council that the Minister for the Arts has announced the release of the 'NSW Arts and Cultural Policy Framework' and advise of its likely impacts on Cultural Service provision in the Macarthur region.

History

Council at its meeting on 10 December 2013 resolved that a report analysing the impact of the 'Arts and Cultural Policy for NSW' be presented to Council when this information becomes available in 2014.

The New South Wales government recently released the 'NSW Arts and Cultural Policy Framework', which was developed as a result of significant consultation with the industry. It was launched by the Premier on Thursday 26 February 2015.

Campbelltown Council currently receives nearly \$300,000 annually in funding from the New South Wales government through Arts NSW.

Report

The 'NSW Arts and Cultural Policy Framework' outlines a vision for arts and culture in NSW which is aimed at the diverse communities of New South Wales, including Regional NSW, Western Sydney and Metropolitan Sydney.

The policy framework has three central principles: excellence, access and strength. It seeks to promote excellence through innovation, leadership, Aboriginal arts and culture, international connections and the revitalisation of infrastructure. It aims to promote access to arts and culture by encouraging participation and developing arts for young people. The policy framework looks towards professional development, business sustainability, networks and partnerships, and research and evaluation as key elements to building strength in the sector.

As part of the goal to revitalise infrastructure, the government makes a commitment to expanding the arts and cultural facilities available to the people in Western Sydney.

This whole of government policy framework is designed to complement and reinforce the NSW Government's Visitor Economy Action Plan and Creative Industries Action Plan. It works alongside regional and urban development strategies.

In December 2014, the NSW State Government, Department of Planning and Environment released 'A Plan for Growing Sydney'. Action 1.7.4: Continue to grow Penrith, Liverpool and Campbelltown-Macarthur as regional city centres supporting their surrounding communities states "the Government will: engage with Liverpool, Penrith and Campbelltown Councils to identify co-investment proposals for cultural infrastructure". This was also stated in the NSW State Government's Infrastructure Strategy released in November 2014.

Council has prepared a masterplan for the expansion of Campbelltown Arts Centre which was presented at a Briefing on 24 March 2015 which is in line with the NSW Arts and Cultural Policy Framework.

The NSW Government can also take into consideration the growth that will occur from the proposed Glenfield to Macarthur corridor when expanding cultural facilities in Campbelltown.

Officer's Recommendation

1. That the information be noted.
2. That Council writes to the Premier of New South Wales and the Minister for the Arts to support the NSW Arts and Cultural Policy Framework and their commitment to Western Sydney Arts infrastructure.

Committee's Recommendation: (Oates/Glynn)

1. That the information be noted.
2. That Council writes to the Premier of New South Wales and the Minister for the Arts to support the NSW Arts and Cultural Policy Framework and their commitment to Western Sydney Arts infrastructure.
3. That Council write to the Federal Minister for the Arts and to our local Federal Members requesting support for financial assistance to upgrade Campbelltown Regional Arts Centre and enhance its programs.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 137

That the Committee's Recommendation be adopted.

3.3 Minutes of the Campbelltown Arts Centre Sub Committee meeting held 24 June 2015

Reporting Officer

Manager Cultural Services

Attachments

Minutes of the Campbelltown Arts Centre Sub Committee meeting held 24 June 2015 (contained within this report)

Purpose

To seek Council's endorsement of the minutes of the Campbelltown Arts Centre Sub Committee meeting held 24 June 2015.

Report

Detailed below are the recommendations of the Campbelltown Arts Centre Sub Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration. There are no recommendations that require an individual resolution of Council.

Recommendations of the Campbelltown Arts Centre Sub Committee

Reports listed for consideration

7.1 Cultural Services Manager's Report

That the information be noted.

7.2 Friends of Campbelltown Arts Centre

That the information be noted.

8.1 Campbelltown Arts Centre Masterplan

That the information be noted.

8.2 Annual ARTEXPRESS Exhibition

That the information be noted.

8.3 Maintenance Requests

That the information be noted.

8.4 Festival of Fisher's Ghost Functions

That the information be noted.

Officer's Recommendation

That the minutes be noted.

Committee's Recommendation: (Thompson/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Campbelltown Arts Centre Sub Committee

Held Wednesday 24 June 2015 at the Campbelltown Arts Centre

Meeting Commenced: 6.03pm

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, Councillor Hawker.

2. Attendance and Apologies

Attendance: Councillor Paul Hawker - Campbelltown City Council
Councillor Bob Thompson - Campbelltown City Council
Councillor Michael Banasik - Wollondilly Shire Council
Lindy Deitz - Acting General Manager - Campbelltown City Council
Lorna Grear - Education Sector
Joan Long - Friends

Also in Attendance: Michael Dagostino - Manager Cultural Services
Jane Worden - Executive Support

Apologies: Councillor Lara Symkowiak - Camden Council
Councillor Ted Rowell - Campbelltown City Council
Jim Marsden - Marsdens Law Group
Justine Uluibau - Acting Director Community Services - Campbelltown City Council
Suzanne Archer - Arts Community
Helene Buckman - Friends

Sub Committee's Recommendation: (Hawker/Deitz)

That the above apologies be accepted.

CARRIED

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

Report

The minutes of the Campbelltown Arts Centre Sub Committee meeting held 25 March 2015 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held Tuesday 19 May 2015.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Thompson/Deitz)

CARRIED

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

5. Business Arising from Previous Minutes

Council's Manager Cultural Services provided the Committee with an update in relation to the proposed Artist Walk project to be located in Queen Street, Campbelltown. It was noted by the Committee that this project will not progress until such a time as restoration works have been completed in Queen Street. Once these works are completed Council's Manager Cultural Services will liaise with Council's City Works Division in relation to the placement of plaques which represent artists that have lived in the Campbelltown area. A report in relation to this project will be submitted to Council for consideration.

6. Correspondence

Nil

7. Reports

7.1 Cultural Services Manager's Report

Report

VISUAL ARTS PROGRAM

Colour Restraint/Friends Annual/Little Orange by Big Blue

Exhibition: 21 March – 24 May

Opening: Friday 20 March - 6.00pm

Artist Talks: Friday 20 March - 5.00pm

On 20 March 2015, Campbelltown Arts Centre launched three simultaneous exhibitions. The first, 'Colour Restraint', was an exhibition of new and existing works by Australian artists Rebecca Baumann and Brendan Van Hek. Their individual practices explore the use of colour and tone, the relationship between colour within a work, as well as the emotional and conceptual responses experienced by the viewer from the use of particular colours within their works. As part of the exhibition, the artists collaborated to create a newly commissioned piece, *Untitled*, which unified colour, form, and structure, to create a large installation piece which was a popular work in the exhibition.

The second exhibition, 'Little Orange', is a selection of works by the artists from Big Blue Studios, run at Campbelltown Arts Centre for artists with a disability. The exhibition provided the opportunity for these artists to see their work professionally exhibited within a public space. Artists were given the option to have their works for sale, with three artists selling work on the opening night.

To provide context and background for exhibition audiences, artist David Capra was commissioned to make a short documentary piece interviewing the artists whilst exploring their practice and past work. This documentary has been very well received by the public, offering insights into the diversity of work that has come from these studios.

Thirdly, the 'Friends Annual' has been exhibited once again, with up to two works being submitted by members of the Friends of the Arts Centre for exhibition. Over 100 works have been exhibited, with themes including landscape, portrait, and abstract, across mediums including painting and sculpture. The winner of the Friends award for 2015 was Kerry Walsh, and the winner of the MDS award was Dave Manning. Further to this, 2015 saw the continuation of the 'Focus Wall', allowing one artist the opportunity to show a small body of works. Virginia Arregui was selected for 2015, displaying six works of painting on ceramic tile.

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

Each of these exhibitions were formally opened at the launch held on 20 March at 6.00pm, which saw over 100 people in attendance.

PERFORMANCE PROGRAM

SWARM

1st Stage Development and Residency
9 – 29 March 2015

'Swarm' is Campbelltown Arts Centre's Live Art Program for 2015-2016, that will include five key artistic projects that will take the form of a major live performance in Campbelltown in March 2016. 'Swarm' will be curated by Branch Nebula, which is the interdisciplinary collaborative practice of Mirabelle Wouters and Lee Wilson. There will be Artists Denis Beaubois (NSW), Matthew Prest (NSW), Bhenji Ra (NSW), Amala Groom (NSW) and Tania El Khoury (LEB) will collaborate with local community members, businesses and organisations in the development and outcome of their artistic projects.

Between 9-29 March, Branch Nebula and the five artists occupied a shopfront on Queen Street. They transformed the shop into a studio hub, where they began to research into the local area and communities, and develop their ideas towards the final outcome in March 2016.

Candy Bowers

1st Stage Development and Residency
30 March – 12 April 2015

Candy Bowers undertook a two week residency from 30 March - 12 April to develop a new theatre work for children titled 'One The Bear' (working title). This work will develop over 2015, towards a major presentation in 2016 (dates TBC).

Candy Bowers is a passionate writer/performer whose work encompasses theatre, burlesque, spoken word, hip hop and comedy. Since 2010 Candy and her sister and musical collaborator, Kim 'Busty Beatz' Bowers, have toured their interactive musical comedy for children MC Platypus & Queen Koala's Hip Hop Jamboree, which is a work that fuses theatre with choreography, hilarious vocals, sketches and hip hop clownery.

Extraordinary/Ordinary

Workshops: 22 April – 18 June 2015

Commencing 22 April, artists Liam Benson, Kay Armstrong and Kate Blackmore will lead a project with students with disabilities from Mater Dei School that explores 'performance for the camera'.

Over nine weeks between April – June, the artists will facilitate a series of workshops, where participants will develop their own performances to then be documented on video. This documentation will then culminate in a new commissioned video work that will capture each student's performances as well as the process of workshop development.

This project will offer each participant an opportunity to participate in the development of a new video work; undertake a series of performance workshops and explore contemporary arts practice through performance and video art practice. The outcome of this project will premiere at Campbelltown Arts Centre in September 2015.

DANCE PROGRAM

Local Indigenous Dance Project

Partnership between Campbelltown Arts Centre and NAISDA

Stage 1: Artist In School Dance Program
23 – 27 February 2015

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

The 2015 Artist-In-Schools Indigenous Dance Residency project, Campbelltown Arts Centre and the National Aboriginal Islander Skills Development Association (NAISDA) Dance College are a continuation of an ongoing creative partnership between the Arts Centre and NAISDA. The partnership which started in 2006 provides ongoing professional dance pathways and meaningful, intergenerational and artistic experiences for local Indigenous youth and develops new audiences in contemporary dance.

NAISDA is a unique world-class cultural organisation that provides excellence in Indigenous dance and performing arts education and training. NAISDA students represent communities throughout Australia. It encourages and prepares its students to be enterprising, to engage in lifelong learning and to lead fulfilling lives. NAISDA is committed to responding to the needs and aspirations of its constituents and the wider Indigenous community through the development and delivery of performing arts education and training.

The local Indigenous Dance Programs for Schools build on the achievements of Aboriginal dance programs currently provided within Campbelltown. It provides the opportunity for the learning and developing of new skills and new forms of both traditional and contemporary Indigenous dance practice. In addition, the program provides Aboriginal secondary students in Campbelltown with the opportunity to be mentored by senior NAISDA dance students who are representative of communities throughout Australia. Furthermore, it introduces local Indigenous secondary students to options for post-school pathways into tertiary education.

The project occurs in two stages – Stage 1 (March) in-school workshops and Stage 2 (May) a week long residency and performances at Campbelltown Arts Centre.

During the March stage 1 in-school workshops, Indigenous dance artist Thomas ES Kelly facilitated a four hour workshop with each group of students from select local high schools. Thomas workshopped dance-making and choreography that allows Indigenous students to break down the principles of traditional and contemporary dance to show that anyone can dance and everyone does dance.

The workshops are designed to be relevant and appealing to young, Indigenous participants who may not necessarily be studying dance.

Outcomes:

- Learn exercises demonstrating simple contemporary dance, including hip-hop and Indigenous movement
- Engage students through linking dance to interests relevant to the group (eg. sports, culture, pop music and dance forms)
- Fuse more traditional aspects of Indigenous dance styles with elements of contemporary dance and popular hip-hop
- Compose dance styles into a routine to perform at completion of workshop
- Inspire and motivate students through a fun, energetic class for experienced dancers as well as beginners with an interest in learning new skills.

Participating schools included: James Meehan High School, Macquarie Fields High School, John Terry High School, Camden High School and Picton High School.

These workshops were in preparation to engage students in stage 2 of this project, a week long residency at Campbelltown Arts Centre with choreographers, Monica Stevens and Thomas ES Kelly, on 4 – 9 May and in partnership with NAISDA.

MUSIC PROGRAM

Kiddies Cushion Concert

Performance: Sunday 15 March

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

The Kiddies Cushion Concert is a public event created for children up to the age of 6. It is a performance by the Fisher's Ghost Youth Orchestra. The orchestra perform classic children's nursery rhymes and television themes.

This year's performance gave children and their families the opportunity to physically engage with the instruments and performers, as well as the experience of listening to a live orchestral ensemble. The event also allowed the Fisher's Ghost Youth Orchestra the opportunity to perform live within a professional setting, whilst providing musical and creative entertainment and education to local Macarthur children.

Forgotten Call of the Night Parrot

Performance: Friday 27 March

As part of the 2015 Contemporary Music Program, Campbelltown Arts Centre hosted the return of Australian pianists Anna Grinberg and Liam Viney to present a program of works for two pianos including the premiere of new Australian works composed for two pianos by composers Dr. Matthew Hindson and Erik Griswold in a performance titled 'Forgotten Call of the Night Parrot'.

The performance provided local audiences as well as students and lovers of the piano with the opportunity to hear and be witness to the first performance of these two new additions by Australian composers to the international piano repertoire.

Pixel Sounds Festival

Performance: Saturday 18 April

For the third consecutive year, Campbelltown Arts Centre presented Pixel Sounds, a public event involving workshops and performances created around the new artistic practice of composing and playing music using archaic gaming consoles.

In three separate and well attended public workshops facilitated by the participating artists, participants learnt how to compose and play music on a Nintendo Gameboy, introduced to the art of circuit bending, which involves the customisation and transformation of cheap electronic toys into usable musical instruments and watched a demonstration on how a Nintendo SNES gaming system was transformed into a music making machine.

The evening's performance provided local audiences with an excellent opportunity to get up close to and hear some of the finest national exponents of this new and exciting musical genre.

Astronomy Class + Srey Channthy

Residency: 27 April – 2 May

Performance: Saturday 2 May

As part of the 2015 Contemporary Music Program's Cross-Cultural Residency, Campbelltown Arts Centre hosted ARIA nominated Australian band Astronomy Class and Melbourne based Cambodian singer Srey Channthy in a one week artistic residency.

During the residency the artists collaborated on new material to follow up their 2014 ARIA nominated album 'Mekong Delta Sunrise' for an upcoming release in 2015. The residency concluded with a public performance at Campbelltown Arts Centre by Astronomy Class with Srey and special guest Vida Sunshyne. This provided local audiences with the opportunity to see and hear the results of this wonderful cross-cultural collaboration.

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

ABORINGAL AND TORRES STRAIT ISLANDER ARTS (ATSIA) PROGRAM

Amaroo Dangara

Amaroo Dangara (Dharawal language meaning "Beautiful Women Dancing"), is a dance group with a community development, cultural inclusion and wellbeing focus to give Aboriginal women and girls of all ages an opportunity to increase knowledge and participation in their culture and express their identity through weekly dance lessons and public performance. A local emerging young Aboriginal choreographer is engaged to design and teach dances using traditional and contemporary movement.

The group currently meets weekly on a Wednesday afternoon and has girls between the ages of 3 to 12 years who participate with a network of supportive parents who are now regularly engaged with the Arts Centre and its activities.

Weaving Group

This workshop is designed specifically for Aboriginal women from the Western Sydney region. On the last Friday of each month between 15 and 20 women from local community groups attend a weaving workshop facilitated by Gerringong Weaver and acclaimed artist Phyllis Stewart from Jungah Weavers.

The ages of the women range from 20 to 70, from seniors to professional women to mums with bubs. The days are full of positivity and the women talk and exchange stories about their diverse backgrounds and their cultural and non-cultural experiences.

Phyllis teaches the women traditional and contemporary weaving methods using local natural harvested fibres. The Workshops are currently up to their third instalment and each month the participants gradually advance through the techniques so that they will eventually be able to continue weaving and harvesting independently. The final goal being that the women regularly practice culture at home.

SCHOOL AND TERTIARY EDUCATION PROGRAMS

The following school and tertiary groups have participated in exhibition discussion tours and other education programs:

| SCHOOL | DATE | NUMBER | YEAR GROUP | REASON FOR VISIT |
|----------------------------|---------------------|---------------|-------------------|---|
| St Helen's Park Public | 6 March | 20 | K – Year 5 | Tour of current exhibition and art workshops |
| Thomas Reddall High | 16 March | 25 | Year 9 & 10 | In school workshops as part of Campbelltown Arts Centre's Music Program |
| Robert Townson High | 17 March | 110 | Year 8 | In-school artist talk and workshop |
| Rissalah College | 23 March | 60 | Year 5 | Tour of Japanese garden and workshops |
| Mater Dei Catholic College | 22 April & 29 April | 12 | Year 11 - 12 | In-school workshops as part of Campbelltown Arts Centre's Performance Program |

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

COMMUNITY GROUPS

Tours and workshops were conducted during this period for the following community groups:

| Community group | Date | Number | Reason |
|--------------------------------------|-------------------------------------|--------|---|
| Interchange Australia | 3, 17, 24, 31 March 21, 28 April | 10 | Tour of current exhibitions and workshops |
| Kellyville Castle Hill Probus Club | 19 Mar | 20 | Tour of Japanese Garden |
| Wingecarribee Council, Seniors Group | 19 Mar | 120 | Tour of Gardens, film screenings and workshops |
| The Whiddon Group | 25 March | 11 | Tour of current exhibitions for people with and without memory loss |
| Holsworthy Seniors Group | 26 March | 20 | Tour of current exhibitions and gardens |
| Frank Vickery Village | 29 April | 21 | Tour of current exhibitions and gardens |

WORKSHOPS

The following number of people participated in weekly adult art making courses:

| Type of course | Duration | Number |
|------------------------------|------------|--------|
| Ceramics on Saturdays | 8 weeks | 6 |
| Ceramics on Tuesday evenings | 8 weeks | 9 |
| Resin Jewellery | 2 sessions | 17 |

The following number of children participated in school holiday art-making workshops, during the summer school holiday period:

| Type of workshop | Target age group | Number |
|----------------------------------|-------------------------|--------|
| Kids and Parents Clay | 5 – 10 years and adults | 10 |
| Holiday ceramics | 10 – 15 years | 3 |
| Embroidery | 7 – 12 years | 6 |
| Parents and babies gallery visit | 0 – 3 years and adults | 8 |
| Art Explorers | 3 – 10 years and adults | 18 |
| NIDA Drama Workshops | 5 – 16 years | 30 |
| Einsteinz Music Workshop | 1 – 5 years | 20 |
| Art Installation and Sculpture | 12 – 18 years | 5 |

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

The following community groups utilised workshop space and held art making classes as part of a partnership with Campbelltown Arts Centre, led by the Education and Public Programs Officer:

| Group | Frequency | Number |
|--|---------------------------|----------|
| Campbelltown Group of the Embroiderers' Guild of NSW | Fortnightly | Up to 35 |
| NPA Macarthur Branch | Bi-monthly | Up to 30 |
| Sweet Tonic Singers | Weekly during school term | Up to 40 |
| Phasmid Society | Bi-monthly | Up to 20 |

PUBLIC PROGRAMS

Seniors Week 2015

Embroidery Workshop

On 14 March, members of the Embroiderers Guild of NSW facilitated a workshop for seven seniors to practice their embroidery skills and for beginners to learn a new skill.

Still Life Painting

On 15 March, artist Suzanne Archer facilitated a still life painting workshop for an intimate group of four senior residents. Archer encouraged participants to use personal subject matter, drawing inspiration from sixteenth and seventeenth century Dutch and Flemish still life paintings.

Wingecarribee Seniors Visit

On 19 March senior residents from Wingecarribee visited Campbelltown Arts Centre for a variety of art tours and workshops, in celebration of Seniors Week 2015. The event was arranged with support from Wingecarribee Council and included ceramics workshops, film screenings as well as guided tours to introduce many first time visitors to Campbelltown Arts Centre.

Art and Memory Tours

On 21 March, a tour of current exhibitions was provided to seniors living with memory loss and family members or carers. This was the first time this program had been run during Seniors Week and was well received by the five participants and carers.

Seniors Tea Dance

On 21 March, the annual Seniors Tea Dance was held in the Campbelltown Arts Centre performance studio. JH Dance Band provided entertainment for seniors to either dance or relax and enjoy high tea in a social environment. The event was well attended by 60 seniors from the Macarthur region.

Seniors Soiree

On 22 March, the annual Seniors Soiree was held in the Campbelltown Arts Centre performance studio. This was an opportunity for local musicians, singers, poets and other performers to perform in a professional setting, with their talents and achievements celebrated by peers. The event was well attended with an audience of over 100 people and 40 performers on stage throughout the afternoon.

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

Heritage Talk: Arts and Wedderburn

On 16 April, Campbelltown Arts Centre presented a public forum as part of Heritage Week. The event included a panel discussion among artists and community members around the Wedderburn arts community and the artists practice. The panel discussion was facilitated by Michael Dagostino, and guest speakers were Suzanne Archer, David Fairbairn and Fred Braat. These artists are key representatives who have been involved in the historical development and current community of Wedderburn.

The event was well received, with approximately 25 attendees, with speakers and audience members joining an active discussion about the history of Wedderburn as a cultural community and part of Macarthur's unique cultural and artistic heritage, as well as the future of art and artists in Macarthur.

EDUCATION

In addition to coordinating school excursions, the Education and Public Programs Officer facilitated the following special education programs/services:

School Education Program, Colour Restraint

On 17 March artists Rebecca Baumann and Brendan Van Hek visited year 8 students at Robert Townson High School as an introduction to their exhibition 'Colour Restraint' at Campbelltown Arts Centre. Rebecca and Brendan visited several classes to talk about their individual practices, their new collaborative work for 'Colour Restraint' as well as providing workshops for students to experiment with the use of lights and reflection in their art-making.

MEDIA COVERAGE

The Media and Marketing Officer has achieved media coverage throughout February to April 2015 for programs including: Colour Restraint, When the Ocean turns to Dust, Kiddies Cushion Concert, Pixel Sounds, Liam Viney and Anna Grinberg, Seniors Week, Friends Annual, Big Blue Arts, Swarm and NAISDA. This free media coverage is made possible through strong relationships with local journalists and the continued extension of our media lists.

During this period, features have been included in a variety of media including: Macarthur Chronicle, The Macarthur Advertiser, The Camden Advertiser, The Wollondilly Advertiser, The Sydney Morning Herald, The Daily Telegraph, Sunday Telegraph, Koori Mail, NITV, Drum Media, RealTime Magazine, ABC Radio, 2MCR Radio, Museums & Galleries NSW Alert, Arts Hub, Sydney's Child, Southern Highland News, Sydney City News, Bondi View, Runway Magazine and ABC Sydney Events Diary. We have also received substantial coverage in digital media avenues, these include websites such as Concrete Playground, Streetcorner and InMacarthur online as well as Social Media channels such as Facebook and Twitter.

Campbelltown Arts Centre's Facebook page has played an integral part of promoting the centre since the Social Media Policy was adopted by Council and has now reached over 4500 "likes". Campbelltown Arts Centre has recently successfully implemented Instagram to its social media presence and has over 600 followers.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Banasik/Hawker)

That the information be noted.

CARRIED

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

7.2 Friends of Campbelltown Arts Centre

Report

The Friends Annual Exhibition concluded on Sunday 24 May and 16 works have been sold.

A bus trip to Mosman Art Gallery and Traffic Jam Galleries is taking place on Tuesday 16 June.

There will be three exhibitions at Mosman Art Gallery - 'Interchange' - a printmaking dialogue featuring 30 artists from Thailand and Australia; 'Art' - photographs by Gary Grealy and 'The Cloud' - a collaborative new media and installation work by artists Biljana Jancic and Alex Munt.

Traffic Jam Galleries will have two exhibitions - traditional and contemporary works by Sally West and Philip Stallard and a variety of works by Jam Gallery artists.

There are now 235 members of the Friends.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation: (Thompson/Banasik)

That the information be noted.

CARRIED

8. General Business

8.1 Campbelltown Arts Centre Masterplan

Council's Manager Cultural Services advised the Committee that the Campbelltown Arts Centre has identified a need for future capital expansion in response to forecasts of population growth in the Macarthur region. It was noted that under the State Government's new Metropolitan Planning Strategy, Campbelltown is identified as a Regional City Centre, cementing Campbelltown as the capital of the Macarthur region. Council in conjunction with architect Sam Marshall have developed a Masterplan to address the future usage requirements of the Campbelltown Arts Centre.

The Committee were presented with an overview of the Masterplan which was presented in 2 Stages and detailed proposed works should Council be successful in its application for \$30m grant funding from the NSW State Government. The presentation featured architectural designs, indoor theatre plans, proposals to increase the capacity of workshops and rehearsal spaces, new entrance designs, relocation and expansion of the Café as well as issues that will be addressed in relation to the existing building infrastructure.

Committee members were supportive of the Masterplan proposal and gave an undertaking to provide letters of support to Campbelltown City Council in relation to its application to the State Government for funding.

Sub Committee's Recommendation: (Hawker/Banasik)

That the information be noted.

CARRIED

3.3 Minutes Of The Campbelltown Arts Centre Sub Committee Meeting Held 24 June 2015

8.2 Annual ARTEXPRESS Exhibition

The Campbelltown Arts Centre Committee discussed the merit of participating in the 2015 ARTEXPRESS exhibition which was developed for the art making component of the HSC examination in Visual Arts and provides insight into students' creativity and the issues important to students. After some discussion the Committee agreed to pursue other locally run programs which engage with schools in the Macarthur area which the Committee feels would be of greater benefit for participants.

Sub Committee's Recommendation: (Hawker/Banasik)

That the information be noted.

CARRIED

8.3 Maintenance Requests

Councillor Hawker requested that Council officers carry out the following maintenance works at Campbelltown Arts Centre:

- appropriate disabled signage to be erected at entrance way
- pruning of tree branches in top car park to prevent damage to cars; and
- pruning of tree branches along the pathway to ensure the path is appropriately lit.

Council's Manager Cultural Services gave an undertaking to follow up on these maintenance requests.

Sub Committee's Recommendation: (Hawker/Banasik)

That the information be noted.

CARRIED

8.4 Festival of Fisher's Ghost Functions

Council's Manager Cultural Services advised the Committee of the following dates regarding Festival of Fisher's Ghost events which Committee members may be interested in attending:

- VIP Fisher's Ghost cocktail party - Friday 30/10/15 at 6.00pm
- Opening of the Fisher's Ghost Art Award - Friday 6/11/15 at 7.00pm.

Sub Committee's Recommendation: (Hawker/Thompson)

That the information be noted.

CARRIED

Next meeting of the Campbelltown Arts Centre Sub Committee will be held on Wednesday 23 September 2015 at 6.00pm at the Campbelltown Arts Centre.

Councillor Hawker
Chairperson

Meeting Concluded: 6.53pm

4. CUSTOMER SERVICE

No reports this round

5. EDUCATION AND CARE SERVICES

5.1 Early Childhood Education and Care Grants Program Funding 2015-2016

Reporting Officer

Acting Manager Education and Care Services

Attachments

Nil

Purpose

To seek Council's endorsement of \$541,745 renewable funding from the NSW Department of Education and Communities for Council's Education and Care Services for the period of 1 July 2015 to 30 June 2016.

History

In April 2011, responsibility for early childhood education and care was transferred from the Department of Family and Communities Services to the Department of Education and Communities.

Council at the meeting of 3 June 2014 was advised that the NSW Department of Education and Communities acceptance of renewable funding became web based through the Early Childhood Contract Management System (ECCMS) contract and grant funding management system.

Report

The NSW Department of Education and Communities funds early childhood education and care in NSW through a series of grants programs. Council receives renewable funding to support the direct delivery of its Long Day Care and Vacation Care services. Council's Campbelltown Child and Family Centre and Mobile Toy and Book Library also receive funding through these early childhood project grants.

5.1 Early Childhood Education And Care Grants Program Funding 2015-2016

The web based ECCMS contract and grant funding management system gives funded early childhood service providers secure access to information about their service details, annual funding specifications, financial accountability and performance management. This information is accessed via an online portal, using a secure log in to electronically manage annual funding agreements including notification of review, acceptance of funding agreements and payment advice.

On 22 May 2015 the Department sought Council's agreement to accept renewable funding of \$541,745 for Education and Care Services for the period of 1 July 2015 to 30 June 2016. This funding is a recurrent amount identical to the amount for the period 1 July 2014 to 30 June 2015.

In order for Council to continue to receive the funding, Education and Care Services were required to electronically accept the above funding by 29 May 2015.

Officer's Recommendation

That Council endorse acceptance of \$541,745 renewable funding from the NSW Department of Education and Communities for Council's Education and Care Services for the period of 1 July 2015 to 30 June 2016.

Committee's Recommendation: (Lound/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

6. HEALTHY LIFESTYLES

No reports this round

7. LIBRARY SERVICES

7.1 The Reading Hour 2015

Reporting Officer

Manager Library Services

Attachments

Nil

Purpose

To advise Council of a special Family Storytime event to be held in conjunction with The Reading Hour 2015 at HJ Daley Central Library.

Report

The Reading Hour will occur on Tuesday 18 August 2015, between 6.00pm and 7.00pm across Australia, at which time Library Services will be hosting a special Storytime at the HJ Daley Central Library.

Following on from the National Year of Reading, The Reading Hour continues to encourage Australians to work towards the shared goal of helping to lift literacy rates and become a nation of readers. The Reading Hour is designed to promote to parents the importance of spending at least ten minutes a day reading to their child in order to increase brain development and improve literacy skills.

During The Reading Hour, library staff will promote the importance of reading, share stories with children and help parents understand how the library can assist with developing literacy skills and engaging children in an appreciation of literature.

At the conclusion of The Reading Hour families will be encouraged to stay and enjoy what the library has to offer. For people who are not already members of the library service, membership forms and promotional material on the library's various services will be available.

It is anticipated that this program will help to increase library membership, engage with families where English is a second language, introduce families to the benefits of the library service and to reinforce the role of the library in the community.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Glynn/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

7.2 Tech Savvy Seniors CALD Program

Reporting Officer

Manager Library Services

Attachments

Nil

Purpose

To advise Council of the success and completion of the Tech Savvy Seniors Program for Culturally and Linguistically Diverse Seniors at the HJ Daley Library.

History

Council at the meeting on 17 March 2015 was advised of the Campbelltown Library Services participation in the Tech Savvy Seniors Libraries Technology Training for Culturally and Linguistically Diverse Seniors program beginning in April 2015.

Report

The NSW Government (through partners Office for Aging and the State Library) and Telstra launched a partnership earlier this year to extend the Tech Savvy Seniors Program to older members of CALD communities across NSW, delivering face to face training in using computers, the internet and social media at selected Public Libraries and Community Colleges.

Following on from the launch, Campbelltown City Library was chosen as one of the 13 participating Public Libraries across NSW to deliver these training sessions to CALD seniors in language through bilingual trainers. The languages chosen for the program at the HJ Daley Library were Arabic, Hindi and Chinese (Cantonese).

Bilingual trainers hosted four weekly sessions for each language group from 10.30am to 12.30pm. The program began with Arabic on Wednesday 11 March 2015, followed by Hindi on Wednesday 8 April 2015 and then Chinese (Cantonese) on Wednesday 13 May 2015.

The program was promoted in local newspapers, community radio, Compass, Council's website, social media and also through direct communication with various multicultural seniors and educational groups and organisations. The sessions were very well attended with six to eight regular participants attending each of the language sessions and the feedback from these participants has been extremely positive. Overall the participants felt that the sessions were extremely valuable and helped in providing them with 'hands on' experience and a greater understanding of new communication technology and social media. The most beneficial part of the training was the opportunity to learn about this technology in their own language through the multilingual trainers (supplied by the Ethnic Communities Council).

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Lound/Thompson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

7.3 Library Services Review

Reporting Officer

Manager Library Services

Attachments

Campbelltown City Library Service Strategic Review (contained within this report)

Purpose

To advise Council of the outcome of the external review of the Library Services.

History

Council at its meeting of 11 February 2014 requested a report on the provision of Library Services across the City. External consultants, Roger Henshaw Consulting were engaged to undertake a review of the Library Service during the second half of 2014.

The review examined the existing Library Service in the context of both State and National standards, the New South Wales Library Act and Library Regulation and benchmarking against other Category 13 UFV (Urban Fringe Very Large) Councils.

A briefing to Council was also conducted on 24 February 2015.

Report

The review identified a range of opportunities for the Library Service both in terms of existing service level and programmes and future challenges in maintaining service levels in line with community expectations, technological change and population growth.

Public Library services are experiencing a high degree of change brought about through a combination of factors including demographic changes, changing technology use, changes in traditional publishing models and altered community expectations of service delivery. Across Campbelltown, there has been a steady decline in the demand for traditional lending services, with a change in preference from informational material to recreational material, and a concurrent increase in demand for access to online information resources. Branch Library visitation is increasing however and this trend is being driven by a range of factors including access to computers, access to programmes and access to quiet or studying spaces outside of the home.

The report reviews these factors in light of the legislative framework and applicable standards under which NSW public libraries operate. The report also cites a number of relevant best practise examples both in Australia and overseas in its recommendations. Notably, the report identified that:

- the current mix and location of library branches across the City provides appropriate access to library and information services for the city's residents on current population figures
- the Library's current performance against the relevant national benchmarks is satisfactory
- anticipated development and population growth in the region will require a response in order to ensure that the existing branch libraries can continue to meet demand
- anticipated growth in the southern end of the city will require careful planning to ensure the best outcomes for service delivery are achieved.

The anticipated change in population density around existing facilities will pose some challenges, especially for the HJ Daley Library which will experience:

- increased demand for flexible spaces, meeting rooms, study areas, performance, exhibition space
- evolving use of technology with demand for greater band width
- catering to a greater demand for recreational use.

The report notes that demand for flexible space and access to information, as well as programmes will continue to grow and that the existing HJ Daley Library building is currently struggling to meet that demand. Similarly, the northern most branch, Glenquarie, will see increasing demand in the medium term and require a similar approach to ensure that service demand can be met.

Additionally, the library service will need to continue to adapt and deliver new services to a changing demographic with growth in both preschool aged children and over 65s anticipated during the next five years.

The Review provided the following conclusions:

- existing service delivery model is currently working well
- population growth and changes in density will place pressure on existing buildings
- demographic change will demand enhancement of current programming especially for over 65 and preschool age groups.

Response

The review makes 49 recommendations across all areas of Library operations designed to reflect current best practise across public library services. The recommendations are divided into 6 categories, Library Service Delivery, Service Design and Delivery, Community Engagement, Partnerships and Income Options, Collections, Staffing Organisational Structure and Marketing. The recommendations are based on the current review and anticipated future needs. Responses to the recommendations are grouped into categories below.

The recommendations are:

Library Service Delivery Model

1. One central library and two to three smaller town centre libraries offering varied services and collections. Following the development of a Library in the southern part of the LGA, this model may be adjusted.
2. Kiosks (sometimes referred to as Express libraries) to be provided in key locations
3. Semi-permanent facility to deliver outreach services and promote the library's services and programs (similar to City of Sydney's Library Link or Greater Taree's pop-up library)
4. Develop a Campbelltown City Library Facilities Plan that includes:
 - A review of existing library infrastructure
 - A visioning brief for future library facilities
 - Identification of possible sites, which may need to be acquired
 - A design brief for each proposed site based on contemporary and local needs
 - Draft plans costing and resourcing purposes eg. Applications for funding including grants, Council capital investment, partnerships (including commercial), and regional/Western Sydney infrastructure funding.

Service Design and Delivery

5. Develop outcomes-based project briefs for library programs and key services
6. Evaluate all programs on an ongoing basis to ensure they meet strategic outcomes
7. Review spread of library opening hours
8. Implement an online events booking system, with capacity for electronic payments
9. Purchase eReaders, iPads, tablets etc. for loan, and for staff / customer familiarisation tablets (25% of Campbelltown's households do not have home access to technology)
10. Develop eServices for the house bound
11. Create an eBrowsing area e.g. touch screen kiosks and tables
12. Develop an online Readers' Advisory service (opportunity for collaborative project with other libraries)
13. Explore the concierge model of user assistance. This may require staff training, and the increased use of technology e.g. mobile phone and tablet for concierge staff
14. Consider removing/downsizing circulation and reference desks as more customers use self checkout, and the concierge model is implemented
15. Continue to provide technology based programing and services, e.g. Internet tutorials, how-to workshops, information resources for technology development, opportunities to view, touch and learn about new technologies
16. Provide and target technology services to older persons and youth (a digital literacy strategy)

Community Engagement

17. Further develop library web presence and social media to engage, inform, invite and celebrate
 18. Encourage and support a culture of reading within the community (e.g. Paint the Town Read, One Book One City)
 19. Provide training and resources which support and encourage the development of literacy skills in the community (including digital literacy)
 20. Work collaboratively with other agencies in the LGA to provide resources and services aimed at improving literacy levels in the community (Let's Read)
-

21. Assess the creation of a Friends of the Library group for library programs and fundraising support for key library projects / programs
22. Assess the targeted use of volunteers (skill based) for assistance in the delivery and support of library programs and events

Partnerships and Income Options

23. Draw up partnership and sponsorship guidelines
24. Develop a partnership prospectus
25. Investigate supplier partnerships (entrepreneurial activity) e.g. the lending or sale of eMaterials via the library website (to offset collection costs)
26. Charge for value-added programs e.g. the library as a venue for meetings or training, although this is limited by size constraints of existing branches
27. Design a program of library income and expenditure i.e. generating income from specific activities and using the income to directly support nominated activities (for example, generating income from higher level facilitated technology training (library as a venue), and utilising income to offset the library's technology costs / equipment replacement costs
28. Develop a project-based grants strategy
29. Investigate commercial partnerships e.g. the leasing of café space, merchandising etc
30. Evaluate co-location partnership opportunities (commercial, non-commercial or community)

Collections

31. Consider joint purchasing agreements with other Councils, with the Library seeking formal expressions of interest from geographically close library services (e.g. Camden, Wollondilly and Wollongong) to make tender development, assessment, implementation and ongoing performance monitoring easier and more immediate
32. Move to increased levels of shelf ready materials
33. Investigate eKiosk technology and service options e.g. lending eMaterials
34. Focus on (lifelong) learning support resources, eResources and physical resources

Staffing/Organisational Structure

35. Move to self-checkout with concierge type support as required (at city and town centre libraries)
 36. Plan for staff relocations, as operations and branches change to meet new service delivery model
 37. Develop and implement a professional development and continuing education plan
 38. Develop a succession plan for key positions
 39. Develop and implement an orientation / induction program for all new staff
 40. Conduct a skills audit and training needs assessment
 41. Change staffing organisational structure to reflect new roles and responsibilities
 42. Create and manage an 'emerging trends' research and evaluation group
-

Marketing

43. Develop and adopt targeted marketing strategies and tactics (the marketing plan)
44. Prepare a calendar of events
45. Develop resource kits / fact sheets for all events and programs for use by media
46. Investigate automated emails and SMS to alert users about events etc
47. Develop a more interactive web presence for the library service e.g. online bookings, feedback mechanisms (including suggestions, comments, book reviews etc.)
48. Library staff to subscribe to The NSW Public Libraries Marketing Working Group eList
49. Develop a membership benefits scheme

Response

Generally the recommendations of the report are helpful in directing future planning and activities across the library. Many of the recommendations are already in place or in planning. There are a number of opportunities moving forward:

Library Service Delivery

The report identifies an optimum service delivery structure of one central branch and a network of smaller town centre libraries, which is the current service delivery structure, and indicates that the existing branches and central Library are servicing current demand satisfactorily. The report suggests that more flexible spaces, including kiosks and “pop up” facilities in key locations such as shopping centres, community areas would facilitate programme delivery at external locations. Library staff currently provide a range of outreach services at external events and locations (schools/preschools/community centres) on an ad hoc basis, however access to lending collections is limited to the physical buildings. The costs of developing and maintaining a semi-permanent facility and/or a network of kiosks would need to be quantified and assessed further.

The report also considers responses to anticipated growth in the southern part of the city, (Campbelltown South towards Appin), and considers a range of approaches to meet this change. The report suggests developing a Library Facilities Plan as an initial step to scope an approach to deal with the growth across the City, both in terms of greenfield development in the south and continued urban consolidation and increases in density in older areas. Opportunities for collaboration with adjoining Local Government Areas may also emerge through this process, particularly in the south, where development around Appin could be best met by a regional approach.

The report identifies that library facilities at Glenquarie, Campbelltown and Eagle Vale will not meet the size standards based on the 10 year population growth projections. This will need to be investigated further.

Service Design and Delivery

Library programmes are reviewed on an ongoing basis including operating hours and online services. Technology programmes continue to expand and it's worth noting that Campbelltown Library was among one of the first public libraries to provide loans of tablets and eReaders. The circulation model is currently transitioning from a desk based model to a concierge approach in step with the roll out of RFID security. The Library service is currently partnering with a number of organisations to implement a range of elements of digital literacy and will continue to develop programmes as required.

Community Engagement

Opportunities exist to further extend library services into the community on top of the already established partnerships and programmes, the options detailed in recommendations 17-22 will be explored further.

Partnership and Income Options

The library operates within Council's broader policy framework in relation to sponsorship and partnerships with commercial organisations and enjoys support from a number of local organisations to extend programming. The Library also has Deductible Gift Recipient status (donations can be deducted from income tax). More entrepreneurial activities as recommended in options 25 - 30 would not be considered appropriate at this time. An expression of interest for the Library café at the HJ Daley Library is currently underway.

Collections

Materials are currently purchased under the provisions of tenders negotiated by Local Government Procurement and it is unlikely based on feedback from other Library services that sufficient purchasing power exists to make a broader collaborative effort worthwhile. There may however be opportunities to explore in relation to processing and cataloguing materials purchased in a collaborative manner with neighbouring library services. Collection use and purchasing priorities are carefully monitored to ensure that the current collection reflects the community priorities.

Staffing/Organisational Structure

As part of Council, the Library's staffing strategies including training, development and succession are implicit with the broader organisational approach. As Libraries are subject to significant and ongoing change further work around skills and training needs for library staff is warranted. Any growth and change in services however, would need to be reflected in staffing arrangements over time.

Marketing

Marketing recommendations (43-48) are all currently in place, with the exception of recommendation 49 which would require further investigation of similar schemes.

Conclusion

The report emphasises the importance of careful planning, especially in light of population increases and branch Library service capacity. Library Officers are continually reviewing service provision and assess the attendance at programmes to ensure ongoing relevance of these programmes. Officers also identify unmet needs from library members and the broader community and develop new programmes and services as required.

It is clear however, that the physical limitations of existing libraries, particularly the HJ Daley Library, will require further investment to ensure that service demands can be met into the future. Current population growth data indicates that floor space expansions in the vicinity of 50% to 100% of the existing sizes would be required to meet the 10 year population projections at both the HJ Daley and Glenquarie Libraries.

Officer's Recommendation

1. That the information be noted.
2. That a comprehensive Library Facilities Plan be developed to ensure Library services are positioned to service future growth.
3. That following the completion of the Library Facilities Plan, a further briefing be presented to Council.

Committee's Recommendation: (Lound/Oates)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 137

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Campbelltown City Library Service *Strategic Review*



Prepared by:


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August 2014 | Final Draft 1.1

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SECTION 1. BACKGROUND AND STRATEGIC CONTEXT

1.1 Introduction

Campbelltown City Library is part of a much larger local, state and national network of public libraries. It is one of 1,500 public library services nationwide and plays an important and highly valued community role. This section of the report provides a national snapshot of Australian public libraries, and the policy and strategic context within which Campbelltown City Library (the Library) operates. Importantly it also provides an overview of the legislative context within which the Library operates i.e. the NSW Library Act 1939.

This section also describes how the Library aligns with Council's vision (*A connected community with opportunities to grow in a safe and sustainable environment*) and community strategies for Campbelltown, which are of the utmost importance to the development of the Library's strategic goals and strategies for the future.

Current and future demographics trends are reviewed and analysed and their likely impacts on the Library are explored. Areas of demographic focus include population growth, cultural diversity, education, access to technology, economic indicators, and employment.

The section contains a review of emerging public library trends and their potential impact on the Library, now and into the future. Trends include:

- Usage (visitation, lending etc.)
- Innovations in service delivery and library building design
- Shared service models
- Community development programs
- Technology and the impact of the NBN
- eMaterials (e.g. eBooks, eVideo and eAudio), and
- Social media

1.2 Australia's Public Libraries – a snapshot

Australia's public libraries provide quality information services that support lifelong learning to the Australian community, significantly impacting on the cultural and information industry. Unless otherwise stated, the following information is taken from the 2011-12 *Australian Public Libraries Statistical Report*, compiled annually by National & State Libraries Australasia (NSLA).¹

- 1,500 public library service points with 1,429 fixed point libraries and 74 mobile libraries
 - One public library service point for every 15,000 people
 - More than one third of all public libraries are open more than 45 hours per week

¹ *Australian Public Libraries Statistical Report* (2013), NSLA
http://www.nsla.org.au/sites/www.nsla.org.au/files/publications/NSLA_public_library_stats_2011-12.pdf

- Almost 181 million items were lent to nearly 10 million public library members
- Nearly 10,000 public access Internet computers are provided nationally
- Over 110 million customer visits annually, or more than 9 million per month
- Library visits were up 4.25% over previous year and 17.5% over past five years²
- Children aged 12 to 14 years were the least likely to have visited a public library (50% attendance rate) compared with younger children, and in the 12 months to April 2012, one and a half million children visited a public library³
- More than 40 million items (1.8 items per person) were made available for the use of the community and over \$123 million was spent on ensuring that these collections remain up to date and relevant (more than half the collections are less than 5 years old)
- Total expenditure on public libraries has increased from \$757 million in 2006-2007 to just over \$1.01 billion in 2011-2012, representing a 24% increase. Expressed on a per capita basis, funding for public libraries has increased by 17% over the same period to \$44.55
- Expenditure on library materials has grown by over 14% during the five year period from 2007-08 to 2011-12
- Where reported, the expenditure on electronic resources has increased significantly over the period, with New South Wales reporting significant increases (156.2%)

1.3 Policy and Strategic Context

Public library services in Australia operate locally within a global context. A number of key documents provide the basis on which public library policy is determined. These are outlined below.

International

UNESCO Public Library Manifesto

Australia is a longstanding member of UNESCO and a signatory to its *Public Library Manifesto*⁴, which states:

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups. This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women. UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The following key missions, which relate to information, literacy, education and culture, should be at the core of every public library service:

- creating and strengthening reading habits in children at an early age
- supporting both self conducted education and formal education at all levels
- providing opportunities for personal creative development

² Australian Bureau of Statistics, Cat. No 4921.0 *Participation in Selected Cultural Activities* <http://www.abs.gov.au/ausstats/abs@.nsf/mediareleasesbytitle/88F41B646F258441CA2579AA000F2E61?OpenDocument> (accessed March 2013)

³ Australian Bureau of Statistics, Cat. No. 4901.0 *Children's Participation in Cultural and Leisure Activities, Australia, Apr 2012* <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4901.0> (accessed March 2013)

⁴ UNESCO *Public Library Manifesto* (1994) <http://www.unesco.org/webworld/libraries/manifestos/iibraman.html> [accessed May 2014]

- stimulating the imagination and creativity of children and young people
- promoting awareness and appreciation of cultural heritage, the arts, and scientific achievements
- fostering inter-cultural dialogue and favouring cultural diversity
- supporting the oral tradition
- ensuring access for citizens to community information
- providing adequate information services to local enterprises, associations and groups
- facilitating the development of information and computer literacy skills
- supporting, participating and initiating literacy activities and programs for all age groups

IFLA (International Federation of Library Associations) Public Library Service Guidelines⁵

The primary purpose of the public library is to provide resources and services in a variety of media to meet the needs of individuals and groups for education, information and personal development including recreation and leisure. They have an important role in the development and maintenance of a democratic society by giving the individual access to a wide and varied range of knowledge, ideas and opinions.

National

Australian Library and Information Association (ALIA) Public Libraries Summit 2009

The Summit looked at how public libraries contribute to a wide variety of government agendas, including health, economic prosperity, digital citizenship, social inclusion, lifelong learning, literacy, stronger communities, wellbeing, supporting families, multiculturalism and the environment. Several clear themes emerged:

- *Children, early reading and a literate Australia*
- *Encouraging the digital economy and digital citizenship*
- *Social inclusion and community partnerships — safety, fairness and participation*
- *Health and ageing*

Several key submissions proposed a strategic framework for Australia's public libraries.

- *The Future Australian Public Library System: Direction and Action.*⁶ A submission by NSW Metropolitan Public Libraries Association
- *Towards a policy framework for the Australia public library system.*⁷ A submission by Friends of Libraries Australia (FOLA)
- *Creating a national public library service delivery model.*⁸ A submission by Public Libraries Australia (PLA)

⁵ IFLA Public Library Service Guidelines

<http://www.degruyter.com/view/product/43971> [accessed May 2014]

⁶ *The Future Australian Public Library System: Direction and Action* (2010)

http://www.nswmpla.org.au/Sites/nmpla/CMS/Docs/Submissions_reports_and_presentations/Submissions/2010/PLM_Submission_on_Public_Libraries_Draft_Vision_and_Strategic_Framework_Jan_2010.pdf [accessed May 2014]

⁷ *Towards a policy framework for the Australian public library system* (2009) <http://www.fola.org.au/documents/libraryissues.htm> [accessed May 2014]

⁸ *Creating a national public library service delivery model* (2009)

<http://www.pla.org.au/sites/default/files/file/ALIA%20Public%20Library%20Summit%202009%20%5BPLA%20Summit%20paper%5D.pdf> [accessed May 2014]

Following on from the Summit, ALIA, in partnership with Public Libraries Australia, Friends of Libraries Australia, the State and Territory Libraries, ACT Library and Information Services and the state public library associations, developed the *National Vision and Framework for Public Libraries 2010-2015*,⁹ to:

- Provide a strategic direction for public libraries at a macro level
- Reshape the public library system for the 21st century
- Raise public libraries higher on the government agenda
- Secure an appropriate level of funding
- Support Australia as a reading nation
- Provide all Australians with access to quality information

The Australian Public Library Alliance is an Advisory Committee to the ALIA Board, and brings together the nation's public library agencies to act as the peak organisation for the sector in Australia.

State

Library Act 1939

Campbelltown City Council is a signatory to the Library Act 1939. The Act requires signatory Councils to provide reasonable library service to their communities. Basic library service requirements include:

- Free membership for any resident or ratepayer
- Free use of, and access to, the library service whether a member or not
- Free borrowing of library material
- Free home delivery service to members of the community unable to visit the library due to ill health or disability
- Free basic reference services

The Act also requires a Council considering the cessation of library services to their community to hold a community referendum/poll; and any subsidy paid to a local authority (Council) under the Library Act 1939 must be expended in providing library services that are provided free of charge.

Under the Library Act local authorities are entitled to a subsidy, determined by a formula taking into account population and a Disability and Geographic adjustment. The per capita component of total State funding has remained at \$1.85 since 1995.¹⁰ In 1980 the State government contributed 23.56% of the cost of operating libraries; this is now less than 8%, the lowest of any Australian state.¹¹ Static State funding is occurring at a time when libraries are experiencing increased demand.¹²

The subsidy and Disability and Geographic Adjustment amount received by Campbelltown City Library for 2012/13 was \$375,558 and the Local Priority grant funding was \$28,000.

⁹ *National Vision and framework for Public Libraries* (2010)

<https://www.alia.org.au/sites/default/files/documents/advocacy/NationalVisionandFramework.pdf> [accessed May 2014]

¹⁰ *NSW Public Library Associations Vision and Values* <http://www.plinsw.org.au/docs/NSWPLA-EnablingCommunities-WEB.pdf> [accessed May 2014]

¹¹ *Ibid.*

¹² *Ibid.*

NSW Metropolitan Public Libraries Association

Campbelltown City Council is a member of the West and South West region of NSW Metropolitan Public Libraries Association¹³, the metropolitan 'wing' of the NSW Public Libraries Association. The Association has a vital interest in improving library services and access to information resources for all people living in New South Wales through a range of initiatives, joint ventures and partnerships.

Local

The library is well positioned to be the public face of Council and must strive to reflect its corporate values and strategic priorities. The following is an outline of the library's strategic alignment with Council's principle planning documents, in particular *Creating our future together*, Campbelltown's Community Strategic Plan 2013-2023.¹⁴

Council Vision

A connected community with opportunities to grow in a safe and sustainable environment

Campbelltown City Library supports Council's Vision in all aspects of its operations – it is:

- valued as a trusted, safe and democratic space
- a place to connect and learn
- a flexible and adaptive space with a virtual presence
- the heart of digital innovation where people can experience, experiment with, and master new technologies
- a place to engage in creative and cultural activities

Campbelltown 2013 -2023 Community Strategic Plan

Objective 1 - A sustainable environment

Working with residents, businesses and other levels of Government is necessary to assist Campbelltown in continuing to have a variety of environmental assets for current and future generations to enjoy.

Strategy 1.1 – Promotion of sustainability

- *The Library collects and preserves information relating to all aspects of the local community.*
- *The Library can partner with environmental agencies to deliver themed activities, and generate awareness*
- *Multiple usage of the Library's collections can help reduce consumption of natural resources*

¹³ NSW Metropolitan Public Libraries Association www.nswmpla.org.au [accessed May 2014]

¹⁴ *Creating our future together* (2013) www.campbelltown.nsw.gov.au/Assets/5738/2/zCSP2013LR.pdf [accessed May 2014]

Objective 2 – A strong local economy

A healthy local economy delivers jobs, opportunities and increased prosperity. It is fundamental that there are educational and trade opportunities to continue to contribute towards a productive and growing economy. Campbelltown will play a pivotal role in the future development of the region

Strategy 2.1 - Encouragement of balanced development within the City

Strategy 2.2 - Attraction of business to the local area to create jobs

Strategy 2.3 - Promotion of Campbelltown as a regional City through the growth of the City's major business centres

- *The Library is a source of reliable, current information of all kind.*
- *Many people base their decision to move to an area on the availability of good facilities, including libraries*
- *The Library is a recognised and respected venue for lifelong learning – 'the street corner university'*
- *The Library provides opportunities for community training in technology and knowledge management*
- *The Library can offer traineeships and student work placements; and provide a venue for showcasing young people's talents*
- *The Library can partner with existing tourism / visitor centres to provide a wide range of local information. Opportunities exist to create mobile apps (e.g. local history walk), upload photos and expand the information on Pinterest or Flickr, and create a social media presence (e.g. Facebook or Twitter).*

Objective 3 – An accessible City

Improved transport systems will reduce traffic congestion, save people valuable time and provide significant benefits to business, industry and the environment. ...Participation in walking and cycling as active modes of transport will be encouraged and will also help reduce road congestion and promote healthy lifestyles for the community.

- *The Library could have a presence in new recreation facilities, (e.g. Stanhope Gardens Library in Blacktown (NSW) is co-located in the aquatic centre)*
- *The Library offers a Home Library Service for aged and housebound customers, which could partner with other health support services*
- *The growth of digital services will provide greater access to information and resources for housebound customers*

Objective 4 – A safe, healthy and connected community

A strong service sector supports a variety of community needs, including providing a healthy and safe community that has opportunities for involvement to build a strong sense of community spirit.

Strategy 4.1 - The provision of a balanced range of services to the community

Strategy 4.2 The provision of clean and safe public spaces

Strategy 4.3 The provision of activities that foster a sense of community spirit

- *The Library is an essential community hub – welcoming and inclusive – offering a wide range of information, activities and events, across the four branches, and online*
- *The Library offers a range of volunteering opportunities for all ages.*
- *The Library is one of the most visible and appreciated of Council's services.*
- *The Library welcomes and fosters partnerships with community organisations.*
- *The Library has community spaces and programs for all age groups*
- *The Library partners with many community organisations*

Objective 5 – Responsible leadership

A well-informed community with opportunities to actively participate in decision-making is needed to assist Council in planning for the future. Responsible, accountable and transparent civic leadership contributes to a strong working relationship between all levels of Government to deliver services to the community.

Strategy 5.1 – *The encouragement of a collaborative approach across all levels of Government*

Strategy 5.2 – *The smooth running of Council's operations*

Strategy 5.3 – *The transparent provision of information to the community to encourage participation in decision-making*

Strategy 5.4 – *The sound management of public assets and funds*

- *The Library is an ideal venue for consultation, with a significant percentage of the population already Library users*
- *The Library is a neutral and democratic space*
- *The Library engages in regular consultation with its users*
- *The Library provides free and assisted access to e-government at all levels*
- *The Library is well managed and run by qualified staff*
- *The Library provides leadership in Council's cultural program.*
- *Library staff offer excellent customer service and are responsive to the community's need*
- *It is possible to co-locate a Council customer service centre within the Library*

1.4 Demographics – Current and Future Trends

Note: Unless otherwise stated, figures in this summary are from profile id¹⁵.

Population Growth

In 2011 the total population of the Campbelltown local government areas was 154,538 (estimated resident population 2013). The residential population is estimated to continue to increase over the next 20 years (188,321 by 2031), with proposed major residential development taking place in the suburbs of Campbelltown, Ingleburn, Glenfield and Woodbine/Blairmount, and in the rural residential areas in the south and north west of the LGA.

Compared to Greater Sydney, Campbelltown has a higher proportion of people under 15, and a lower proportion of people over 65. 8% of the total population (2011) were aged 20 to 24. However, in keeping with national predictions of an ageing population there are estimated to be major

¹⁵ <http://profile.id.com.au/campbelltown/home> (accessed May 2014)

increases of people aged 70 years or more (+150%), and also increases in the number of people aged under 15 years (+33%).¹⁶

The expected growth in the older population will be as a result of both the general ageing of the population and the likelihood that active older people and 'empty nesters' will wish to remain in the area in new medium density developments.

Impact on the Library

- There will be a need for additional library services in new residential areas
- There will be increased pressure on library resources and services, and a need to plan for an increase in services and activities for preschoolers and those aged 65 and older (traditionally heavy users of library services)
- The library will also need to provide facilities and programs for older children and teenagers

Cultural and Linguistically Diverse (CALD)

28% of the population were born overseas, compared with the Greater Sydney figure of 34.2%. In the last few years Campbelltown has seen an increase in the number of people born overseas, with the majority coming from the Philippines, India, Bangladesh, Samoa, Fiji and China. The dominant languages spoken at home, other than English, were Arabic, with 2.7% of the population, and Tagalog, with 2.1%. The other main languages spoken at home were Samoan, Bengali and Hindi.

Impact on the Library

- Currently the number of CALD residents is not of major significance to the library's collections, services etc. The Library has small collections in Hindi, Bengali, Tagalog, Arabic, Chinese, Spanish, Vietnamese, Marathi and Samoan. Additional demand for non-English materials could be reasonably met by the use of the State Library of NSW's multicultural bulk loan collection
- The increasing growth in the number of residents from a non-English speaking background will, however, need to be monitored, to enable the Library to continue to serve all residents equitably

Aboriginal and Torres Strait Islanders

In 2011 in Campbelltown 2.5% of the population (4,738 people) had indigenous status, with 48% aged under 17 years.

Impact on the Library

- There will be a need in future for targeted services, particularly to young people in the LGA identifying as Aboriginal or Torres Strait Islander
- Library staff will need to be aware of, and sensitive to, the information needs of ATSI users¹⁷
- There are several government grants programs targeting indigenous social and cultural projects which could assist in delivering services to this group¹⁸

¹⁶ <http://tinyurl.com/n6ksm5g> NSW Department of Planning, SLA Population Projections, 2006 to 2036 [accessed May 2014]

¹⁷ *Library Services Standard for Aboriginal people and Torres Strait Islanders* (2010), State Library of Queensland
http://www.plconnect.slq.qld.gov.au/data/assets/pdf_file/0004/150547/150547_Library_Services_Standard_for_Aboriginal_people_and_Torres_Strait_Islanders.pdf [accessed June 2014]

¹⁸ [Indigenous.gov.au](http://www.indigenous.gov.au)
<http://www.indigenous.gov.au/article/grants-funding/> [accessed June 2014]

- The library could partner with the Tharawal Aboriginal Corporation, Tharawal Local Aboriginal Land Council and the Aboriginal Advisory Committee of Campbelltown City Council to help foster Indigenous culture in the Campbelltown area

Education

Compared to Greater Sydney there was a lower proportion of people holding formal qualifications (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), and a higher proportion of people with no formal qualifications, in the Campbelltown LGA. Only 11.5% of persons held a Bachelor or higher degree, compared with the Greater Sydney figure of 24.1%. Overall, Campbelltown had a higher proportion of people who left school at Year 10 or less (46% of the population), although the number of people completing Year 12 is growing.

Impact on the Library

- The library will need to work collaboratively with other agencies in the LGA to provide resources and services aimed at improving literacy levels in the community
- There will be increasing pressure on the library to offer study spaces and homework help support / classes; and to develop information literacy programs
- An increase in the use of library service by people studying for higher education qualifications will impact on the quality of the collection with regards to content level, for both print and electronic material

Access to Technology

74% of private dwellings in Campbelltown City have Internet connections, with over 67% having a broadband connection. This is somewhat lower than the Greater Sydney figure (76%).

Impact on the Library

- The number of households with broadband Internet access may have implications for the need for Wi-Fi accessibility and the bandwidth provided by the library service i.e. increased expectation of access to connectivity outside the home, school or work; opportunity to deliver value-added services e.g. specific content or database access over library Wi-Fi and within the library via public computers
 - There will be an increasing need for technology services provided to older persons to enable them to maintain a place in the wired world or to be able to access it on a needs basis e.g. Internet tutorials for seniors. Staff are likely to have an on-going role as tutors in the use of technology and Internet searching using the facilities provided in the libraries
 - The library will play an increasing role for the 18 to 24 years age group in the provision of technology services, e.g. Internet tutorials, workshops, as a source of knowledge for technology development, or as a place to be exposed to new technology
 - Online purchasing by individuals may have an impact on the future development of the collection. Given the most common types of goods purchased over the Internet are CDs, music, DVDs, videos, books or magazines, the library may stop lending films and music due to online competition and copyright issues with digital material or investigate online lending / streaming services for members (an access and equity initiative)
 - The library will need to provide greater open access to certain websites and downloads with implications for ongoing connectivity costs, and the possible need to charge for use of online resources and devices
-

- Some schools pay students to run IT support - can libraries do the same?
- There will be greater user interaction as the eCollections expand – “library shelves” may become fully digitised and include online readers’ recommendations and reviews

Economic indicators

Analysis of household income levels in Campbelltown in 2011 show that overall 14% of households earned a high income (\$2,500 or more per week), and 19.7% were low-income (less than \$399 per week) households, compared with 23.6% and 18.3% respectively for Greater Sydney.

Impact on the Library

Lower income households rely more on public libraries for educational and recreational reading material; are less likely to have access to the latest technology, and may have an increased need to access Government websites. Their capacity to pay for value-added services or programs is limited

Employment

The unemployment level in Campbelltown (7.4%) is higher than the Greater Sydney average (5.7%).

The three most common industry sector employers in Campbelltown were:

- Manufacturing
- Retail
- Health Care

In comparison with Greater Sydney a larger percentage of people were employed as Machinery Operators and Drivers, and a smaller percentage as Professionals and Managers.

Workers’ Place of Residence

In 2011, of the 40,479 people who worked in Campbelltown City, 52.4% also lived in the area. Compared to the Greater Sydney figures, a larger percentage of people travel by car (as driver) and by train to work.

Impact on the Library

- Opening hours may need to be adjusted to attract commuters into the library
 - The planning / timing of activities will need to take into account working hours to attract more users into the library
 - As a majority of the population are employed in industry, as well as health care, this may need to be considered when developing collections, programs and services to support these groups. In addition to this is the opportunity to develop collaborations, partnership and potential sponsorship
 - Libraries will create opportunities for the community to learn new skills and to support those undertaking tertiary study
 - Libraries may become workplaces for telecommuters and small business operators
-

Car Ownership

Overall, 35.9% of Campbelltown households owned one car; 32.4% owned two cars; and 16.0% owned three cars or more, compared with 36.8%; 31.4% and 13.0% respectively for Greater Sydney.

Impact on the library:

- Any new library (or changed location) will need adequate car parking spaces
- The location of any new library buildings will need to be carefully considered in relation to co-location with other services / retail / recreation facilities etc.; and the availability of public transport for those without cars
- Semi-rural populations are more likely to travel to access community services

Volunteers

In Campbelltown only 12% of the population report doing some form of voluntary work, compared with 15.1% for greater Sydney. The number of volunteers in Campbelltown increased slightly between 2006 and 2011.

Opportunities for volunteers in the Library

- Home library services / delivery of books to people who are housebound
- Sharing of knowledge through assistance with, or provision of, tutorials, workshops or lectures on a regular or occasional basis
- Assisting with family and school holiday programs, book talks, and other library events
- Assisting with homework help and adult literacy classes
- Friends of the Library group
- Local studies projects

Households with Children

Households with children require different services and facilities than other household types, and their needs change as both adults and children age. There are 26,867 households with children in Campbelltown City in 2011, comprising 54.7% of households, higher than the Greater Sydney average of 44.7%. Nearly half of these households have young children (under 15 years).

Impact on the library:

- A growing demand for resources and services for children, and the need for more space to deliver programs

Disadvantage and Need for Assistance

The information provided here has been extracted from the profile.id database in particular relating to the *SEIFA Index of Relative Socio-Economic Disadvantage*. Campbelltown's scores on the SEIFA index (944.8) indicates a relatively higher level of disadvantage than the national average.

5.3% of the population in Campbelltown reported needing help in their day-to-day lives due to disability.

Impact on the Library

- An increased need for resources / programs to improve literacy and numeracy levels, both early childhood and adult
- An increased need for lifelong learning programs relating to, for example, technology; resume writing / job readiness; small business opportunities etc
- New or refurbished library buildings will need to address accessibility

1.5 Comparative Review Against NSW Public Library Standards

1.5.1 Summary

The figures used in this section are from the reported data in the *2011-12 Public Library Statistics*¹⁹, and benchmarked against *Living Learning Libraries*, 5th edition 2013.²⁰ See **Attachment 1: Living Learning Libraries Standards Worksheets, Campbelltown Library Service** for more details.

Comparative review of the library against NSW public library standards and guidelines indicates that Campbelltown Library Service is, overall, of a reasonable standard, when considered against its comparatively poor funding levels.

Campbelltown City Library Service meets or exceeds the minimum NSW standard in the following areas:

1. Borrowers as a % of population
2. Opening hours
3. Staffing and Qualified staffing
4. Items per capita
5. Provision of public programs

Campbelltown City Library service is below the median NSW standard in the following areas:

1. Expenditure per capita
2. Expenditure on library materials per capita
3. Number of borrowers
4. Visitation (numbers visiting the library per capita)
5. Acquisitions per capita
6. Circulation per capita
7. Age of collections
8. Turnover of stock

1.5.2 Current Situation in Brief

- Collections are ageing and currency of materials needs to be addressed
- Acquisition levels are below standard, due to comparatively poor funding levels
- The library is adequately staffed, when viewed in terms of absolute numbers *and* percentage of library qualified staff, but more focus may be required on specialist areas i.e. information technology, servicing the aged, adult literacy and ESL.
- Opening hours exceed the minimum standard, but may not be the most appropriate spread, especially for the large proportion of residents who work and commute. Determining future

¹⁹ *Public Library Statistics 2011-12* http://www.sl.nsw.gov.au/services/public_libraries/statistics/docs/2011_12statistics.pdf [accessed June 2014]

²⁰ *Living Learning Libraries*, 5th ed (2013) http://www.sl.nsw.gov.au/services/public_libraries/docs/living_learning_libraries2013.pdf [accessed June 2014]

spread of hours will require analysis of visits to each site, and community consultation. Any change to opening hours will need to be well promoted, and evaluated.

- The number of library programs and events has experienced growth. Programs focus on children's activities and the areas of lifelong learning, author talks, local history lectures, technology classes and craft activities. Future library programing needs to be targeted, with measurable outcomes
- Attendance at library programs and events is increasing
- Usage of online databases is high
- There is good access to public technology and Wi-Fi, and high usage rates

1.5.3 Comparative Library Services

The libraries used for comparison were Wyong, Gosford, The Hills Shire, Hornsby, Liverpool and Penrith (all category 13, UFV, very large urban fringe Local Government Areas).

The following is a summary of Campbelltown's performance, based on figures reported in Bibliostat²¹ for the year 2012/2013.

| | Campbelltown | Gosford | The Hills | Hornsby | Liverpool | Penrith | Wyong |
|---|--------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Population | 152,584 | 168,807 | 180,094 | 165,091 | 191,142 | 186,937 | 155,342 |
| Total expenditure \$ | 5,935,370 | 6,800,898 | 6,177,811 | 7,327,604 | 8,372,041 | 7,506,031 | 6,548,941 |
| Expenditure per capita \$ | 38.40 | 40.29 | 33.94 | 44.43 | 44.40 | 39.91 | 42.87 |
| Library materials expenditure \$ | 496,724 | 557,053 | 618,084 | 695,190 | 941,887 | 839,620 | 488,302 |
| Library materials expenditure per capita \$ | 3.21 | 3.30 | 3.40 | 4.21 | 4.99 | 4.46 | 3.20 |
| Salary expenditure \$ | 3,812,882 | 3,900,652 | 3,343,256 | 3,946,904 | 3,858,588 | 3,281,775 | 2,524,682 |
| Salary exp. per capita \$ | 24.67 | 23.11 | 18.37 | 23.93 | 20.46 | 17.45 | 16.53 |
| Total # of service points | 5 | 11 | 5 | 5 | 6 | 5 | 6 |
| Total floor space | 7,322 | 4,349 | 4,354 | 4,234 | 7,988 | 4,670 | 2,476 |
| Total open hrs. | 262 | 366 | 240 | 236 | 261 | 214.5 | 228 |
| Central hrs. | 67.5 | 40.5 | 61 | 65.5 | 63 | 70 | 48.5 |
| Total staff | 50.5 | 49.85 | 40.5 | 48.64 | 57.47 | 46.93 | 35.83 |
| Total qualified staff | 17 | 25 | 13 | 20 | 28 | 19 | 8 |
| Population per staff | 3,021 | 3,386 | 4,447 | 3,394 | 3,326 | 3,983 | 4,335 |
| Total circulation | 687,717 | 855,999 | 1,406,930 | 1,277,823 | 754,583 | 819,322 | 811,259 |
| Circulation per capita | 4.51 | 5.07 | 7.81 | 7.74 | 3.95 | 4.38 | 5.22 |
| Turnover of stock | 3.78 | 4.94 | 7.41 | 6.32 | 3.61 | 3.28 | 5.32 |
| Total membership | 72,884 | 88,801 | 76,668 | 70,484 | 61,264 | 50,313 | 42,836 |

²¹ Bibliostat Connect 2012/13 <http://www.sl.nsw.gov.au/services/public Libraries/statistics/index.html> [accessed June 2014]

| | Campbelltown | Gosford | The Hills | Hornsby | Liverpool | Penrith | Wyang |
|-----------------------------|--------------|---------|-----------|---------|-----------|---------------|---------|
| % of pop are members | 47.8% | 52.6% | 42.6% | 42.7% | 32% | 26.9% | 27.6% |
| Total non-resident members | 9,031 | 9,442 | 21,412 | 13,567 | 13,071 | 4,807 | 4,007 |
| Total stock | 210,362 | 187,793 | 200,151 | 217,535 | 229,237 | 337,702 | 159,208 |
| Total stock per capita | 1.4 | 1.13 | 1.21 | 1.39 | 1.15 | 1.81 | 1.0 |
| Age of stock % last 10 yrs. | 71% | 99% | 93% | 83% | 85% | 85% | 89% |
| Age of stock % last 5 yrs. | 38% | 55% | 55% | 58% | 56% | 57% | 64% |
| Total visits | 672,298 | 581,219 | 1,118,867 | 977,463 | 1,145,239 | 603,620 | 595,142 |
| Visits per capita | 4.4 | 3.4 | 6.2 | 5.9 | 6 | 3.2 | 3.8 |
| Total # events | 580 | 888 | 961 | 901 | 849 | 341 | 777 |
| Total # attending | 11,166 | 14,426 | 32,726 | 27,359 | 14,045 | 10,430 | 12,942 |
| # Internet bookings | 82,458 | 31,089 | 43,387 | 98,851 | 121,901 | Not available | 66,141 |
| # of database searches | 95,971 | 62,325 | 48,674 | 78,806 | 78,474 | Not available | 98,296 |

It is apparent from the above that while Campbelltown City Library Service compares favourably on many measures it is underperforming in a number of areas when compared to similar library services. Of particular concern are the age of library materials and the expenditure on library materials per capita. A number of strategies have been included in the Implementation Plan to address these issues.

1.6 Emerging Trends In Public Library Service Delivery

1.6.1 Introduction

Throughout history people have participated in and valued their libraries, and the new public library must respond to a new social, technological, and economic environment while maintaining its enduring values. To do this it will need to use new and different tools and partnerships, but also continue its traditional roles as part of a lifelong learning system and as an engine of cultural and economic development. A critical role now and in the future will be to make information and communication technology accessible in a digital universe of uneven quality. Libraries will stimulate creativity in the community and provide exciting public spaces where people can participate and share ideas. Few institutions have such high rates of participation and esteem in today's changing world.

Public libraries of the future will be catalysts and leaders in community-based economic development. They will have a strategic role in knowledge-intensive industries like digital media. They will also be mainstays of community-based cultural planning and development. The amount of information available will grow, and much of it will be of questionable value and accuracy. Public libraries will play an increasingly significant role in the literacies of the twenty-first century that enable people to select, assess and use the information that will best meet their needs. As the number of technology devices increases, libraries will enable increased equality of access and

participation and help people create and exchange new content. One of the ways libraries will do this is by collaborating, within the library sector and beyond, to develop stronger networks.

Public libraries will continue to be welcoming places in the community, both real and virtual. Renewed physical libraries will be exciting and involving spaces. Public libraries will further develop their role as the preschooler's door to reading and learning and will strengthen early learning and family literacy. Initiatives for young people in school and at risk will be staples of future public library service, and young people will thrive in the redesigned spaces.

The public library of the future will work more strategically with its partners, including government, to deliver services to high-priority groups such as young people, preschoolers and seniors more seamlessly and effectively. The longstanding role of the public library as society's informal learning system will change in terms of service delivery, but it will remain constant in its values and commitment to the individual and the community.

The private sector will recognise that public libraries have a key role in reaching a huge market of people seeking information and knowledge. Businesses will value how this applies to testing new ideas and new media; and the relationship between libraries and the publishing industry will be extended. Other private sector roles may include collaborating in economic development initiatives, and supporting libraries through increased volunteering and philanthropy.



Figure 1 - Emerging Public Library Trends / Challenges

The above trends have been grouped under the following headings:

- Visitation and Lending
- Service Delivery and Shared Services
- Infrastructure
- Community Development and Programing Initiatives
- Digital Technology
- Collections
- Partnerships
- Resourcing
- Professional
- Economic

1.6.2 Visitation and Lending

Visitation numbers to public libraries nationally are stable and not in decline; however public libraries are experiencing a general reduction in demand for some physical collections, especially non-fiction materials and reference materials i.e. over the past five years the national loans per capita has declined (-7.7%), with only Tasmania reporting a small increase (3.7%), and with South Australia consistently reporting the highest per capita loans during the period.²² The reasons for decreases in lending are many, and arguably have little do with the advent of eBooks, as many public libraries are lending material in this format now (and predominantly light fiction). Rather, these decreases may be related to the amount of time people have available to read, a higher emphasis on collection development by libraries, which means people are finding what they want to read more often, and therefore are not over inflating loan figures by borrowing large numbers of books in order to find one or two worth reading; and unfortunately, to the poor levels of functional literacy evident across Australia.

1.6.3 Service Delivery and Shared Services

The contemporary public library service requires flexibility, agility, and adaptability, and also needs to engage more meaningfully and regularly with its users and community. Indeed it must reflect both the needs of its users and the expectations of the community it serves. This new model requires public libraries to focus more on their internal effectiveness and efficiencies, to have a stronger policy base, to plan strategically, to meet professional standards and guidelines, to keep abreast of and study new service delivery innovations, to form collaborative partnerships, and to consult more widely with users and potential users. This model also involves public libraries developing services, systems and processes that allow for delivery of services beyond the physical boundaries of the branch i.e. via online delivery, and community outcomes driven outreach services and programs.

State and local governments should recognise the importance of the work done by public libraries (for example programs for literacy, student success, early childhood learning and young people) and explicitly include them when developing programs. With branches in every community, public libraries offer opportunities for government to exploit their potential in priority areas such as health promotion and prevention to make information more available and visible.

It is becoming more common to find libraries being co-located with other services i.e. the dual Council Customer Service and Library Services model (often referred to as a One Stop Shop model) employed by a number of Councils provides benefits that include economy of scale, decentralisation of services to improve customer reach, and more accessible services for the community. A shared

²² National & State Libraries Australasia (NSLA) Australian Public Libraries Statistical Report 2010-2011 (Compiled June 2012)

service model also provides, or potentially provides, the opportunity for libraries to partner with other non-Council services. For example, public libraries have been co-located with school libraries, community centres, youth centres, aged care facilities, museums and galleries etc. While there have been mixed reviews of some co-located services, the overall trend is a positive one for the community, offering both convenience and reducing overall running costs.

A more common trend has been to locate commercial services such as cafes and shops within or attached to a library. This model provides an additional service to library users, and creates a revenue stream via leasing arrangements.

Other examples include a mixture of commercial services (Library Café), commercial location (close to or within a major shopping complex) and real estate sales (apartments located in the library building) to offset the cost of a new library, for example The Hills Library Service (NSW). There are also opportunities for Campbelltown in shared service delivery with the university.

1.6.4 Infrastructure

Growth in usage of libraries, general recognition of the library as an important community focal point, hub, venue or *community living room*, and the establishment of public library building standards and guidelines (*People Places*²³) have led to an overall increase in the size, and design of public library buildings. Buildings that are well located for easy community access, have internal spaces that are adaptable and easily reconfigurable (e.g. moveable display modules, shelving and furniture), have both wired and Wi-Fi access to library and personal technology, have community meeting rooms, and provide targeted community programing and events.

The growth in library spaces and capital investment by Councils and through state government grant funding recognises the positioning and strength of the public library as a community venue, with a diverse but compatible range of uses and services. Recent NSW examples include Wallsend Library (Newcastle), Ryde Library (City of Ryde), Liverpool Library (City of Liverpool), Ingleburn Library, and the recently opened Bankstown Library.

Libraries of the future may also have a presence in non-traditional spaces to ensure all residents have access to resources and services. Libraries should be engaging spaces in which the community can create and share its stories. Library spaces should be attractive to other users in the community and could feature after hours' use as meeting or performance space.

Libraries help revitalise struggling or depressed neighbourhoods and down towns. Place-based economic development stresses the importance of offering attractive, functional, and community-based places, such as libraries, in town squares and depressed neighbourhoods. Like a major department store in a shopping centre, libraries attract large numbers of people, creating economic opportunities for a myriad of businesses and organisations in the surrounding area.

Library buildings are rich in symbolism and meaning. They do not need to be architecturally grand to communicate to the public their underlying value: that libraries, information, and shared community space matter.

Libraries' solid community connections, high regard, capacity to deliver programs and distribute information make them a focal point for community education, and a major player in creating

²³ *People Places: a guide for public library buildings in NSW* (2012)

www.sl.nsw.gov.au/services/public_libraries/our_services/publiclibrarybuildings.html [Accessed June 2014]

livable, environmentally friendly cities and towns. New library buildings can be showcases for sustainability, both environmentally and economically.

People Places: a guide for public library buildings in NSW identifies the following key trends for consideration when designing or redesigning a library. They should be:

- Cultural and community hubs
- Both functional and multi-purpose (adaptable / flexible spaces)
- Enable access to the latest technologies
- Places of lifelong learning

The use of secure outside spaces enhances the library's capacity to deliver services and programs, and creates a more pleasing environment for users. It is common for library cafes to feature indoor-outdoor spaces, and some libraries have incorporated community gardens within their precincts.

1.6.5 Community Development and Programing Initiatives

"A good local library is not just about borrowing books or storing physical artefacts. It is where individuals become card-carrying members of a local community. They are places where people give as well as receive. Public libraries are keystones delivering the building blocks of social cohesion, especially for the very young and the very old. They are where individuals come to sit quietly and think, free from the distractions of our digital age. They are where people come to ask for help in finding things, especially themselves".²⁴

The emerging trend of public libraries playing an active role in community development and capacity building is based on the widely held view that libraries are:

- informal spaces
- non-threatening places
- non-judgmental
- neutral and democratic spaces
- safe places
- supportive places

The delivery of targeted programing, events and activities is a major area of growth across the Australian public library network. Programs are traditionally delivered in four major areas:

- Adults
- Children
- Literacy
- Digital literacy

The broad areas of focus in this regard typically are:

- learning and capacity building
- shared and interactive programs
- recreation

Libraries are places where people come to know themselves and their communities. "People may go to the library looking mainly for information, but they find each other there." Robert Putnam, *Better*

²⁴ *In Praise of Libraries*, Richard Watson (2011)

<http://toptrends.nowandnext.com/2011/12/28/in-praise-of-libraries-and-librarians/> [accessed June 2014]

together (2003)

New parents connect at baby bounce sessions; elderly people attend events and find that they make new friends; teenagers meet up in libraries' teen spaces after school; and readers discuss their books and their lives at Book Club meetings. Community-building connections are happening in libraries all the time. A new feature of many libraries is the development of social enterprise initiatives such as community cafes, community gardens, craft groups supporting charities and so on.

Public library staff know their communities firsthand, and interact on a daily basis with patrons from all walks of life. This puts libraries and librarians in a good position not only to bring local issues to local authorities and social agencies, but also to partner with them to address these needs. There are libraries lending musical instruments, tools, seeds, cake tins, science equipment and information technology, like gaming consoles, laptops and e-readers. Such unique collections show how locally responsive and flexible a truly community-centred library can be.

Libraries provide information, resources and a space for everyone - minority groups, the disabled, the elderly, carers, refugees, members of culturally and linguistically diverse communities, young people - in an accessible and appropriate manner.

The growth in the area of lifelong learning in particular has seen libraries move from a more passive role i.e. as a trusted and neutral place for self education, to a more defined, facilitated, and outcomes-based role i.e. hosting, facilitating or running learning programs and activities for specific purposes. In this they contribute to community capacity building, social inclusion and lifelong learning.

One of the traditional roles of the public library in society is facilitating the creation of knowledge in our communities. Promoting literacy through instruction has long been a part of the librarian's job. Today, the concept of literacy encompasses much more than just reading and writing; it has evolved into transliteracy, commonly defined as the ability to read, write and interact across a range of platforms and tools. As new technologies emerge in our communities, library customers turn to libraries and librarians for instruction in the use of new technologies, for help and troubleshooting, and in some cases as their only means of access to those technologies. Most public libraries now provide public access computers and instruction to support computer literacy.

Nowadays libraries offer concerts, author visits, exhibitions and book launches on a regular basis. This not only opens opportunities for the community to access and enjoy the arts but also provides a venue for local artists, musicians and authors to promote and showcase their work. Many libraries also provide a wide range of resources and services to support the arts, including craft sessions at storytime, writing workshops, artists in residence and state of the art sound editing and music mixing software. Social media, video equipment, and microphones make it easy to share content.

A more recent initiative being developed and run by public libraries alone or in partnership with community and commercial organisations is the makerspace. A makerspace is a workspace where people with common interests, often in computers, machining, technology, science, digital art or electronic art, can meet, learn, socialise and collaborate. Makerspaces have also been compared to separate regional community-operated spaces with similar aims and mechanisms, such as Men's Sheds. The reasons for adding a makerspace to a library is to foster peer-to-peer learning and community organisation.

Elements of a makerspace could include:

- **Networking:** Share insight, ideas, and best practices from one makerspace to another. Connect on a local level with makers on the ground and community partners who support making. Get access to an open and collaborative network of educators and members of the worldwide maker community, all doing this work too.
- **Project Library:** Allow new makers to conduct or participate in projects based on their own interests, ability, and available equipment
- **Learning Lab:** Create and capture content to inform projects and future projects, and to provide better ways for learners to discover and access relevant content.
- **Training and Support:** Create an open learning environment that engages learners and facilitators; introduces and shares new ideas and projects, and provides ongoing feedback and support.
- **Tools (Hardware + Software):** Provide access and exposure to tools that enhance makerspace projects, idea development and exploration, and skill development and sharing

Librarians know that their patrons are not just information consumers they are information producers. Patrons use the library to gain knowledge in order to create their own new and independent works. Increasing numbers of libraries now provide spaces and services that meet the needs of people who want to learn, for example, how to edit articles on Trove or Wikipedia, set up blogs or podcasts, create their own zines and much more.

The public library is a door to learning for preschool and school age children. It strengthens the critical pillars of the knowledge-based economy, such as early learning and family literacy, directly and through partnerships with other organisations in the learning sector. For young people, it is a safe, inviting, and vital space, with up-to-date technologies for learning and socialising in both real and virtual space. Specific co-curricular programs like Homework Help strengthen its impact on learning and post-secondary readiness and help bridge the economic divide that impacts on students' academic performance

Libraries are important partners in child development. Through library collections, programs, and physical spaces, children learn to share, to be engaged in their communities, to participate in the arts, and to explore their immediate world and the world at large.

1.6.6 Digital Technology

e-Materials

The transformation of the media market and the emergence of eBooks are causing great changes to library models worldwide. The answers libraries find to the challenges emerging, and the positions and models developed moving forward will be crucial to their future.

Over hundreds of years libraries decided what books to buy and use for public lending in accordance with their collection development policies or plans. In the world of eBooks libraries no longer have such a right. It is a significant – and in the view of libraries unacceptable – change that today the acquisition policies of libraries may be decided by publishers and not by libraries themselves. Library Associations both nationally and internationally have taken up the challenge to find solutions to this problem, with the hope of coming up with a solution or model that protects both libraries and importantly e-access by library users.²⁵

²⁵ E-books in libraries: A global question of survival? [<http://www.cilip.org.uk/ifla-mlas-seminar2013/pages/default.aspx>] (Accessed May 2014)

The rapid growth of ePublishing and the availability of eBooks could see eBook sales sharing the market 50/50 with hard copy sales within the next 10 years.²⁶ Many public libraries throughout the world and Australia have started lending e-materials (predominantly eBooks, with some eAudio), including Campbell town City Library Service. Most of the e-content purchased or subscribed to in Australia is delivered through content aggregators such as *Overdrive* or *Bolinda*. This is done to handle the plethora of lending and licensing conditions placed on these items by publishers. This new format brings with it the need for both library staff and customers to be trained in the use of e-readers, the software and device requirements and the steps needed to borrow material. As with other technological innovations used by libraries, staff require a new suite of troubleshooting skills.

The exponential growth in eProducts is further deepening the digital divide i.e. will impact economically, educationally and accessibility. All levels of government have in fact recognised this issue; however, the push towards everything online is leaving a lot of the community behind. Telstra, for example has recognised this through its development of a set of free digital literacy tools 'Everyone Connected'²⁷ for use by public libraries (to learn, educate and share), other organisations and individuals. While this initiative is predominantly aimed at seniors, the material and program is of benefit to anyone wanting to learn how to use eProducts such as smart phones and tablets, properly and to maximum benefit.

The library will need to keep an active watch on eDelivery service providers to determine both the best value for library patrons and best value (dollar wise) for Council. It must be noted that currently, eMaterials cannot be considered an asset, as libraries do not own the digital rights. There has been some work done in the USA to investigate the case for libraries to collaboratively purchase the digital rights to their eMaterial, in some form of collective purchasing.²⁸ For example in Canada and the USA the Hoopla Digital service is providing a new eAccess model for public libraries i.e. providing an unlimited number of copies of any given eBook and a pay per use model. This idea means libraries would spend more on popular items but not be exposed to too much cost for unpopular or unused items. While this service is not available in Australia yet (although Hoopla are investigating the overseas market), it does offer some insight into the different models of access that are being developed and one with the potential to provide costs savings when compared to the hardcopy model.

What is not taken into account here is the initial and ongoing cost of accessing, using and updating technology and the Internet, the low functional literacy rates of many Australians (Digital literacy builds on existing literacy i.e. being able to read), limitations of access choice i.e. as more and more commercial organisations and governments push everything online, and the vast array of copyright / digital rights issues that are restricting use and sharing (lending) by public libraries or anyone for that matter. Public Libraries must now, more than ever, strive to ensure equitable and supported access to the digital world for their communities i.e. to help their customers and communities to both operate and succeed in a growing digital environment.

Digital Information

The rapid uptake of mobile and smart devices; and the way people like to access information and entertainment, and interact with each other, with business, at work, and with government will all

²⁶ Pesche, Mark (Digital Consultant): ABC TV 7.30 report 18 March 2010

²⁷ <http://www.telstra.com.au/telstra-seniors/>

²⁸ *Can libraries work together to acquire eBook assets?* <http://go-to-hellman.blogspot.com.au/2010/09/can-libraries-work-together-to-acquire.html> [accessed June 2014]

have an impact on the design and delivery of public library services. The exponential growth in digitisation, the production of digital information, and digital publishing has in many ways made the role of the public library more important than ever. The public library's recognised and core role of providing free access to reputable information (content) is being impacted in many ways including:

- The commercial aggregation of digital products, and the ensuing copyright and varying usage models associated with aggregation e.g. ownership versus subscription, or limited use and lending
- Search engine optimisation (SEO) by commercial entities to drive their data or products to the top of search lists e.g. Google
- Growth in 'Big Data' – the library's ability to locate, reference and or catalogue accredited data to meet the needs of users
- Access technologies i.e. the growth in smart technologies / devices, and commercially driven access applications and information sources
- Growth in need to access resources and information electronically (internally and externally), while still maintaining access to more traditional hard copy resources
- Convergent interfaces and access models i.e. Internet, search and social networking, and messaging
- A move from being information providers to being content developers e.g. library as publisher

Wireless Access

The growth in public library Wi-Fi hotspots has emerged as an important customer service trend, in that it supports users on their own devices, and brings people into the library where they can access other complementary services. This service has the potential to free up time on the more traditional hardwired public access terminals, and reduces the demand for additional terminals. Libraries will have to monitor the quality of their Wi-Fi service to ensure the provision of a competitive service, and explore ways of using this service for marketing purposes e.g. pop up advertising; Wi-Fi page useful links etc. The exponential growth in accessing the Internet and Internet based services via Wi-Fi will also impact on a public libraries operating costs as the thirst for high-speed access and bandwidth increases. Public libraries may have to look at placing restrictions on the level or amount of access, and/or setting a fee for access for non-members.

Public Access Technology

Libraries need to offer their customers technology access that is up to date i.e. there is a strong expectation that users are able to access up to date operating systems, software, connectivity, social media and browsers. If this does not occur, users may experience issues with software or browser incompatibility. Public computer security images should allow for easy updating of software. Keeping public computers up to date is difficult and costly for Councils, however there is a growing trend internationally to 'buy in' public access computer services, for example see: <http://www.userful.com/public-computing>. These type of services have the potential to remove many of the unintentional 'roadblocks' that place restrictions on software range, updating etc. that are a common feature of the library being part of a Council system / network

The National Broadband Network

The National Broadband Network (NBN) is an Australian Federal Government initiative aimed at building Australia a new communications network. Rollout of the NBN will not occur simultaneously across the Campbelltown LGA – some areas have already been connected, some are in preparation

and others do not yet have proposed dates for the rollout. This initiative is already starting to impact (albeit in a limited number of libraries to date) positively. A good example of this is the Townsville Library Digital Hub - a place for Townsville residents to gain the digital skills needed to enjoy the benefits of the NBN when it becomes available to them, and also allow residents to experience the NBN in a friendly and supportive environment. Other initiatives include a Smart Lounge with an Internet-enabled TV and a suite of mobile equipment such as iPad tablets and e-book readers. Another good example is the Digital Hub at Kiama Library²⁹.

Technology Exploration Centres

Technology Exploration Centres or TECs (also known as Technology Showcases, Gadget Garages, Techie Toyboxes or Technology Petting Zoos) build on the public library's role of informing and creating learning opportunities. The advent of TECs has allowed library customers and other interested people the opportunity to handle and discover a wide range of devices such as eReaders, tablets, smart phones etc. in a non-sales environment. This TEC approach can be done by the library purchasing these devices or in partnership with local commercial providers. The NBN will offer even more opportunities in this regard e.g. the web broadcast of selected library programs and events, and video conferencing, audio domes for accessing Internet telephony services such as Skype, and online training.

Mobile Access and Web Design

An emerging trend that is yet to have a major take up by Councils or their libraries is the advent of mobile websites, smart apps, and e-news communications developed for reading on mobile devices e.g. smart phones or tablets. It is very likely that public expectation of being able to access Council services (including library services, catalogue etc.) via mobile websites or targeted apps will increase, and accordingly development work on this needs to occur soon. This trend offers Councils and their libraries an opportunity to rethink the way information is presented and accessed – the mobile world expects quick and intuitive access to information, services and interactive communication. There is also an opportunity for Campbelltown Council to incorporate Council customer service access within or alongside any mobile or smart device application i.e. do all your business in one place online.

The rapid escalation in take-up of emerging technologies such as smart phones and tablets and the millions of smart applications, and mobile websites available is changing the world's expectation of how services are delivered, and how people can interact and engage with each other, and with business and government. From a public library perspective this offers the opportunity to explore more self-serve options, and also gives the user an opportunity to create and interact with their own personal data. The library's online management system and website already offers a level of self-service and personal interaction with the library, but will need to focus more on meeting user expectation in this regard now and into the future, as will the suppliers and designers of library support products e.g. library management systems and web presence.

New technologies, smart devices and online servicing models will impact on expectations around the speed of service delivery, for example, one can purchase and download an eBook immediately, with which the traditional or outsourced models of library hard copy procurement cannot compete. It is arguable that procurement of eBooks by libraries will greatly improve delivery times, however the various restrictions placed on e-materials by publishers and aggregators will still create queues for popular materials. There is the added bonus of not requiring the library to chase up overdue loans (as there is an automated return process on all known library eBook lending platforms).

²⁹ <http://www.kiamacconnect.com.au/kiama-and-the-nbn/digital-hub-kiama-library/> (Accessed June 2014)

1.7 Collections

Our public library buildings are getting bigger, despite the fact that physical collections are not experiencing any real growth and in some cases are decreasing (particularly non-fiction), due to the move to digital and Internet based information retrieval and resources.

It is worth noting the following trends and challenges around public library collections:³⁰

- The physical versus digital composition of collections will change
- Development of targeted and in-demand collections. Library users will expect the latest format/s
- More emphasis on collection display and arrangement e.g. face-out bookshop type display and thematic displays; and more attractive shelving
- Reference resources increasingly being incorporated into non-fiction lending collections
- Greater attention to creation of living room/ reading / study spaces by furniture and shelving placement (genre and/or subject based)
- Increase in recreational collections
- More frequent 'weeding' to keep collections vibrant and relevant
- Unique collections, which tell the story of our community – local history, indigenous etc and grow out of specific community needs
- Less reference material and more 'how to....' resources
- Books may become 'retro-cool' and demanded by young people
- Lowering procurement costs via collaborative purchasing arrangements, online purchasing and shelf ready outsourcing

However, public libraries are now clearly moving into a very challenging period due to fundamental changes in the publishing sector brought on by e-publishing, and the move of aggregators such as Amazon to heavily control and regulate the digital market place, which from a public library viewpoint is creating publishing silos, which are much harder to navigate for collection development purposes than the more traditional hardcopy publishing models.

Collectively Australian public libraries spend approximately \$1 billion dollars annually on library materials. It will be sometime before there is a clear picture of how the digital publishing trend will affect libraries, especially in the areas of digital ownership and lending and access. Many eBook licences restrict access to materials to only registered borrowers of a library service. Other collections (such as many items held by the State Library of NSW, and collections such as Project Gutenberg³¹) are available more widely.

An emerging trend to watch is the public library as e-publisher and/or aggregator of local and independent e-publications and publishers, perhaps in partnership with independent publishers or groups³², for example local and family history societies. Public libraries will also need to consider how they can then collectively aggregate their e-published materials – rather than operating in local silos.

Hard copy materials are still in strong demand and being published, with the emerging eBook trend adding yet another reading format to those already available through the public library. The market will essentially drive the hardcopy to e-copy ratio in the future, and this will eventually filter through to how public libraries develop and operate their collections. Public libraries will still have an

³⁰ *Tomorrow's Library*: Ministerial Advisory Council on Public Libraries (VIC) (2012) http://www.dpcd.vic.gov.au/_data/assets/pdf_file/0009/95283/Tomorrows-Library-Discussion-Paper.pdf [accessed June 2014]

³¹ Project Gutenberg <http://gutenberg.net.au/> [accessed June 2014]

³² For example, Douglas County Library (USA) <http://douglascountylibraries.org/epublishers> [accessed June 2014]

obligation (community expectation) to balance the needs of all users to create equitable access to collections.

Non-English ePublishing is generally not emerging at the same rate as English materials, with some exceptions. In some countries ePublishing is all but non-existent, for example India. While there is a growing market in Europe, obtaining non-English content in Australia will be difficult, at least in the medium term, due to a lack of suppliers and higher costs.³³

1.8 Partnerships

Public libraries need to consider developing project and program based partnerships and sponsorships, including the development of Return on Investment (ROI) business cases for potential partners and sponsors. The trend emerging in this regard is for public libraries to take a much more planned and formal approach to attaining and maintaining partnerships and sponsorships. These partnerships can be internal i.e. with other sections of Council, or external e.g. with the public library network, business, government, non-Government organisations, local community groups etc. While it has been common in the past for libraries to achieve small ad hoc sponsorships for various activities, it is clear that in a climate of tight budgets and competing local government priorities libraries need to focus on developing key partnerships. When planning new library facilities, a partnership arrangement with a developer can result in significantly reduced costs for Council, as the benefits delivered by libraries in commercial developments such as shopping centres, are well documented.

Beneficial partnership models already exist that can inform the thinking and planning of Campbelltown City Library Service, for example:

- Hume Libraries in Melbourne are involved in a strategic partnership with other organisations such as learning centres, local business, education institutions and employment agencies. Called the *Hume Global Learning Village*, the network combines the collective resources of the 700+ membership of individuals and organisations to improve learning opportunities for the local community.³⁴
- Sydney's Northern Beaches *Inside Break* (HSC Resources website) *is an innovative service originally available to secondary schools in Sydney's northern beaches region and is a cooperative venture between Manly, Pittwater and Warringah library services whose three local LGAs represent a collective population of 250,000 people.*³⁵
- The University of Western Sydney, in partnership with a number of large western Sydney Councils including Bankstown, Parramatta, Fairfield, Camden and Campbelltown, has a partnership with Tutoring Australasia which provides financial support to assist with the delivery of its online homework help service *Your Tutor*, which is available to local primary and secondary school students through public libraries.³⁶

It is important to also consider practical community partnerships through strategic connection with selected community organisations and groups, and through the development of a Library

³³ Interview with Oriana Acevedo, Multicultural Services Consultant, State Library of NSW 2014

³⁴ www.humelibraries.vic.gov.au/hume_global_learning_village (accessed June 2014)

³⁵ <http://www.lgna.org.au/downloads/File/Robert%20McEntyre%202011%20LGMA%20National%20Congress%20-%20May%202011%20RECENT.pdf> (Accessed June 2014)

³⁶ Ibid.

supporters' strategy. Friends of Library groups are common across the public library network, providing varying degrees of practical benefit to libraries. Non-success is most often due to poor scoping, and a lack of clear policy and focused management. The potential for a successful partnership with the community via a Friends group has great potential if handled correctly and responsibly.

1.9 Resourcing

Operational Funding

The focus on library resourcing cannot truly be considered an emerging trend, as libraries have always been under pressure to do more with less, despite being one of local government's most used and most loved services. There is however, an emerging trend around developing more sustainable resourcing models for public libraries i.e. beyond access to rates, loans, Section 94 and grant funding. The additional pressures on funding levels brought on by years of cost shifting to local government by successive state governments has added to this issue and continues to be a lobbying point for both local government associations and public library associations. Currently, the shared cost of public libraries in NSW is approximately 93% local government and 7% state government (subsidy and grants program).

Public libraries, including Campbelltown City Library Service will need to focus more attention on how services are resourced in the future. Beyond beneficial partnerships, the Library and Council will also need to consider how the Library generates service income – income that can at least partially offset operational costs.

Income Models

A stronger focus on library resourcing and income has emerged over the last decade. This is due in part to growth in library services, competition with other Council services, and shrinking state government funding (in real terms). The following provides an overview of possible income streams for libraries.

Income and Expenditure - this model is cost neutral to Councils i.e. expenditure mirrors income. This is usually a service-based initiative, for example fees for training programs and meeting room hire incomes offset expenditure in nominated areas.

Community Levy – best for capital projects such as the building of a new library, for example Gosford City Council, NSW places a levy on all residential rate notices for the building of a new Central Library. A community levy can be in addition to funds collected via Voluntary Planning Agreements or Section 94 Plans.

Joint Agreements - some Councils and public libraries have regional or consortia agreements with other adjoining Councils regarding shared costs of public library services, for example the current arrangement between Ryde and Hunters Hill Councils; or on a larger scale as evidenced by, for example, the Riverina Regional Library Service.

Subscription (for non-residents) – the best-known model is that introduced by the City of Sydney, due to the large number of non-resident users. As Campbell town is a signatory to the Library Reciprocal Agreement it is unlikely they would be able to implement such a subscription.

Fee Structures - the focus of library income generation has generally been on collecting fees for overdue material, lost material, photocopying and printing, and the reservation of materials. The staff time and costs involved in collecting this type of fee in cash are, in most cases, higher than the revenue raised. Libraries need to put more focus on value-added income initiatives, for example room hire, leased space in new or existing library developments, programs and events. Libraries also need to consider taking electronic payments and move away from cash collection and reconciliation. It is possible for library cards to operate as debit cards, to pay, electronically, for such things as reserves and attendance at programs and activities.

Deductible Gift Register (DGR) Status – a growing number of public libraries have obtained DGR status through application to the Australian Tax Office. This status allows tax deduction for financial gifts and donations to the library. To date public libraries have yet to obtain any serious income from this status. DGR status however would attract greater levels of sponsorship, and be an added attractant for potential business partners. It is also worth noting that many philanthropic grant programs are only available to organisations with DGR status. [See: <https://www.ato.gov.au/Non-profit/Gifts-and-fundraising/Deductible-gift-recipients/Applying-for-DGR-endorsement/>]

Merchandising and other Commercial Arrangements - many libraries merchandise in small ways, for example the sale of library bags. However, there are examples nationally and internationally where public libraries have developed their own products, and/or have gone into partnership with other providers to market and sell merchandise etc.. For example, the Seattle Public Library Service (USA) has installed a high quality 'Friends of the Library' Shop, run by 'Friends' volunteers that sell items to generate funding for library collections etc. The Vancouver Library (Canada) incorporated in its design commercial spaces for cafes, a stationery shop, and a Friends shop. The leasing arrangements provide a regular and meaningful income stream for the library. In Australia, the Hills Library (NSW), Liverpool Library (NSW) and Ipswich Library (QLD) have commercial cafe spaces leased. The Greater Taree City Library has entered into a commercial and social enterprise arrangement for their recently installed Cafe.

1.10 Professional Standards and Guidelines

When reviewing and considering emerging trends in the public library sector it is useful to consider the work being done by the library profession and its associations in creating useful and meaningful standards and guidelines for the operation and performance measurement of public library services.

Evidence Based Standards And Guidelines

Public libraries are under constant scrutiny and review (by their governing bodies and the profession), with a particular emphasis on streamlining services, modernising service delivery models and reducing costs. The library profession has a long history of collecting statistical data on library operations, for example loans, visitation and per capita expenditure – mostly for local and state reporting purposes. In more recent times however the profession (through its associations and with support of state libraries) has collaborated to produce evidence-based standards and guidelines to provide a clearer picture of a given library's performance and how it compares at a state and national level. It also provides goals for attainment (to enhanced or exemplary service delivery levels), and best practice standards that are intended as suggestions for the operational improvement of library performance. These standards also underpin the need for equitable access to public library services and programs.

The two documents referenced here are:

1. *Living Learning Libraries: standards and guidelines for NSW public libraries*³⁷
2. *Beyond a Quality Service: strengthening the social fabric. Standards and guidelines for Australian Public Libraries*³⁸

See **Attachment 1** for comparative data on Campbelltown City Library Service

1.11 Economic Development

With the multi million-dollar investment in Australian public libraries and growing pressure on local and state government budgets, efforts have been made over the last five years to quantify the return on investment achieved by public libraries.

With libraries involved in many activities, which positively influence communities in a number of ways, quantifying all the impacts of libraries on their communities can be difficult. Nevertheless, international and Australian studies have attempted to identify the return on investment of public libraries.

Three Australian studies into the economic value of public libraries have been commissioned and published. They are:

- *Enriching communities: The value of public libraries in New South Wales* (2008)³⁹
- *Dollars, Sense and Public libraries: The landmark study of the socio-economic value of Victorian Public Libraries* (2011)⁴⁰
- *The Library Dividend: a study of the socio-economic value of Queensland public libraries* (2012)⁴¹

There is also work underway to create a national report on the value of public libraries.⁴² The findings of several international studies of the Return on Investment for every dollar invested in public libraries show similar results, and are included as **Attachment 2, Return on Investment in Public Libraries**.

The context of these documents is important to note, as they are the outcome of libraries 1) having to justify their existence and importance in a tight economic climate, 2) the legitimate need to demonstrate return on community investment and best value for dollar invested; and 3) to provide a local, state and national basis on which to lobby all levels of government regarding the growing importance, and economic worth of the public library.

³⁷ http://www.sl.nsw.gov.au/services/public-libraries/living_learning-libraries/index.html (Accessed June 2014)

³⁸ https://www.alia.org.au/sites/default/files/documents/Publishing/Archivedreports/PLSG_ALIA_2012.pdf (Accessed June 2014)

³⁹ *Enriching Communities* (2008), State Library of NSW

http://www.sl.nsw.gov.au/services/public-libraries/docs/enriching_communities.pdf [accessed June 2014]

⁴⁰ http://www.slv.vic.gov.au/sites/default/files/dollars-sense-public-libraries-summary-report_1.pdf (accessed June 2014)

⁴¹ <http://www.plconnect.slq.qld.gov.au/manage/championing> (accessed June 2014)

⁴² A cooperative project between ALIA and the state public library associations

SECTION 2. CURRENT AND FUTURE SERVICE DELIVERY

2.1 Introduction

Campbelltown City Library Service, like all Australian public libraries, is experiencing pressure to change, innovate and restructure to meet the contemporary needs of its community, within a fiscally tight / resource scarce environment. It is in this context that the Library Review project was created, to enable Council to:

- review the current branch infrastructure and service delivery model; and
- investigate new service models for the Library, focusing on cost efficiency, better practice, innovation, and excellent customer service.

The Library Review project includes an overview of Council's current library service, a review of best practice and innovative models, and recommendations for the future of the library service.

2.2 Community Expectations of Libraries

Most people now have high expectations, not just of libraries, but of services generally. They bring their experiences of other buildings – notably retail and entertainment – into the library with them. The need for visual appeal has led to a 'retail' approach in public libraries. Many lessons learned from supermarket design have been successfully applied to libraries. These trends provide opportunity for Campbelltown to provide more attractive and functional library space.

Library trends and recent service models point to the need for the public library to become more flexible as a centre for community engagement and development. Libraries are moving from passive information keepers to playing a more active role in the community, increasingly focused on connecting with community needs across the spectrum of information, education, leisure and social interaction.

People are spending longer in libraries; in Australia on-site use is outstripping growth in loans, and they want a pleasant environment; so spaces are needed where they will feel comfortable. Many people want to converse with each other informally; noise levels are generally higher. Some people want a room of their own where they can discuss, plan or argue: group study rooms and seminar rooms are now very common in public libraries. Other people just want a quiet area where they can concentrate: this may require a quiet study room, or a 'homework' room, or simply good layout and acoustics.

Users range from children in strollers to elderly people using walking frames or powered chairs. Australia's population is ageing and accessibility standards are becoming more and more stringent. Australians come from many ethnic backgrounds and everyone should be able to feel at home in the library. Community art and public art can be a welcoming feature and can be integral to the design. Some people have special language requirements: this may mean multilingual signage or space for language learning.

There are also several innovative models for the delivery of library services emerging. Technology is being used to harness customer power and streamline procedures such as PC/print management systems. New technology facilitating easy self-check of materials by patrons has also been

introduced in many libraries now, with some libraries reaching 97% of transactions by self-check, thus freeing library staff for more valuable customer assistance.

A key theme emerging is the increased focus on the development of lifelong learning and the building of learning communities. With the exponential pace of change and growth in information, there is a need to facilitate competencies in information gathering and navigation. Changes in the workplace mean that skills often rapidly become obsolete and individuals need to continue to learn in order to maintain their employability. Libraries are well positioned to play a key role in lifelong learning, particularly in partnership with learning providers. Models such as the Hume Global Learning Village in the City of Hume, Victoria, the Pathways Library in Moreton Bay, Queensland and the Brisbane City Library Learning Lounges provide excellent examples of the development of learning partnerships. (Hume City has to date identified over 300 learning partners in its vision for a learning community.) The importance of early childhood learning is also driving an emphasis on early childhood literacy in many libraries.

More and more libraries are being located in shopping and commercial centres, often as a result of a deal between the local authority and a developer. Many shopping centre owners are aware of the large numbers of people who come into libraries, and therefore into their shopping centres, each day. However shopping centre space is expensive and there is usually pressure to keep the size of the library to a minimum, and locate the library in a non-premium site.

Land values are also encouraging local authorities to try to realise as fully as possible the potential of any sites which they own when they have to replace or upgrade community infrastructure. In many areas large civic renewal projects are currently being considered which involve the regeneration of entire city blocks with public libraries as major 'anchor tenants'.

2.3 Current Branch Overview

Campbelltown City residents are served by four branch libraries, a home library service and an online library. The current Campbelltown library service model is centralised, with planning, administration, human resource management and collection development occurring centrally. The HJ Daley Library houses the largest collection and a greater number of staff. There are however, some backroom functions occurring at each branch library such as material selection and program development.

A future service delivery model for Campbelltown City Library could reflect the contemporary trend for a tiered model i.e. a city library and one or more large town centre libraries and smaller neighbourhood or village facilities. See *Libraries For Ryde, Service Delivery Model*⁴³ as an example. In such a model, there is no attempt to duplicate services across all branches but to customise the size, opening hours, collections, services and programs to match each neighbourhood's demands and needs. The smaller facilities are supported by the resources and staffing at the larger town centre libraries. An additional tier of pop-up or semi-permanent libraries can easily be added to the model (these facilities can act as basic, temporary service points in newly developed areas for instance, pending establishment of a more permanent library presence).

The HJ Daley, Ingleburn and Glenquarie branches are the best-located libraries relative to the site criteria, reflecting their location within or close to major shopping centres. The Eagle Vale Library is

⁴³ *Libraries for Ryde* (3014) <http://www.ryde.nsw.gov.au/Documents/PlansProceduresGuidelines/Libraries+for+Ryde+2014+-+2024.pdf> [accessed July 2014]

located outside (but still close) to a commercial centre, in co-location with a leisure centre and surrounded by parklands and open space. All libraries are located within reasonable distance of public transport services. Although Campbelltown is 312 square kilometres in area, the current libraries are well sited, and the majority of the population lives within three to five kilometres of a branch library. The population density and location of libraries in the northern areas of the LGA mean no one is further than three kilometres from a branch library.

The HJ Daley Library functions as the central library, and is the largest facility in the network. It is located across the road from a major shopping centre, with good parking and close proximity to public transport. Although the building is over 20 years old, it is functional and has a reasonably versatile layout. There is space to extend the building (for example, the current under-used courtyard could be incorporated into the building and provide space for a café). There is only one meeting room, and the library's capacity to hold large events is limited.

The Ingleburn Library is the most modern library in the network (opened in 2009), and its design and functionality respond to a number of trends such as increased technology, flexible layout and community accessibility. The Library's capacity to hold events for large numbers of people is limited by its open plan design (with a mezzanine) and acoustic issues. There is no large contained meeting space. However, the adjacent Ingleburn Community Hall (Council owned and operated) has a 200-seat capacity, and includes a commercial kitchen.

Eagle Vale Library, built in 2003 as part of the leisure centre is a well sited, custom designed facility, although it is also lacking adequate meeting and programming space. There is an onsite café, good parking and easy access to outdoor space. The leisure centre is close to a major shopping area.

The other library branch at Glenquarie is located on the outskirts of a shopping centre. It has one small meeting room, but no other space available for programs and events. This library has been refurbished but is dated in its design and there is little or no potential for expansion in the current location. In future (particularly if moving to a tiered model) Glenquarie Library could be redeveloped as a neighbourhood library, offering a smaller, targeted collection and specific local programs. Given its proximity to the Ingleburn branch (and consequently overlapping catchment), consideration could be given to its redevelopment as an Express or self-service facility. See **Attachment 3**. Self service libraries for more detail on what such a facility might look like.

The libraries have varying degrees of integration of smart technology including RFID self-check terminals (rollout across the system is underway), quick use computers, free WiFi, TVs, and charging stations for laptops etc.

The HJ Daley Library records the highest usage and is the largest branch but also has space limitations which impact on service delivery. The branch libraries are also under space pressure with increased usage and demand. The demand for access to computers and community programming cannot adequately be accommodated within existing infrastructure and all branches record space shortages. The RFID self check technology will reduce the need for large circulation counters and the reduction in the size of reference collections has also freed up a little space.

The implementation of RFID is likely to free up staff time currently spent in routine circulation duties. A move to a 'concierge' style service, with staff providing roving assistance rather than from behind a desk, also has the potential to free up space – it may no longer be necessary to have circulation or information desks. With an increase in the number of materials being delivered to the library, shelf-ready, it is likely staff will be released from back of house tasks to direct customer

service delivery. This will have an impact on the potential number of programs and events that can be offered.

2.3.1 Current Branch Locations and Opening Hours

| Library name | Location | Opening hours per week |
|--------------|--|------------------------|
| HJ Daley | Campbell town, across from shopping centre | 67.5 incl. Sat & Sun |
| Eagle Vale | Located within the leisure centre | 50.5 incl. Sat |
| Ingleburn | Adjacent to shopping centre and community hall | 50.5 incl. Sat |
| Glenquarie | Located in shopping centre | 44.5 incl. Sat |

2.3.2 Catchment

Public libraries generally service an identifiable catchment area. When defining a catchment area for a library, the following need to be considered:

- Library usage trends across suburb areas
- Size and services of library
- Relative location to other libraries, including those in surrounding LGAs
- Location of each library relative to community and retail centres
- Transport and access corridors and geographic, physical or natural barriers such as freeways, rivers etc

Based on the 2011 Census data, the following numbers (approximately) of residents in the Campbelltown LGA live within the specified radius from each library.

| Library name | 1 km radius | 3 km radius | 5 km radius | 10 year projection* |
|--|-------------|-------------|-------------|---------------------|
| HJ Daley | 3,800 | 43,000 | 82,000 | 52,100 |
| Eagle Vale | 6,700 | 35,700 | 70,000 | 41,800 |
| Ingleburn | 6,400 | 30,000 | 54,000 | 36,900 |
| Glenquarie | 7,600 | 28,700 | 38,800 | 25,500 |
| Campbelltown LGA total | | | | 153,092 |
| Non-resident workforce | | | | 19,000 |
| Residents working outside Campbelltown LGA | | | | 35,000 |

* Somewhat different figures have been used in calculating library size requirements for the future. These figures are the suburb (as listed below) ten-year projections (and again there is some overlap), within a 3-kilometre radius.

- Campbelltown Library (Campbelltown, Blair Athol, Ambarvale, Glen Alpine, Bradbury, Airds, Claymore, Woodbine, Blairmount)
- Eagle Vale Library (Eagle Vale, Eschol, St Andrews, Raby, Kearns, Claymore, Woodbine, Blairmount, Leumeah)
- Ingleburn Library (Ingleburn, Bow Bowing, Minto)
- Glenquarie Library (Macquarie Fields and Glenfield but not including Ingleburn)

There is significant overlap between the branches, but it is evident that most residents live within three to five kilometres of a library. Currently, only residents in the southern part of the LGA (e.g. Gilead, Wedderburn and parts of Rosemeadow) live further than five kilometres from a library.

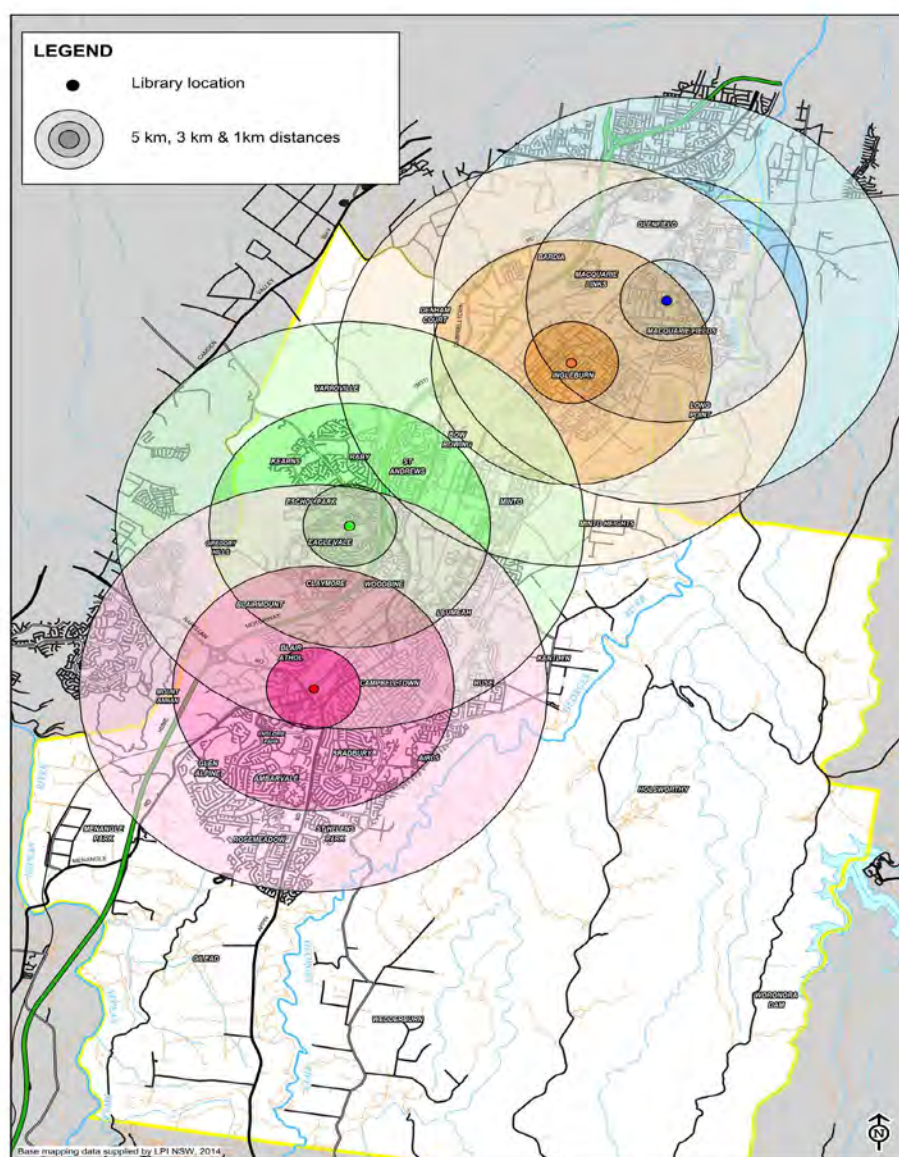


Figure 2 - Library Catchment Areas Map

2.3.3 Branch Floor Space

Based on a ten-year population projection for the City of Campbelltown, the following 10 –year space projections are indicative only, and would be dependent on the number of branches, their location, the adopted library service delivery model and catchments. A service-based calculation, using the service-based calculator provided with *People Places*⁴⁴ would provide a clearer

⁴⁴ *People Places: a guide for public library buildings in NSW* [Service Based Benchmark Spreadsheet [accessed July 2014]
http://www.sl.nsw.gov.au/services/public_libraries/docs/Service_based_benchmark.xls]

understanding of service delivery model floor space requirements when developing design briefs for any existing or proposed library infrastructure.

Branch Floor Space Overview

| Branch | Current Floor Space (m2) | 10 Year Projection Floor Space (m2) |
|---------------------------------|--------------------------|-------------------------------------|
| HJ Daley Library Campbelltown | 2540 | 3281 |
| Eagle Vale Branch Library | 700 | 1966 |
| Glenquarie Branch Library | 604 | 1358 |
| Greg Percival Library Ingleburn | 1400 | 1550 |
| TOTAL | 5244 m2 | 8155 m2 |

2.4 Proposed Library Service Delivery Model

A centralised model based on the HJ Daley Library will continue to be the most sustainable in the medium-term, supported by the existing three branches, and potentially a new branch in the growth area to the south of Campbelltown. In the medium to long term (5 to 10 years) the size and location of the branches will need to change, as may the range of collections, services and programs offered at each site.

This central hub library in Campbelltown will provide a full suite of services supported by strategically located, scaleable, points of presence in local communities (i.e. library facilities of varying size offering a range of collections, services and programs to suit their customer base). The model will be supported by improved stock rotation and inter-library flexibility, and will help avoid unnecessary duplication of resources. An enhanced 24/7 online service network will complement the physical library network. This tiered approach to service delivery will provide the opportunity for increased local ownership of outcomes at the scaleable points of presence. The points of presence will vary in size according to need and partnership opportunities and provide a tailored range of library services to local community catchments. They could range from a vending machine at a train station or shopping centre, to a kiosk/bookshop, a shop front library lounge, or a traditional branch.

The changing service delivery format will represent a more cost-effective model, improving accessibility to an expanding population within a technologically dynamic environment. This approach will also identify partnership opportunities to improve maximum utilisation of other community facilities, services and Council assets. The service points could, where feasible, be undertaken as partnerships with private providers such as a café, bookshop or other willing partners.

A new branch in the southern part of the City is likely to attract a reasonable percentage of the current users of the HJ Daley Library, at least in the short term. This is likely to result in some reduction in collection space and study areas, which could be reallocated to meeting room / venue hire space, at HJ Daley. Alternatively, the new facility could be developed as the central hub library, leaving HJ Daley to be redeveloped as a town centre library.

2.4.1 Proposed Campbelltown City Library Service Delivery Model Component Overview

| Components | Central Hub | Town Centre Library | Express / Pop-Up Library |
|-----------------------|---|---|--|
| Size | 2,500 – 3,000 sqm | 1,000 – 1,500 sqm | 50 – 150 sqm |
| Opening Hours | Up to 70 hours per week (including evening opening) and weekend hours | Up to 50 hours per week (including Saturday, and one evening opening) | As appropriate |
| Co-location | Commercial services e.g. café Residential component | Commercial services e.g. café | Co-located with café / bookshop Council Services Kiosk |
| Staffing | Technical and administrative service staff who will also provide staffing support to Town Centre and Express Libraries, and Outreach Services | Customer service staff with support from the Central Library | Rostered staff Volunteers |
| Collections | Comprehensive, including local studies | Tailored to community, with a focus on recreational, popular material (including eCopy), children's and youth materials | Popular materials (including eCopy access) |
| Specialised Areas | Makerspace Meeting Rooms Quiet and group study areas Display and exhibition space Program / performance space | Meeting Room Quiet study area Display and exhibit space Program / activity space | N/A |
| Technology | A full suite of core public technology including computers, self-checkout, WiFi, high speed internet; and access to specialised technology and software, online services, kiosk based services and Council services | A suite of core public technology including computers, self-checkout, WiFi, high speed Internet, online library; and IT kiosk access to Council Services | WiFi Smart devices e.g. tablets Kiosk access to eMaterials and Council Services |
| Programs | Comprehensive, outcomes-based range of targeted learning and recreational programs | Focused range of targeted programs e.g. storytime, Book clubs etc. | Outreach activity venue e.g. children's activities (in partnership with other providers e.g. Let's Read) |
| Specialty Skill Areas | Technology Programs and Events Collection Management Community Engagement Youth and Children's Local Studies | Technology Programs Children's Display | Access to staff at Central |
| Configuration | Open, spacious and flexible layout, seating and mobile shelving dispersed throughout the library | Open and flexible layout, seating and shelving | Flexible, adaptable and (potentially) moveable (e.g. a pop-up library) |
| Location Factors | High visibility and high traffic area close to or within retail / shopping precinct; close to public transport and parking | High visibility and high traffic area close to or within retail / shopping precinct; close to public transport and parking | High visibility and high traffic area close to or within retail / shopping precinct; close to public transport and parking |
| Design Factors | Attractive, contemporary, flexible interior design, that includes relevant security infrastructure, and acoustic design to control noise levels associated with multi-use | Attractive, contemporary, flexible interior design, that includes relevant security infrastructure, and acoustic design to control noise levels associated with multi-use | Self contained service point that may be easily relocated Flexible and stackable furniture Highly visible |

| Outreach Service | Services | Description |
|-----------------------|-------------------------------------|---|
| Home Library | Collections Information services | Delivery of books and other materials to the house bound Reference /information requests fulfilled |
| Programs / Activities | Learning Recreational | A range of learning and recreational programs and activities delivered outside the physical branches. This service would complement the library's in-house range of programs. |
| Kiosks | Library and Council services | Access to eMaterial, library information services and selected Council Customer Services |
| Virtual Services | Online resources | Remote access to the library's eCollections and subscribed services e.g. databases; booking services (for programs etc.); Ask a Librarian; reservations etc. |

2.5 Concept Plan for a New Facility in Gilead / South Campbelltown

By 2031 it is predicted that the population of Campbelltown will have increased by more than 35,000 people, with most of the growth in Campbelltown and what are currently rural residential areas to the south and east of the CBD.

When considering the conceptual development of a library facility for this area it is important to take into account emerging trends in contemporary public library service delivery. It is assumed that the function of this development will be maximised by technology, but will remain welcoming and accessible to all, and environmentally responsible and sustainable. It is also assumed that such a space would provide a platform from which a number of diverse, but complementary services could be offered, including the development of a smart hub / makerspace.

The library will become *the* community venue for shared learning and creativity, offering the products, services, programs and activities that facilitate collaboration and creative development. The public library already has a recognised and established social wellbeing role. In the community library, the prominent social needs are for a sense of community connection and lifelong learning, and the public library fulfills these needs via its position as the people's place.

In the creative, collaborative and community library service model, the library facilitates:
Shared learning and creativity, and offers products, services, programs and activities that facilitate collaboration and creative development, and
Community connection and learning as a meeting place for people to gather share and learn.

Creative library spaces⁴⁵ emphasise hands-on play and experimentation, reflect their community's interests and needs, are flexible and responsive, encourage staff innovation and work with their community to shape their space.

Key features of this model include:

- an active learning centre e.g. a place to access formal and informal training / learning
- an exploration space e.g. a place to access and explore new technology and software
- a collaborative work space e.g. a makerspace
- a performance and exhibition space e.g. a venue to showcase local culture, including music, writing etc. (an exhibitor of local creativity)
- spaces for local teleworkers e.g. a local business/smart hub
- physical book and audiovisual collections
- eResources
- a place that facilitates literacy support (digital and functional)
- a gathering / meeting place
- a local studies centre e.g. a repository, documenter / publisher and disseminator of local and family history, culture and knowledge
- quiet spaces
- information services
- outreach services

⁴⁵ Creative Library Space Resource Material:

http://www.libraries.vic.gov.au/downloads/2014_Shared_Leadership_Program_Presentation_Day/creative_spaces.pdf [accessed July 2014]



Figure 3 - Service Model Concepts Overview

2.5.1 Technology Exploration Centre (TEC)

Public libraries have, to a greater or lesser degree, been offering access to technology for decades e.g. photocopying, computers, basic office software, the Internet, databases, scanners, microform readers etc. In more recent years however, the complexity and range of devices, software etc. that have become available has added a much higher level of demand and expectation of support from libraries than ever before. This in turn has put pressure on resources (especially staff resources), and has highlighted the need for a higher level of technology training and skills development for staff, and those who seek to access technology at the library. Provision of a TEC will help ensure everyone in the community has the opportunity to access and participate in the electronic world.

Key concepts of a TEC include:

- The development of digital / technology literacy (in staff, community, students etc.)
- A collaborative space – to work with and learn from others
- A networking space – to share insights, ideas, and best practices and to connect on a local level with others
- A play and awareness space – to see and experience new technologies (hardware and software)
- A development space – to provide a platform and space for individuals and groups to develop and test new ideas

An example of a multi-functional digital hub can be found at Toronto Public Library in Canada⁴⁶. The hub provides spaces, equipment, skilled staff and training. Equipment includes 3D printers, a book publishing machine, scanner, video converters, music and film editing equipment, driveless PCs for coding and programming, and for in-branch loan, Smart pens, tablets, laptops, Raspberry Pis (for electronics projects), digital cameras, lighting equipment, green screens and more.

2.5.2 Telework Centre / Smart Work Hub

A 'Smart Work Hub' is a facility or space that offers local workers an alternative to either working in their normal place of work or working from home. It aims to offer workers an alternative office space (as distinct from a normal serviced office space) that is close to their residence. They also offer an opportunity for different businesses and organisations to interact and connect with one another⁴⁷.

Public libraries have long been unofficially used as smart work hubs, particularly by small home based businesses and those who travel for business who are looking for a quieter, wired space away from the distractions of home. The development of a library based smart work hub provides Council with an opportunity to practically and formally assist local small and sole operated businesses and to create a value-added fee structure for additional services, for example teleconferencing, printing etc. The public library is also well placed to provide accredited access to a suite of eResources and information databases that are of value to business.

As an example, Skokie Public Library in Chicago has recently installed serviced office space where their reference section used to be (reference information is mainly sourced online now, and the library decided to dispense with printed reference materials). The library constructed a three-room, Wi-Fi equipped office suite, capable of accommodating more than 50 people. Users who cannot afford or do not permanently need their own office space reserve it by the hour.

2.5.3 eServices

Any new library facility should predominantly offer access to e-based materials, including eBooks, eAudio and eVideo for loan or use within the library; and access to the devices. Library staff trained in technology support, online technology training and awareness, and access to face-to-face learning opportunities would support these eServices.

The library could also offer kiosk-based Council Services for community self-service, with concierge type support from staff as required. The space should also offer 'smart access' to Council's main office and professional staff e.g. planners via video / teleconferencing links. Access to an eReference / Ask a Librarian Service should also be included.

2.5.4 Popular Collection Materials

It is clear that hardcopy will be with us for sometime, and most library users are still placing a much higher demand on hardcopy than eCopy resources. Most popular materials are being published in many formats e.g. hardcopy, electronic, audio, graphic, paperback, large print, newspapers and

⁴⁶ Toronto Public Library Digital Hub

<http://www.torontopubliclibrary.ca/using-the-library/computer-services/innovation-spaces/> [accessed June 2014]

⁴⁷ <http://www.business.nsw.gov.au/assistance-and-support/grants/smart-work-hubs> [accessed July 2014]

Braille. The Library should also provide access to a popular collection of hardcopy materials e.g. fiction, non-fiction, audio, DVD and magazines. This collection would be provided in a relaxing space conducive to both browsing and reading, and should be refreshed as often as possible. The placement of self-checkout technology (RFID) would minimise the need for staff support for lending, and would maximise the delivery of readers' advisory and assistance with selection etc.

2.5.5 Public Technology and Wi-Fi

Demand for hardwired computers is still present despite the growth in Wi-Fi access by library patrons. Hardwired computers are receiving a higher level of use for accessing certain software e.g. Microsoft Office, as opposed to browsing the Internet. It is becoming more common for individuals to use the library's Wi-Fi connection on their own devices, and as such the demand for device charging outlets or stations has grown, and is still growing. The most common approach to public technology has been to try and place all devices in one place, however, space allowing, the newer approach is to place pockets of technology throughout a library.

Internet security considerations, and hardware / software standards applied by Council have in many cases severely restricted the level of access to Internet based services, technology type (e.g. Microsoft versus Apple), and the range of software that can be made available to patrons. To deliver state-of-the-art technology, software and eService access the Library may need to operate a separate connection to Council, and look at outsourcing higher levels of IT maintenance either to external providers, or to more highly trained and accredited library staff. Consideration will also need to be given to purchasing software as a service (SAAS) to allow access to more up to date software / applications and the browsers needed to access them. This will be even more important to the operation of a TEC, and Smart Work Hub. Centrally managed virtual desktop public computing systems also offer promise to reduce public PC costs and provide more secure, and easier to manage access to software, Internet and other online services⁴⁸.

2.5.6 Relaxation / Community Lounge Spaces

The Library would include spaces for patrons to relax and read (eMaterial or hardcopy), a sound lounge for listening to music, audio books, podcasts, and viewing video casts and TV, and comfortable furniture suitable for all target groups. These spaces could be located throughout the Library, and be custom designed to appeal to target groups such as young people, children and older people.

2.5.7 Commercial Space

Café

It is becoming more common for libraries to provide access to cafés, either in a permanent space or by coffee cart. This offers Council and the library a way of generating regular leasing income to offset either the bottom line, or technology and programming services.

Residential

The development of a new Library could include a residential component, for example affordable accommodation for students, the sale or leasing of which would offset the capital cost of the infrastructure and / or contribute to the running costs of the space. Examples of this approach can

⁴⁸ Virtual Public Computing Solution Example: http://www.userful.com/public-computing#goto_view1 [accessed July 2014]

be seen at the Castle Hill Library and Kogarah Library, both of which were included in the original concept plans for the apartment building development on upper floors.

Hire Spaces

Meeting room and training spaces for commercial and community hire would also offer the Library another income stream. There is also an opportunity to create 'campus / learning' space within the Library that could be used in a commercial or in-kind arrangement by for example, with local educational facilities or training businesses.

Other Commercial

Other commercial considerations would be to co-locate the Library with services such as a leisure centre, a book shop, or a commercial arrangement with an office supply/ printing business i.e. part of the leasing arrangement could be the provision of all the Library's printing, copying and scanning services, thus further reducing costs to Council, and staff time.

2.5.8 Meeting, Activity and Theatre Spaces

The Library should include large, flexible and adaptable activity spaces. These spaces could be used for meetings, quiet / group study, training, educational and recreational programming, and performance / theatre space⁴⁹. They could also be used for 'community conversation' places i.e. a place available for community meetings. An opportunity exists for Council to hold its meetings, community engagement initiatives etc. within this space. This is especially important as communities generally view library spaces as being non-threatening, accessible and equitable.

2.5.9 Research and Study Spaces

The Library should provide group and individual spaces for open or quiet study – as an alternative and complementary service to those available at schools, TAFE, University, home or work. This space should be flexible and adaptable for other uses as needed, and wired for technology and power access.

2.6 Other Planning Considerations

When planning the development of any new or relocated library space, consideration should be given to joint service options with other libraries. For example, when considering the development of a library space in the south of the LGA the library should look at joint service options with Camden or Wollondilly.

2.6.1 Shared or Co-located Services

Public libraries are well suited to co-location with other council or community functions such as galleries, (Albury City or Dogwood Crossing, Queensland), local museums, rural transaction centres, tourist information centres, and even post offices or government agencies such as Service NSW offices. Co-location usually results in overall cost savings in planning and construction, but can also facilitate extended opening hours and savings in maintenance, security and so on. Provided the facilities are well planned and respective responsibilities are clearly articulated, this model can prove to be very cost effective and can deliver excellent service.

⁴⁹ For example the DOK Library Concept Centre – see: <http://www.infotoday.com/searcher/mar10/Birdsong.shtml> [accessed July 2014]

Public libraries in mixed use or residential developments contribute to quality of life and safety. They help build a community's capacity for economic activity and resilience. Long-term tenancy of public libraries reduces some of the financial risk associated with building mixed-used developments. Public libraries attract foot traffic and can serve the 'anchor tenant' function in commercial areas without directly competing with local businesses.

2.6.2 Council / Government Service Centre

The Library could include a full Council Service Centre, with more eOptions for the community. There is also an opportunity to roster Council Officers on an appointment or scheduled basis for face-to-face consultations to assist with DA lodgment and planning advice and / or via booked video conferencing with the main Council office.

Other shared or co-located agencies that could be considered include:

- Government agencies / kiosks e.g. Medicare and CentreLink
- Visitor Information Centre (i.e. in line with the airport proposal)
- Childcare and crèche services
- Medical Centre

2.6.3 Library Administration

There is an opportunity to relocate the current library administrative and technical support staff from HJ Daley to the new facility. This would free up some space at HJ Daley for other purposes.

2.6.4 Community Engagement

Libraries have long been recognised by their councils as key enablers for community cohesion. The library is a place with no agenda, no stigma and where everyone is welcome. Libraries also have a much stronger profile than any other Council community space.

Current library models being developed point to the need for the public library to become more flexible as a centre for community engagement and development, such as the development of citizenship, strategies to break down isolation, engaging youth, and bringing people together to celebrate and foster social cohesion. Libraries are increasingly focused on connecting with community needs across the spectrum of information, education, leisure and social interaction; and services are being delivered beyond the walls of the library, such as storytelling on site at preschools, childcare centres and local communities and engagement in community and cultural activities.

Research internationally has shown that libraries that are providing a wide range of learning and community engagement programs are attracting high levels of usage. Solutions to social and other problems must involve a range of partners - public, private, NGO, community, at all levels: local, regional, metropolitan, state and federal. Campbelltown City Council is well positioned to take a lead role in the future in pulling these different levels together to provide joint programs that work towards identified solutions. Libraries will be the key community anchors in future community planning.

2.6.5 Lifelong Learning

A learning community is a group of people who share common emotions, values or beliefs, and are actively engaged in learning together from each other. Lifelong learning includes acquiring and updating all kinds of abilities, interests, knowledge and qualifications, from the pre-school years to post-retirement.

Learning starts in infancy, long before formal education begins and continues throughout life. Early exposure to storytelling and programs for the very young is an investment that can reduce other social costs throughout the human life cycle.

The public library plays a key role in developing literacy for persons from culturally and linguistically diverse backgrounds. The neutrality of the public library space and the opportunity to access English as a Second Language material and materials in community languages are invaluable community assets. These opportunities can be life changing for many people.

2.6.6 Community Building

Public libraries help build communities, provide connections and break down barriers for disenfranchised or marginalised groups. They are safe, neutral and non-judgmental; and remain free and democratic spaces welcoming all, the Third Place.

Community and capacity building is based on harnessing the strengths and assets within communities and building on these strengths to develop healthy, co-operative and sustainable communities. It also includes the development of competencies to strengthen communities and individual capabilities. The Libraries Building Communities (LBC)⁵⁰ project in Victoria was the first comprehensive study of the contributions that public libraries make to their communities. Specifically, the study identifies and documents how public libraries build their communities, what the potential barriers to this process might be, and how they can be overcome. The research is underpinned by an understanding that social capital is the glue that holds the community together.

2.7 Library Facilities Planning

As a minimum the following should be considered when developing a Library Facilities Plan for southern Campbelltown.

2.7.1 Access and Address

- High visibility from the street
- Unencumbered access for pedestrians from car parking or public transport
- One main entrance and exit i.e. located to ensure safe and convenient access for pedestrians to the facility and around the site; and to avoid pedestrian/vehicle conflict
- A safe and secure staff entrance/exit within easy reach of car parking
- A goods entrance/delivery bay

⁵⁰ *Libraries Building Communities* (2005) http://www2.slv.vic.gov.au/about/information/publications/policies_reports/plu_lbc.html [accessed July 2014]

2.7.2 Accessibility

All areas of the Library must be safe and accessible to all potential customers, regardless of any physical or sensory disability. This is a requirement which will influence the design of every part of the building, from the provision of convenient parking spaces for people with disabilities, level access to the entrance, right down to the appropriate height and stability of shelving, furniture and equipment.

2.7.3 Community Consultation

During any planning and design process there will need to be a program of consultation with the community, coordinated by Library/Council staff. As well as more general presentations at strategic times to the community as a whole, the consultation process will include key stakeholders, including major client groups of the Library.

2.7.4 Ecological Sustainability

The Local Government Act 1993, Section 7, requires council, councillors and council employees to have regard to the principles of ecologically sustainable development (ESD) in carrying out their responsibilities. ESD is a pattern of development, which improves the quality of life, both now and in the future, by maintaining the ecological processes upon which life depends. The principles underlying ESD include:

- Integrating economic, social and environmental goals in policies and activities
- Ensuring that environmental assets are appropriately valued
- Providing for equity within and between generations
- Dealing cautiously with risk and irreversibility; and
- Recognising the global dimension

ESD issues and proposed initiatives relating to the library and any associated spaces are to be thoroughly canvassed and discussed with the appropriate Council officers during the early stages of any planning and costing of new, extended or refurbished library premises. Initiatives that might be considered include but are not limited to storage and use of rainwater, solar water heating, photovoltaic cells, and appropriate landscaping materials.

2.7.5 Flexibility and Adaptability

The interior of the Library must be able to adapt easily to suit future changes in service provision. There should be a minimum of built-in items. Modular loose furniture should be used extensively. Permanent partitions should be minimised. Lighting, power and air conditioning should be able to cope with changes in layout without major service reconfiguration. Inflexible elements, such as services ducts and toilet blocks must not be located where they will have a major impact on future adaptability or flexibility of layouts.

2.7.6 Floor Space Allocation

Using People Places guidelines and standards, the size of the Library floor space will be dependent on a number of issues:

- Population (actual at time of construction, the ten-year population forecast for the local catchment and the non-resident workforce in that catchment in ten years time)
- Range of services to be delivered
- Number of physical library items
- Commercial opportunities e.g. meeting rooms or other venue hire; café; retail space etc.
- Co-location with Council services e.g. a customer service centre
- Co-location with other cultural or recreational facilities e.g. Aquatic and Leisure Centre, gallery or community centre

When calculating the size of a new public library building in NSW, it is recommended that Councils use the spreadsheets and calculators available in *People Places*, 3rd edition. These guidelines have been endorsed by the Library Council of NSW and must be adhered to, to ensure eligibility for state government funding. *People Places* provides two methodologies that should be used to determine the size of a new or expanded building (the parameters). They are the service-based benchmark and the population-based benchmark that are fully described in *People Places*, with templates and spread sheets (to assist with design briefs and space calculations).

Based on a 2024-projected population of 173,350 residents in Campbelltown (plus non-resident workforce of 20,000), a total approximate floor space of 8,000 square metres would be required across the library network. However, it is recommended that a service-based population assessment be completed as part of the design brief prior to building.

2.7.7 Location and Design Criteria

The following criteria have been adapted from *People Places*⁵¹:

- Facilities should be planned for a 20-40 year life span (reviewed every 5 years) to ensure sustainability and continuous development for the Library Service.
- Facilities should meet community needs and expectations for comprehensive modern public library facilities.
- Facilities should have a flexible layout within the space to enable change and growth into the future.
- Delivery of a comprehensive range of services and programs through a mix of physical and online facilities.
- Fewer but larger physical facilities, rather than many smaller facilities.
- Strong working links with other service providers / organisations should be developed and maintained through co-location and partnerships wherever possible.
- Locations that generate commercial partnerships and have the potential to produce an income should be explored.
- Multi-purpose visits should be encouraged through location at key retail and/or transport hubs (shopping centres, train stations, etc.)
- A facility should be located within a maximum 15 minute drive from anywhere in the LGA
- In a high traffic location (main street, shopping centre, transportation hub)
- Highly visible, easily found location with good exposure and clear branding and signage
- Street frontage, with ground floor access
- High levels of personal and property safety
- Fully accessible for people with disabilities
- Accessible from local schools

⁵¹ *People Places*, http://www.sl.nsw.gov.au/services/public_libraries/our_services/publiclibrarybuildings.html [accessed July 2014]

- Potential for outdoor space
- Priority pedestrian access
- Walk to public transport
- Convenient and safe parking
- Accessible for all vehicles
- Future expansion
- Opportunity for co-habitation
- Consistent with council strategic direction
- Attractive and contemporary interior design, furnishings, fittings and colour scheme, meeting shelving height and spacing standards
- Well-located main desk / service area, with clear sightlines. In future this may simply be a small service point for customers to meet roving staff
- Ecologically sustainable – energy efficient, use of natural light etc.
- Good internal accessibility for people with disabilities, the elderly, people with prams, etc.
- Flexible spaces throughout – adjustable layout; movable shelving, fittings and walls; appropriate for a range of different uses
- Internal acoustic design to minimise spread of sound throughout the space
- Flexible IT infrastructure – multiple power points and data outlets, wireless capability
- Security infrastructure – CCTV, duress buttons, etc.
- Goods delivery /loading dock
- A means of closing off the library but allowing after hours access to meeting rooms, toilets and kitchen area, to maximise use of facilities

2.8 Marketing

There are a number of common misperceptions about public libraries and information generally amongst community members such as libraries just have books, and I can find everything I want on Google. An effective marketing strategy is critical to ensure that all members of the community are made aware of the full range of library services and programs. All library staff need to be proactive in promoting the Library's services and resources within the community, and to participate in marketing and promotional events and activities.

There is always a need to better communicate the breadth and depth of a library's services, collections and programming to its customers and the community. To do so effectively, the library needs to develop and implement a comprehensive marketing plan. Marketing plans give libraries the opportunity to analyse their current situation and to identify any service and programming gaps. Marketing plans also drive a higher level of resourcing analysis i.e. financial and human resources needs / costs, and the development of communication and promotional tactics (engagement strategies).

The community tends to view libraries as just being about books and borrowing (an important role but one seen as being under threat from eBooks) or as just a place to find reference information (seen as redundant now due to the growth in use of Internet search engines). The contemporary reality however, is that public libraries provide a plethora of services, programs and activities aimed at meeting the diverse needs of their communities.

Campbelltown City Library needs to develop targeted marketing strategies to better understand the diverse needs and demands of its community, and promotional and communication strategies to inform and attract users. This is especially important when one considers the global (commercial and

government) push to put everything online. People who do not have access to the Internet and without the necessary skills and knowledge will increasingly become disengaged and disconnected.⁵²

There are a number of issues to be considered as part of the Library's marketing strategy. The following need to be incorporated into the Library's marketing planning:

- A proportion of the library budget should be allocated to marketing and promotion
- Use of local print and electronic media to promote library services
- Specific strategies must be developed regarding targeted library services and programs, for instance children's and young adults programs, lifelong learning etc.
- Good quality informational, directional and promotional material must be used, in line with Council's promotional material;
- Library procedures need to be reviewed and revised with consideration given to their effect on the library's public relations profile (such things as fines, opening hours, etc.)
- Partnerships with local community organisations, local businesses and media need to be regularly monitored to ensure ongoing relevance
- Library surveys conducted with both library customers and non-users, on a regular basis, such as every two years
- The success and popularity of library programs and events is continuously evaluated using surveys, exit interviews, attendance figures etc. and by assessing the impact on such things as visits, loans and membership
- Media coverage is monitored for frequency of mention of library service and usefulness for library events and programs, including specific media coverage for specific events and programs
- Opportunities for cross-promotion e.g. with other Council services (information about Home Library Service sent to Meals on Wheels clients) or commercial (Glenquarie Library's activities and events could be listed on the shopping centre's website)
- Development of a membership benefits scheme e.g. additional benefits tied to library membership such as discounted entry to other Council facilities (leisure centres and gallery etc.), commercial and cultural services and facilities (cinema, cafes, retail outlets etc.)

2.9 Recommendations

These recommendations are based on the current review of the Campbelltown City Library Service and its future needs.

Library Service Delivery Model

1. One central library and two to three smaller town centre libraries offering varied services and collections. Following the development of a Library in the southern part of the LGA, this model may be adjusted.
2. Kiosks (sometimes referred to as Express libraries) to be provided in key locations
3. Semi-permanent facility to deliver outreach services and promote the library's services and programs (similar to City of Sydney's Library Link or Greater Taree's pop-up library)
4. Develop a Campbelltown City Library Facilities Plan that includes:
 - a. A review of existing library infrastructure

⁵² Phil Bradley, CLIP President [The Chartered Institute of Library and Information Professionals], from CLIP News 18 June 2013: *Limiting access to online information is "dangerous and damaging"*. <http://www.cilip.org.uk/cilip/news/limiting-access-online-information-dangerous-and-damaging> [accessed July 2014]

- b. A visioning brief for future library facilities
- c. Identification of possible sites, which may need to be acquired
- d. A design brief for each proposed site based on contemporary and local needs
- e. Draft plans for costing and resourcing purposes e.g. applications for funding including grants, Council capital investment, partnerships (including commercial), and regional / Western Sydney infrastructure funding

Service Design and Delivery

- 5. Develop outcomes-based project briefs for library programs and key services⁵³
- 6. Evaluate all programs on an ongoing basis to ensure they meet strategic outcomes
- 7. Review spread of library opening hours
- 8. Implement an online events booking system, with capacity for electronic payments
- 9. Purchase eReaders, iPads, tablets etc. for loan, and for staff / customer familiarisation tablets (25% of Campbelltown's households do not have home access to technology)
- 10. Develop eServices for the house bound
- 11. Create an eBrowsing area e.g. touch screen kiosks and tables
- 12. Develop an online Readers' Advisory service (opportunity for collaborative project with other libraries)
- 13. Explore the concierge model of user assistance. This may require staff training, and the increased use of technology e.g. mobile phone and tablet for concierge staff
- 14. Consider removing / downsizing circulation and reference desks as more customers use self checkout, and the concierge model is implemented
- 15. Continue to provide technology based programming and services, e.g. Internet tutorials, how-to workshops, information resources for technology development, opportunities to view, touch and learn about new technologies
- 16. Provide and target technology services to older persons and youth (a digital literacy strategy)

Community Engagement

- 17. Further develop library web presence and social media to engage, inform, invite and celebrate
- 18. Encourage and support a culture of reading within the community (e.g. Paint the Town Read, One Book One City)
- 19. Provide training and resources which support and encourage the development of literacy skills in the community (including digital literacy)
- 20. Work collaboratively with other agencies in the LGA to provide resources and services aimed at improving literacy levels in the community (Let's Read)
- 21. Assess the creation of a Friends of the Library group for library programs and fundraising support for key library projects / programs
- 22. Assess the targeted use of volunteers (skill based) for assistance in the delivery and support of library programs and events

Partnerships and Income Options

- 23. Draw up partnership and sponsorship guidelines
- 24. Develop a partnership prospectus

⁵³ Outcomes-based project template available from RHCS

25. Investigate supplier partnerships (entrepreneurial activity) e.g. the lending or sale of eMaterials via the library website (to offset collection costs)
26. Charge for value-added programs e.g. the library as a venue for meetings or training, although this is limited by size constraints of existing branches
27. Design a program of library income and expenditure i.e. generating income from specific activities and using the income to directly support nominated activities (for example, generating income from higher level facilitated technology training (library as a venue), and utilising income to offset the library's technology costs / equipment replacement costs
28. Develop a project-based grants strategy
29. Investigate commercial partnerships e.g. the leasing of café space, merchandising etc
30. Evaluate co-location partnership opportunities (commercial, non-commercial or community)

Collections

31. Consider joint purchasing agreements with other Councils, with the Library seeking formal expressions of interest from geographically close library services (e.g. Camden, Wollondilly and Wollongong) to make tender development, assessment, implementation and ongoing performance monitoring easier and more immediate
32. Move to increased levels of shelf ready materials
33. Investigate eKiosk technology and service options e.g. lending eMaterials
34. Focus on (lifelong) learning support resources, eResources and physical resources

Staffing / Organisational Structure

35. Move to self-checkout with concierge type support as required (at city and town centre libraries)
36. Plan for staff relocations, as operations and branches change to meet new service delivery model
37. Develop and implement a professional development and continuing education plan
38. Develop a succession plan for key positions
39. Develop and implement an orientation / induction program for all new staff
40. Conduct a skills audit and training needs assessment
41. Change staffing organisational structure to reflect new roles and responsibilities
42. Create and manage an 'emerging trends' research and evaluation group

Marketing

43. Develop and adopt targeted marketing strategies and tactics (the marketing plan)
 44. Prepare a calendar of events
 45. Develop resource kits / fact sheets for all events and programs for use by media
 46. Investigate automated emails and SMS to alert users about events etc
 47. Develop a more interactive web presence for the library service e.g. online bookings, feedback mechanisms (including suggestions, comments, book reviews etc.)
 48. Library staff to subscribe to The NSW Public Libraries Marketing Working Group eList
 49. Develop a membership benefits scheme
-

Attachment 1. Comparative Review Against NSW Public Library Standards

Library Management Standards

Objective

To provide the community with a library service that is equitable, accessible, cost effective and efficient.

S1. Library expenditure per capita

| | |
|---------------------|---|
| Campbelltown | \$38.40 |
| | <i>Library expenditure/LGA population</i> |
| Baseline | \$47.98 |
| Enhanced | \$52.38 |
| Exemplary | \$77.30 |

S2. Borrowers (registered library members) as percentage of population

| | |
|---------------------|------------|
| Campbelltown | 45% |
| Baseline | 44 |
| Enhanced | 50 |
| Exemplary | 57 |

Measurement parameters:

Borrowers are those members of the community who have joined their local public library and hold a membership card. Active borrowers are defined as library members who have used their library card in the last 3 years.

Variables to consider

Libraries may have 'hidden membership', that is, customers who, without registering as members, visit the library to use materials, computers or library spaces, or attend events. These customers will be counted in the 'visits' statistics, but not in the membership tally.

In general, all customers who visit the library or use its resources should be encouraged to register as members.

S3. Central Library opening hours

| Population | Central Library Hours per week |
|---------------------|--------------------------------|
| Campbelltown | 67.5 hours |
| <10,000 | 30 |
| 10,000 – 20,000 | 42 |

| | |
|------------------|----|
| 20,000 – 50,000 | 48 |
| 50,000 – 100,000 | 53 |
| 100,000+ | 62 |

S4. Total opening hours

Campbelltown *Eligible Population* = 154,551

| | |
|--|-----|
| >100,000=62hrs+ (no. branches x 40hrs) | 182 |
| Current total opening hours = 213 | |

Variables which may influence opening hours include:

- Structure and service models: Central and/or branch/branches and/or mobile library/libraries and/or other service points
- Number of branches and size (area and population) of the community/region served
- Central library and branch library locations and degree of geographic isolation
- Staff numbers
- Location of other community service points
- Local shopping and school hours.

S5. Visits to library per capita

| | |
|---------------------|------------|
| Campbelltown | 4.1 |
| Baseline | 4.4 |
| Enhanced | 5.0 |
| Exemplary | 5.5 |

Measurement parameters:

'Visits' is visits in person, and includes all visits to Central and Branch libraries.

Variables to consider

Many more people use public libraries than are registered members. This standard includes the use of library services by customers who visit to consult the reference collection and information resources, read newspapers and magazines, use computers and the Internet in the library, attend library events and programs, as well as borrow library materials. Again, numbers for city or regional centre LGAs and tourist destinations are likely to be higher since they include travellers to work, to shop and for holidays.

Note: Virtual visits or visits to a library website are a significant measure of library usage. However, no separate targets are given for virtual visits, as there is at present no agreed methodology for counting them and no evidence-base of data from which to derive targets. A preliminary standard for measuring use of electronic services is presented as S16.

STAFFING STANDARDS

Objective

To ensure that the size and mix of library staff support a range of services and programs which meet the needs of the community.

Each public library has paid qualified staff of one or more persons including a fully qualified library manager. Please refer to the Australian Library and Information Association recognised library and information qualifications at <http://www.alia.org.au/employment-and-careers/courses-eligible-alia-membership>

S6. Staff members

Calculated using the following population data Eligible Population = 154,551

| Minimum no. of staff members per 3,000 eligible population | | | |
|--|----------|----------|-----------|
| | Baseline | Enhanced | Exemplary |
| Minimum targets for <i>Campbelltown</i> | 51.5 | 56.6 | 67 |
| Current no. of staff members | 50.50 | | |

Measurement parameters:

Staff members means paid staff. Ancillary staff (e.g. attendants and cleaners), casuals and volunteers are not included. Population data is sourced from the Australian Bureau of Statistics. Include established positions regardless of whether or not they are currently occupied.

Points to consider:

Libraries which use self check/RFID and/or outsource collection management functions may find their staff requirements can be rationalised, freeing-up staff for additional professional services and programs, and/or reducing the staff requirement for routine materials handling.

Other factors which affect staff requirements include the number of self-check units, and the degree of customer acceptance of them (that is, the percentage of loans which are self-checked).

| Population | Qualified staff staffing level: | | |
|---------------------------------------|--|---|---|
| | Minimum qualified staffing level: | Enhanced qualified staffing level: | Exemplary qualified staffing level: |
| >50,000 | For every 10,000 people or part thereof, one of the full-time equivalent staff should be a qualified staff member. | For every 7,500 people or part thereof, one of the full-time equivalent staff should be a qualified staff member. | For every 5,000 people or part thereof, one of the full-time equivalent staff should be a qualified staff member. |
| Campbelltown 154,551 | Minimum target | Enhanced target | Exemplary target |
| | 15.45 | 20.6 | 30.9 |
| Current No. of qualified staff | 17 | | |

S7. Qualified staff members – minimum level

Measurement parameters:

'Qualified staff members' means paid members who are eligible for professional membership of the Australian Library and Information Association (ALIA). Population data is sourced from the Australian Bureau of statistics.

Staff members with specialist responsibilities (see S8) are included in this count.

The distribution of qualified staff across a regional library should be consistent with the distribution of responsibilities as outlined in the regional library agreement.

Note: These are minimum standards.

Points to consider

Many libraries, particularly those serving large populations and populations including significant numbers of people from culturally diverse backgrounds, require a higher proportion of qualified staff because the range of programs and special services offered is both more varied and greater in number. Such libraries are likely to exceed these standards.

S8. Staff members – special responsibilities for targeted services

| Population | Assign responsibility to a suitably qualified staff member for: |
|----------------|---|
| 35,000 or more | Young people's services (children and young adults) |
| | Older people's services |

| | |
|---|---|
| | Home library services (major duty) |
| Up to 50,000 | Information technology/library systems (major duty) |
| 50,000 or more | Information technology/library systems (full-time equivalent) |
| | Home library services (1 full time equivalent) |
| 110,000 or more | Young adult services specialist (1 full time equivalent) |
| 20–40% speaking language other than English at home | Multicultural services specialist (1 full time equivalent) |
| >40% speaking language other than English at home | Multicultural services specialists (2 full time equivalent) |

Measurement parameters

Note: Staff members with special responsibilities for targeted services are included in the overall count for S6 and S7.

Reference services are considered core components of public library services which will be provided by all public libraries across NSW. It is assumed that in all libraries, responsibility for reference services and technical services is assigned to appropriately qualified staff, however the model and level of staffing have been left to the discretion of the library manager so that local conditions can be applied.

Responsibility has been assigned to various specialist areas. Numbers of staff assigned to these areas have been specified only when the population is above 35,000. Library services with smaller populations are likely to have fewer staff resources and therefore staffing targets have been developed to allow more flexibility in these circumstances.

COLLECTION STANDARDS

Objective

To provide access to a current and relevant collection which meets the needs of the community.

Note that S10, S11, S12, S13 and S14 are related measures and should be used in conjunction with each other to assess collection quality and performance. 'Items per capita' alone is not a sufficient measure of quality. Items per capita may be artificially inflated if the collection is not regularly weeded and the age of stock drifts out, or if the library maintains a large 'stack' collection. Given that the strength of a collection usually lies with its currency rather than its size, stock turnover (S13) and circulation (S14) are important measures of the appeal of collection items.

S9. Expenditure on library materials per capita

| | |
|---------------------|---------------|
| Campbelltown | \$3.21 |
| Baseline | \$4.46 |
| Enhanced | \$4.77 |
| Exemplary | \$5.59 |

How to calculate

Divide the *Expenditure on library material* by the *eligible population*

Measurement parameters:

'Library materials' is defined as 'any book and non book material, including but not limited to videos, talking books, DVDs, computer games, toys, magazines, CDs, newspapers, CD-ROMs, maps, plans, manuscripts. Expenditure on licensed access to electronic resources is not included. This exclusion is made in line with the definition used in statistics collection for *Public Library Statistics*.

S10. Items per capita

| | Populations up to 100,000 | Populations 100,000 and over |
|---------------------|---------------------------|------------------------------|
| Campbelltown | n/a | 1.4 |
| Baseline | 2.2 | 1.4 |
| Enhanced | 2.5 | 1.6 |
| Exemplary | 3.2 | 1.8 |

How to calculate *items per capita*

Divide the *library material* by the *eligible population*

Measurement parameters:

'Items in collection' is 'library material' (stock). 'Library materials' is defined as 'any book and non book material, including but not limited to videos, talking books, E-books, E-audio books, DVDs, computer games, toys, magazines, CDs, newspapers, CD-ROMs, maps, plans, manuscripts'. Note that licensed access to electronic resources (databases) is not included.

S11. Acquisitions per capita

| | Populations up to 100,000 | Populations 100,000 and over |
|---------------------|---------------------------|------------------------------|
| Campbelltown | n/a | 0.11 |
| Baseline | 0.24 | 0.18 |
| Enhanced | 0.27 | 0.20 |
| Exemplary | 0.30 | 0.21 |

How to calculate *acquisitions per capita per annum*

Divide the *no. of acquisitions purchased* by the *eligible population*

S12. Age of collection

% of library collection purchased in last 5 years

| | |
|---------------------|--------------|
| Campbelltown | 32.8% |
| Baseline | 48% |
| Enhanced | 51% |
| Exemplary | 56% |

% of library collection purchased in last 10 years

| | |
|---------------------|--------------|
| Campbelltown | 65.9% |
| Baseline | 78% |
| Enhanced | 80% |
| Exemplary | 84% |

Measurement Parameters

Age is the per cent of the collections purchased within the last 5 or 10 years.

Variables to consider

Family history and local studies library material may not be included when applying this standard. These resources have usually been collected over long periods and are intended to be retained indefinitely regardless of age.

S13. Turnover of stock

| | All libraries | Population >100,000 |
|---------------------|----------------------|-------------------------------|
| Campbelltown | | 3.84 |
| Baseline | 3.46 | 4.76 |
| Enhanced | 3.84 | 5.04 |
| Exemplary | 4.62 | 5.55 |

How to calculate the turnover of stock

Turnover is obtained by dividing the total circulation by the total library lending stock to provide an indication of stock use.

If there is a large non-lending stock or reference collection this will reduce performance against Standards S12 to S14.

Measurement parameters:

'Circulation' is total number of loans (items) from all service points.

'Total library lending stock' is the total number of items of library material (stock) owned by the library service which is available for loan. 'Library materials' is defined as 'any book and non book material, including but not limited to videos, talking books, DVDs, computer games, toys, magazines, CDs, newspapers, CD-ROMs, maps, plans, manuscripts.

S14. Circulation per capita

| | |
|---------------------|-------------|
| Campbelltown | 4.75 |
| Baseline | 5.94 |
| Enhanced | 6.91 |
| Exemplary | 8.12 |

Measurement parameters:

'Circulation' is total number of loans (items) from all service points.

Include ebook and eaudio book loans

Exclude electronic serials issues from issues lending figures.

If there is a large non-lending stack collection and/or significant family history and genealogy reference collections this will reduce performance against Standards S12 to S14.

Collection age directly influences loans and stock turnover. If the age of the collection is improved (that is, a higher percentage of the collection is new), then loans and collection turnover will increase.

Variables to consider

- Length of circulation period
- Number of items allowed to be borrowed at one time
- Renewal policy

INFORMATION TECHNOLOGY STANDARDS

Objective

To ensure the accessibility of all library resources and services to the community served by the Library. (Information Technology Standards include all aspects of ICT: Information and Communication Technologies).

S15 Provision of multiple use public Internet workstations

| | <i>Campbelltown 52</i> |
|--|----------------------------|
| Minimum standards: | |
| General: 1 PC for public access to the Internet per 3,000 residents or part thereof. | S1.5 |
| Additional public access PCs provided with current software, printing facilities, scanners and associated equipment. | Y |
| Public and staff PCs less than 3 years old | Y |
| Application software less than 3 years old | Y |
| At least one printer accessible from each public workstation | Y |
| Wireless Internet provision and power outlets so that patrons can use their own personal computers in the library | Y |

Variables to consider

- Public access PCs for Internet access and other uses should be provided in each branch. Numbers of PCs per branch is dependent on the population served.
- The number of printers provided will depend on the network configuration within individual libraries and on patron demand.
- **Note:** general practice is to depreciate computers and peripherals over a three-year period. Some library services operate with different leasing periods e.g. four years. In some libraries, leasing arrangements are likely to be required to conform with Council policies.

STANDARDS FOR MEASURING USAGE OF ELECTRONIC SERVICES

Objective

Given the accelerating take-up rate for electronic services and the growing proportion of total library use they represent, it has become increasingly important to be able to refer to a core set of performance indicators which measure access and use. This preliminary standard is intended as a precursor to developing targets for database access and downloads (including e-books), and website usage. The new standard will complement existing performance indicators for more traditional library services and allow simple measurement of usage of all library resources, print and digital.

The forthcoming standard offers a set of measures for electronic resources use which NSW libraries can use for comparison with each other, or for identifying trends over time.

These are not the only measures of electronic library services that libraries will employ. Libraries and Councils will collect additional information and monitor the use of electronic resources to plan and develop electronic library services. Measurements such as website bounce rates, time spent on the website, page views and time spent on a particular webpage will provide libraries with useful data for analysing website use and for planning future content and navigation.

Related guidelines for library technology are presented in Section [G12](#).

S16 Measuring electronic service usage

The Library collects and reports on the following data sets:

| | |
|---|---------|
| • Number of public workstations connected to the Internet in the library | 52 |
| • Numbers of items digitised by the Library | 9,476 |
| • Number of full text journal, book and video titles available on databases | 3,444 |
| • Number of e-book and e-audio titles | 4,930 |
| • Proportion of expenditure on digital resources by comparison with print materials | 19% |
| • Number of visits to the library website per annum | 118,776 |
| • Number of unique visitors to the library website per annum | 88,296 |
| • Number of internet hours used on public workstations per annum | 69,731 |
| • Number of internet sessions on public workstations per annum | 89,303 |
| • Number of wireless sessions in the library per annum | 107,740 |
| • Number of wireless hours used in the library per annum | 82,139 |
| • Number of downloads of e-book and e-audio titles | 8,177 |
| • Number of database searches per annum | 111,811 |
| • Number of views and/or downloads of full text items from databases and other external or commercial content such as music downloads per annum | 96,855 |
| • Number of downloads and/or views of items digitised by the Library per annum | n/a |

Notes

All of the datasets listed above are collected annually via the NSW Public Libraries Statistical Return which contains detailed definitions for each measure.

Whilst website usage reports can be generated by libraries themselves, reports of externally-hosted database, e-book and e-audio usage are generated by commercial suppliers. Access to vendor usage figures is critical and should be considered with other selection criteria such as costs, coverage and retention rights.

For consortia-purchased electronic materials such as e-books, reporting libraries will need to disaggregate their usage figures from the consortium total.

In relation to measuring website usage there are no widely agreed metrics. However, Google Analytics, a free downloadable software application, is emerging as the de facto standard for both government and business.

Internet access provided in-library for smart phones and tablet computers such as iPads should be counted where possible.

PROGRAMS

Objective

To provide the community with a range of activities related to library services and collections.

Definition

A library program is an ongoing series or sequence of activities provided by library staff or library staff in partnership with other community or business organisations and usually related to a particular library service, library collection or population demographic e.g. children's story times; homework help; book discussion groups or reading clubs; learning activities related to library user education programs; English language conversation classes; parent education seminars. Library programs are usually delivered in library buildings but can be conducted in other community spaces e.g. schools; senior citizens' centres etc.

A library event is a 'one off' activity or performance or occasion that is usually held in the library, and is usually related to a library program, thus targeting particular sections of the library's community of users – for example, Easter hat parade; Christmas carols in the library; celebrating local community festivals.

S17. Library programs

No. of programs – 580 No. attending - 12,269

| Campbelltown | |
|---------------------|--|
| <10,000 | 1 Children's storytime per week |
| 10,000 – 30,000 | Children's storytime offered more than once per week |
| | 1 library program suitable for adults or seniors or culturally diverse community, per week |
| | 1 user education program offered more than once per week |
| 30,000 – 50,000 | Children's storytime offered more than once per week |

| | |
|---------|---|
| | Young persons library program on regular basis |
| | Library program suitable for adults or seniors or culturally diverse community |
| | Reader/customer education library program offered more than once per week |
| 50,000+ | A mix of library programs to meet population demographics and other variables, particularly staff skills; some offered more than once per week. |

Variables to consider

- Size of library. For larger library services replication of some library programs in some or all branches may be appropriate.
- Size and composition of community demographics
- Physical spaces in library buildings that can accommodate groups
- IT equipment that can accommodate group learning
- Library staff skills
- Community and business organisations appropriate for relevant partnerships
- Activities provided by other similar community organisations

SATISFACTION WITH LIBRARY SERVICES

Objective

To ascertain library customer satisfaction or dissatisfaction with library services. The aim is to suggest a single, simple measure of satisfaction which NSW libraries can use for comparison with each other, or for identifying trends over time.

This is not the only measure of satisfaction that libraries will employ. Libraries and Councils collect information and monitor their performance against a variety of user satisfaction measures for their own management purposes and to reflect the consultation or planning processes they have undertaken. When seeking such feedback, surveys and questions are usually purpose-designed, and thus are beyond the scope of this standards document.

Additional discussion of qualitative measures is presented in Section G21. See also G22, Customer service.

S18 % of library users who view their library service as 'very' good' or 'good' Question: Do you view the library service as:

| | | | | |
|-----------|------|----------|------|-----------|
| Very poor | Poor | Adequate | Good | Very good |
|-----------|------|----------|------|-----------|

| | |
|---|--|
| Suggested target: 95% of survey sample respond 'good' or 'very good'. | |
| Campbelltown | |
| Year of survey | |

Measurement parameters

It is recommended that such a survey is conducted every two years.

The State Library of NSW provides a survey template with model survey questions that are recommended for use by NSW Public libraries to survey users about their experience of library services.

This tool for measuring library user satisfaction was developed in close consultation with library managers and staff across the NSW public library network. Focus groups and user testing were undertaken with library staff and community members throughout the project to ensure that the questionnaire is relevant and useful for measuring satisfaction with contemporary public library services.

The template is: *Library User Satisfaction Survey: a model for NSW public libraries*, available at:
www.sl.nsw.gov.au/services/public-libraries/community-and-engagement/Library-user-satisfaction-survey.html

Attachment 2. Return on Investment of Public Libraries

Summary of results of international studies on Return on Investment (ROI) of public libraries⁵⁴

| Study | ROI* |
|---|-------------------|
| Fort Morgan Public Library, Colorado | \$8.80 |
| Taxpayer Return on Investment in Florida Public Libraries | \$6.54 |
| Tax Payer Return on Investment in Pennsylvania Public Libraries | \$5.50 |
| Montrose Library District, Colorado | \$5.33 |
| Douglas County Libraries, Colorado | \$5.02 |
| Denver Public Library, Colorado | \$4.96 |
| Rangeview Library District, Colorado | \$4.81 |
| Placing Economic Value on the Services of the Middle Country Public Library in Suffolk County, New York | \$4.59 |
| Mesa County Public Library District, Colorado | \$4.57 |
| Economic Impact of Public Libraries in South Carolina | \$4.48 |
| Eagle Valley Library District, Colorado | \$4.28 |
| The Economic Value of the Port Jefferson Free Library in Suffolk County, New York | \$4.14 |
| Placing an Economic Value on the Services of Public Libraries in Suffolk County, New York | \$3.93 |
| Economic Benefits of Public Libraries: Value for Money, Ohio | \$3.81 |
| Placing Economic Value on the Services of the Northport-East Northport Public Library in Suffolk County, New York | \$3.30 |
| Carnegie Library of Pittsburgh: Community Impact and Benefits | \$3.00 |
| Placing Economic Value on the Services of the Mastic-Moriches-Shirley Community Library in Suffolk County, New York | \$2.97 |
| Best Bang for the Buck: Calculating the economic benefit of Sunshine Coast Libraries | \$3.66- \$5.45 |
| Enriching communities (NSW) | \$2.83 |
| Dollars, sense and public libraries (VIC) | \$2.30 |
| The Library Dividend (QLD) | \$3.56 |

*Values indicated in this column are the calculated Return on Investment (ROI) for every \$1 invested in the operation of library services

⁵⁴ *Worth Their Weight: An Assessment of the Evolving Field of Library Valuation*,
<http://www.ala.org/research/sites/ala.org.research/files/content/librarystats/worththeirweight.pdf>
What's It Worth to You? A Return on Investment Study of Selected Colorado Public Libraries,
<http://www.docstoc.com/docs/2389092/What%E2%80%9CIs-It-Worth-to-You-A-Return-on-Investment-Study-of-Selected>
Best Bang for the Buck: Calculating the Economic Benefit of Sunshine Coast Libraries,
<http://librarytraining.wordpress.com/2009/02/26/best-bang-for-the-buck-the-economic-benefits-of-sunshine-coast-libraries-queensland/>

Attachment 3. Self Service Libraries

Introduction of Self Service Concepts

It is possible for libraries to implement a number of self-service options, which can free up staff time for the delivery of services, and face-to-face customer contact.

These commonly include:

- RFID and self check of loans
- This can range from a small loans terminal to a fully automated robot returns system (Brisbane City Library, and New York Public Library). Terminals can also accept fine payments via credit card
- Drive through returns chute
- Self-booking of computers - Self-scheduling of computer time receives accolades for its unique benefit of taking librarians out of the role of computer police!
- Self booking for programs and events
- eMaterial downloading

Case Study 1

The Singapore National Library Board operates a branch library which is effectively unstaffed and therefore 100% do-it-yourself. SengKang Community Library was established as a 100% self-service branch in 2002, initially staffed only by a security guard. The branch already operated with self-checkout terminals, members undertook their own library registration and fine payments, and an online enquiry service was available. Shelving of materials is done by volunteers. The service includes lending and returns, but reservations are not able to be collected. The move to 100% self-service was implemented both as a cost-cutting method and a way to reduce excessive queuing times. While these objectives have both been achieved, the model has led to quality of service being compromised in several other areas, including, among others, security of stock and lack of expert assistance. Improvements have been made to address these issues. The library has now added a Cybarian kiosk, allowing clients to speak to librarians in other branches for assistance and interact via a PC. An occasional program of library activities has also been developed with visiting staff.

Advantages

- Reduction in staffing costs, with capacity for redeploying staff to other duties
- Reduction in queuing times, especially for borrowing
- Empowerment of library clients
- Potential for greater privacy for clients

Disadvantages

- Potential for high losses/theft of resources (even when security staff used)
 - Small rural library service delivery models
 - Absence of any direct assistance from trained staff
 - Lack of any client supervision (SengKang reported many complaints about high noise levels and bad behaviour)
-

- Few or no library based activities



Vending Machines

Mainly in a number of overseas locations, library services have used library vending machines to extend access to materials. They are most often used as a service additional to a library branch, either onsite to extend access for loans after hours, or as an alternative quick service point in another location such as a bus or train station. The concept has enjoyed some success, particularly in Europe, Canada and the U.S.

Physically similar to food and drink vending machines, library kiosks provide self-service for dispensing reserved titles and a small selection of displayed titles for loan. They can house a range of formats including books, CDs and DVDs. Usually dependent on RFID technology and operated by a library card, most models are effective for lending materials but cannot handle returns.

Advantages:

- Minimal staffing costs, although machines must be regularly restocked
- 24/7 access, depending on location
- Some flexibility in location
- Potential to reach new library clients, depending on location•
- No construction or building maintenance costs

Disadvantages:

- No browsing capacity
 - Usually limited to lending services only
 - Costs can be prohibitive
 - No staff assistance or added value
 - Generally require RFID technology and Internet access
 - No capacity for library based activities
-

Case Study 2

Library-a-Go-Go of the Contra Costa County Library (CCCL) in California is an automated, or vending library, which lends library materials via a handling machine that has proved a tremendous aid in addressing underserved segments of a sprawling community.

The Library-a-Go-Go service consists of a stand-alone machine, with access to a self-contained collection of approximately 400 paperbacks in plastic cases, which handle both checkouts and returns to authorised cardholders. The customer logs in to the system with a library card and uses the touch screen to make a selection. To return materials, the process is reversed. A second-generation machine installed at the Sandy Cove Shopping Centre does not require the plastic cases.

The CCCL decided to test the service by circulating books only. However, anything could potentially be put into the plastic cases, such as iPods, DVDs, etc. Holds cannot be placed on materials in the machines. CCCL hopes soon to allow patrons to renew materials checked out from the machine through their accounts. The collection is updated every quarter. Library-a-Go-Go customers demanded a greater range of titles than expected. Because all items are paperbacks, refreshing collections costs far less than expected. The library orders one to three copies of many titles. According to a small survey at the time of the first launch, 84% rated the service as excellent. 73% even said they consider a machine their main "branch."

In addition to the Go Library it would be possible to include an information kiosk alongside the Go Library unit. The kiosk, outfitted with a touch screen terminal, could provide access to the library catalogue, including some or all of the available website databases. Start-up costs for the equipment and the initial loading of the Go Library unit could range from \$40,000 to \$175,000. It might be possible to lease the equipment. An estimate as to annual lease costs would be in the \$15,000 to \$20,000 range. A lease-purchase agreement might also be negotiated. There would be some staff costs as well. There needs to be someone responsible for the initial ordering and loading of the Go Library unit(s), checking to see that the unit remains adequately stocked, technology working, etc.



Contra Costa Library a go go



Edmonton Public Library

8. GENERAL BUSINESS

8.1 Proposal to have defibrillators at major sporting areas

Councillor Glynn referred to a tragic event over the weekend where a man lost his life which potentially could have been prevented if a defibrillator was available.

It was noted that the best chance of survival for those experiencing cardiac arrest is through effective CPR combined with early defibrillation.

Councillor Glynn referred to major sporting facilities across the Campbelltown Local Government Area and asked if there is any feasibility of supporting local sporting bodies that attempt to purchase defibrillators.

Committee's Recommendation: (Glynn/Lound)

That a report be presented outlining the feasibility of supporting major local sporting bodies that attempt to acquire defibrillators.

CARRIED

Council Meeting 21 July 2015 (Rowell/Lound)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 137

That the Committee's Recommendation be adopted.

22. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.59pm.

T Rowell
CHAIRPERSON

Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 14 July 2015.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

| ITEM | TITLE | PAGE |
|-------------|---|-------------|
| 1. | GOVERNANCE AND RISK | 3 |
| 1.1 | Audit Committee Update | 3 |
| 1.2 | Insurance Renewals 2015-2016 | 16 |
| 1.3 | Loan to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated | 20 |
| 1.4 | 24 Hour Fight Against Cancer Macarthur | 23 |
| 2. | PROPERTY SERVICES | 26 |
| | No reports this round | 26 |
| 3. | FINANCIAL SERVICES | 26 |
| 3.1 | Investment report - May 2015 | 26 |
| 3.2 | Monthly Rates Summary - May 2015 | 30 |
| 3.3 | Sundry Debtors Report - May 2015 | 35 |
| 3.4 | Revised Unclaimed Money Policy | 41 |
| 3.5 | Revised Partial Property Transfer Policy | 43 |
| 3.6 | Revised Cashier Shortages Policy | 46 |
| 4. | HUMAN RESOURCES | 49 |
| | No reports this round | 49 |
| 5. | INFORMATION MANAGEMENT AND TECHNOLOGY | 49 |
| | No reports this round | 49 |
| 6. | GENERAL BUSINESS | 49 |
| 6.1 | Accessible Facilities | 49 |
| 23. | CONFIDENTIAL ITEMS | 49 |
| | No reports this round | 49 |

Minutes of the Corporate Governance Committee held on 14 July 2015

Present

His Worship the Mayor, Councillor P Lake
Councillor C Mead (Chairperson)
Councillor F Borg
Councillor A Chanthivong
Councillor S Dobson
Councillor G Greiss
Councillor P Hawker
Councillor R Kolkman
Acting Director Business Services - Mrs C Mears
Director City Works - Mr W Rylands
Acting Manager Assets and Supply Services - Mr W Miller
Manager Emergency Management and Facility Services - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Acting Manager Financial Services - Mrs C Gavin
Manager Governance and Risk - Mrs M Dunlop
Manager Human Resources - Mr B Clarence
Manager Property Services - Mr J Milicic
Manager Waste and Recycling Services - Mr P Macdonald
Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

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

DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Councillor Borg – Item 1.4 – 24hr Fight Against Cancer Macarthur – Councillor Borg advised that he is the Chairperson of the 24hr Fight Against Cancer Macarthur Committee and that he will not take part in debate nor vote on the matter.

Non Pecuniary – Less than Significant Interests

Nil

Other Disclosures

Nil

1. GOVERNANCE AND RISK

1.1 Audit Committee Update

Reporting Officer

Director Business Services

Attachments

Minutes of the Audit Committee Meeting held on 9 June 2015 (contained within this report)

Purpose

To provide an update on the outcomes of the 9 June 2015 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 other 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 – 9 June 2015

The minutes of the Audit Committee meeting held 9 June 2015 are attached and the following were considered.

4.1 Status of Internal Audit Plan

That the Committee notes the information contained in the Status of Internal Audit Plan report.

4.2 Report on Follow up of Implementation of Internal Audit recommendations

That the Committee note the information contained in the follow up Implementation of Internal Audit recommendations report.

4.3 Internal Audit Report on Asset Management – Plant and Equipment

That the Committee note the information contained in the Internal Audit Report on Asset Management – Plant and Equipment report.

4.4 Internal Audit Report on Inventory Management

That the Committee note the information contained in the Internal Audit Report on Inventory Management report.

4.5 Draft 2015-2018 Strategic Internal Audit Plan

That the Audit Committee approve 2015-2018 Strategic Internal Audit Plan.

4.6 Draft Internal Audit and Audit Committee Annual Report 2014-15

That the Audit Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 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.

4.7 Report on revisions to Audit Committee Charter

That the Audit Committee approve the revisions to Council's Audit Committee Charter.

4.8 Report on revisions to the Internal Audit Charter

That the Audit Committee approve the revisions to Council's Internal Audit Charter.

5.1 Audit Reporting

That the information be noted.

5.2 Training for newly elected Committee Representatives

That the information be noted.

Officer's Recommendation

That Council adopt the Audit Committee meeting minutes of 9 June 2015.

Committee's Recommendation: (Lake/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Audit Committee Meeting

Held Tuesday 9 June 2015 in Committee Room 2

Meeting Commenced: 4.32pm

1. Attendance and Apologies

Attendance: Bruce Hanrahan - Chairperson
Robert Rofe - Independent member
Councillor Paul Lake - Mayor
Councillor Ted Rowell - Deputy Mayor
Councillor Clinton Mead - Chair Corporate Governance Committee

Also in Attendance: Lindy Deitz - Acting General Manager
Michael Sewell - Director Business Services
Deborah Goodyer - Internal Auditor
Jane Worden - Executive Support

Apology: Nil

2. Declarations of Interest

There were no Declarations of Interest made at this meeting.

3. Minutes of the Previous Meeting

Minutes to the 10 March 2015 Audit Committee meeting

Reporting Officer

Director Business Services

Purpose

To confirm the minutes of the 10 March 2015 Audit Committee meeting.

Report

The minutes of the previous Audit Committee meeting held on 10 March 2015 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.

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the information be noted.

CARRIED

4. Reports

4.1 Status of Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

To provide an update to the Audit Committee on the current status of internal audit work undertaken in accordance with the approved Strategic Audit Plan.

History

The Audit Committee approved the rolling 2013-2016 Strategic Audit Plan in June 2013. A review of this Plan was undertaken and an updated 2014-2017 Strategic Audit Plan was approved by the Audit Committee in June 2014.

Report

The attached report outlines the status of individual audits approved as part of the Strategic Audit Plan.

The Asset Management audit and Inventory Management audit which were commenced by the former auditor have been completed and are reported to this meeting.

As a result of the Council's former Internal Auditor terminating employment with Council in October 2014, audits from the 2014-2015 financial year have been set aside and considered for inclusion in the draft Strategic Internal Audit Plan for 2015-2018.

The plan has been developed in consultation with management using risk assessment and discussion of specific areas of concern.

Officer's Recommendation

That the Committee note the Report on Status of the Internal Audit Plan.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Committee note the information contained in the Status of the Internal Audit Plan report.

CARRIED

4.2 Report on Follow up of Implementation of Internal Audit recommendations

Reporting Officer

Internal Auditor

Purpose

To report on progress towards implementing the recommendations from previous internal audits which are outstanding.

History

Internal audits are conducted in accordance with the approved Internal Audit Plan each year. The findings from each internal audit are reported to the Audit Committee in the form of report detailing the individual issues identified, their implications; recommendations for improvement; management agreed actions with target dates for implementation; and the staff member assigned responsibility for implementation.

Report

The attached report on Follow Up is Management's update on implementation of recommendations made in internal audits performed to date. It includes a summary table of audits with outstanding actions, showing the total number of recommendations made, those fully implemented and those outstanding. Detailed schedules of progress on outstanding recommendations are included providing reason(s) for non-implementation within agreed timeframes, as well as any requests for revision of the target dates.

This report represents a significant improvement in implementation of recommendations from previous audits with satisfactory responses and action taken by responsible officers for both:

- Development Assessments, and
- Fees and Charges

This outcome has resulted from the first stages in establishing a new program of follow up activities to improve monitoring, reporting and verifying implementation of audit recommendations.

Officer's Recommendation

That the Committee notes the follow up report on Implementation of Internal Audit recommendations.

Sub Committee's Recommendation: (Lake/Hanrahan)

That the Committee note the information contained in the follow up Implementation of Internal Audit recommendations report.

CARRIED

4.3 Internal Audit Report on Asset Management – Plant and Equipment

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of asset management, focusing on plant and equipment, which was undertaken in accordance with the approved Internal Audit Plan.

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

Attached is the Concise Report outlining the findings from the internal audit of Asset Management – Plant and Equipment. The audit was undertaken to assess the key processes and controls around the management of plant and equipment. The audit specifically assessed whether:

- there is appropriate approval of P&E acquisitions and disposals
- P&E acquisitions that are above Council's capitalisation threshold of \$1,000 are recorded in Council's asset register
- P&E recorded in the asset register is replaced when required
- P&E is disposed of using a fair and equitable method and that disposed P&E is removed from the asset register
- P&E on the asset register actually exists and is in use at Council (this included sighting of P&E recorded on the asset register)
- the location of P&E, including attractive items, is recorded and there are adequate processes in place to ensure these items are returned on termination of employment.

The audit found that the policies and internal controls for the acquisition, recording and disposal of plant and equipment, including attractive items, require improvement. Deficiencies were identified including the monitoring and recording of plant and equipment and attractive items; and the appropriate disposal of such items.

The overall rating given to this audit is that there is significant exposure. Of the eight recommendations made, six were considered to place Council in a higher than acceptable area of exposure.

An action plan for implementing all recommendations has been developed and agreed by the relevant Managers.

Officer's Recommendation

That the Committee notes the Internal Audit Report on Asset Management – Plant and Equipment.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Committee note the information contained in the Internal Audit Report on Asset Management – Plant and Equipment report.

CARRIED

4.4 Internal Audit Report on Inventory Management

Reporting Officer

Internal Auditor

Purpose

The Internal Audit Report details findings and recommendations from the audit of inventory management which was undertaken in accordance with the approved Internal Audit Plan.

History

The 2013-2014 Internal Audit Plan was approved at the June 2013 Audit Committee meeting and included the audit of Inventory Management.

Report

Attached is the Internal Audit Report outlining the findings from the review of Inventory management. The audit was undertaken to assess the key processes and controls around the management inventory at the council Depot.

The audit specifically assessed whether:

- The process for determining any requirements for goods including the determination of what goods should be kept in stores
- The processes in place for the order of goods, the receipt of delivery of those goods and the issue of goods to sections or units/individuals. In particular this will assess whether there is appropriate segregation of duties, delegations of authority and record keeping.
- Stocktaking procedures, including a recount of some items and a review of the system to ensure stock on hand is appropriately recorded and adjusted.
- Whether Council has appropriate procedures in place to ensure recommendations from ICAC's Operation Jarek report have been addressed. Operation Jarek investigated allegations of corruption against employees from a number of Councils in relation to stores. It is considered appropriate for Campbelltown City Council to ensure risks identified in the Operation Jarek investigation are addressed at this Council.

The review indicated that key controls were operating, except that: there was inadequate written guidance on procedure and documentation standards, segregation controls may be improved by consistent approval of requisitions by finance officers, financial delegations were not established for stocktake adjustments and write off of obsolete stock, and documentary evidence of audits, investigations and adjustments was inadequate.

The overall rating given to this audit is that there is Moderate exposure. Of the seven recommendations made, one was considered to place Council in a higher than acceptable area of exposure.

An action plan for implementing all recommendations has been developed and agreed by the relevant Managers.

Officer's Recommendation

That the Committee notes the Internal Audit Report on Inventory Management.

Sub Committee's Recommendation: (Rofe/Lake)

That the Committee note the information contained in the Internal Audit Report on Inventory Management report.

CARRIED

4.5 Draft 2015-2018 Strategic Internal Audit Plan

Reporting Officer

Internal Auditor

Purpose

The draft 2015-2018 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 2014-2017 Strategic Internal Audit Plan at its June 2014 meeting. The plan incorporated a three year rolling program of audits that was developed after consideration of industry risks and risks or concerns identified at meetings held with Directors and Section Managers. The Plan was to be reviewed and updated annually after considering any changes in risks and priorities impacting Council.

Report

The draft 2015-2018 Strategic Internal Audit Plan is a new three year rolling plan that has been developed after consultation with management to incorporate changes in Internal Audit methodology, and the risks and priorities impacting Council since the previous plan was developed.

The assessment of changes in risks and priorities included risk identification meetings held with the Executive, completion of risk assessments across the audit universe, identification of other assurance processes scheduled and the consideration of industry wide risks. The Plan has been revised to reflect this assessment.

The following audits have been established for the first year of the Plan as a result of this process:

- Policy management and gap analysis
- Contract Management
- Accounts Receivable including debt recovery, and
- Child Protection.

The Plan represents a substantial re-work of the previous plan including amendments to the timing of the audits. Several audits have been removed from the Plan including Financial Delegations and Pool Fence Inspections.

The second and third years of the Plan will also be substantially amended to reflect the results of the risk assessments and areas of priority.

A list of audits which have been deferred or highlighted as a potential area of interest will be established for consideration during the next annual review.

Officer's Recommendation

That 2015-2018 Strategic Internal Audit Plan be approved.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the Audit Committee approve 2015-2018 Strategic Internal Audit Plan.

CARRIED

4.6 Draft Internal Audit and Audit Committee Annual Report 2014-15

Reporting Officer

Internal Auditor

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, and
- 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. The Internal Audit function must also comply with the International Standards for the Professional Practice of Internal Auditing (Institute of Internal Audit), and periodically assess Internal Audit performance against the standards.

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.

Minor amendments to the report will be required to incorporate 'actual' costs for the year ended 30 June 2015.

It is proposed that the Director Business Services submit the final Annual report to the Independent Chair of the Audit Committee for review and approval, with the changes being reported to the next Audit Committee 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 2015 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.

Sub Committee Note: Further to general discussions regarding this report, the Chairperson requested that the final Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 be submitted to the Chairperson for consideration prior to being submitted to the Corporate Governance Committee.

Sub Committee's Recommendation: (Hanrahan/Rofe)

That the Audit Committee approves:

1. That the draft Audit Committee and Internal Audit Annual Report for the year ended 30 June 2015 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 Report on revisions to Audit Committee Charter

Reporting Officer

Internal Auditor

Purpose

This report provides a revision of the Audit Committee Charter against best practice guidelines and professional standards. The draft document is designed to improve the governance and effectiveness of the Committee and incorporates changes relating to the recent organisational restructure involving internal audit function and associated changes to roles and responsibilities.

History

The Audit Committee was established in October 2010 and since that time the roles and responsibilities of the Committee and its members have evolved with Council's changing organisational structure and governance, risk and assurance activities. As a result, amendments to the Audit Committee Charter have been required from time to time.

Report

The revised draft of the Audit Committee Charter provides for amendments to incorporate roles and responsibilities in accordance with the current Internal Auditor position within the Office of the General Manager. The position functionally reports directly to the Audit Committee and administratively in the day-to-day activities to the General Manager. Some administrative functions are delegated to the Director Business Services.

As a part of the Quality Assurance and Improvement program for internal audit, the charter has also been reviewed against best practice guidelines to enhance its ability to provide good governance and independently review Council activities.

The Internal Audit Guidelines (DLG) and other best practice guidance recommend the committee be comprised of the majority of independent members.

The revisions to the Audit Committee charter provide for recruitment of an additional independent external member to reflect this structure which would coincide with the next round of Council elections and potential changes to committee membership in general.

Officer's Recommendation

That the Committee approve the revisions to Council's Audit Committee Charter.

Sub Committee Note: Further to general discussions relating to proposed committee membership variations within Council's Audit Committee Charter, the Chairperson requested that the final Audit Committee Charter be submitted to the Chairperson for consideration and approval.

Sub Committee's Recommendation: (Rofe/Rowell)

That the Audit Committee approve the revisions to Council's Audit Committee Charter.

CARRIED

4.8 Report on revisions to the Internal Audit Charter

Reporting Officer

Internal Auditor

Purpose

This report provides a revision of the Internal Audit Charter against best practice guidelines and professional standards. The draft document is designed to improve the governance, efficiency and effectiveness of the internal audit function and incorporates assessment against professional standards and changes relating to the roles and responsibilities of the internal audit function in its position within the Office of the General Manager.

History

Internal Audit was established within Council in October 2010 and since that time the roles and responsibilities of the Internal Auditor and the Audit Committee have evolved with Council's changing organisational structure and governance, risk and assurance activities. As a result, amendments to the Internal Audit Charter have been required from time to time.

Report

The revised draft of the Internal Audit Charter provides for amendments to incorporate roles and responsibilities in accordance with the current Internal Auditor position within the Office of the General Manager as well as self-assessment against IIA quality assurance and improvement standards. The position functionally reports directly to the Audit Committee and administratively in the day-to-day activities to the General Manager. Some administrative functions are delegated to the Director Business Services.

Establishment and maintenance of a Quality Assurance and Improvement program for internal audit, has been included in the charter in accordance with standards and best practice guidelines to enhance its ability to meet its obligations and improve performance of internal audit activities.

Officer's Recommendation

That the Committee approve the revisions to Council's Internal Audit Charter.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the Audit Committee approve the revisions to Council's Internal Audit Charter.

CARRIED

5. General Business

5.1 Audit Reporting

Council's Internal Auditor advised the Committee of proposed changes to the way in which the results of audit reviews will be reported to Council's Audit Committee in the future. It was noted that outcomes of audit reviews undertaken by Council's Internal Auditor will be reported to the Committee in a concise report. This reporting method will be more in line with risk management standards and will reflect more appropriate risk rating categories which will be developed in conjunction with Council's Risk Management Coordinator.

It was also suggested by Council's Internal Auditor that standard agenda items including risk management and fraud and prevention be included on all future Audit Committee agendas to enable reporting on these matters. The Committee indicated their support of these proposals and noted this information.

Sub Committee's Recommendation: (Rofe/Hanrahan)

That the information be noted.

CARRIED

5.2 Training for newly elected Committee Representatives

Councillor Rowell noted that there is currently no training in place regarding the role and responsibilities of Audit Committee members and requested that Council officers investigate appropriate training for new committee members subsequent to the upcoming Mayoral election. The Committee indicated their support of the proposed training and noted this information.

Sub Committee's Recommendation: (Rowell/Hanrahan)

That the information be noted.

CARRIED

Next meeting of the Audit Committee will be held on 20 October 2015 at 4.30pm in Committee Room 2.

Bruce Hanrahan
Chairperson

Meeting Concluded: 5.13pm

1.2 Insurance Renewals 2015-2016

Reporting Officer

Manager Governance and Risk

Attachments

2015-2016 Insurance Register (contained within this report)

Purpose

To inform Council of the 2015-2016 insurance program.

History

Campbelltown City Council is a long-standing member of the Statewide Mutual schemes for NSW local government, established in response to adverse insurance market conditions. Statewide Mutual membership is comprised of 150 local authorities. The chairman and board are elected from the members, with brokerage services provided by Jardine Lloyd Thompson (JLT).

In April 2015, Council commenced the required renewal process for the insurance policies falling due on 30 June 2015.

Report

The insurance program has been renewed for 2015-2016, with receipt of the 2015-2016 Insurance Renewal Report on 18 June 2015. The overall change in premiums and fund contributions from 2014-2015 is approximately \$31,210 or 4.45%, this is considerably lower than the 2015-2016 budgeted figures for the premiums, as previously adopted by Council. A number of the individual policies are discussed below.

Councillor and Officer liability

In recent years the Councillor and Officer liability risk increased significantly in NSW, principally due to investigations by the Independent Commission Against Corruption (ICAC) and high legal defence costs. Although Campbelltown City Council has not been directly involved in these matters, the associated insurance claims and notifications have historically put pressure on premiums. In the past two years premiums have stabilised with an increase of 2.5% in Council's 2015-2016 premium.

Fidelity Guarantee (Crime)

Statewide Mutual advises that the fidelity guarantee scheme has been re-rated and premiums have remained stable with no change for 2015-2016.

Motor Vehicle

The motor vehicle premium has decreased by 0.5% in 2015-2016, mainly due to lower incurred claims costs. There was a slight decrease in the number of notifiable events. Motor Vehicle risk management will continue to be reviewed in 2015-2016 to improve claims data analysis, information gathering and reporting, and driver awareness and training.

Public Liability and Professional Indemnity

The scheme provides coverage for public liability for personal injury, damage to property, products liability, professional negligence, error or omission, breach of duty of care. Member contributions to the scheme have remained relatively stable with a 2.4% increase for 2015-2016.

Council has participated in the Continuous Improvement Pathway (CIP) program with the development and implementation of a Risk Management Action plan. Member participation in the CIP contributes to a risk management incentive bonus, a form of adjustment, which is intended to encourage members of the mutual to commit to risk management best practice.

Property (Industrial Special Risk)

Property insurance value reflects the estimated cost of reconstruction and recovery inputs, and is separate to market or fair value. It should be noted that more than half the overall premium increase for 2015-2016 relates to the increased value of Council's assets due to the Renew-Connect-Revitalise program and in turn increased the Insurable Assets schedule, resulting in a 5% increase in the insurance premium.

The property mutual funds a coordinated building valuation program encompassing all members. Council's 2015-2016 total insured property value is \$461,197,200. Fund year adjustments are subject to annual changes in reported values and fund performance.

Rebates

The incentive rebate scheme rewards continuous improvement and best practice implementation of risk management initiatives, as shown by the quality and execution of risk management action plans.

During 2014-2015 Council received a total rebate across its insurance portfolio of approximately \$98,000. The majority of this rebate was from the Public Liability scheme and while subject to good performance of the entire pool of insured Councils, reflects Council's improved risk management practice over the 2014-2015 period.

Self-Insurance

Financial liabilities may arise from under-excess claims and other risk sources excluded by Council's insurance policies. Council's self-insurance reserve is currently \$4.7m, sufficient to meet known potential liabilities. The reserve may also be used to fund improved enterprise risk management, reducing Council's overall risk exposure, and minimising exposure to insurance cost pressures.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Insurance Register 2015-2016

| Coverage | 2015-2016 | | |
|---|-------------------------------------|----------------------|------------------------|
| | Insurer | Excess | Premium (incl. GST) |
| Professional Indemnity/ Public Liability Public liability for personal injury, damage to property; products liability; professional negligence, error or omission; breach of duty of care | Statewide | \$200,000 | \$363,760.34 |
| Property Council building and contents | Statewide | \$10,000 | \$532,682.77 |
| Motor Vehicle Diverse 360+ unit vehicle fleet | Statewide | \$10,000 | \$75,992.40 |
| Workers Compensation Excess of Loss (XOL) | Liberty International Underwriters | \$1,000,000 | \$36,987.50 |
| Casual Hirer's Liability Liability for personal injury or property damage associated with casual hire of Council facilities by unincorporated groups or individuals. | Statewide | \$2,000 | \$11,550.00 |
| Marine Hull | Associated Marine Insurers (Zurich) | \$250 | \$677.60 |
| Art Works Permanent collection and temporary exhibitions | Axa Art Ins Ltd | \$2,000 | \$12,717.50 |
| Councillors' and Officers' Liability Liability incurred through the discharge of duties where there is no wilful wrongdoing or criminality | Zurich | NIL | \$63,889.84 |
| Personal Accident Councillor and officer personal accident and effects when on Council business. | ACE Insurance | NIL | \$2,620.20 |
| Fidelity Guarantee (Crime) Direct financial loss sustained in connection with acts of employee dishonesty | Statewide | 1% of claim or \$500 | \$11,033.62 |
| Insurance Broker Fee | Jardine Lloyd Thompson | N/A | \$66,127.65 |
| | | Total | \$1,196,640.50 |

1.3 Loan to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated

Reporting Officer

Manager Governance and Risk

Attachments

Correspondence from Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated (contained within this report)

Purpose

To provide Council with information regarding the request from Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated to extend their current loan facility to \$6,000.

Report

For over 20 years Council has provided an advance to the Campbelltown Macarthur Scottish Pipes and Drums Association for the purposes of upgrading their equipment and cover operational expenses. The Campbelltown Macarthur Scottish Pipes and Drums Association have requested that Council once again extend the loan facility to \$6,000 consistent with the practice in previous years.

The Campbelltown Macarthur Scottish Pipes and Drums Association have provided a community service to the people of Campbelltown and regularly perform at Citizenship ceremonies. Council makes a contribution to the band for their performances at such events via credits against the loan balance. The band has always repaid the loan that has been provided by Council. The current balance of the loan facility is nil.

The band has advised that the advancement of \$6,000 is required to cover running expenses as well as for the upkeep and maintenance of uniforms and equipment.

It is recommended that Council extend the loan facility to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated by \$6,000 to be repaid over a two year period.

Officer's Recommendation

That Council extend the loan facility to Campbelltown Macarthur Scottish Pipes and Drums Association Incorporated by \$6,000 over a two year period.

Committee's Recommendation: (Borg/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1



**CAMPBELLTOWN-MACARTHUR
SCOTTISH PIPES & DRUMS
ASSOCIATION INCORPORATED**

**PO Box 545
CAMPBELLTOWN NSW 2560**

ABN 57 473 501 678

10 June 2015

The Acting General Manager
Campbelltown City Council
Civic Centre Queen Street
CAMPBELLTOWN NSW 2560

JUN17'15 07:58:15 RCVd

Dear Ms Dietz,

I am writing on behalf of the Campbelltown-Macarthur Scottish Pipes and Drums Association Incorporated a not-for-profit organisation servicing the Campbelltown area in particular and the Macarthur Region more widely. Our Association is more commonly known by our band name as the Ingleburn RSL and Campbelltown Community Pipes and Drums and is well known throughout the community for providing traditional Scottish and Celtic musical performance, also with an Australian flavour, at various community events such as the Campbelltown Citizenship ceremonies, Australia Day, ANZAC Day, Vietnam Veterans Day, Fishers Ghost Parade to name a few.

As you may be aware, for a number of years now Campbelltown City Council has generously granted our Association/Band a monetary advance to cover our expenses which we repay in-kind through regular performance at the Campbelltown Citizenship ceremonies and is accounted for by submission of invoices to which Council deducts the relevant amount from the outstanding balance. The current advance has recently been fully repaid.

The purpose of this letter is two-fold: to seek a grant of an advance of \$6,000, which would be used toward the ongoing running expenses of our band, for the upkeep and maintenance of uniforms and equipment, and other associated costs for example community bus hire and other travelling costs to various community and representative events; and to enquire if the previous arrangement for repayment of the monetary advance remains acceptable to Council – previously we have submitted an invoice to Council following each ceremony or engagement at which Council requests our services. It is anticipated that an advance of \$6,000 will encompass requested performances for a two-year period.

Our Association/Band appreciates very much the generous support provided by Campbelltown City Council and we trust that our request for a further monetary advance will be given your favourable consideration.

Should you wish to discuss our request further or to arrange a mutually convenient meeting time, I can be contacted on 0402 344 801 or irslccpd@gmail.com.

Yours sincerely

Mrs Beverley Nixon
Association Honorary Secretary

1.4 24 Hour Fight Against Cancer Macarthur

Reporting Officer

Manager Governance and Risk

Attachments

Correspondence from the 24 Hour Fight Against Cancer Macarthur Inc (contained within this report)

Purpose

For Council to consider a request for sponsorship toward the 24 Hour Fight Against Cancer Macarthur 2015 event.

History

The 24 Hour Fight Against Cancer Macarthur has been conducted since October 2005. Council has sponsored this event through venue hire and the provision of public liability insurance, with other associated costs also being the responsibility of Council since the inaugural event.

Report

A request for sponsorship has been received by the 24 Hour Fight Against Cancer Macarthur Inc toward this year's event, to be conducted at the Campbelltown Athletics Stadium, Leumeah from Saturday 17 October to Sunday 18 October 2015.

The attached correspondence states that more than 1200 local residents participated in last year's event, with fundraising achieving more than \$265,000 towards the charity. Since the inaugural event in 2005, \$3m has been raised.

Council has been requested to continue sponsorship for the event through the provision of venue hire, 12 months public liability insurance, security and other associated costs related to the event.

It is proposed that Council provide public liability insurance that relates to the 24 Hour Fight Against Cancer Macarthur 2015 event as well as other minor events held by the 24 Hour Fight Against Cancer Macarthur Inc which has been provided under the public liability insurance coverage in previous years.

It is recommended that Council provide sponsorship for public liability insurance, venue hire and other associated costs as requested.

Officer's Recommendation

That Council provide sponsorship for public liability insurance, venue hire and other costs associated with fundraising activities for the 24 Hour Fight Against Cancer Macarthur 2015.

Having declared an interest in regard to Item 1.4, Councillor Borg left the room and did not take part in debate nor vote on this item.

Committee's Recommendation: (Hawker/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED

At the conclusion of the discussion regarding Item 1.4, Councillor Borg returned to the room for the remainder of the meeting.

Council Meeting 21 July 2015

Having declared an interest in regard to Item 1.4, Councillor Borg left the Chamber and did not take part in debate nor vote on this item.

Council Meeting 21 July 2015 (Greiss/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 139

That the Officer's Recommendation be adopted.

At the conclusion of the discussion regarding Item 1.4, Councillor Borg returned to the Chamber for the remainder of the meeting.

ATTACHMENT 1



Fight Against Cancer Macarthur Inc
PO Box 233N
Campbelltown North NSW 2560

Clr Paul Lake
Mayor
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Dear Mayor

I write to request that Campbelltown City Council continue their sponsorship of the 24 Fight Against Cancer Macarthur by covering the insurance indemnity for a 12 month period on events associated with this fundraising venture and by providing security and other services at the Campbelltown Athletics Stadium Leumeah from Saturday 17th October to Sunday 18th October 2015.

Over 1200 local residents participated last year during the weekend and their efforts, combined with a number of other high profile fundraising events, raised more than \$265,000 for the Macarthur Cancer Therapy Centre and the Paediatric Ambulatory Care Unit both located in Campbelltown Hospital and the Palliative Care Unit and its Outreach Services at Camden Hospital.

It is my pleasure to inform you that, in addition to other sponsorships, this brings the total raised for local cancer care by the 24 Fight Against Cancer Macarthur to more than \$3m in just ten years. I am sure you agree that this is an outstanding achievement by our local residents and businesses and our totally volunteer committee.

The generous sponsorship of the Campbelltown City Council will be acknowledged on all printed publicity material such as banners, signage, brochures, posters and team booklets and on the event T-shirts. The logo will also be displayed on the Macarthur Cancer Therapy Centre patient transport bus that was purchased through this fundraising.

I look forward to welcoming you at the opening ceremony in October and announcing the details of the continued support of Campbelltown City Council.

Yours sincerely

Clr Fred Borg
Chairperson
9 June 2015

2. PROPERTY SERVICES

No reports this round

3. FINANCIAL SERVICES

3.1 Investment report - May 2015

Reporting Officer

Manager Financial Services

Attachments

Investment portfolio performance for the month of May 2015 (contained within this report)

Purpose

To provide a report outlining Council's investment portfolio performance for May 2015.

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 31 May 2015 stood at approximately \$94m. 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 AusBond bank bill index benchmark by more than 100 basis points for the reporting period.

| Monthly annualised return | | May |
|------------------------------------|--|------------|
| Council Managed Funds | | 3.55% |
| Benchmark: AusBond Bank Bill Index | | 2.20% |

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 | May |
|------------------------------------|-------|
| Council Managed Funds | 3.72% |
| Benchmark: AusBond Bank Bill Index | 2.58% |

Council's portfolio as at 31 May 2015 is diversified with 64% in term deposits of varying lengths of maturity which are managed in accordance with market expectations and Council's investment strategy, 27% in floating rate deposits which gives Council a set margin above either 30 or 90 day bank bills, 6% in fixed rate bonds, 3% in funds in a short term at call account.

| Maturity profile | 31 May |
|--------------------|--------------|
| Short term at call | \$3,253,950 |
| 0 – 3 months | \$31,669,290 |
| 3 – 6 months | \$22,588,546 |
| 6 – 12 months | \$10,500,000 |
| 12 months + | \$26,000,000 |

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions.

| Credit exposure | 31 May |
|--|--------|
| AAA to AA- | 73% |
| A+ to A- | 22% |
| 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% at its meeting of 7 July 2015.

Available information suggests that the Australian economy has continued to grow over the past year, but at a rate somewhat below its longer-term average. With the rate of unemployment showing little change, and a very slow growth in labour costs, inflation is forecast to remain consistent with target.

The Board believes that, under these circumstances, monetary policy needs to be accommodative, and that low interest rates are acting to support borrowing and spending.

Summary

Council's investment portfolio continues to outperform the benchmark of the AusBond 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: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

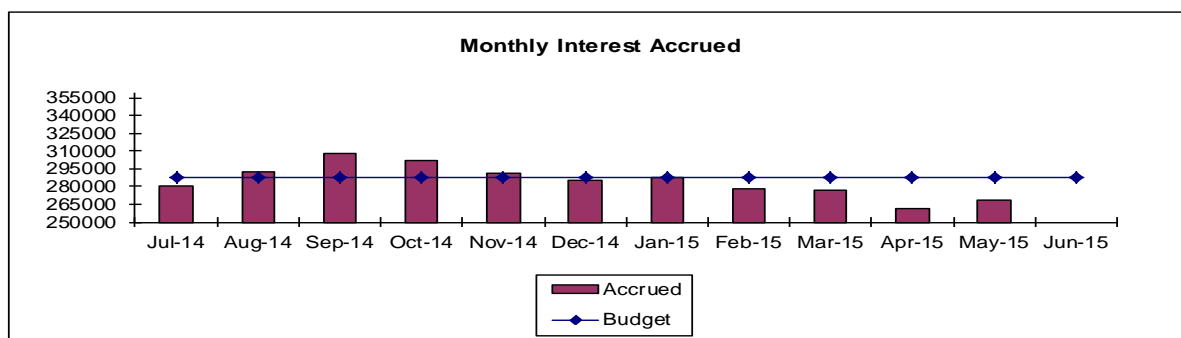
ATTACHMENT 1

CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

Summary May 2015

Benchmark AusBond Bank Bill Index
Portfolio Balance \$94,011,785.96

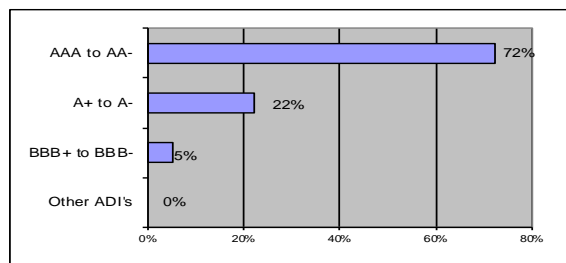
| Monthly Performance | Return (mth) | Return (pa) |
|---------------------------------|--------------|-------------|
| AusBond Bank Bill Index | 0.19% | 2.20% |
| Total Portfolio | 0.30% | 3.51% |
| <i>Performance to Benchmark</i> | + 0.11% | + 1.32% |
| Portfolio - Direct Investments | 0.30% | 3.55% |
| <i>Performance to Benchmark</i> | + 0.11% | + 1.35% |
| Short Term Call Account | 0.20% | 2.40% |



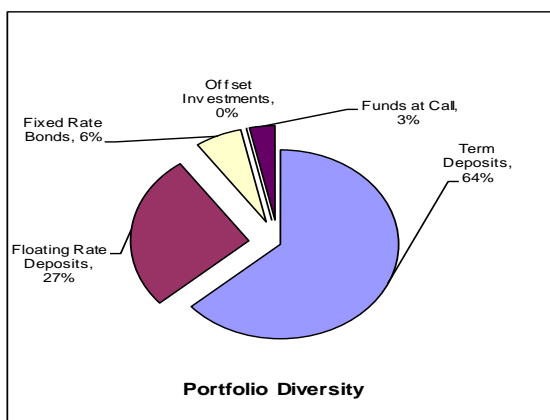
Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period
3.72% Council Managed Funds
2.58% Benchmark

Interest Budget to Actual
Average Budget to Period \$3,162,500
Actual Accrued to Period \$3,130,716



Securities Institutions



| | Amount Invested | % Portfolio |
|-------------------------|-------------------------|-------------|
| NAB Funds at Call | \$ 3,253,950.47 | 3% |
| NSW Treasury | \$ 2,225,000.00 | 2% |
| National Australia Bank | \$ 33,774,299.13 | 36% |
| ANZ Bank | \$ 3,500,000.00 | 4% |
| Westpac Bank | \$ 5,318,811.20 | 6% |
| Commonwealth Bank | \$ 6,500,000.00 | 7% |
| Bank Western Australia | \$ 13,404,563.52 | 14% |
| AMP Bank | \$ 4,000,000.00 | 4% |
| Suncorp Metway | \$ 6,035,161.64 | 6% |
| Macquarie Bank | \$ 3,000,000.00 | 3% |
| ING Bank | \$ 2,000,000.00 | 2% |
| Rural Bank | \$ 2,000,000.00 | 2% |
| Bank of Queensland | \$ 4,000,000.00 | 4% |
| Peoples Choice CU | \$ 2,000,000.00 | 2% |
| ME Bank | \$ 3,000,000.00 | 3% |
| | \$ 94,011,785.96 | 100% |

3.2 Monthly Rates Summary - May 2015

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 2014-2015 Rates and Charges Levy and cash collections for the period ending 31 May 2015.

Report

Rates and charges levied for the period ending 31 May 2015 totalled \$93,425,316 representing 99.65% of the budget estimate.

Receipts collected to the end of May totalled \$83,635,281. In percentage terms this amount represents 87.8% of all rates and charges due to be paid. In comparison, the amount collected in the same period last year was 89.5%.

The fourth instalment of rates and charges became due for payment on 31 May 2015 which this year was a Sunday. A review of the payment channels has revealed that BPay phone and internet payments direct from bank accounts continues to be the preferred method with 47%. Australia Post over the counter remains very strong with 38% along with phone and internet increasing to 11% of all payments. The instalment falling due on a weekend has significantly impacted the rates collection.

Continued efforts are made throughout the year to assist ratepayers in making suitable payment arrangements to clear or minimise their debts. As at the end of May 321 ratepayers with a total arrears balance of \$305,216 have elected to manage their debts with an arrangement.

Ratepayers who purchased property since the issue of the May instalment notices have received a 'Notice to new owner' letter. During the month 29 of these notices were sent advising the amount levied in annual rates and charges and the balance outstanding.

The end of financial year rates process was conducted on Tuesday night 30 June 2015. The amount due to Council in unpaid rates and charges as at 30 June 2015 is 2.96% which is the lowest amount in the last 19 years and exceeds the previous best result last year of 3.14%. This ratio is a measure of the effectiveness of Council's debt recovery policies and the communities willingness and or capacity to pay land rates and charges.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Kolkman/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

RATES SUMMARY

STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

| RATE - CHARGE | NET ARREARS 1/7/2014 | NET LEVY FOR YEAR | PENSION REBATES | EXTRA CHARGES | TOTAL RECEIVABLE | CASH COLLECTED | NET AMOUNT DUE | POSTPONED RATES & INTEREST | GROSS AMOUNT DUE |
|-----------------|-------------------------|----------------------|--------------------|------------------|---------------------|-------------------|-------------------|----------------------------------|---------------------|
| RESIDENTIAL | 2,229,478.24 | 52,427,334.52 | 1,413,878.98 | 657,504.47 | 53,900,438.25 | 46,578,497.78 | 7,321,940.47 | 389,782.88 | 7,711,723.35 |
| BUSINESS | 505,760.07 | 17,253,530.72 | | 72,357.25 | 17,831,648.04 | 16,056,751.08 | 1,774,896.96 | | 1,774,896.96 |
| BUSINESS - IND | 2,596.47 | 0.00 | | 19.15 | 2,615.62 | 2,515.32 | 100.30 | | 100.30 |
| FARMLAND | 9,799.71 | 515,366.30 | 887.10 | 1,346.47 | 525,625.38 | 465,113.50 | 60,511.88 | 371,215.98 | 431,727.86 |
| MINING | 0.00 | 25,844.26 | | 0.00 | 25,844.26 | 25,844.26 | 0.00 | | 0.00 |
| LOAN | 221,327.81 | -1,253.28 | | 3,122.04 | 223,196.57 | 146,050.54 | 77,146.03 | 40,843.40 | 117,989.43 |
| INFRASTRUCTURE | 0.00 | 5,461,403.83 | | 5,846.26 | 5,467,250.09 | 4,766,665.77 | 700,584.32 | 38,358.01 | 738,942.33 |
| F5 ACCESS RAMPS | 719.65 | 0.00 | | 2.88 | 722.53 | 343.31 | 379.22 | | 379.22 |
| TOTAL | \$2,969,681.95 | \$75,682,226.35 | \$1,414,766.08 | \$740,198.52 | \$77,977,340.74 | \$68,041,781.56 | \$9,935,559.18 | \$840,200.27 | \$10,775,759.45 |
| GARBAGE | 672,970.21 | 17,148,459.94 | 822,137.01 | 34,330.09 | 17,033,623.23 | 14,648,682.29 | 2,384,940.94 | | 2,384,940.94 |
| STORMWATER | 48,658.95 | 1,033,816.41 | | 401.89 | 1,082,877.25 | 944,817.63 | 138,059.62 | | 138,059.62 |
| GRAND TOTAL | \$3,691,311.11 | \$93,864,502.70 | \$2,236,903.09 | \$774,930.50 | \$96,093,841.22 | \$83,635,281.48 | \$12,458,559.74 | \$840,200.27 | \$13,298,760.01 |

| | |
|--|---------------|
| Total from Rates Financial Transaction Summary | 12,569,905.21 |
| Overpayments | -728,854.80 |
| Difference | 0.00 |

ANALYSIS OF RECOVERY ACTION

| | |
|---|--------------|
| Rate accounts greater than 6 months less than 12 months in arrears | 536,904.82 |
| Rate accounts greater than 12 months less than 18 months in arrears | 76,018.67 |
| Rate accounts greater than 18 months in arrears | 10,686.24 |
| TOTAL rates and charges under instruction with Council's agents | \$623,609.73 |

ATTACHMENT 2

COMPARISON OF BUDGET TO ACTUAL

| DESCRIPTION | ORIGINAL BUDGET | REVISED BUDGET | ACTUAL | BALANCE STILL REQD. | % RAISED |
|--------------------------|--------------------|-------------------|-------------|------------------------|----------|
| RESIDENTIAL | 51,874,900 | 52,469,900 | 52,427,335 | 42,565 | 99.92% |
| BUSINESS | 17,321,100 | 17,253,100 | 17,253,531 | (431) | 100.00% |
| FARMLAND | 407,200 | 407,200 | 515,366 | (108,166) | 126.56% |
| MINING | 15,200 | 25,200 | 25,844 | (644) | 102.56% |
| INFRASTRUCTURE | 5,414,300 | 5,485,300 | 5,461,404 | 23,896 | 99.56% |
| TOTALS | 75,032,700 | 75,640,700 | 75,683,480 | (42,780) | 100.06% |
| INTEREST CHARGES | 348,200 | 272,200 | 191,042 | 81,158 | 70.18% |
| LEGAL COSTS RECOVERED | 840,000 | 840,000 | 583,888 | 256,112 | 69.51% |
| PENSIONERS - Sec 575 | (1,774,400) | (1,819,400) | (1,857,333) | 37,933 | 102.08% |
| PENSIONERS - Sec 582 | (370,000) | (370,000) | (379,570) | 9,570 | 0.00% |
| PENSIONERS SUBSIDY | 975,920 | 975,920 | 1,021,533 | (45,613) | 104.67% |
| SUB TOTAL | 75,052,420 | 75,539,420 | 75,243,040 | 296,380 | 99.61% |
| DOMESTIC WASTE CHARGES | 16,805,600 | 16,805,600 | 16,715,815 | 89,785 | 99.47% |
| COMMERCIAL WASTE CHARGES | 372,600 | 372,600 | 432,645 | (60,045) | 116.12% |
| STORMWATER MNGMNT | 897,000 | 1,032,000 | 1,033,816 | (1,816) | 100.18% |
| GRAND TOTALS | 93,127,620 | 93,749,620 | 93,425,316 | 324,304 | 99.65% |

COLLECTIONS AS A % OF:

| | TOTAL RECEIVABLE | TOTAL LEVIED | TOTAL RECEIVABLE | TOTAL LEVIED |
|----------------|---------------------|-----------------|--------------------------|-----------------|
| RESIDENTIAL | 86.42% | 88.84% | | |
| BUSINESS | 90.05% | 93.06% | RATES | 89.90% |
| FARMLAND | 88.49% | 90.25% | WASTE | 85.42% |
| INFRASTRUCTURE | 87.19% | 87.28% | STORMWATER | 91.39% |
| ALL RATES | 87.26% | 89.90% | TOTAL RATES & CHARGES | 89.88% |

ATTACHMENT 3

RATES STATISTICS

| No. of documents Issued | July | August | September | October | November | December | January | February | March | April | May | June | May-14 |
|--------------------------------|--------|--------|-----------|---------|----------|----------|---------|----------|-------|--------|-------|------|--------|
| Rate Notices | 50,437 | 77 | | 279 | | | 165 | | | | | | |
| Electronic - DoH | 5,499 | | | | | | | | | | | | |
| Instalment Notices | | | | 43,095 | | | 42,533 | | | 41,000 | | | |
| Electronic - DoH | | | | 5,499 | | | 6,237 | | | 5,371 | | | |
| Missed Instalment Notices | | | 7,695 | | | 7,734 | | | 6,705 | | | | |
| - Pensioners > \$15.00 | | | 507 | | | 485 | | | 448 | | | | |
| Notice to new owner | 202 | 86 | 37 | 80 | 38 | 41 | 51 | 26 | 22 | 48 | 29 | | 31 |
| 7-day Letters - Council issued | | | 1,818 | | | 2,058 | | | 2,054 | | | | |
| - Pensioners > \$500.00 | | | 138 | | | 97 | | | 134 | | | | |
| 7-day Letters - Agent issued | | | 583 | | | | 553 | | 635 | | | | |
| Statement of Claim | 213 | 34 | 14 | 231 | 17 | 13 | 229 | 19 | 26 | 237 | 28 | | 29 |
| Judgments | 18 | 63 | 22 | 14 | 72 | 6 | 18 | 32 | 41 | 21 | 112 | | 117 |
| Writs | 17 | 39 | 23 | 5 | 13 | 21 | 17 | 4 | 49 | 35 | 49 | | 51 |
| eRates | 1,356 | 1,359 | 1,361 | 1,364 | 1,366 | 1,367 | 1,367 | 1,368 | 1,369 | 1,370 | 1,372 | | 1,349 |
| Arrangements | 364 | 303 | 395 | 406 | 473 | 391 | 381 | 313 | 412 | 458 | 311 | | 319 |

3.3 Sundry Debtors Report - May 2015

Reporting Officer

Manager Financial Services

Attachments

1. Debtors summary to 31 May 2015 (contained within this report)
2. Ageing of sundry debts to 31 May 2015 (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 31 May 2015.

Report

Debts outstanding to Council as at 31 May 2015 are \$3,274,929, reflecting an increase of \$251,436 since April 2015. The ratio of outstanding debts to current invoices has increased from 10% in April to the current level of 71%. 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 – May 2015

During the month, 1208 invoices were raised totalling \$1,462,176. The majority of these are paid within a 30 day period. The most significant invoices raised during the month have been in the following areas:

Corporate Administration – \$567,013 – the main invoices relate to:

| | |
|---|-----------|
| Commonwealth Bank of Australia - PC equipment finance | \$349,564 |
| Office of Local Government - Road and Building Infrastructure Renewal Program | \$176,403 |
| Claude Outdoor - advertising rights illuminated street signs | \$12,996 |
| NSW Basketball Association Limited - recovery of outgoings | \$7,497 |
| Campbelltown District Netball Association - recovery of outgoings | \$5,349 |

Government and other Grants – \$359,948 – the invoice relates to:

| | |
|---|-----------|
| Department of Trade and Investment - Rosemeadow Sports Complex, floodlight and fencing upgrade and Minto Indoor Sports Centre extension | \$198,000 |
| Department of Infrastructure and Regional Development - milestone 2 and 3 payment for Fullwood Reserve amenities upgrade project | \$120,000 |
| Cancer Institute NSW - Evidence to Practice Grant for shade provision | \$27,500 |
| Roads and Maritime Services - Log Book Run, Choose Right Buckle Right, GLS Workshop grants and Road Safety Officer program funding | \$10,983 |

Various Sundry Items – \$123,834 – the main invoices relate to:

| | |
|---|----------|
| Camden Council - Legal representation for WSN Regional Processing Contract, 1/3 shared cost of Rural Fire Service operating expenses and contribution to RFS 2015 Macarthur Zone Awards Night | \$20,547 |
| Liverpool City Council - 1/3 shared cost of Rural Fire Service operating expenses and contribution to RFS 2015 Macarthur Zone Awards Night | \$16,765 |
| Various debtors - Mayor's Charity Race Night sponsorship | \$24,808 |
| Pax Australia Pty Ltd - road occupancy fee | \$10,757 |

Land and Building Rentals - \$119,613 - the main invoices relate to:

| | |
|--|----------|
| Aldi Stores - monthly rental Macquarie Fields | \$24,750 |
| Nuvezo Pty Ltd - monthly rental Dumaresq Street Cinema | \$23,797 |
| 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 |
| Macarthur Community Options - monthly rental Campbelltown | \$6,090 |
| NSW Basketball Association Limited - monthly rental Minto | \$4,583 |

Road and Footpath Restorations – \$118,399 – the invoices relate to:

| | |
|--|----------|
| Silcar Pty Ltd & Thiess Services Pty Ltd - road restorations on various roads within the Local Government Area | \$73,936 |
| Sydney Water - road restorations on various roads within the Local Government Area | \$28,597 |
| Jemena Gas Networks (NSW) Ltd - road restorations on various roads within the Local Government Area | \$14,007 |

Receipts to the value of \$1,210,740 have been received during the period, the most notable in the following areas:

| | |
|-----------------------------|-----------|
| Corporate Administration | \$370,971 |
| Government and other Grants | \$357,436 |
| Land and Building Rentals | \$148,238 |
| Various Sundry Items | \$81,070 |
| Waste Collection Services | \$78,043 |

Sundry debts outstanding – 31 May 2015

Debts exceeding 90 days of age totalled \$260,357 as at 31 May 2015. The major invoices relating to this balance include:

| Description | Date Invoiced | Balance at 31 May 2015 |
|--|----------------------|-------------------------------|
| 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 | \$8,357 |
| Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. Council continues to meet with club and Macarthur Baseball to resolve debt | 17/12/12 to 17/06/15 | \$8,189 |
| Caltex Oil Australia Pty Ltd - dispute over market valuation review, this amount is subject to independent assessment. Independent assessment has been received, Council is currently reconciling this account and any adjustment will be made accordingly | 08/02/13 to 02/01/15 | \$8,930 |
| Insight Mercantile Pty Ltd – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs | 18/07/14 | \$2,799 |
| GE Automotive – abandoned motor vehicle, unable to locate owner of the vehicle. Finance company acknowledges Councils power to sell an encumbered vehicle. The vehicle has gone to the auctioneer and was not sold at first auction, however will be put up for further auction in an attempt to sell the vehicle and recover the costs | 05/07/12 | \$5,709 |
| 74366.6 - motor vehicle accident at the Animal Care Facility, no response to letters sent. Continuing with further investigations to locate the debtor | 05/06/14 | \$1,981 |
| Master Woodturning - Land value associated with walkway closure adjoining 37 Lancaster Street, Ingleburn. Payment is expected in August 2015 | 20/11/14 | \$54,129 |
| Skagias Investments Pty Ltd - road restoration at 6 Lithgow Street, Campbelltown. Paid 16 June 2015 | 01/12/14 | \$4,020 (paid) |
| McDonalds Australia Limited - additional rent payable for the period 20 December 2013 to 19 December 2014 for Glenquarie McDonalds. Account has been disputed. Councils Solicitor is reviewing the threshold amount calculations prior to pursuing payment. | 24/02/15 | \$93,293 |

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 90 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 14 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, 16 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.

The first stage of formal legal recovery action commenced on three accounts. 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 one Examination Notice 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: (Dobson/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

DEBTORS SUMMARY 1 May 2015 to 31 May 2015

| DEBTOR TYPE/DESCRIPTION | ARREARS AT 30/04/2015 | RAISED THIS PERIOD | RECEIVED THIS PERIOD | BALANCE AT 31/05/2015 | % DEBT RATIO |
|-------------------------------|--------------------------|-----------------------|-------------------------|--------------------------|-----------------|
| Corporate Administration | 44,495 | 567,013 | 370,971 | 240,537 | 7.34% |
| Abandoned Items | 6,662 | 0 | 0 | 6,662 | 0.20% |
| Education and Care Services | 18,710 | 0 | 0 | 18,710 | 0.57% |
| Community Bus | 257 | 673 | 168 | 762 | 0.02% |
| Sportsground and Field Hire | 34,818 | 48,014 | 32,870 | 49,962 | 1.53% |
| Government and other Grants | 2,390,536 | 359,948 | 357,436 | 2,393,048 | 73.07% |
| Public Hall Hire | 19,637 | 34,573 | 28,300 | 25,910 | 0.79% |
| Health Services | 350 | 0 | 0 | 350 | 0.01% |
| Land and Building Rentals | 189,290 | 119,613 | 148,238 | 160,665 | 4.91% |
| Healthy Lifestyles | 9,387 | 27,748 | 32,553 | 4,582 | 0.14% |
| Library Fines and Costs | 0 | 0 | 0 | 0 | 0.00% |
| Licence Fees | 41,602 | 35,395 | 24,525 | 52,472 | 1.60% |
| Pool Hire | 38,499 | 1,091 | 20,768 | 18,822 | 0.57% |
| Private Works | 12,584 | 0 | 450 | 12,134 | 0.37% |
| Road and Footpath Restoration | 34,846 | 118,399 | 20,549 | 132,696 | 4.05% |
| Shop and Office Rentals | 24,385 | 25,875 | 14,799 | 35,460 | 1.08% |
| Various Sundry Items | 110,392 | 123,834 | 81,070 | 153,156 | 4.68% |
| Waste Collection Services | 86,479 | 0 | 78,043 | 8,436 | 0.26% |
| | 3,023,493 | 1,462,176 | 1,210,740 | 3,274,929 | 100% |

ATTACHMENT 2

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 May 2015

| Description | Current Charges | Total 30 Days | Total 60 Days | Total 90+ Days | Balance Due |
|-------------------------------|-----------------|---------------|---------------|----------------|-------------|
| Corporate Administration | 210,337 | 1,403 | 15,023 | 13,774 | 240,537 |
| Abandoned Items | 0 | 0 | 0 | 6,662 | 6,662 |
| Education and Care Services | 18,710 | 0 | 0 | 0 | 18,710 |
| Community Bus | 762 | 0 | 0 | 0 | 762 |
| Sportsground and Field Hire | 36,736 | 4,425 | 3,858 | 4,944 | 49,962 |
| Government and other Grants | 358,048 | 5,500 | 2,029,500 | 0 | 2,393,048 |
| Public Hall Hire | 13,606 | 6,366 | 2,939 | 2,999 | 25,910 |
| Health Services | 0 | 0 | 0 | 350 | 350 |
| Land and Building Rentals | 46,228 | 6,735 | 5,833 | 101,868 | 160,665 |
| Healthy Lifestyles | 2,042 | 664 | 33 | 1,843 | 4,582 |
| Licence Fees | 25,352 | 4,460 | 3,060 | 19,600 | 52,472 |
| Pool Hire | 1,129 | 263 | 1,006 | 16,423 | 18,822 |
| Private Works | 0 | 0 | 0 | 12,134 | 12,134 |
| Road and Footpath Restoration | 119,118 | 2,920 | 2,199 | 8,459 | 132,696 |
| Shop and Office Rentals | 17,909 | 11,497 | 4,880 | 1,174 | 35,460 |
| Various Sundry Items | 75,114 | 5,342 | 2,573 | 70,127 | 153,156 |
| Waste Collection Services | 0 | 8,436 | 0 | 0 | 8,436 |
| | 885,657 | 58,011 | 2,070,904 | 260,357 | 3,274,929 |
| | | | | | 154,484 |

| Previous Month 90+ days |
|----------------------------|
| 13,363 |
| 6,662 |
| 0 |
| 0 |
| 8,814 |
| 0 |
| 3,528 |
| 350 |
| 8,235 |
| 1,691 |
| 20,035 |
| 1,628 |
| 12,584 |
| 7,020 |
| 0 |
| 70,574 |
| 0 |
| 154,484 |

3.4 Revised Unclaimed Money Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Unclaimed Money Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Unclaimed Money Policy.

History

The abovementioned policy was adopted by Council on 15 March 1973 and was last reviewed on 16 July 2013. The policy 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 Unclaimed Money Policy has been reviewed and 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 Unclaimed Money Policy as attached to this report be adopted.
2. That the Policy review date be set at 21 July 2018.

Committee's Recommendation: (Borg/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | | |
|--|---|---------------|
|  campbelltown city council | | POLICY |
| Policy Title | Unclaimed Money | |
| Related Documentation | Procedures for Unclaimed Monies | |
| Relevant Legislation/ Corporate Plan | <i>Taxation Administration Act 1996</i> <i>Local Government Act 1993</i> | |
| Responsible Officer | Manager Financial Services | |

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

Objectives

To comply with the *Taxation Administration Act 1996* regarding Council's obligations to administer and remit unclaimed monies to the NSW Office of State Revenue.

Policy Statement

Council will before the end of the financial year review all specific accounts relating to unclaimed monies that have had no activity for a period of six years and forward these amounts onto the NSW Office of State Revenue.

Scope

To ensure Council meets its statutory obligation to remit stale payments to the NSW Office of State Revenue. Stale payments are expected not to exceed more than 10 transactions per annum.

Definitions

Nil

Legislative Context

Taxation Administration Act 1996
Local Government Act 1993 Sections 593 and 720

Principles

These accounts relate to the following:

- Electoral Nomination
- Overpayments
- Proceeds for sale of property for unpaid rates
- Bonds
- Unpresented Cheques
- Deposits
- Unknown receipts
- Legal Proceedings
- Trust Account Funds

Responsibility

Revenue Accountant and Manager Financial Services

END OF POLICY STATEMENT

3.5 Revised Partial Property Transfer Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Partial Property Transfer Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Partial Property Transfer Policy.

History

The abovementioned policy was adopted by Council on 2 September 2008 and was last reviewed on 16 July 2013. The policy 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 Partial Property Transfer Policy has been reviewed and 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 Partial Property Transfer Policy as attached to this report be adopted.
2. That the Policy review date be 21 July 2018.

Committee's Recommendation: (Dobson/Kolkman)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | | |
|---|---|---------------|
|  campbelltown city council | | POLICY |
| Policy Title | Partial Property Transfer | |
| Related Documentation | Nil | |
| Relevant Legislation/ Corporate Plan | <i>Local Government Act 1993</i> <i>Strata Schemes (Freehold Development) Act 1973</i> <i>Strata Schemes (Leasehold Development) Act 1986</i> <i>Strata Schemes Management Act 1996</i> <i>Real Property Act 1900</i> | |
| Responsible Officer | Manager Financial Services | |

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

Objectives

To maintain accurate records of transfers of the title in land to expedite notification of Council's business and activities to new property owners.

Policy Statement

This policy is designed to maintain accurate records of land titles. This includes adjustment of records upon receipt of written notification from solicitors or conveyancers regarding transfer of title prior to official notification from the NSW Land Titles Office.

This policy is designed to be used in support of relevant legislation.

Letters received from the solicitor or conveyancer acting on behalf of the purchasers must include the following details to comply.

1. Statement requesting Council records be changed due to a sale or transfer of land.
2. New owner/s full name(s).
3. Full property description, including all Lot and Deposited Plan (DP) numbers.
4. Full mailing address for the service of notices.
5. Date of sale.

If the content of the written notification appears accurate and reliable the transfer will be flagged "PARTIAL". All partial transfers will be subject to a monthly review process and altered to "SALE" when and only when Council receives official notification from the NSW Land Titles Office.

Transfers that are not completed within a three-month period are to be followed up with the purchaser's solicitor or conveyancer until the matter is completed to the satisfaction of Council.

Scope

This policy applies to all property land transfer requests made upon settlement where Council receives appropriate notification from a solicitor or conveyancer acting on behalf of the purchaser.

Definitions

Notification provides a means of delivery of a written message in regards to statutory requirements and providing accurate up to date information.

Owner In relation to land other than Crown land includes;
"(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
(ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
(iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and
(iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and
(v) every person who by this Act is taken to be the owner..."
as defined by the Local Government Act 1993.

Property Land that is within the Campbelltown local government area and subject to the Real Property Act 1900.

Legislative Context

Local Government Act 1993
Strata Schemes (Freehold Development) Act 1973
Strata Schemes (Leasehold Development) Act 1986
Strata Schemes Management Act 1996
Real Property Act 1900

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain the integrity of data used in changing Council's records.

Responsibility

The Manager Financial Services may delegate their responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance Indicators

1. maintain a one-month review of all "pending" transfers.
2. ensure any transfers incomplete (subject to the elapsing of a three-month period) are successfully followed up and completed.

END OF POLICY STATEMENT

3.6 Revised Cashier Shortages Policy

Reporting Officer

Manager Financial Services

Attachments

Revised Cashier Shortages Policy (contained within this report)

Purpose

To seek Council's endorsement of the revised Cashier Shortages Policy.

History

The abovementioned policy was adopted by Council on 26 April 1983 and was last reviewed on 16 July 2013. The policy 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 Cashier Shortages Policy has been reviewed and 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 Cashier Shortages Policy as attached to this report be adopted.
2. That the Policy review date be set at 21 July 2018.

Committee's Recommendation: (Borg/Dobson)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 138

That the Officer's Recommendation be adopted.

ATTACHMENT 1

| | | |
|---|----------------------------|---------------|
|  | | POLICY |
| Policy Title | Cashier Shortages | |
| Related Documentation | Nil | |
| Relevant Legislation | Nil | |
| Responsible Officer | Manager Financial Services | |

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

Objectives

Reimbursement of shortages in cash handling at all Council facilities.

Policy Statement

1. That all shortages be recorded, with no make up required from the employee subject to a satisfactory explanation being given on each occasion that a shortage occurs.
2. That if regular incidence of shortages occurs or unsatisfactory explanations are given, the employee involved is to be transferred to other duties.

Scope

This policy applies to all staff that handle cash in the form of floats for the purposes of giving change and petty cash for reimbursement of minor out of pocket expenses.

Definitions

Employee Any person conducting official duties on behalf of Council and remunerated through wages or salary on either a full time or part time basis.

Shortage A difference that is less than the amount recorded in Council's financial management system with the amount physically held as a float or as petty cash.

Legislative Context

Nil

Principles

The Manager Financial Services will be responsible for administering the principles and that appropriate steps are taken to maintain the appropriate checks and balances in the integrity of all cash floats recorded in Council's financial records.

Responsibility

The Manager Financial Services may delegate responsibility to the Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance indicators:

Minimal exposure in lost income due to shortages in the reconciliation of cash and petty cash floats.

END OF POLICY STATEMENT

4. HUMAN RESOURCES

No reports this round

5. INFORMATION MANAGEMENT AND TECHNOLOGY

No reports this round

6. GENERAL BUSINESS

6.1 Accessible Facilities

Committee's Recommendation: (Hawker/Greiss)

That a report be presented investigating the feasibility of Council developing a map that indicates accessible parking, toilets and other accessible facilities and locations in the Campbelltown and Ingleburn CBDs.

CARRIED

Council Meeting 21 July 2015 (Mead/Hawker)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 138

That the Committee's Recommendation be adopted.

23. CONFIDENTIAL ITEMS

No reports this round

There being no further business the meeting closed at 5.43pm.

C Mead
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 2015

Attachments

Nil

Report

On 11 November 2014, 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 for the month of June 2015 were as follows:

Expenses

| | | |
|----|---|--------|
| 1. | Training Seminars and Conferences Cost for June 2015. | \$4208 |
| 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 2015. | \$4914 |
| 3. | Stationery and Postage Cost of Mayoral and Councillors' stationery, business cards and postage expenses. Approximate cost for June 2015. | \$6 |
| 4. | Periodicals Cost of annual subscriptions. Cost for June 2015. | \$1474 |
| 5. | Meals Provision of meals in conjunction with Council and Committee Meetings and Inspections. Cost for June 2015. | \$2357 |
| 6. | Refreshments Provision of refreshments in the Mayor's Suite and Councillors' Lounge and Civic Receptions. Cost for June 2015. | \$1596 |
| 7. | Insignia of Office Replacement costs Mayoral robes, chain, badge and name plates. Cost for June 2015. | Nil |

- | | | |
|----|--|------|
| 8. | Travelling Expenses for Use of Private Vehicle Reimbursement of travelling expenses on authorised Council business. Claims submitted for June 2015. | \$13 |
|----|--|------|

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 2015. | \$6075 |
| 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 2015 in accordance with Councillors Policy. | \$1010 |
| 3. | Office Equipment Facsimile machines, photocopier and telephone facilities for the Mayor and Councillors at the Civic Centre. Cost for June 2015. | \$720 |
| 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 2015. | \$322 |
| 5. | Internet Facilities Costs associated with the provision of internet facilities in accordance with Council's Policy. Cost for June 2015. | \$1021 |
| 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 2015. | Nil |

The total cost for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors for June 2015 amounted to \$23,716.

Officer's Recommendation

That the information be noted.

Council Meeting 21 July 2015 (Hawker/Brticevic)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 140

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 9 June 2015.

Officer's Recommendation

That the information be noted.

Council Meeting 21 July 2015 (Borg/Lound)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 141

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Reports Requested as at 9 June 2015

| *Date of Decision *Mover *DocSet | Item/Comments | Div.Resp | Comp Date |
|--|--|----------|-------------|
| 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. Comment: finalising information for report. | CS | August 2015 |
| 10.12.13 WG 3650256 | CS3.4 - Further report analysing the impact of the 'Arts and Cultural Policy' when information becomes available in 2014. Comment: Submitted to Community Services Committee Meeting 14 July 2015, Item 3.2 | CS | |
| 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. Comment: Submitted to Community Services Committee Meeting 14 July 2015, Item 7.3 | CS | |
| 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. Comment: finalising information for report. | CS | August 2015 |
| 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. Comment: proposal cannot be undertaken until City Works report on footpath upgrades is completed. | CS | Dec 2015 |
| 29.7.14 PL 3934158 | CG3.3 - Report identifying alternative methods for managing the hire of Council's sporting fields. Comment: finalising information for report. | CS | August 2015 |
| 09.12.14 DL 4106172 | CS6.3 - 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 - Use of Public Open Space by Commercial Fitness Trainers and Personal Trainers. Comment: Report to be presented after all submissions have been reviewed and proposed briefing to Council. | CS | August 2015 |

| *Date of Decision *Mover *DocSet | Item/Comments | Div.Resp | Comp Date |
|--|---|----------|-------------|
| 24.04.15 MO 4275729 | <p>CS2.1 - That a further report be provided to Council:</p> <ul style="list-style-type: none"> • outlining the National Disability Insurance Scheme transition process once this information becomes available. • on the Regional Assessment Service once details on the funding and service requirements are available. <p>Comment: Information not available at this time to report NDIS transition. Regional Assessment Service reported as item 2.2 of the Community Services Committee meeting held 12 May 2015.</p> | CS | August 2015 |
| 24.04.15 AC 4275766 | <p>CG6.1 - That a report be presented to Council investigating the potential for an Easy Care Gardening Volunteer Program similar to that run by Ryde City Council and the report also include potential funding sources from State and Federal Government.</p> <p>Comment: Finalising information for report.</p> | CS | August 2015 |

| *Date of Decision *Mover *DocSet | Item/Comments | Div.Resp | Comp Date |
|--|---|----------|-------------|
| 12.11.13 WG 3563387 | CW1.2 - Further report on the findings of the Expressions of Interest for footpath reconstruction in Queen St Campbelltown. Comment: Consultant working on communication strategy. Briefing will be required. Need to undertake Campbelltown CBD Structure Plan, specific DCP, and a masterplan for Quees St prior to reconstructing footpath. | CW | August 2015 |
| 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. Comment: report drafted awaiting date for briefing. | CW | Sept 2015 |
| 29.7.14 MO 3939937 | PE5.1 - Report regarding feasibility and costs benefits of replacing the existing lighting within the LGA with led lighting. Comment: Consultant engaged to undertake feasibility study. | CW | August 2015 |
| 17.03.14 RK 4228250 | PE5.2 - That a report be presented investigating the feasibility of consolidating a passive and active reaction facility in the vicinity of Milton Park servicing the northern end of the City, potentially including a leash free area. Comment: To be part of a Master Plan for Milton Park. | CW | August 2015 |
| 19.05.15 DL 4301694 | PE5.1 That a report be presented outlining the feasibility and cost of installing an Exeloo facility at Redfern Park, Minto. Comment: Reported to City Works Committee on 14 July 2015 Item 3.7 | CW | |
| 19.05.15 RT 4301698 | PE5.2 That a report be presented outlining the feasibility and cost of installing an Exeloo facility at Hallinan Park, Ingleburn. Note: At the City Works Committee Meeting held 2 June 2015 Councillor Bricevic requested that consideration be given feasibility and cost of installing a Exeloo facility at Bardia Park, Bardia. Comment: Reported to City Works Committee on 14 July 2015 Item 3.7 | CW | |
| 19.05.15 TR 4301700 | PE5.3 That a report be presented providing details of traffic accidents along Appin Road between the Appin Town Centre and Copperfield Drive, Rosemeadow and separately along the section of the M31 that exits within the Campbelltown Local Government Area. The report is to specifically include details of the number of accidents, the possible causes of those accidents, and the number of fatalities arising from those accidents for the period between 2005 and 2015. Comment: Reported to City Works Committee on 14 July 2015 Item 1.5 | CW | |
| 09.06.15 GG 4330959 | CG6.1 - That a report be presented investigating the cost and feasibility of installing lighting in all designated Leash Free Areas across the Local Government Area. | CW | August 2015 |

| *Date of Decision *Mover *DocSet | Item/Comments | Div.Resp | Comp Date |
|--|--|----------|--------------|
| 18.6.13 PL 3450946 | CG3.1 - Further report following expressions of interest on the ground lease in Blaxland road. Comment: Agent reviewing documentation prior to marketing. | BS | Sept 2015 |
| 29.7.14 PL 3934173 | CG2.2 - Further report prior to entering into a licence agreement for the provision of a coffee cart operation within the Campbelltown Civic Centre building. Comment: Reviewing the opportunity for a café. Additional time required for cost estimates and Library Café EOI with agent | BS | October 2015 |
| 16.09.14 GG 3998030 | DR9.4 - 1. That Council provide support for the Werriwa ACLGP Committee to submit an application for funding to install a 9 metre tapered white powder coated flagpole, plaque and Lone Pine seedling at the Soldiers Memorial Park, Ingleburn. 2. That in recognition of Council's belief in the principle of transparency and prudent decision making, a report be presented to this Council highlighting how this rose garden came about and detailing the events associated with the construction of the rose garden. Comment: Awaiting the outcome of the investigation. Part 1 complete. | BS | Sept 2015 |
| 14.10.14 RK 4033794 | CG2.3 - 4. That a further report will be submitted to Council once a draft VPA/Infrastructure Services Delivery Plan (ISDP) have been finalised which will deal with the compulsory acquisition/land transfer issues concerning the whole of the Claymore Urban Renewal Project. Comment: Draft VPA with Urban Growth and awaiting valuations. | BS | Sept 2015 |
| 17.02.15 PH 4188336 | CG2.1 - That Council note the information contained in this report and that a further report be submitted to Council once the Roads and Maritime Services has made an offer for the compulsory acquisition of the land. | BS | August 2015 |

| *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. Comment: further discussions required between the General Manager and UrbanGrowth regarding infrastructure. | PE (EP) | October 2015 |
| 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. Comment: DCP to be completed post CLEP 2014 adoption in consultation with SCDP alignment with CLEP controls. | PE (EP) | September 2015 |
| 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. Comment: further information is being investigated and considered. | PE (DS) | August 2015 |
| 18.12.12 AM 3259490 | PE2.5 - Further report on outcome of the public exhibition of proposal to name reserve within the 'Vista' development, Glenfield. Comment: waiting on comments from Tharawal Local Aboriginal Land Council. | PE (EP) | September 2015 |
| 18.6.13 RK 3451045 | PE2.4 - Report identifying what impact the creation of the Local Land Services will have on the Campbelltown LGA. Comment: Rating structure report not yet released by Government. | PE (EP) | October 2015 |
| 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. Comment: Trial completed mid December 2014, information being collated. Additional time required to assess impact of the implementation of the provisions of the <i>Swimming Pools Act 1992</i> requiring pool owners to obtain a Certificate of Compliance before selling or leasing their property commencing on 29 April 2016 | PE (CS) | August 2016 |
| 1.7.14 BT 3858912 | PE 2.5 - Further report following the Trial Indian Myna Bird Action Program. Comment: 12 month trial to be completed September 2015. | PE (EP) | November 2015 |
| 29.7.14 PL 3934241 | CW5.1 - detailed report on the Leumeah Sports 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 railway line. Comment: Awaiting further information from the Minister for Sports office concerning the stadium. | PE (DSt) | August 2015 |

| *Date of Decision *Mover *DocSet | Item/Comments | Div.Resp | Comp Date |
|--|--|-------------|-------------|
| 29.7.14 GG 3939939 | PE5.3 - Report investigating possible further partnerships with University Western Sydney, Campbelltown and Campbelltown TAFE. Comment: Awaiting outcome of further discussions with TAFE and UWS concerning potential economic development initiatives. UWS Vice Chancellor Professor Glover presented a briefing to the Councillors in May on initiatives by UWS. | PE (DSt) | August 2015 |
| 14.10.14 CM 4033787 | CG6.1 - 1. That a report be presented on the development application process, particularly as it relates to residential and small business, regarding: (i) DA approval times – including a comparison to Camden and the councils that fall within the Group 7 Metropolitan Fringe category of the Office of Local Government's Comparative Data publication. (ii) The types of developments which require approval in Campbelltown but do not require approval in other similar councils (e.g. Group 7 councils and Camden). 2. That Council contact the NSW Business Chamber and the local Chambers of Commerce and report on their suggestions regarding: (i) How Council could streamline the DA process for small business. (ii) Any developments currently requiring approval which they believe would be appropriate to be made exempt. Comment: Investigating further exempt opportunities. | PE (DS) | August 2015 |
| 17.02.15 RK 4189114 | PE2.4 - 6. That a report be presented to Council outlining options for the protection and preservation of the former Fisher's Ghost Restaurant building. Comment: Reported to the Planning and Environment Committee meeting 14 June 2015 - Item 2.1 | PE (EP) | |
| 17.02.15 GG 4189107 | PE3.3 - 3. That a future report be presented to the Council which investigates options and identifies practical limits for a core Campbelltown CBD precinct, for the purposes of permanently varying the commercial parking rates within that precinct. Comment: Investigation to be undertaken in conjunction with review of Parking and Traffic Study for CBD. | PE (DSt) | August 2015 |
| 24.04.15 RT 4275788 | PE2.1 - That Council receive a further report on the exhibition of the draft Management Plan which also addresses funding options | PE (EP) | August 2015 |
| 24.04.15 GG 4275787 | PE2.6 - The Council receive a further report on a proposal to establish a Business Advisory Board following further consultation with the Campbelltown and Ingleburn Chambers of Commerce. | PE (DSt) | August 2015 |

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 21 July 2015 (Brdicevic/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 142

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 March 2014 | April to June 2014 | July to Sept 2014 | Oct to Dec 2014 | Jan to March 2015 | April 2015 | May 2015 | June 2015 |
|----------------------|-------------------|--------------------|-------------------|-----------------|-------------------|------------|----------|-----------|
| Campbelltown | 134 | 29 | 0 | 101 | 4 | 10 | 0 | 25 |
| Ruse | 57 | 0 | 44 | 91 | 190 | 0 | 0 | 0 |
| Kentlyn | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Airds | 270 | 26 | 211 | 370 | 394 | 185 | 170 | 10 |
| St Helens Park | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rosemeadow | 111 | 8 | 42 | 27 | 118 | 5 | 0 | 0 |
| Ambarvale | 132 | 0 | 0 | 2 | 79 | 5 | 0 | 0 |
| Woodbine | 0 | 0 | 0 | 72 | 0 | 0 | 0 | 7 |
| Claymore | 0 | 37 | 0 | 62 | 42 | 20 | 0 | 0 |
| Eschol Park | 47 | 0 | 0 | 139 | 8 | 0 | 0 | 0 |
| Kearns | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 0 |
| Raby | 0 | 0 | 0 | 98 | 186 | 0 | 0 | 0 |
| St Andrews | 0 | 62 | 0 | 56 | 26 | 0 | 0 | 0 |
| Bow Bowling | 0 | 0 | 0 | 14 | 0 | 0 | 0 | 0 |
| Minto | 110 | 97 | 156 | 215 | 154 | 20 | 0 | 0 |
| Ingleburn | 368 | 226 | 196 | 19 | 244 | 17 | 0 | 0 |
| Macquarie | 243 | 130 | 187 | 565 | 167 | 5 | 0 | 0 |
| Glenfield | 251 | 73 | 90 | 283 | 287 | 9 | 0 | 0 |
| Blair Athol | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bradbury | 0 | 0 | 0 | 0 | 50 | 6 | 0 | 0 |
| Total m ² | 1723 | 688 | 926 | 2114 | 1964 | 282 | 170 | 42 |

During the reporting period 1 Graffiti Removal Kits have been requested by the Community.

| Jan to Mar 2014 | April to June 2014 | July to Sept 2014 | Oct to Dec 2014 | Jan to Mar 2015 | April 2015 | May 2015 | June 2015 |
|-----------------|--------------------|-------------------|-----------------|-----------------|------------|----------|-----------|
| 13 | 18 | 16 | 12 | 32 | 2 | 1 | 1 |

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 March 2014 | April to June 2014 | July to Sept 2014 | Oct to Dec 2014 | Jan to March 2015 | April 2015 | May 2015 | June 2015 |
|--------|-------------------|--------------------|-------------------|-----------------|-------------------|------------|----------|-----------|
| Area 1 | 1573 | 2343 | 3301 | 2706 | 2959 | 595 | 566 | 1051 |
| Area 2 | 1169 | 1946 | 2228 | 2309 | 3285 | 298 | 572 | 664 |
| Area 3 | 435 | 492 | 848 | 570 | 1384 | 381 | 387 | 354 |
| Area 4 | 887 | 2102 | 2368 | 1852 | 2730 | 250 | 495 | 1143 |
| Total | 4044 | 6883 | 8745 | 7437 | 10358 | 1524 | 2020 | 3212 |

OPERATIONAL SERVICES SECTION (Reporting period 25 May 2015 to 28 June 2015)

OPEN SPACE

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|--|--------|--------|--------|--------|-------|
| Servicing of Parks and Reserves (Sites) | 65 | 40 | 50 | 18 | 173 |
| Road Verges (Sites) | 42 | 25 | 28 | 27 | 122 |
| Community/Childcare Centre's (Sites) | 0 | 1 | 2 | 3 | 6 |
| Servicing Laneways (Sites) | 109 | 60 | 120 | 31 | 320 |
| Litter/Rubbish Pickup | 100 | 30 | 50 | 39 | 219 |
| Herbicide Spraying (hrs) | 19.5 | 8.5 | 0 | 0 | 28 |
| Mulching (cm ³) | 4 | 4 | 0 | 0 | 8 |
| Garden Maintenance | 0 | 0 | 0 | 0 | 0 |
| Garden Refurbishment | 0 | 0 | 0 | 0 | 0 |
| Top Dressing (hrs) | 0 | 0 | 0 | 0 | 0 |
| Aeration of Fields | 0 | 0 | 0 | 0 | 0 |
| Sharps Pickup | 0 | 0 | 0 | 0 | 0 |
| Pathway Requests | 3 | 8 | 3 | 6 | 20 |
| Tractor Road Verge (Sites) | 14 | 12 | 10 | 18 | 54 |
| Tractor Servicing Parks and Reserves (Sites) | 34 | 19 | 26 | 23 | 102 |
| Cemetery | 0 | 0 | 0 | 0 | 0 |
| Fire Hazard Reduction | 0 | 1 | 0 | 0 | 1 |
| 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) | 23 | 27 | 18 | 22 | 90 |
| Road Verges (Sites) | 20 | 13 | 20 | 15 | 68 |
| Community/Childcare Centre's (Sites) | 8 | 6 | 7 | 7 | 28 |
| Cemetery | 0 | 0 | 0 | 0 | 0 |
| Tractors Servicing Sporting Fields | 35 | 21 | 43 | 39 | 138 |
| Litter/Rubbish Pickups (hrs) | 27 | 31 | 30 | 23 | 111 |
| Herbicide Spraying (hrs) | 16 | 11 | 24 | 14 | 65 |
| Mulching (m ³) | 150 | 100 | 90 | 0 | 340 |
| Garden Maintenance (Sites) | 28 | 17 | 33 | 23 | 101 |
| Garden Refurbishment (Sites) | 12 | 2 | 5 | 0 | 19 |
| Top Dressing (tonne) | 5 | 0 | 6 | 2 | 13 |
| Aeration of Fields (Sites) | 1 | 2 | 10 | 10 | 23 |
| Sharps Pickups | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous Requests (hrs) | 0 | 0 | 0 | 0 | 0 |
| Refilling of Sandpits | 0 | 0 | 0 | 0 | 0 |
| Plumbing | 19 | 14 | 29 | 26 | 88 |
| Fit Goal post sleeves | 0 | 0 | 0 | 0 | 0 |
| Cricket Wicket Maintenance | 21 | 14 | 25 | 28 | 88 |

HORTICULTURE ACTIVITIES

City Entrance Landscaping

A number of city entrance landscaping projects were recently completed.

These projects include Raby Road, Raby median from Campbelltown Road up to the intersection of Raby Road and Eagle Vale Drive. A number of super advanced trees and the mass planting of low growing native hedging plants were used in the project.

Mu Mu Reserve adjacent to Raby Road was also included in this specific planting project.

The two large roundabouts situated on Akuna Avenue, Bradbury have been planted out with an additional 200 groundcover plants. Turfing was also carried out on the perimeter of both of the roundabouts where a total of 918m² of Couch turf was laid.

The roundabouts on Appin Road near the intersection with Kellerman and Copperfield Drives and Menangle Road at the intersection of Tailby Street were each planted with approximately 200 groundcover plants.

Gilchrist Drive, Campbelltown

The clearing of dead and dying Wattle trees from the stage two area situated within the buffer planting on the north eastern side of Gilchrist Drive between Parc Guell Drive and Kellicar Road has now been completed.

Horticulture staff have been involved in the planting of a number replacement trees throughout the above cleared area.

John Kidd Reserve, Blair Athol

Horticulture staff are currently involved in the planting of a number of newly established gardens situated within the above reserve. Refurbishment planting is also in progress with the existing gardens surrounding the community centre.

Kooringa Reserve, Raby

Over sowing of the two lower playing fields with cool season grass was recently carried out to improve the playing surface.

Bradbury Park Amenities

Planting out of a new garden area on the eastern side of the new facility was recently completed.

Williamson Road Weed Control

Council's weed control contractor recently completed the spraying of weed infestations on the full length of the median including roundabouts from Campbelltown Road to Henderson Road.

Milton Park Dog Leash Free area

Seventeen super advanced trees were recently purchased for planting within the above facility that is currently under construction. It is anticipated the planting of trees will be programmed for mid-July.

COUNCIL TREE INSPECTIONS

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|------------------------|--------|--------|--------|--------|-------|
| Contract | 20 | 3 | 14 | 10 | 47 |
| Council | 86 | 57 | 24 | 31 | 198 |
| Termites | 1 | 0 | 0 | 1 | 2 |
| Plumber - Sewer Chokes | 0 | 0 | 0 | 0 | 0 |
| N/A | 12 | 5 | 3 | 9 | 29 |
| HOLD | 0 | 1 | 1 | 0 | 2 |
| Total | 119 | 66 | 42 | 51 | 278 |

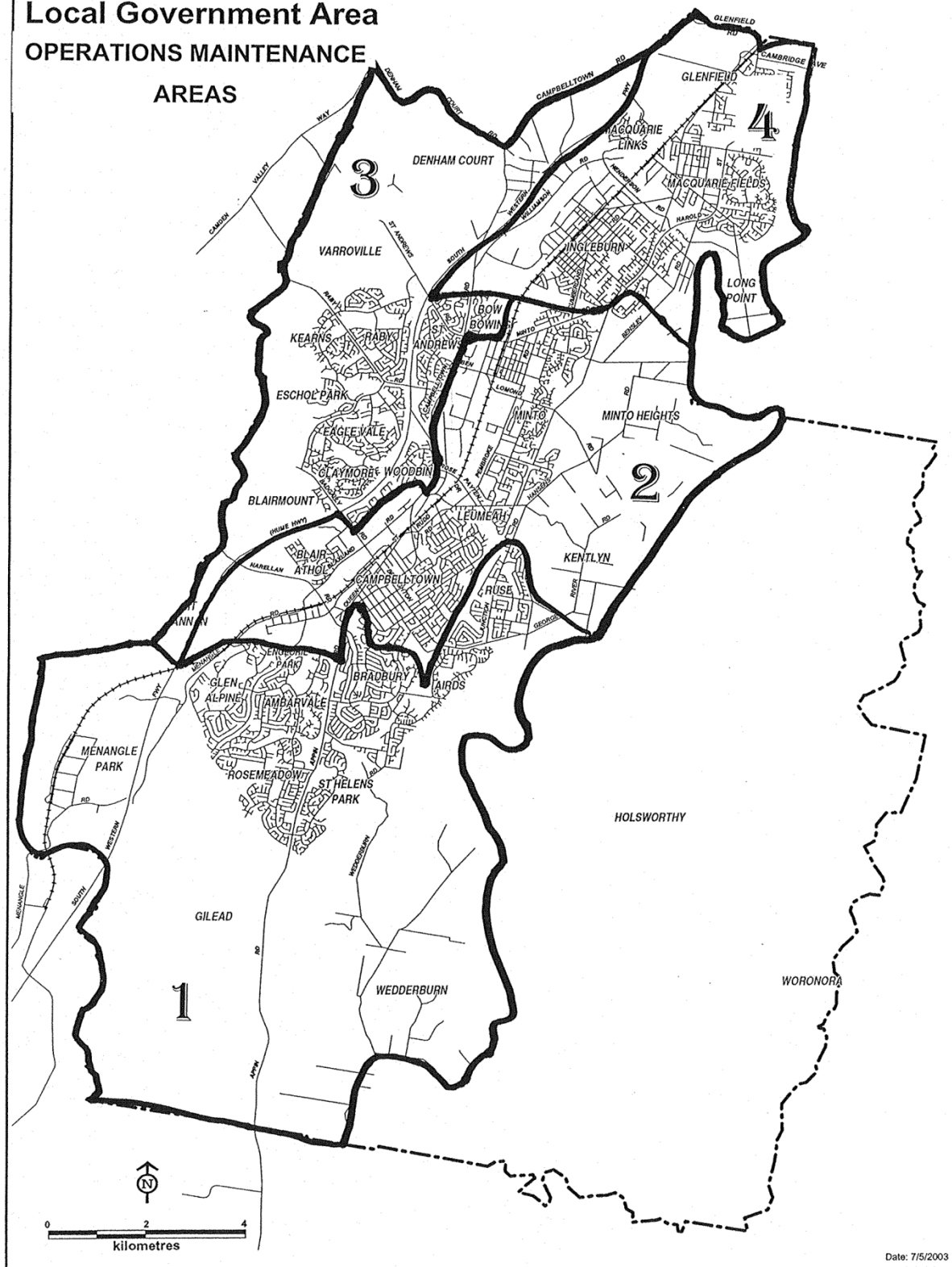
PRIVATE PROPERTY TREE INSPECTIONS

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|---------------|--------|--------|--------|--------|-------|
| Private Trees | 15 | 11 | 7 | 29 | 62 |

Campbelltown City Council Local Government Area

OPERATIONS MAINTENANCE

AREAS



ROADS AND DRAINAGE

A. HEAVY PATCHING - Roads And Footpaths

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|---|--------|--------|--------|--------|-------|
| Road repairs heavy patching (m ²) | 159 | 201 | 183 | 77 | 620 |
| Road restorations (m ²) | 0 | 35 | 40 | 6 | 81 |
| AC Base Course Total (T) | 29 | 41 | 41 | 10 | 121 |

B. MINOR PATCHING - Roads And Footpaths

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|--------------------------------|--------|--------|--------|--------|-------|
| Pot holes (no.) | 250 | 323 | 248 | 207 | 1028 |
| Edge breaks (LM) | 0 | 0 | 72 | 0 | 72 |
| Restorations (m ²) | 0 | 0 | 6 | 3 | 9 |
| Car parks pot holes (no.) | 30 | 0 | 0 | 0 | 30 |
| Trip Hazard Footpaths (no.) | 40 | 10 | 0 | 0 | 50 |

C. ROADS RESERVE OPENING & RESTORATIONS

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|----------------------------------|--------|--------|--------|--------|-------|
| Vehicle crossings constructed | 14 | 18 | 19 | 14 | 65 |
| Telstra Inspections | 0 | 3 | 4 | 3 | 10 |
| Sydney Water inspections | 0 | 4 | 2 | 6 | 12 |
| Endeavour Energy Inspections | 0 | 2 | 1 | 1 | 4 |
| Jemena Gas Inspections | 1 | 2 | 0 | 0 | 3 |
| NBN | 0 | 121 | 0 | 0 | 121 |
| Customer & Road Opening requests | 2 | 3 | 4 | 3 | 12 |

D. MULTI FUNCTIONAL VERGE

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|-----------------------------------|--------|--------|--------|--------|-------|
| Cleaning of gross pollutant trash | 15 | 2 | 1 | 6 | 24 |
| Pits cleaned by hand or suction | 199 | 67 | 136 | 117 | 519 |
| Tail out drains/headwalls | 9 | 18 | 13 | 0 | 40 |
| Removal of waste matter (CBM) | 125.2 | 52 | 12 | 6 | 195.2 |
| Flushing of stormwater lines (LM) | 2380 | 1153 | 1650 | 1300 | 6483 |
| Underpass (drainage) cleaning | 0 | 0 | 2 | 0 | 2 |
| Trip hazards/footpath hazards | 4 | 8 | 37 | 3 | 52 |
| Dead animals removed | 3 | 6 | 9 | 16 | 34 |
| Parra webbing drainage | 2 | 3 | 106 | 50 | 161 |
| Sign retrievals and straightening | 4 | 0 | 0 | 3 | 7 |
| Syringes | 9 | 233 | 10 | 1 | 253 |
| Deliver and set up at venues | 0 | 4 | 3 | 9 | 16 |
| Paver repairs (m ²) | 0 | 0 | 0 | 0 | 0 |
| Oil/ paint spill/debris on road | 3 | 5 | 6 | 11 | 25 |
| Median cleaning/poisoning (LM) | 107 | 22 | 600 | 146 | 875 |
| Guide Posts | 19 | 0 | 5 | 2 | 26 |

E. STREET ACCESSORIES - Sign Manufacturer

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|---------------------------|--------|--------|--------|--------|-------|
| Regulatory signs | 9 | 17 | 4 | 22 | 52 |
| Street signs | 20 | 17 | 6 | 20 | 63 |
| Ordinance signs | 4 | 18 | 5 | 4 | 31 |
| Directional signs | 6 | 6 | 4 | 0 | 16 |
| Warning signs | 6 | 6 | 4 | 6 | 22 |
| Community signs | 2 | 10 | 4 | 6 | 22 |
| Various council signs | 0 | 0 | 0 | 0 | 0 |
| Council special events | 0 | 18 | 0 | 0 | 18 |
| Banners/ Posters | 0 | 0 | 0 | 0 | 0 |
| Various Stickers / Labels | 0 | 203 | 0 | 4 | 207 |
| Total | 47 | 295 | 27 | 62 | 431 |

Sign Erection

| Activity | Area 1 | Area 2 | Area 3 | Area 4 | Total |
|---|--------|--------|--------|--------|-------|
| Regulatory signs | 86 | 90 | 45 | 60 | 281 |
| Street signs | 55 | 49 | 15 | 22 | 141 |
| Ordinance signs | 21 | 23 | 7 | 1 | 52 |
| Directional signs | 18 | 17 | 10 | 15 | 60 |
| Warning signs | 33 | 41 | 20 | 15 | 109 |
| Community signs | 10 | 18 | 0 | 0 | 28 |
| Various council signs | 0 | 0 | 0 | 0 | 0 |
| Banner / Bin Installation | 1 | 7 | 2 | 0 | 10 |
| Graffiti Removal (m ²) | 10 | 16 | 5 | 11 | 42 |
| Works orders (traffic) | 1 | 4 | 1 | 2 | 8 |
| Bollard replacement/ repair | 32 | 37 | 12 | 15 | 96 |
| Line Marking/Car Park (m ²) | 6 | 16 | 0 | 1 | 23 |

F. FOOTPATH RECONSTRUCTION PROGRAM 2014 – 2015

100% complete.

G. NEW FOOTPATH CONTRUCTION PROGRAM 2014 – 2015

100% complete.

H. KERB AND GUTTER RECONSTRUCTION 2014 – 2015

100% complete.

I. ROADS PROGRAM 2014 – 2015

Stage 1 - 100% complete.

Stage 2 - 100% complete.

J. OPERATIONS MINOR WORKS

Civic Centre Block Wall Restoration – 95% complete.

K. CAPITAL WORKS

Heritage Park Stage 2 (Improvements and Landscaping) -100% complete.

Eagle Vale Drive Road Stage 3 (Widening and Roundabout) - 73% complete.

Smith's Creek Formalisation - 85% complete.

Beverley Road and Tyler Street, Campbelltown Drainage Works – 100% complete.

John Kidd Reserve Recreational Play Area – 79% complete.

Beverley Road Extension between Chamberlain and Warby Streets – 20% complete.
Pending removal of power pole.

Noorumba Fire Trail Drainage Works and Embankment Stabilisation Works – 0% complete. Pending resources.

Cleopatra Reserve Wetlands Basin – 70% complete.

Minto Basin Cycleway and Fitness Stations – 10% complete.

St Andrews Road Footpath and Road Works – 50% complete.

Milton Park Dog Leash Facility – 40% 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, 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 |
|-----------------|--------------------|-------------------------------------|----------------------------|----------------------|
| 9704.02 | Ford Tractor | Oil leak at transmission | CCC Workshops and Supplier | 48Hrs |
| 9694.02 | Schwartz Sweeper | Engine oil leak and suction rubbers | CCC Workshops and Supplier | 56Hrs |
| 9708.02 | Ford tractor | Injection pump faulty | CCC Workshops and Supplier | 48Hrs |
| 9694.02 | Schwartz Sweeper | Transmission fault | CCC Workshops and Supplier | 48Hrs |
| 9527.02 | JCB Backhoe | Front bucket quick release | CCC Workshops and Supplier | 32Hrs |
| 9561.02 | John Deere tractor | Water pump faulty | CCC Workshops and Supplier | 40Hrs |
| 9983.01 | Spray trailer | Spray pump faulty | CCC Workshops and Supplier | 56Hrs |

The following is a breakdown of the work performed since the last report **25 May 2015 – 28 June 2015**.

| | |
|----------------|---|
| 9704.02 | The Ford tractor had developed an oil leak at the transmission valve block under the fuel tank. The unit was removed and new parts sourced. Parts fitted and back in service. |
| 9694.02 | The Schwartz sweeper had developed a major oil leak at the rear engine. The unit was stripped and found to have a faulty tappet cover gasket. Parts fitted and the rear engine reassembled. Two new suction box rubbers were also fitted. Sweeper is back in service. |
| 9708.02 | The Ford tractor had a faulty fuel injection pump. The unit was removed and sent away to Councils contractor for an overhaul. The pump has returned and has been fitted and the tractor reassembled and tested. The tractor is back in service. |
| 9694.02 | The sweeper broke down with no drive from the transmission. The transmission was found to be faulty and was taken to Councils contractor for an exchange auto transmission. Sweeper is back in service. |
| 9527.02 | The front bucket quick release mechanism on the JCB backhoe was found to have a damaged hydraulic cylinder. Parts were fitted and backhoe returned to service. |
| 9561.02 | The John Deere tractor was overheating and it was diagnosed as a faulty water pump. A new pump had to be sourced through our interstate supplier. Tractor is back in service. |
| 9983.01 | The pump on the poison spray trailer was leaking water into the oil and upon inspection was found to require new diaphragms. Parts were sourced through our supplier. They are ex overseas and are expected around the middle of July 2015. |

All previous reported repairs have been completed and vehicles/plant are back in service.

| | |
|------------------------------|-----------|
| Tyre Repairs | 69 |
| Services carried out | 58 |
| Repairs to trucks | 86 |
| Repairs to heavy plant | 17 |
| Repairs to trailers | 28 |
| Tractors/implements | 36 |
| SES repairs | 1 |
| RFS repairs | 18 |
| Small plant repairs | 39 |
| Repair to cars | 11 |
| Repairs to mowers | 49 |
| Repairs to sweepers | 11 |
| Pathway requests (completed) | 19 |

Of the reported repairs above **38** were out in the field.

Workshops Solar panels have currently added **54,111 kWh** back to the grid.

The Workshop has also carried out the following duties:

- Manufacture and repair of various gates, locks and lock boxes.
- Manufacture and installation of various pit frames and covers.
- Fence repairs in various locations.
- Manufacture of pit filtering covers for Williamson Road, Ingleburn is continuing.
- RFS yearly servicing is completed.
- Repairs to depot oil separator pump.
- Manufacture of 8 fire trail gates.

HAZARD REDUCTION PROGRAM

Hazard Reduction Burning

No hazard reduction burning has been conducted in the reporting period.

Asset Protection Zones Maintenance

30 hazard reduction treatments were completed in the reporting period, totalling an area of 28.503 hectares with 787 assets protected.

Fire Trails

Vegetation maintenance has been completed to fire trails within Smiths Creek Reserve by the Rural Fire Service State Mitigation Team.

Fire Trail Gates

During the reporting period 2 fire trail gates required locks to be installed due to vandalism.

The installation of 2 new multi-locking fire trail gates and repair work to one vandalised fire trail gate was completed.

Facilities Support Services

| Customer Requests | |
|---|------------------------------------|
| Sporting Clubs with overdue keys | 32 Clubs with 260 keys outstanding |
| Key access renewals, issues, alarm codes and access | 735 |
| Request for access to Council Reserves | 3 |

ASSETS AND SUPPLY SERVICES

Procurement and Contract Management Services

Tenders/Quotes/Expressions of Interest and Agreements:

Tenders/Quotes currently being prepared:

- Q15/13 Pre-Employment Medical
- Q15/14 Aquatic Weed Mapping
- Q15/18 Amusement Rides
- Q15/20 Sanitary, Nappy and Sharps Disposal Units
- Q15/21 Carparking Strategy (Quotations will be sought through Local Government Procurement Panel Contract)
- EOI15/02 Lone Worker Safety
- T15/14 Catering at Campbelltown Sports Stadium
- T15/16 Irrigation Services
- T15/17 Traffic Signals on Eagle Vale Drive

- T15/18 Street Lighting on Eagle Vale Drive Between Badgally and Wynn Street
- T15/19 Supply and Construct Recycling Shed at SITA site
- T15/20 Design and Construct Workshop at SITA site
- T15/21 Crane Truck
- T15/22 WHS Auditing and Consulting Services
- T15/24 Minto Indoor Sports Upgrade
- T15/25 Event Audio, Visual and Staging Services
- T15/26 Tree Pruning and Arboriculture Services

Tenders/Quotes currently advertised:

- Q15/19 Supply and Deliver Tipper Truck (Quotations will be sought through Local Government Procurement Panel Contract)

Tenders/Quotes currently under evaluation:

- Q14/41 Floodplain Risk Management Consultancy (Quotations sought through Local Government Procurement Panel Contract)
- Q15/02 Playground Equipment Inspections
- Q15/03 Playground Equipment Repairs
- Q15/10 Pyrotechnics
- Q15/12 Backhoe (Quotations sought through Local Government Procurement Panel Contract)
- Q15/15 Street Lighting Eagle Vale Drive near Epping Forest Drive
- Q15/17 Facility Upgrades at ACF
- T15/15 Air Conditioning Services

ASSET MANAGEMENT

Roads

The following Road Programs 2015-2016 Pricing Sheet have been sent the contractors for quotation:

- Program 1A, 1B & 1C - Asphalt Resheeting Program
- Program 3A & 3B – Sealing Program
- Program 4A – Rejuvenation Program
- Program 5A & 5B – Microsurfacing Program
- Program 6A – Mill & Fill Program

The following Road Programs 2015-2016 Pricing Sheet is in progress:

- Program 2A – Cementitious Stabilisation Program
 - Program 8A – Crack Sealing
- Marking the extent of rehabilitation for Road Program 1A, 1B, 1C & 6A is completed
- Marking the extent of rehabilitation for Road Program 3A, 3B, 4A, 5A & 5B is in progress
- Geotechnical Investigation for Benham Road, Minto is in progress
- Ground Penetrating Radar (GPR) Survey for Class 6 and 7 Roads is 100% completed.

Car Parks

- Pricing Sheet for Car Park Program is in progress.

Bridge and Culvert

- Specification preparation for Abrasive Blasting & Coating treatments for Briar Road Bridge is in progress
- Footpath Reconstruction Program on Bridges (pre-cast and cast in-situ) is completed.
- Safety Barrier Height Adjustment and New Terminal Installation on Therry Road Bridge is completed.

Kerb and Gutter

The following Kerb and Gutter Reconstruction Programs 2015-2016 Pricing Sheet have been sent to the contractors for quotation

- Stage 1 Roadwork Related – Area South
 - Stage 2 Roadwork Related – Area North
- Marking the extent of Kerb and Gutter Reconstruction Program Stage 1 and 2 is completed
- Kerb and Gutter Inspection at Ingleburn is 100% completed.
- Kerb and Gutter Inspection for 2015-2016 program is 15% completed

Footpath

- Marking for Stage 1 Footpath reconstruction program 2015-16 is underway
- 13 new footpaths in Minto and Glenfield area are mapped and added into the system

Stormwater

- 100 new stormwater assets pits and pipes were captured in Glenfield area and added into the system including mapping.
- 100 pits, pipes and headwall were inspected in Minto and Campbelltown.
- Marking for Stage 1 pit and lintel reconstruction program 2015-16 will be starting next week

Parks and Public Spaces

- Inspections have been carried out at 45 parks and reserves throughout the Local Government Area in Airds, St Andrews, Rosemeadow and St Helens Park.
- All reactive issues discovered have been reported and all conditions and actions have been updated in Council's Asset Management System.
- 2014-2015 Park Program Maintenance work is 95% completed. Remaining work includes replacement of park furniture at refurbished playground sites.

Building Inspections

- From 1 June to 1 July building inspections have been carried out at 27 locations throughout the Local Government Area including Amarina ELC, Amber Cottage ELC, Wombat Willows ELC, Campbelltown OSHC, Campbelltown Family Day Care Centre, the Lapidary Club, SWSAS & the Pigeon Club. All reactive issues discovered have been reported and all conditions and actions have been updated in Council's Asset Management System.
- Updating the risk summary data for each building asset component has been commenced and is 50% completed.

Playground Equipment

- Reactive Playground equipment repairs were undertaken at 8 locations.
- Innovative Play Spaces Program 2014/2015:
 - Manooka Reserve, Bradbury - Playground construction is now completed.
 - Ingleburn Reserve, Ingleburn - Playground construction is now completed.
 - Eschol Park Sports Complex - Playground construction due for completion 21/7/15
 - Abington Reserve, Glen Alpine – Playground construction commenced. Due for completion 24/7/15
 - Heathfield Reserve, Raby - Playground construction commenced. Due for completion 24/7/15

Internal Assets– Electrical Testing and Tagging

- 318 items of electrical equipment has been tested and tagged during June 2015. Locations include Civic Hall, Depot (Construction Equipment) and various ELC's. All items have been updated into Council's Asset Management system.

Asset Management System, Grants and Reports

- Fuel efficiency and Plant Utilisation Reports for May 2015 have been sent.

BUILDING MAINTENANCE/CONSTRUCTION PROGRAM

Reactive Maintenance

There were 275 reactive maintenance requests recorded for the months of June and July.

Building Program Maintenance and Renew Connect Revitalise Program (RCR)

- **Fullwood Rugby League New Amenities Building** – Stage 2 of construction will commence late July 2015 after demolition of the old amenities block. The project is expected to be complete by mid November 2015.
- **Milton Park Rugby Amenities** – Construction of this amenities facility is near completion (95%) with only cosmetic and landscaping works outstanding.
- **Bradbury Oval Amenities** - The facility is near completion (97%) with only cosmetic and landscaping works outstanding.
- **Macquarie Fields Leisure Centre – Stage 1 of 3**, Stage one of this project is 95% complete. Stage 2 and 3 to demolish and reconstruct the front foyer, office areas and front entrance has commenced. All associated pool expansion joint sealing and cracked tile replacement is now complete.
- **Hilder Cottage** – Works to construct a concrete slab and awning to the north of the building is near completion
- **The Old Town Hall** – Works to lower the foyer floor to entry level and recarpet office and front foyer areas are now complete. The scheduling of this project was on time and within allocated budget.

11. REPORT OF DIRECTOR COMMUNITY SERVICES

No reports this round

12. REPORT OF DIRECTOR PLANNING AND ENVIRONMENT

No reports this round

16. NOTICE OF MOTION

16.1 Noise Barrier - Gordon Avenue and James Street, Ingleburn

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 21 July 2015.

1. That Council write to the appropriate Minister and Department requesting the urgent installation of a noise barrier at the railway line between Gordon Ave and James St, Ingleburn.
2. That Council writes to the Local Member requesting his support in the matter.

Council Meeting 21 July 2015 (Greiss/Mead)

1. That Council write to the appropriate Minister and Department requesting the urgent installation of a noise barrier at the railway line between Gordon Ave and James St, Ingleburn.
2. That Council writes to the Local Member requesting his support in the matter.
3. That following the completion of recommendation one and two a report be presented outlining how much noise reduction would be made through the installation of noise barriers along the rail corridor and investigate other areas in the Glenfield to Macarthur rail corridor where noise barriers would be appropriate.

Council Resolution Minute Number 143

1. That Council write to the appropriate Minister and Department requesting the urgent installation of a noise barrier at the railway line between Gordon Ave and James St, Ingleburn.
2. That Council writes to the Local Member requesting his support in the matter.
3. That following the completion of recommendation one and two a report be presented outlining how much noise reduction would be made through the installation of noise barriers along the rail corridor and investigate other areas in the Glenfield to Macarthur rail corridor where noise barriers would be appropriate.

Note: Councillor Greiss tabled a petition containing 34 signatures with regards to this item.

18. PRESENTATIONS BY COUNCILLORS

18.1 Presentations by Councillors

1. Councillor Brticevic congratulated Ms Lindy Deitz on her appointment as the new General Manager of Campbelltown City Council. Councillor Brticevic noted that he is looking forward to working with Ms Deitz.
2. Councillor Greiss congratulated Ms Lindy Deitz noting that he is looking forward to the direction Council will take under her leadership and the great heights to be achieved.
3. Councillor Hawker advised that he recently attended the Jubilee Awards and noted that it was a wonderful event and well received by recipients.
4. On behalf of the Liberal Party, Councillor Hawker congratulated Ms Lindy Deitz on her appointment noting that he is looking forward to working with Ms Deitz and Council moving on to bigger and better things as we move forward with our first female General Manager.
5. Councillor Lake congratulated Council's Coordinator Stormwater and Structural Design, Ms Kinsey for her recent nomination for a National Floodplain Management Association award. Councillor Lake noted that Ms Kinsey was a finalist in these awards.
6. Councillor Lake noted that he has attended many events over the past month. These events included:
 - Exeloo Design Awards
 - Kids of Macarthur Ball
 - National General Assembly of Local Government Canberra
 - Macarthur Football Association City vs Country
 - NAIDOC week
 - Installation of new playground equipment
 - Chamber of Commerce dinner
 - Live Life Get Active
 - Jubilee Awards - 40 recipients
 - Madhatters Party - Beautiful Minds
 - Community Grants Presentation

RESOLUTIONS FROM THE CONFIDENTIAL SECTION OF THE ORDINARY MEETING OF COUNCIL HELD 21 JULY 2015

Confidentiality Recommendation

It was **Moved** Councillor Borg, **Seconded** Councillor Glynn that the Council in accordance with Section 10A 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

21.1 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 (Hawker/Greiss)

That the information be noted.

Council Resolution Minute Number 146

That the information be noted.

CARRIED

City Works Committee

21.1 Confidential Report Directors of Companies - City Works

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

Council Meeting (Lound/Borg)

That the information be noted.

Council Resolution Minute Number 146

That the information be noted.

CARRIED

Community Services Committee

No reports this round

Corporate Governance Committee

No reports this round

CONFIRMATION OF COUNCIL'S ORDINARY MEETING MINUTES

At the Council Meeting held 18 August 2015 the following Council minutes were adopted:

There being no further business at the meeting of 21 July 2015, the meeting closed at 10.14pm.

Confirmed by Chairperson:

A handwritten signature in purple ink, appearing to be 'J. Le.' followed by a flourish.