

## Minutes of the Ordinary Meeting of the Campbelltown City Council held on 19 July 2016

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**Present** His Worship the Mayor, Councillor P Hawker  
Councillor F Borg  
Councillor G Brticevic  
Councillor A Chanthivong  
Councillor S Dobson  
Councillor W Glynn  
Councillor G Greiss  
Councillor R Kolkman  
Councillor P Lake  
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 Hawker.

### **Council Prayer**

The Council Prayer was presented by the General Manager.

### **1. APOLOGIES**

Nil

### **2. CONFIRMATION OF MINUTES**

#### **2.1 Minutes of the Ordinary Meeting of Council held 21 June 2016**

It was **Moved** Councillor Borg, **Seconded** Councillor Lake that the Minutes of the Ordinary Meeting of Council held 21 June 2016, copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

## **2.2 Minutes of the Extraordinary Meeting of Council held 28 June 2016**

It was **Moved** Councillor Oates, **Seconded** Councillor Glynn that the Minutes of the Extraordinary Meeting of Council held 28 June 2016, copies of which have been circulated to each Councillor, be taken as read and confirmed.

**110** 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 Chanthivong advised that as a member of the NSW Parliament he will seek legal advice regarding his need to declare an interest on any issues that may potentially involve the NSW State Government. Councillor Chanthivong noted that if any issues arise where 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 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 Brticevic - City Works - Item 1.1 - Minutes of the Community Safety Sub Committee meeting held 5 May 2016 - Councillor Brticevic advised that this item relates to his employment.

Councillor Borg - Corporate Governance - Item 1.2 - 24hr Fight Against Cancer Macarthur - Councillor Borg advised that he is the Chairman of the 24hr Fight Against Cancer Macarthur Inc.

**Other Disclosures - nil**

## **4. MAYORAL MINUTE**

**No mayoral minute this round**

## **6. CORRESPONDENCE**

### **6.1 Department of Planning and Environment - Hurlstone Agricultural High School**

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#### **Attachments**

1. copy of letter to Council from the Department of Planning (contained within this report)
2. copy of letter from Council to the Hon Mike Baird MP NSW Premier (contained within this report)

Response to Council's letter regarding the proposed relocation of Hurlstone Agricultural High School and associated planning issues.

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

That the letter be received and the information be noted.

#### **Council Meeting 19 July 2016 (Thompson/Greiss)**

That the Officer's Recommendation be adopted.

#### **Council Minute Resolution Number 111**

That the Officer's Recommendation be adopted.

# ATTACHMENT 1



**Planning &  
Environment**

JUN28'16 09:45:44 RCUD

## Office of the Secretary

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

16/05805

Dear Ms Deitz

I write in response to your letter to the Hon Mike Baird MP, Premier, about the proposal to relocate Hurlstone Agricultural High School. I understand the Minister for Education has provided a response to matters pertaining to his portfolio. The Minister for Planning has asked me to reply on his behalf in relation to the planning issues raised in your letter.

I acknowledge your concerns about the relocation of Hurlstone Agricultural High School and your disappointment in the timing and manner the decision was announced.

I can assure you that the Department of Planning and Environment is committed to working collaboratively with Council to plan for future growth along the Glenfield to Macarthur Corridor over the next 20 years and to finalising the Glenfield to Macarthur Urban Renewal Corridor Strategy.

The Department is currently working closely with Council, Transport for NSW and the Department of Education to undertake a review of the draft Glenfield Land Use and Infrastructure Plan to identify the potential future land uses for the Hurlstone Agricultural High School site and any necessary infrastructure upgrades required to support future growth.

Importantly, this review will investigate the potential for employment uses on the Hurlstone Agricultural High School site to ensure long term employment opportunities are considered in the precinct.

Community consultation to seek feedback on the revised draft Glenfield Land Use and Infrastructure Plan will occur in the next few months.

I look forward to continuing to work with Council to progress planning for future growth along Glenfield to Macarthur corridor. Please contact Mr Brendan O'Brien, Executive Director, Infrastructure, Housing and Employment, by telephone on 9228 6240 if you have any further queries.

Yours sincerely

  
Carolyn McNally  
Secretary 21/6/16

## ATTACHMENT 2



12 January 2016

The Hon. Mike Baird, MP  
GPO Box 5341  
SYDNEY NSW 2001

Dear Premier

### **Proposal to Relocate Hurlstone Agricultural High School and Associated Sale of Land**

My Council has been disappointed to learn of the NSW Government's recent decision to relocate Hurlstone Agricultural High School from its current operational site at Glenfield to Richmond as part of a new facility to be established in conjunction with the Western Sydney University.

Council considered this matter at its meeting held on 15 December 2015 and again at its extraordinary meeting held on 22 December 2015. The Council has resolved to request the NSW Government to abandon its decision to relocate Hurlstone Agricultural High School from Glenfield to Richmond.

There are multiple dimensions to Council's disappointment with the Government's decision, including:

- The absence of any consultation with Campbelltown City Council, the greater community of Campbelltown, nor the Hurlstone school community over the reasons for the proposed relocation, and therefore not offering any opportunity for the Government to take into account what the relocation would mean to the "Campbelltown" community and what other alternatives may have been worthy of consideration
- A "complete inconsistency" between what was reported by the media as being proposed for the future redevelopment of some 140 hectares of land within the School's campus for future urban housing purposes and what had been previously (very recently) published by the NSW Government for the Hurlstone Agricultural High School site as part of the Glenfield to Macarthur Urban Renewal Corridor Strategy – a document which espouses NSW Government policy direction.
- An apparent lack of understanding by the Government over the iconic heritage, social and historic value of the school, and the associative value of its name as held by the broader Campbelltown and Macarthur Region communities
- There is no evidence to suggest that the social significance and military heritage connection to the Memorial Forest (which was planted on the school grounds in the

1950s as a tribute to over 600 students who fought in both world wars) within the local area has been fully understood by the NSW Government

- There is no apparent appreciation that the current Macarthur agricultural student enrolment needs and the future skills/knowledge demands for Agricultural Studies and Science, Technology, Engineering and Mathematics (STEM) within the Macarthur Region and South West Sydney District, and that these currently available opportunities deserve to remain to be met at Hurlstone Agricultural High School in its current form and location

This is particularly relevant given that the NSW Government has identified South West Sydney as the most significant growth area in metropolitan Sydney for the next twenty years, taking in new urban release areas at the South West Growth Centre, Mt Gilead and Menangle Park, Wilton Junction as well as significant urban renewal within business centres along the T2 Southern railway line. Council and the community have not been presented with any opportunity to discuss these issues with the Government and present a case that demonstrates that the major future urban growth area of metropolitan Sydney deserves to have close proximate access to a facility such as Hurlstone Agricultural High School.

- The remote location of the new proposed facility at Richmond together with the absence of direct public transport access from South Western Sydney will have the unwanted effect of disadvantaging students from these areas and will discourage their participation in agricultural related education pursuits at a recognised specialist agricultural education facility.
- The effect of the Government's decision to relocate Hurlstone Agricultural High School from Glenfield to Richmond will mean that the only two secondary education facilities with a focus on agriculture within the Sydney metropolitan area will be located in Sydney's north, far removed from south western Sydney at:
  - James Ruse Agricultural High School at Carlingford; and
  - The relocated Hurlstone Agricultural High School at Richmond

Further, the proposal to dispose and develop such a large area of land (140 hectares) of the current Hurlstone site for future housing purposes would potentially present a number of challenges for the Council. This reported housing development scenario would also seem to support a view that the NSW Government is seeking to reap maximum cash benefits that could stem from disposing of and redeveloping such a large portion of the school site, with only a portion of the financial gain being reinvested into the Campbelltown area.

Whilst it does not support the relocation of the School under any circumstance, Council is concerned and disappointed that the site has been earmarked for future housing without broader investigation of potential alternative land uses. In this regard, no announcement has been made pertaining to any investigation of the employment development potential that could be supported on the site. This potential has been previously documented and relates not only to the land's proximity to an existing and highly recognised agricultural high school, but also to its strategic metropolitan positioning, its close proximity to the M5/T2 Southern Railway Line, the Southern Sydney Freight Line, and other strategic infrastructure such as the Moorebank Intermodal Terminals and the proposed Western Sydney Airport.

The Campbelltown Local Government Area has been the subject of numerous recent announcements by the NSW Government concerning the Macarthur and South West Sydney's capacity to accommodate the greatest proportion Metropolitan Sydney's future population growth – both through new greenfield development and urban redevelopment.

For example, the Planning Minister – the Hon. Rob Stokes MP, recently identified significant future dwelling production for the Greater Macarthur Urban Investigation Area (i.e. 33,000+ dwellings), together with additional new housing development potential for the Glenfield to Macarthur Corridor Strategy (i.e. 15,000 dwellings).

This extensive new housing development must be 'actively' supported by the creation of new employment opportunities at accessible locations. This is a critical planning imperative that the Minister for Planning recently committed to when addressing a meeting of various Chambers of Commerce conducted at the Western Suburbs Leagues Club at Leumeah last November.

The Hurlstone Agricultural High School site encompasses an extensive area of land and has significant locational advantages. It is easily accessible to the regional community by both road and rail, making it an ideal candidate for future and significant employment development. This employment creation capacity should be integrated physically, systematically and economically with the educational opportunities afforded by the existing/future high school and other potential educational/research initiatives.

The Campbelltown community deserves a strategically advantageous outcome from any future development of the Hurlstone Agricultural High School site. A major opportunity exists for the NSW Government to embrace the site's inherent prospects for employment and economic development to deliver real jobs to help service both the existing local and regional community and future new population growth in the Macarthur Region and South West Sydney District.

Council would also like to reiterate its concern that the Government's decision regarding the Hurlstone Agricultural High School site is not reflected in the recently exhibited Glenfield to Macarthur Urban Renewal Strategy. The Strategy makes a number of statements concerning the future use of the Hurlstone Agricultural High School site, which appear inconsistent with the redevelopment proposals for the site as announced by the Minister for Education. For example:

- *Figure 22 of the Glenfield Precinct Land Use and Infrastructure Analysis (Glenfield Land Use and Infrastructure Plan) depicts the Hurlstone Agricultural High School site as being "Community Infrastructure"*
- *Figure 27 of the Glenfield Precinct Land Use and Infrastructure Analysis (Proposed Social Infrastructure Improvements) depicts the Hurlstone Agricultural High School site as being "Community Infrastructure"*
- *"Education and health related jobs will continue to provide an important employment base for the precinct"*
- *"It is anticipated that around 2,800 additional dwellings could be delivered in the precinct by 2036". This assumes no residential development on the site of the Hurlstone Agricultural High School. The development of the suggested 140 hectares of surplus land on the site for future urban housing could yield in the order of 2,200 additional dwellings or more, taking the planning estimate (under the Strategy) for Glenfield from 2,800 to more than 5000 new dwellings*

Importantly, Council has always understood the Glenfield to Macarthur Corridor Strategy to represent the Government's latest policy position with respect to future development at centre-based precincts along the Corridor.

Council is aware that as part of the preparation of the draft Corridor Strategy by NSW Planning and Environment (through its specialist consultants), consultation occurred with the Department of Education and Communities. It is surprising therefore that the draft Strategy that was placed on public exhibition between June and September last year, made no mention of plans to relocate the high school and develop a large portion of the site for residential purposes.

Council notes that the Glenfield to Macarthur Corridor Strategy website currently makes the following statement:

*"Glenfield Precinct Update*

*On 18 November 2015, Minister Piccoli announced more than \$165 million for new and upgraded schools and classrooms across South Western Sydney. Around 140 hectares of surplus land at Glenfield will be made available for other uses as the Hurlstone Agricultural High School will move to the Western Sydney University Hawkesbury campus.*

*This provides an opportunity for the Department to review the current draft of the Glenfield to Macarthur Urban Renewal Corridor Strategy, including infrastructure upgrades required to support the Glenfield Precinct.*

*The Department will continue to work closely with Campbelltown City Council, Department of Education, Transport for NSW and the community. There will be opportunity for the community to provide feedback as part of any future rezoning process that may be proposed for the Glenfield Precinct."*

Council acknowledges that the Strategy has not been finalised to date, and awaits its further review to take account of the recent announcement associated with the identification of what is considered by the Government to be "surplus land" at the site of Hurlstone Agricultural High School for "other uses". This delay is unfortunate, as Council continues to receive enquiries from the community over the timing of the adoption of the Strategy by the NSW Government and the subsequent roll-out of precinct based plans across the various centre locations along the Corridor.

Should the Government reject Council's request for it to abandon the decision to relocate Hurlstone Agricultural High School to Richmond and dispose of surplus lands on the site for future urban residential development, then Council seeks your Government's assurance that it will review the Glenfield Precinct Land Use and Infrastructure Plan (Glenfield to Macarthur Urban Corridor Strategy) as a matter of urgency in collaboration with Council. The review must take account of the potential future development of surplus land at the Hurlstone Agricultural High School site, and incorporate provision for the:

- preservation of appropriate environmental buffers on the site as part of any redevelopment of the land
- provision of new and significant employment development initiatives on the site and elsewhere within the Campbelltown LGA to balance the extent of urban development on the site in addition to that already identified on land within the Glenfield to Macarthur Corridor
- articulation of an appropriate vision for the whole of the Glenfield Precinct
- the engagement of the community to reconsider:
  - housing supply and density

- services, facilities and community amenity
- job creation
- the movement network including traffic and transport
- built and natural environmental outcomes
- infrastructure capacity.

In conclusion, Council believes wholeheartedly that any such revised Land Use and Infrastructure Plan for the Glenfield Precinct (Glenfield to Macarthur Corridor Strategy) be agreed to by Council and must:

- form the basis of detailed site planning for the surplus land at the Hurlstone Agricultural High School site at Glenfield; and
- ensure that the outcomes for the Hurlstone Agricultural High School site complement the planning objectives set out for the whole of the Glenfield Precinct as set out in the Land Use and Infrastructure Plan for the Glenfield Precinct.

I note that staff from the NSW Planning and Environment, the Department of Education and Communities and Transport for NSW met with the Mayor of the City of Campbelltown and Council's Director of Strategy late last year to discuss the Government's decision concerning Hurlstone, and I have raised the matter in passing with you briefly at the Sydney Business Chamber event held in December.

I would now greatly appreciate the opportunity to formally meet with you to expand on the matters raised in this letter and to convey to you the various expressions of concern over the Government's decision raised by Councillors at the Extraordinary Council Meeting held late last year.

It is certain that there are items that can be raised in our discussions that could potentially prove to contribute positively towards the achievement of enhanced outcomes for Glenfield, the community of Campbelltown and the Greater South West.

Campbelltown City Council has always sought to work in close partnership with the NSW Government, and in particular over matters associated with planning for future urban growth. Council would like to request that its demonstrated preparedness to assist the Government with the broader challenges of growth can be applied in resolving a number of the issues arising from the Government's decision to relocate the Hurlstone Agricultural High School and the associated sale of land.

It would be greatly appreciated if contact could please be made directly through my office on (02) 46 454 659 to make arrangements for a suitable meeting.

Yours sincerely



Lindy Deitz  
General Manager

# Reports of the Planning and Environment Committee Meeting held at 7.30pm on Tuesday, 12 July 2016.

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## APOLOGIES

## ACKNOWLEDGEMENT OF LAND

## DECLARATIONS OF INTEREST

### Pecuniary Interests

### Non Pecuniary – Significant Interests

### Non Pecuniary – Less than Significant Interests

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**Minutes of the Planning and Environment Committee held on 12 July 2016**

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**Present** His Worship the Mayor, Councillor P Hawker (Chairperson)  
Councillor R Kolkman  
Councillor D Lound  
Councillor A Matheson  
Councillor M Oates  
Councillor T Rowell  
Councillor R Thompson  
General Manager - Mrs L Deitz  
Director Strategy - Mr J Lawrence  
Acting Director Planning and Environment - Mr A Spooner  
Acting Manager Development Services - Mr B Leo  
Acting Manager Governance and Risk - Mr W Kear  
Executive Assistant - Mrs K Peters

**Apology (Matheson/Thompson)**

That the apology from Councillor Greiss be received and accepted.

**CARRIED**

**Also in Attendance**

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

Councillor Mead

**Acknowledgement of Land**

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

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this meeting.

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## **1. WASTE AND RECYCLING SERVICES**

**No reports this round**

## **2. ENVIRONMENTAL PLANNING**

### **2.1 Request for a State Environment Planning Policy for the Scenic Hills**

#### **Reporting Officer**

Manager Environmental Planning

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#### **Attachments**

1. Correspondence to the Minister for Planning (contained within this report)
2. Response letter from the Secretary of the Department of Planning and Environment (contained within this report)

#### **Report**

Council at its meeting held 16 February 2016 Council resolved:

That Council write to the Minister for Planning requesting that in consultation with Campbelltown City Council a State Environmental Planning policy be created to protect and preserve the environmental, historical, visual and rural landscape and character of the Scenic Hills consistent with the current Local Environmental Plan.

A copy of Council's correspondence to the Minister for Planning is provided in attachment 1.

Council at its meeting held 21 June 2016 considered this correspondence and resolved:

That a report be presented on the viability of Council preparing a planning proposal designed to protect the Scenic Hills from development.

On 20 May 2016, Council received a response to its letter from the Secretary of the Department of Planning and Environment, on the Minister's behalf (attachment 2).

Without specifically declining Council's request for a State Environmental Planning Policy (SEPP), the Secretary advised that should Council wish to make provision for additional matters to be considered as part of the assessment of future development applications with respect to land located within the Scenic Hills, a Planning Proposal (to amend the Campbelltown Local Environmental Plan, 2015) would be the appropriate mechanism to instigate such a Policy.

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## 2.1 Request For A State Environment Planning Policy For The Scenic Hills

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This response was taken up in further discussions between Council's Director City Growth and Economy and the Director Sydney Region West (NSW Planning and Environment). It was made clear by the Director Sydney West, that the Department would not support the creation of a specific State Environmental Planning Policy for the Scenic Hills. Council's Director City Growth and Economy raised the relevance (and significance) of a similar SEPP that was previously established for the Western Sydney Parklands area however, was advised by the Director Sydney West that this SEPP was currently in course of being repealed along with a number of other SEPP's as part of the Governments Policy Review Program.

Importantly, the Director Sydney West noted the potential for the forthcoming South West District Plan (being prepared by the Greater Sydney Commission) to address the issue of strategic planning for the Scenic Hills.

It is understood that District Plans will have statutory significance as part of the consideration of future local environmental plans, the assessment of development applications and the consideration of planning proposals.

Accordingly, it is imperative that Council make every effort to secure the appropriate recognition of the values of the Scenic Hills as part of the preparation of the South West District Plan and their protection from inappropriate development by means of clearly articulated planning outcomes.

In this regard, the Scenic Hills and the importance of this area to the community of Campbelltown has been tabled at earlier meetings of the development of the District Plan for Sydney's South West. The importance of the Scenic Hills, as a defining feature of the Campbelltown Area, has also been acknowledged by the District Commissioners. To this end, the importance of the Scenic Hills will continue to be placed high on the District Plan making agenda.

### **Officer's Recommendation**

That Council make forward representation to the Greater Sydney Commission's District Commissioner for the South West to ensure the appropriate recognition of the values of the Scenic Hills be secured as part of the preparation of the South West District Plan, as well as protection from inappropriate development by means of clearly articulated planning outcomes consistent with Council's Planning position on the Scenic Hills.

### **Committee's Recommendation: (Lound/Thompson)**

That the Officer's Recommendation be adopted.

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## 2.1 Request For A State Environment Planning Policy For The Scenic Hills

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### **Amendment: (Oates/Kolkman)**

1. That Council make forward representation to the Greater Sydney Commission's District Commissioner for the South West to ensure the appropriate recognition of the values of the Scenic Hills be secured as part of the preparation of the South West District Plan, as well as protection from inappropriate development by means of clearly articulated planning outcomes consistent with Council's Planning position on the Scenic Hills.
2. That Council request the Director of Sydney Region West NSW Planning and Environment, Ms Catherine Van Laeren to address Council at the next available briefing evening.

**CARRIED**

### **Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Committee's Recommendation be adopted.

### **Amendment (Dobson/Thompson)**

1. That Council make forward representation to the Greater Sydney Commission's District Commissioner for the South West to ensure the appropriate recognition of the values of the Scenic Hills be secured as part of the preparation of the South West District Plan, as well as protection from inappropriate development by means of clearly articulated planning outcomes consistent with Council's Planning position on the Scenic Hills.
2. That Council request the Director of Sydney Region West NSW Planning and Environment, Ms Catherine Van Laeren to address Council at the next available briefing evening.
3. That the Council send a delegation in to State parliament and to the Premier to request he acquires the privately owned CCT land and turn it into public parkland.

**LOST**

### **Council Minute Resolution Number 113**

1. That Council make forward representation to the Greater Sydney Commission's District Commissioner for the South West to ensure the appropriate recognition of the values of the Scenic Hills be secured as part of the preparation of the South West District Plan, as well as protection from inappropriate development by means of clearly articulated planning outcomes consistent with Council's Planning position on the Scenic Hills.
  2. That Council request the Director of Sydney Region West NSW Planning and Environment, Ms Catherine Van Laeren to address Council at the next available briefing evening.
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## ATTACHMENT 1



4 April 2016

The Hon Rob Stokes MP  
GPO Box 5341  
SYDNEY NSW 2001

Dear Minister

### **Creation of a State Environmental Planning Policy for the Scenic Hills**

Council has long promoted the strategic and environmental importance of the Scenic Hills, and the role that this landscape unit plays in providing:

- i) a buffer to the urban development areas of the Campbelltown, Camden and Liverpool Local Government Areas
- ii) a rural landscape backdrop to urban areas of Campbelltown.

When A Plan for Growing Sydney (Sydney Metropolitan Strategy) was released on 17 December, 2014 Council was encouraged that the Scenic Hills was finally identified in Sydney's principal strategic planning policy as potential parkland/reserve thereby reinforcing its strategic open space function, and its importance to the wider regional landscape.

The potential strategic link identified in the Sydney Metropolitan Strategy between the Western Sydney Parklands and the Australian Botanic Gardens - Mount Annan via the Scenic Hills supports the Council's long held views and strengthens the importance of this iconic landscape unit.

Unfortunately and despite the importance of this area and its significance to the greater Sydney region, this elevated significance has not prevented land owners from pursuing land uses within the Scenic Hills that are currently inconsistent with the Sydney Metropolitan Strategy and the objectives, zoning and development standards in Council's planning instruments for the Scenic Hills.

More recently, and in support of its long held desire to retain the visual landscape character of the Scenic Hills, Council resolved at its meeting on 16 February 2016 'not to support' two separate planning proposals which sought residential subdivision within the Scenic Hills.

In addition to 'not supporting' these planning proposal, Council also resolved:

- That Council oppose any urban, rural-residential or commercial development of the Scenic Hills that is not in line with the current zoning.
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2.1 Request For A State Environment Planning Policy For The Scenic Hills

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- That Council continues to oppose the planning proposal to permit a cemetery in the Scenic Hills.
- That Council continues to protect and preserve the Scenic Hills from Glenfield to Campbelltown.
- That Council write to the Minister for Planning requesting that in consultation with Campbelltown City Council a State Environmental Planning Policy be created to protect and preserve the environmental, historical, visual and rural landscape and character of the Scenic Hills consistent with the current Local Environment Plan.

These resolutions support and confirm Councils previous and consistent Policy position with regard to development within the Scenic Hills and further seek to strengthen planning controls via the creation of a State Environmental Planning Policy (SEPP).

The desire to create a SEPP to further protect the Scenic Hills is designed to send a strong policy message that the environmental, historical, visual and rural landscape character of the Scenic Hills are of significant importance, and are to be maintained and protected from further development that is inconsistent with the existing planning controls.

In this regard I would welcome a meeting with relevant staff from your department to discuss the creation of a SEPP that protects and preserves the environmental, historical, visual and rural landscape and character of the Scenic Hills, in accordance with Council's resolution. I would be happy to expand on any of the issues raised above and should you require any further information please contact me on 02 4645 4659.

Yours sincerely



Lindy Deitz  
General Manager

## ATTACHMENT 2



Planning &  
Environment

MON 20/16 07:57:01 8248

Office of the Secretary

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

16/05573

Dear Ms Deitz

Thank you for writing to the Hon Rob Stokes MP, Minister for Planning, to discuss creating a State Environmental Planning Policy (SEPP) for the Scenic Hills Area. The Minister has asked me to reply on his behalf.

I appreciate that Council seeks to protect the environmental, historical, visual and rural landscape and character of the Scenic Hills area and your request for a SEPP. I note your comments regarding the strategic importance of Scenic Hills.

The Scenic Hills are largely zoned E3 Environmental Management under the LEP. This zone already provides considerable protection and limits to land uses through specific objectives. In addition the provisions for the Scenic Hills including scenic protection and escarpment preservation (cl. 7.6) and for development on steep land (cl. 7.8) provide another layer of protection. If Council wishes to provide additional considerations for development applications in the Scenic Hills, then a planning proposal would be appropriate.

In the meantime if you would like to discuss further protecting the Scenic Hills through a planning proposal, I have requested Catherine Van Laeren, Director Regions, Sydney Region West, to make herself available for a meeting. Mrs Van Laeren can be contacted on 02 9860 1520.

Yours sincerely

A handwritten signature in black ink, appearing to read "CA McNally".

Carolyn McNally  
Secretary

18.5.16

## **2.2 Proposed Naming of a Park in the Willowdale Residential Development**

### **Reporting Officer**

Manager Environmental Planning

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### **Attachments**

Location plan (contained within this report)

### **Purpose**

To seek Council's endorsement to publicly exhibit the proposed name of Willowdale Park, for a section of open space within the 'Willowdale' residential development in Denham Court.

### **History**

On 27 January 2015, Council issued development consent for the construction of a district park and play area, associated earthworks, landscaping and car parking on Lot 3114 in DP 1195568, Jamboree Avenue, Denham Court. Council has now received a proposal from the developer (Stockland Development Pty Ltd) for a new name for this park.

### **Report**

The name for this park proposed by Stockland is Willowdale Regional Park. The location and extent of the area proposed to be named is shown on the location plan included as attachment 1 to this report.

### **Council's policy on Parks, Reserves, Assets and Facilities Names**

Council at its meeting held 21 June 2016, adopted the revised Parks, Reserves, Assets and Facilities Names Policy (the Policy) (Corporate Governance Committee Meeting Item 1.1).

The Policy contains a number of guiding principles that Council uses when naming parks. The proposed name Willowdale Regional Park generally complies with the guiding principles outlined in the Policy for the allocation of names.

However, when allocating names, Principle 1d) of this policy requires that a proposed name recognise the heritage of Campbelltown through the use of names of past residents and land grantees of the locality in which the park or reserve is located. Alternatively, Principle 1e) requires that a proposed name use traditional indigenous Australian names where appropriate, subject to agreement from the relevant indigenous communities. The proposed name for this park does not comply with either of those guiding principles.

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Notwithstanding these guiding principles for the allocation of names, Principle 1.1b) of the Policy also allows a name to be allocated to an unnamed park to mark an important occasion or relationship.

With regards to Principle 1d), it is considered that it would be more appropriate to use the name of the original land grantee (William Cordeaux) and the names of other past residents when naming the parks and reserves which are proposed to be created closer to the location of the remains of Leppington Park House within this development.

With regards to Principle 1e), Council officers are currently liaising with a number of relevant indigenous groups and organisations, including the Tharawal Local Aboriginal Land Council, to compile a list of suitable words from the local Aboriginal language for the use in the future naming of roads and reserves. As this process is currently ongoing, it is considered that also seeking approval from these same groups and organisations for a single proposed name for this park at this time would not be appropriate.

In their proposal, Stockland state that their proposed park name represents an important link with the estate name of Willowdale which they have selected for this development. Stockland also state that, as the largest park within this area, the use of Willowdale in the name of this park will help cement it as an important amenity for the new residents of this residential development and also aid in its location by other visitors from the wider local area. It is therefore considered that the proposed name broadly complies with Principle 1.1b) by marking the relationship between it and the surrounding residential development.

### **Use of the designation Regional Park**

Council's policy on Parks, Reserves, Assets and Facilities Names states that the designation to be included in an approved name is either Park or Reserve, whichever is the more euphonious with the preferred name. Where neither of these designations sounds appropriate, this policy also allows for the use of other designations such as sports complex.

The designation of Regional Park proposed by Stockland is not considered appropriate. As noted previously in this report, the development consent issued by Council for the proposed works in this area of open space was for the construction of a district park and the level of facilities that will be provided once works are completed are considered to be more in line with this level of classification of open space rather than a regional park. It is also anticipated that the future catchment area for this park will primarily be limited to the Willowdale residential development rather than the wider regional area.

In addition, it has been Council's practice not to include any designations relating to the classification of a park or reserve (such as regional, district or local) in names to avoid the possibility of having to go through the renaming process if the level of facilities changed in the future.

The designation Park is therefore considered more appropriate for use in the naming of this area of open space.

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## **Conclusion**

Having assessed this naming proposal against Council's policy on Parks, Reserves, Assets and Facilities Names and also the current guidelines for the determination of placenames issued by the Geographical Names Board of NSW, it is recommended that Council endorse the name Willowdale Park for the subject park.

Should Council endorse the name Willowdale Park, it is also recommended that this proposed reserve name be publicly exhibited by Council for 28 days to allow for community feedback. Should no objections be received during this period, it is recommended that Council complete the next step in the formal naming process by forwarding an application to the Geographical Names Board of NSW to have Willowdale Park assigned as the geographical name for the subject park. Should any objections be received during the exhibition period, a further report will be presented to the next available Council meeting.

## **Officer's Recommendation**

1. That Council endorse the name Willowdale Park for the park situated on Jamboree Avenue and Baden Powell Avenue, Denham Court in the Willowdale residential development.
2. That Council publicly exhibit this naming proposal for a period of 28 days.
3. That should no objections to this naming proposal be received during the public exhibition period, Council submit an application to the Geographical Names Board of NSW to have the name Willowdale Park assigned as the geographical name for this park.

## **Committee's Recommendation: (Thompson/Kolkman)**

That the Officer's Recommendation be adopted.

## **CARRIED**

## **Council Meeting 19 July 2016 (Hawker/Thompson)**

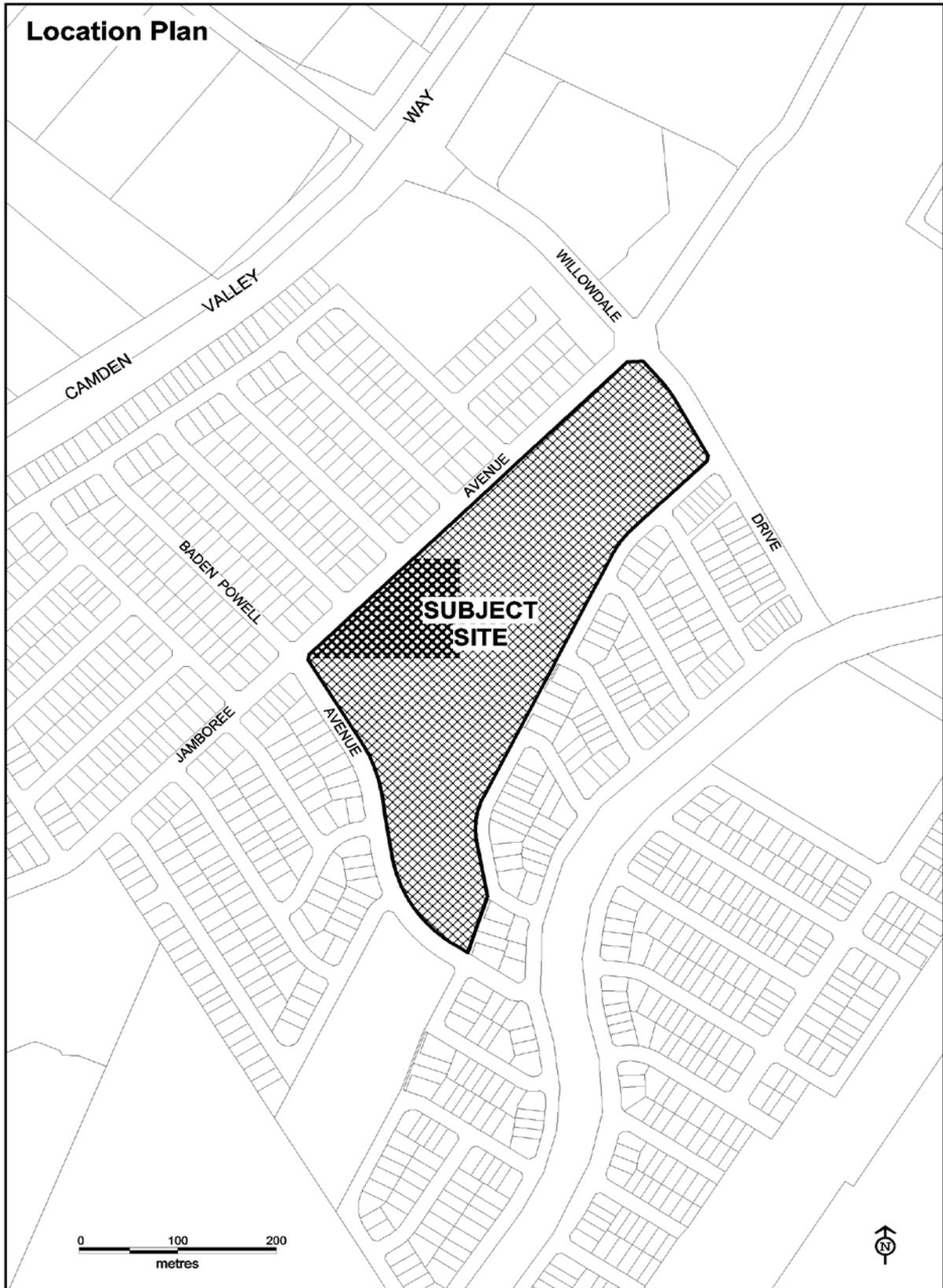
That the Officer's Recommendation be adopted.

## **Council Minute Resolution Number 113**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1



## **2.3 Campbelltown Heritage Study and Register Review**

### **Reporting Officer**

Manager Environmental Planning

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### **Attachments**

1. Heritage Study and Register Review (contained within this report)
2. Council Report and Resolution from its meeting held 12 April 2011 (contained within this report)

### **Purpose**

To update Council on the implementation of actions from the Campbelltown Heritage Study and Register Review.

### **Report**

In March 2009, Council appointed Paul Davies Pty Ltd Architects and Heritage Consultants to undertake a review of the existing Heritage Study and Register for the Campbelltown Local Government Area (LGA). The work was undertaken in accordance with NSW Heritage Council Guidelines and was timed to assist Campbelltown City Council with the preparation of the draft Campbelltown Local Environmental Plan (CLEP).

The review of Council's Heritage Study and Register was completed in December 2010 (attachment 1) and provided more detailed historic information, photographs and management guidelines for existing and potential heritage items in the Campbelltown LGA. The final document produced by the consultant included 23 specific recommendations for Council's consideration relating to the future management and listing of heritage items under the draft CLEP.

At its meeting on 12 April 2011, Council considered a report on the Campbelltown Heritage Study and Register Review and resolved to endorse the recommendations of the Review, subject to further consultation and no objection being raised by owners of properties nominated for heritage listing under the draft CLEP. A copy of the Council report and associated resolution is provided (attachment 2). This resolution required 24 specific actions to be undertaken by Council, some relating to the preparation of the draft CLEP.

At its meeting on 13 August 2013, Council considered a report on the draft CLEP and resolved to endorse the Plan for public exhibition in accordance with a Department of Planning direction made at that time to implement a general 'best-fit' approach. This resulted in the replication of the existing heritage schedule under the draft CLEP rather than; the expanded list of heritage items identified within the Heritage Study and Register Review endorsed by Council in 2011.

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The final draft CLEP was considered and endorsed by Council at its meeting of 28 April 2015, which was later made as CLEP 2015. Following the operational commencement of CLEP 2015 on 11 March 2016, it has become apparent that a number of resolution items relating to Council's endorsement of the Heritage Study and Register Review in 2011 are still outstanding.

In this respect, the following table provides a summary of the status of each of the 24 components of the Council resolution on 14 April 2011. Relevant further recommendations are included at the right of the table, on how to proceed with the implementation of the outstanding actions from the Campbelltown Heritage Study and Register Review.

Resolution	Comments	Recommendation
1. That following the public exhibition a report be presented to Council that summarises the contents of the submissions received to the public exhibitions and that makes recommendations for Council's consideration as to any amendments or adjustments that should be made to the draft LEP based on all of the issues raised in the submission.	Completed - draft CLEP reported to Council 28 April 2015.	No further action required.
2. That Council include the draft proposed heritage items, as identified in the Campbelltown Heritage Study and Register Review (2010), in the new draft comprehensive LEP, subject to further consultation with the owners of the nominated properties and if at any stage, the owners object to the Heritage listing of their property then no further action be taken regarding that Heritage listing.	Outstanding - no new heritage items were included within the draft CLEP in accordance with Council resolutions of 13 August 2013 and 28 April 2015.	Consultation with owners of potential new items be undertaken as possible future amendment to CLEP 2015.
3. That Council include the draft proposed Schedule of Heritage Items (including groups and a heritage conservation area) as identified in the Campbelltown Heritage Study and Register Review (2010) in the new draft comprehensive LEP, subject to further consultation being undertaken with the owners of proposed new items.	Outstanding - no new heritage items were included within the draft CLEP in accordance with Council resolutions of 13 August 2013 and 28 April 2015.	Consultation with owners of potential new items be undertaken as possible future amendment to CLEP 2015.
4. That Council include heritage provisions in the Sustainable City Development Control Plan to guide the conservation of heritage items and ensure that any development is appropriate for the type of item, its heritage significance and its setting.	Completed - appropriate Heritage controls incorporated into Part 2.11 'Heritage Conservation' of SCDCP 2015 (11 March 2016), to complement new requirements under CLEP 2015.	No further action required.

Resolution	Comments	Recommendation
<p>5. That Council include heritage provisions in the Sustainable City Development Control Plan that describe the principles for the design and siting of development to minimise the impact on the setting of a heritage item (or group) and its historic setting, and a requirement for a heritage curtilage study to be provided by the applicant with any application for subdivision that is likely to affect the curtilage of a heritage item, group or heritage conservation area.</p>	<p>Completed - appropriate heritage controls incorporated into Part 2.11 'Heritage Conservation' of SCDCP 2015 (11 March 2016). A heritage management document is required for any subdivision proposal likely to affect the heritage significance of a listed item or heritage conservation area under Clause 5.10 of CLEP 2015.</p>	<p>No further action required.</p>
<p>6. That Council include specific heritage provisions relating to the Queen Street Heritage Conservation Area and Group in the Sustainable City DCP, to assist in ensuring the ongoing protection of the significance of the heritage items in this area.</p>	<p>Completed - specific Heritage Controls for Queen Street Heritage Conservation Area incorporated into Volume 2 Part 4 'Site Specific Heritage Controls' of SCDCP 2015 (11 March 2016).</p>	<p>No further action required.</p>
<p>7. Write to the NSW Department of Planning's Heritage Branch, after undertaking further consultation with the owners of the identified items, requesting that it consider listing on the State Heritage Register:</p> <ul style="list-style-type: none"> <li>• The St Peters Anglican Church Group (including the church, rectory, stables, cemetery and Mawson Park)</li> <li>• The Reservoir, Cattle Tanks and Silt Traps (within Hurley Park)</li> <li>• The Old Campbelltown Court House</li> <li>• The Old Kendall Mill House (former Fisher's Ghost Restaurant)</li> <li>• The Milestones Group (along Campbelltown Road)</li> <li>• Meadowvale (at Gilead)</li> <li>• The Mount Gilead Group (at Gilead)</li> <li>• The Hilltop Special Schools (on part of the Hurlstone Agricultural High School site)</li> <li>• Menangle House (at Menangle Park).</li> </ul>	<p>Outstanding - This action requires the proper investigation of the heritage significance of each nominated item in order to address the threshold criteria for State listing in accordance with NSW Heritage Office requirements. Additionally, the nomination of any new items would be subject to the concurrence of each respective land owner (in accordance with Council resolution).</p>	<p>That each of the nominated items be reviewed by an appropriately qualified and experienced Heritage Conservation Planner and outcomes of that review, be reported to the Council.</p>

Resolution	Comments	Recommendation
<ul style="list-style-type: none"> <li>amend the comprehensive LEP (as required) to reflect any changes to the endorsed significance of heritage items and groups listed within the LEP.</li> </ul>	Ongoing	Update CLEP as and when required to reflect changes in significance of heritage items.
<p>8. That Council:</p> <ul style="list-style-type: none"> <li>proceed with the preparation of the new comprehensive LEP for the Campbelltown LGA using the existing curtilages for items listed on the State Heritage Register;</li> <li>write to the NSW Department of Planning's Heritage Branch, after undertaking further consultation with the owners of the identified items, requesting that it consider amending the State Heritage Register curtilages of Beulah, Macquarie Field House, Denfield, St Helens Park and Varroville, in accordance with Recommendation 7 of the Campbelltown Heritage Study and Register Review (2010)</li> <li>amend the comprehensive LEP (as required) to reflect any changes to the State Heritage Register curtilages of items included on that Register.</li> </ul>	<p>Completed</p> <p>Outstanding - this item is to be investigated in conjunction with Item 7 above.</p> <p>Ongoing</p>	<p>No further action required.</p> <p>That effective and comprehensive research and consultation with owners of identified items be undertaken in respect of any amendments to heritage items.</p> <p>Update CLEP as and when required to reflect changes to the State Heritage Register and any change in significance of heritage items.</p>
<p>9. That:</p> <ul style="list-style-type: none"> <li>if Council is required to undertake an Archaeological Study for the Campbelltown LGA, in a future review of Council's LEP, that Council should consider applying for any funding assistance that may be available under the NSW Heritage Branch Heritage Grants Program to help fund the study; and,</li> <li>if funding for an Archaeological Study is limited, and subject to agreement from the NSW Department of Planning, the Archaeological Study could focus on the sites identified in the Campbelltown Heritage Study and Register Review (2010) as those sites likely to have high archaeological potential.</li> </ul>	No further action required - Council was not required to undertake an Archaeological Study for the LGA in the preparation of CLEP 2015.	No further action required.

Resolution	Comments	Recommendation
<p>10. That Council consider including a notation on the Section 149 Planning Certificates for properties that have been identified in the Campbelltown Heritage Study and Register Review (2010) as having high archaeological potential, subject to Council obtaining legal advice to determine if there are any unexpected ramifications for Council.</p>	<p>Council is complying with its statutory obligations for the disclosure of prescribed information on Section 149 Planning Certificates. This includes the identification of properties that are heritage listed and have archaeological potential. A review of whether the Council can include a notation on the 149 Planning Certificate for a property that is identified as having potential heritage value is to be undertaken as part of an overall legal review of Council's 149 Planning Certificate process.</p>	<p>As part of the legal review of Council's 149 Planning Certificate process, that legal advice be obtained on whether there are any circumstances that prevent the Council or otherwise contravene its legal powers if it were to include on a property's 149 Certificate, a note that the property is considered to have a 'high archaeological potential'.</p>
<p>11. That Council's Environmental Planning Section nominate a designated Senior Strategic Planner to:</p> <ul style="list-style-type: none"> <li>• undergo appropriate training to update the Heritage Study and Register;</li> <li>• update the Heritage Study and Register as required; and</li> <li>• send an updated copy of the electronic register to the NSW Department of Planning's Heritage Branch on an annual basis or whenever substantial changes have been made.</li> </ul>	<p>Partly completed - Council has updated its Heritage Study and Register in accordance with the resolutions of Council relating to the preparation of CLEP 2015.</p>	<p>That a qualified review and update of the Heritage Study and Register be undertaken.</p>
<p>12. That Council consider introducing a requirement for development applicants and other persons preparing Conservation Management Plans and Heritage Impact Statements to submit four hard copies of the documents and an electronic copy (in an appropriate format) to Council so that the information can be integrated into Council's Heritage Study and Register and add to the reference material available on heritage items within the Campbelltown LGA.</p>	<p>Ongoing - information being collated when applications lodged for future update of Heritage Study and Register.</p>	<p>That a qualified review and update of the Heritage Study and Register be undertaken.</p>

Resolution	Comments	Recommendation
13. That Council consider the appointment of a Heritage Advisor, and apply for funding from the NSW Department of Planning's Heritage Branch to assist with funding the position, should funding become available.	Outstanding	That Council engage an appropriately qualified Heritage planning resource to assist with implementation of actions outlined in this report and ongoing identification and management of Campbelltown's Heritage items, as resources permit.
14. That: <ul style="list-style-type: none"> <li>• continue to write annually to private owners of heritage items (within the Campbelltown LGA) to advise that they can apply for assistance under Council's Local Heritage Fund; and</li> <li>• liaise with the NSW Department of Planning's Heritage Branch to ask that it write to the owners of Epping Forest to enforce the minimum standards for maintenance that apply to State listed heritage items.</li> </ul>	Ongoing - Council undertakes this task on an annual basis to promote the Local Heritage Fund.  Ongoing - a DA has been lodged for the site and Council is liaising with the property owner and their heritage consultant regarding maintenance issues. Applicant is currently liaising with the NSW Heritage Office.	Continue with current operational practices.  Continue with current operational practices. No additional action required at this stage.
15. That Council investigate future opportunities for funding to augment the Local Heritage Fund, and that application(s) be made to source this funding whenever funding is available.	Ongoing – routine operational responsibility.	Continue with current operational practices.
16. That Council: <ul style="list-style-type: none"> <li>• continue to write annually to private owners of heritage items (within the Campbelltown LGA) to advise that they can apply for assistance under Council's Local Heritage Fund</li> <li>• consider, as a long-term project and subject to the required resources and funding being available, improving access to, and interpretation of, the Nepean River Reserve (including the Railway Bridge and Menangle Weir).</li> </ul>	Ongoing - routine operational responsibility.  Outstanding - can be considered as part of Council's current Open Space Review.	Continue with current operational practices.  To be considered as part of Council's ongoing review of Open Space.
17. That Council continue the current practice of investigating and applying for heritage assistance grants as they become available.	Ongoing - routine operational responsibility.	No additional action required.

Resolution	Comments	Recommendation
18. That Council consider, as a long-term project, options for enhancing the public appreciation of Council-owned heritage listed sites, as additional funds and resources become available.	Ongoing - routine operational responsibility.	No additional action required.
19. That Council consider, as a long-term project, the possibility of preparing or upgrading Conservation Management Plans (and Plans of Management, where appropriate), that include Heritage Maintenance Policies, for all Council-owned heritage properties, in consultation with relevant Council stakeholders.	Ongoing – currently being managed as a routine operational responsibility and subject to the necessary resources being available.	Continue with current operational practices.
20. That Council, subject to the necessary resources being available, upgrade and improve the heritage information provided on the Council, Council Library, and Quondong Visitor Information Centre websites. Improvements should include updating suburb history information, and providing links to heritage funding assistance information.	Ongoing - routine operational responsibility.	Continue with current operational practices.
21. That Council update the existing Heritage Walking Tour brochure and improve its online availability, as resources become available.	Ongoing - routine operational responsibility.	Continue with current operational practices.
22. That Council ensures that Heritage Week and History Week events are held annually.	Ongoing - routine operational responsibility.	Continue with current operational practices.
23. That Council investigate the possibility of providing links to Council's heritage information and publications on the website <a href="http://www.visitmacarthur.com.au">www.visitmacarthur.com.au</a>	Completed - access links have been provided on the updated website <a href="http://www.macarthur.com.au">www.macarthur.com.au</a> to Campbelltown's Visitor Information Centre and Heritage Walking Tours for interested persons.	No additional action required
24. That Council, subject to the necessary resources and funding being available, continue to identify, investigate, assess and if appropriate, list items and places that are found to be of heritage significance, in consultation with the owners of the identified items and places.	Ongoing	That the ongoing identification, management and possible listing of Campbelltown's Heritage items be continued in consultation with owners of identified items.

## **Conclusion**

Council's endorsement of the Campbelltown Heritage Study and Register Review at its meeting on 12 April 2011 resulted in the adoption of 24 specific recommendations relating to the preparation of the new CLEP and management of heritage items generally.

A review of the Council resolution has been undertaken and many of the endorsed recommendations have been completed or are continuing to be undertaken as a routine operational responsibility. However, a number of key recommendations remain outstanding, generally relating to the nomination of potential new heritage items and the administration of specific heritage projects.

In some cases, the completion of outstanding tasks may require the assistance of professionals with a more specialised level of expertise in the area of heritage planning and conservation. This may include the undertaking of a more detailed analysis of the heritage significance of particular items nominated for heritage listing, in order to provide the mandatory level of specialist evidence to the NSW Heritage Council that the nominated items achieve the prescribed threshold criteria for heritage listing. In this regard, the use of an appropriately qualified heritage planning and conservation resource to assist Council with its review of heritage items may be required on a case to case basis.

## **Officer's Recommendation**

1. That Council continue the ongoing identification and management of Campbelltown's Heritage items and the assessment of Development Applications relating to heritage items and utilise the services of an expert heritage planning and conservation resource as the circumstances require.
  2. That Council continue to seek grant funding to assist with the ongoing identification and management of Campbelltown's Heritage items.
  3. That a review of the listings of each of the nominated heritage properties be undertaken prior to implementing the following actions:
    - a) write to the NSW Heritage Division, subject to the written concurrence being provided by the owners of the identified items, requesting that it consider listing: The St Peters Anglican Church Group (including the church, rectory, stables, cemetery and Mawson Park); The Reservoir, Cattle Tanks and Silt Traps (within Hurley Park); The Old Campbelltown Court House; The Old Kendall Mill House (former Fisher's Ghost Restaurant); The Milestones Group (along Campbelltown Road); Meadowvale (at Gilead); The Mount Gilead Group (at Gilead); The Hilltop Special Schools (on part of the Hurlstone Agricultural High School site); Menangle House (at Menangle Park) on the State Heritage Register.
    - b) write to the NSW Heritage Division, subject to the written concurrence being provided by the owners of the identified items, requesting that it consider amending the State Heritage Register curtilages of Beulah, Macquarie Field House, Denfield, St Helens Park and Varroville, in accordance with Recommendation 7 of the Campbelltown Heritage Study and Register Review (2010).
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- c) update the Heritage Study and Register as required and send an updated copy of the electronic register to the NSW Department of Planning's Heritage Division whenever substantial changes have been made.

**Committee's Recommendation: (Rowell/Oates)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 113**

That the Officer's Recommendation be adopted.

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## **ATTACHMENT 1**

### **TITLE    CAMPBELLTOWN HERITAGE STUDY AND REGISTER REVIEW – ADDITIONAL INFORMATION**

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#### **Attachments**

1. Ingleburn Horse Trough - location of existing heritage item. (distributed under separate cover)
2. St Peter's Church Group - location and curtilage of the heritage item Group. (distributed under separate cover)
3. Campbelltown Railway Station - location and curtilage of the existing heritage item. (distributed under separate cover)

#### **Report**

At its meeting on 5 April 2011, the Planning and Environment Committee considered a report on the Campbelltown Heritage Study and Register Review. This report was Item 2.7 of the agenda. The purpose of this report is to clarify and provide further information regarding a number of questions that were raised during the Planning and Environment Committee Meeting. Each of the matters raised by the Planning and Environment Committee are addressed in the following paragraphs.

#### **Questions Regarding Particular Heritage Items**

##### **1. Ingleburn Horse Trough**

The Ingleburn Horse Trough (also known as the Annis and Bills Horse Trough) is an existing local heritage item. It is already listed under Campbelltown (Urban Area) Local Environmental Plan 2002, and it is recommended for inclusion in the new LEP. Its location is shown at Attachment 1.

##### **2. St Peter's Anglican Church Group**

The St Peter's Anglican Church Group is listed on the existing LEP (LEP 2002) as a heritage item. It includes the land occupied by the Church, the 19<sup>th</sup> Century (White House) Rectory, its stables (now used by the School) and the Cemetery. Several contemporary buildings of good architectural quality, including the current rectory, are included in the curtilage of the Group, but are not identified as significant structures.

Following a detailed investigation of the whole street block (which included both physical and historic research), the Study found that Mawson Park and the land between the Church and the Cemetery also have heritage significance and play an important part in the St Peter's Church Group. The Heritage Study recommends that:

- the existing heritage listings be retained (including the sites of the Church, Rectory, Stables and Cemetery);
  - Mawson Park be listed as a heritage item; and,
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- The St Peter's Church Group also include Mawson Park and the land connecting the Church and the Cemetery.

St Peter's Church and Cemetery are amongst the oldest surviving churches and cemeteries in the State and together with Mawson Park, they form a Group which is likely to be of State heritage significance. The Heritage Study Review noted this and makes an additional recommendation that the Group also be referred to the NSW Heritage Council for further investigation and possible listing on the State Heritage Register. This process can proceed separately to the LEP listing.

The properties fronting Oxley Street (formerly occupied by the NSW Department of Health, part of the St Peter's School (including the oval) and the Funeral Home) were also investigated but none were found to have sufficient heritage significance to satisfy the criteria and they are not recommended for heritage listing as individual items or as part of the Group.

Attachment 2 shows the location and curtilage of the St Peter's Church Group (including Mawson Park).

### **3. Campbelltown Railway Station**

The original buildings on the Campbelltown Railway Station are existing heritage items (LEP 2002). This listing is to be continued on the new LEP. The curtilage is shown on Attachment 3. It includes the historic buildings and the area of platform necessary to protect the setting of the historic buildings. It does not include the new railway bridge.

### **4. Varroville**

Ms Jacqui Kirkby (one of the owners of Varroville), addressed the Planning and Environment Committee regarding the heritage item Varroville.

Ms Kirkby provided a letter in which she raised several issues including:

- The need to provide the full inventory sheet on Varroville to the NSW Heritage Council.

The full inventory sheets for all items will be provided to the Heritage Council as part of the terms of the funding agreement. If Council resolves to request that the Heritage Council consider extending the State Heritage Register curtilage of Varroville (or any other property identified in that recommendation) a second copy will be provided to the Heritage Council as part of the documentation.

- The area of land referred to the Heritage Council for inclusion on the State Heritage Register should include specified lots.

The intention of the Heritage Study Report was to refer to the whole of the original land grant and the wording of the relevant sections of the Heritage Study will be revised to make this clear.

### **The Scenic Hills**

Ms Kirkby also addressed the Planning and Environment Committee in relation to the Scenic Hills not being recommended for listing as a heritage item.

During the preparation of the Heritage Study, the possibility of listing the Scenic Hills as a heritage item was investigated. Although the area is noted as being an aesthetically important cultural landscape which contains several individual heritage items, its scenic and

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cultural landscape values derive mainly from the area's rural land uses and undeveloped character. These attributes can be protected most effectively through the identification of appropriate land uses and development controls in the new LEP rather than through a blanket heritage listing. The recently completed draft Visual and Landscape Analysis of Campbelltown's Scenic Hills and East Edge Scenic Protection Lands explores this approach in detail, and a future briefing on this matter will be presented to Council.

#### **Consultation with the owners of proposed new items**

Consultation with the owners of the new heritage items (including the houses within the Soldier's Settlement Group) was undertaken at the commencement of the Heritage Study and Register Review. Where owners indicated that they did not wish for their properties to be investigated for heritage listing, these properties were removed from the review process. Further consultation will be undertaken (via written correspondence) with the owners of the new proposed heritage items during the preparation of the new draft LEP.

All owners (of both existing and proposed heritage items) will have the opportunity to comment or object during the formal public exhibition of the draft LEP.

#### **Costs associated with the Campbelltown Heritage Study and Register Review**

Managing heritage within the Campbelltown Local Government Area is part of Council's statutory obligation under the Environmental Planning and Assessment Act 1979 and the Heritage Act 1977.

As part of the preparation of its new comprehensive local environmental plan for the Campbelltown Local Government Area, Council is required to undertake a review of its existing Heritage Study and Heritage Listings. A total of \$65,227 was spent on the preparation of the draft Campbelltown Heritage Study and Register Review, with a grant of \$12,300 provided by the NSW Department of Planning's Heritage Branch to assist with the project. \$10,000 of the grant funds has been received and the remaining \$2,300 will be provided when the Heritage Branch has considered and accepted the draft Study. The cost has included the preparation of the Heritage Study Report and detailed inventory sheets for each existing and proposed heritage item, group and conservation area. It also includes the cost of the presentations of the findings and recommendations of the draft Heritage Study to Council's Heritage Protection Sub Committee and to Council.

The majority of the recommendations of the Heritage Study relate to matters Council is already required to fund as part of its statutory obligations as a local government authority or which can be absorbed using current resources. It also needs to be noted that, apart from the recommendations regarding heritage listings, the Heritage Study makes additional recommendations for Council to consider but does not state that Council must implement all of these. The additional matters identified in the following recommendations (8, 12, 14, 17, 18, 19, 20 and 23) will only be implemented should additional funds and resources become available, or (in the case of recommendation 8) if the NSW Department of Planning requires Council to undertake an additional study:

<b>Recommendation</b>	<b>Details</b>
<b>8</b>	<p>This recommendation relates to the possible requirement for Council to undertake an Archaeological Study as part of the five yearly review of the new LEP.</p> <p>The NSW Department of Planning may require Council to undertake this study at some time in the future (as other councils have already been required to undertake this type of study). The current LEP budget already</p>

	<p>notes that funding for this project may be required in the future.</p> <p>Recommendation 8 advises Council that if it is required to undertake an Archaeological Study, grant funding should be sought to assist in funding the project. It also advises Council that if the available funding is limited, any future study should focus on those sites likely to have high archaeological potential.</p>
12	<p>This recommendation asks Council to consider the appointment of a Heritage Advisor, should funding become available, and advises that Council may be eligible to apply for grant funding to assist with the costs of funding the position if it chooses to appoint a Heritage Advisor.</p>
14	<p>This Recommendation advises Council that it should continue to seek funding to augment its existing Local Heritage Fund, if and when this type of funding becomes available.</p> <p>Applying for this type of funding is a function which Council can absorb through its existing resources.</p>
17	<p>This recommendation asks Council to consider (in the long-term) options for enhancing public appreciation of Council owned heritage sites. It indicates that such actions should occur as funding and resources are available.</p>
18	<p>This recommendation asks that Council consider (as a long-term project) upgrading Conservation Management Plans and Plans of Management (that include Heritage Maintenance Policies) for all Council owned heritage properties.</p> <p>Maintaining heritage properties, and particularly those in its ownership, is part of Council's statutory obligations as a land owner and a local government authority. Recommending this task as a long-term project will allow any cost implications to be spread over a number of years.</p>
19	<p>This recommendation asks Council to consider upgrading the heritage information available on Council's websites, subject to the resources being available to do this work.</p> <p>Much of this work can be done using existing information and resources.</p>
20	<p>This recommendation asks that Council updates and improves the availability of the Heritage Walking Tour Brochure, when resources are available.</p> <p>Much of this work can be done using existing information and resources.</p>
23	<p>This recommendation asks that Council continue to update its heritage listings, subject to funding and resources being available.</p> <p>This recommendation reflects best practice and Council's statutory obligations as a local government authority. If Council adopts this recommendation, it is also likely to reduce the need to undertake extensive (and expensive) full reviews of the Heritage Study and Heritage Register in future.</p>

Grant funding is available periodically from the NSW Government's Heritage Branch and staff will pursue these grants in order to implement the above mentioned recommendations.

### Officer's Recommendation

That the information be noted.

## ATTACHMENT 2

### 7. REPORTS FROM COMMITTEES

#### PLANNING AND ENVIRONMENT

##### 7.1 Minutes of the Planning and Environment Committee Meeting held 5 April 2011

It was **Moved** Councillor Kolkman, **Seconded** Councillor Oates that the report as a whole and the recommendations contained therein be adopted noting that under Section 375A of the Local Government Act, Items 3.2, 3.3, 3.4, 3.5 and 3.6 will be dealt with individually as voting is required to be recorded against these items and Item 3.1 will have to be dealt with separately as Councillor Rowell declared an interest in this Item.

It was **Moved** Councillor Kolkman, **Seconded** Councillor Oates that Item 12.1 - Campbelltown Heritage Study and Register Review - Additional Information - be brought forward and dealt with in conjunction with Item 2.7 - Campbelltown Heritage Study and Register Review.

**WON** and became part of the Motion.

An **Amendment** in regard to Item 2.7 - Campbelltown Heritage Study and Register Review was **Moved** Councillor Bourke **Seconded** Councillor Borg:

That Council endorses and adopts the findings and recommendations of the draft Campbelltown Heritage Study and Register Review 2010, and the following proposed implementation strategy for the recommendations of that Study noting that the preparation of the draft comprehensive LEP follows a direction from the NSW Department of Planning and Infrastructure. In addition to the Heritage Study and Register Review, a number of other studies are being prepared to provide recommendations about the content of the draft comprehensive LEP. It is also a requirement that supporting documents be placed on public exhibition when a draft LEP is made available for wide public examination, and that local residents, land owners and the broader community are provided with the opportunity to lodge formal written submissions on the draft comprehensive LEP:

1. That following the public exhibition a report be presented to Council that summarises the contents of the submissions received to the public exhibitions, and that makes recommendations for Council's consideration as to any amendments or adjustments that should be made to the draft LEP based on all of the issues raised in the submissions.
  2. That Council include the draft proposed heritage items, as identified in the Campbelltown Heritage Study and Register Review (2010), in the new draft comprehensive LEP, subject to further consultation with the owners of the nominated properties and if at any stage, the owners object to the Heritage listing of their property then no further action be taken regarding that Heritage listing.
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3. That Council include the draft proposed Schedule of Heritage Items (including groups and a heritage conservation area) as identified in the Campbelltown Heritage Study and Register Review (2010) in the new draft comprehensive LEP, subject to further consultation being undertaken with the owners of proposed new items.
  4. That Council include heritage provisions in the Sustainable City Development Control Plan to guide the conservation of heritage items and ensure that any development is appropriate for the type of item, its heritage significance and its setting.
  5. That Council include heritage provisions in the Sustainable City Development Control Plan that describe the principles for the design and siting of development to minimise the impact on the setting of a heritage item (or group) and its historic setting, and a requirement for a heritage curtilage study to be provided by the applicant with any application for subdivision that is likely to affect the curtilage of a heritage item, group or heritage conservation area.
  6. That Council include specific heritage provisions relating to the Queen Street Heritage Conservation Area and Group in the Sustainable City DCP, to assist in ensuring the ongoing protection of the significance of the heritage items in this area.
  7. That Council:
    - Proceed with the preparation of the new comprehensive LEP for the Campbelltown LGA using the existing endorsed significance levels for heritage items and groups;
    - Write to the NSW Department of Planning's Heritage Branch, after undertaking further consultation with the owners of the identified items, requesting that it consider listing:
      - The St Peters Anglican Church Group (including the Church, Rectory, Stables, Cemetery and Mawson Park)
      - The Reservoir, Cattle Tanks and Silt Traps (within Hurley Park)
      - The Old Campbelltown Court House
      - The Old Kendall Mill House (former Fisher's Ghost Restaurant)
      - The Milestones Group (along Campbelltown Road)
      - Meadowvale (at Gilead)
      - The Mount Gilead Group (at Gilead)
      - The Hilltop Special Schools (on part of the Hurlstone Agricultural High School site)
      - Menangle House (at Menangle Park) on the State Heritage Register.
    - Amend the comprehensive LEP (as required) to reflect any changes to the endorsed significance of heritage items and groups listed within the LEP.
  8. That Council:
    - Proceed with the preparation of the new comprehensive LEP for the Campbelltown LGA using the existing curtilages for items listed on the State Heritage Register;
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- Write to the NSW Department of Planning's Heritage Branch, after undertaking further consultation with the owners of the identified items, requesting that it consider amending the State Heritage Register curtilages of Beulah, Macquarie Field House, Denfield, St Helens Park and Varroville, in accordance with Recommendation 7 of the Campbelltown Heritage Study and Register Review (2010)
  - Amend the comprehensive LEP (as required) to reflect any changes to the State Heritage Register curtilages of items included on that Register.
9. That:
- if Council is required to undertake an Archaeological Study for the Campbelltown LGA, in a future review of Council's LEP, that Council should consider applying for any funding assistance that may be available under the NSW Heritage Branch Heritage Grants Program to help fund the study; and,
  - if funding for an Archaeological Study is limited, and subject to agreement from the NSW Department of Planning, the Archaeological Study could focus on the sites identified in the Campbelltown Heritage Study and Register Review (2010) as those sites likely to have high archaeological potential.
10. That Council consider including a notation on the Section 149 certificates for properties that have been identified in the Campbelltown Heritage Study and Register Review (2010) as having high archaeological potential, subject to Council obtaining legal advice to determine if there are any unexpected ramifications for Council.
11. That Council's Environmental Planning Section nominate a designated Senior Strategic Planner to:
- undergo appropriate training to update the Heritage Study and Register;
  - update the Heritage Study and Register as required; and
  - send an updated copy of the electronic register to the NSW Department of Planning's Heritage Branch on an annual basis or whenever substantial changes have been made.
12. That Council consider introducing a requirement for development applicants and other persons preparing Conservation Management Plans and Heritage Impact Statements to submit four hard copies of the documents and an electronic copy (in an appropriate format) to Council so that the information can be integrated into Council's Heritage Study and Register and add to the reference material available on heritage items within the Campbelltown LGA.
13. That Council consider the appointment of a Heritage Advisor, and apply for funding from the NSW Department of Planning's Heritage Branch to assist with funding the position, should funding become available.
14. That Council:
- Continue to write annually to private owners of heritage items (within the Campbelltown LGA) to advise that they can apply for assistance under Council's Local Heritage Fund; and
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- Liaise with the NSW Department of Planning's Heritage Branch to ask that it write to the owners of Epping Forest to enforce the minimum standards for maintenance that apply to State listed heritage items.
15. That Council investigate future opportunities for funding to augment the Local Heritage Fund, and that application(s) be made to source this funding whenever funding is available.
  16. That Council:
    - Continue to write annually to private owners of heritage items (within the Campbelltown LGA) to advise that they can apply for assistance under Council's Local Heritage Fund.
    - Consider, as a long-term project and subject to the required resources and funding being available, improving access to, and interpretation of, the Nepean River Reserve (including the Railway Bridge and Menangle Weir).
  17. That Council continue the current practice of investigating and applying for heritage assistance grants as they become available.
  18. That Council consider, as a long-term project, options for enhancing the public appreciation of Council-owned heritage listed sites, as additional funds and resources become available.
  19. That Council consider, as a long-term project, the possibility of preparing or upgrading Conservation Management Plans (and Plans of Management, where appropriate), that include Heritage Maintenance Policies, for all Council-owned heritage properties, in consultation with relevant Council stakeholders.
  20. That Council, subject to the necessary resources being available, upgrade and improve the heritage information provided on the Council, Council Library, and Quondong Visitor Information Centre websites. Improvements should include updating suburb history information, and providing links to heritage funding assistance information.
  21. That Council update the existing Heritage Walking Tour brochure and improve its online availability, as resources become available.
  22. That Council ensures that Heritage Week and History Week events are held annually.
  23. That Council investigate the possibility of providing links to Council's heritage information and publications on the website [www.visitmacarthur.com.au](http://www.visitmacarthur.com.au)
  24. That Council, subject to the necessary resources and funding being available, continue to identify, investigate, assess and if appropriate, list items and places that are found to be of heritage significance, in consultation with the owners of the identified items and places

**WON** and became part of the Motion.

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- 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn
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### 3. DEVELOPMENT SERVICES

#### 3.1 Demolition of existing structures and construction of a four storey residential flat building comprising 28 apartments and two levels of basement car parking on the corner of Nardoo and Suffolk Streets, Ingleburn

#### Reporting Officer

Acting Manager Development Services

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#### Attachments

1. Recommended conditions of consent (contained within this report)
2. Locality plan (contained within this report)
3. Site plan (contained within this report)
4. Landscape plans (contained within this report)
5. Elevations and external colours (contained within this report)
6. 3D perspective drawings (contained within this report)
7. Shadow diagrams (contained within this report)
8. Basement and floor plans (distributed under separate cover - confidential - for privacy reasons this plan is not available to the public)
9. Detailed landscape plan (distributed under separate cover - confidential - for privacy reasons this plan is not available to the public)
10. Notification plan (distributed under separate cover - confidential - for privacy reasons this plan is 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)*.

<b>Property Description</b>	Lot D DP 373887 and Lots 1 and 2 DP 831402 Nos. 26 – 28 Nardoo Street and No. 6 Suffolk Street, Ingleburn
<b>Application No.</b>	3038/2015/DA-RA
<b>Applicant</b>	AAT Developers Pty Ltd
<b>Owner</b>	AAT Developers Pty Ltd
<b>Provisions</b>	State Environmental Planning Policy 65 - Design Quality of Residential Flat Development and its Apartment Design Guide State Environmental Planning Policy (BASIX) 2004 Campbelltown (Urban Area) Local Environmental Plan 2002

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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	Draft Campbelltown Local Environmental Plan 2014
	Campbelltown (Sustainable City) Development Control Plan 2014
<b>Non-statutory</b>	Campbelltown 2025 – Looking Forward
<b>Provisions</b>	Glenfield to Macarthur Corridor Strategy
<b>Date Received</b>	29 October 2015

## Report

The application proposes the demolition of three existing dwellings and associated outbuildings and construction of a four storey residential flat building comprising 28 apartments and two basement car parking levels at Nos. 26 – 28 Nardoo Street and No. 6 Suffolk Street, Ingleburn.

### The Site and Surrounds

The subject site is situated on the corner of Suffolk and Nardoo Streets and consists of three allotments with a total area of 1,725sqm. Each allotment contains a single storey dwelling and associated outbuildings.

Surrounding development predominantly includes low-rise single storey, detached and attached dwellings. The site is located on the south eastern side of Nardoo Street. The Ingleburn train station is located approximately 350 metres north-east of the site and the town centre is located a further 40 metres beyond that.

The site is relatively flat, with a small undulation and gradual fall towards the north.

The intersection of Nardoo and Suffolk Street is serviced by an existing roundabout.

### The Proposal

Development consent is sought for the construction of a 28 apartment, four storey residential flat building that would contain the following apartment mix:

- 3 x one-bedroom apartments
- 22 x two-bedroom apartments
- 3 x three-bedroom apartments.

It is proposed to construct 38 car spaces including three accessible spaces, basement storage space, bicycle parking and plant equipment. The proposal also includes the removal of six on-site trees and the consolidation of the existing three lots into one lot.

Strata subdivision of the building is also included in the proposal and would be undertaken at the completion of the building's construction.

Vehicle access to the proposed residential flat building is provided via Nardoo Street. A waste room containing space for 1,100 litre bins in accordance with Council's requirements would be located on the ground floor.

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### 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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A communal open space area is provided on the ground floor which includes a shading structure, fixed seating area and an internal room. 10 bicycle spaces are located in the basement.

The building would be finished in an attractive palette of colours and materials and features a prominent architecturally designed skillion roof feature. Site landscaping and civil works relating to drainage and service provision complete the proposal.

## 1. Non-Statutory Provisions

### 1.1 Campbelltown 2025 – Looking Forward

'Campbelltown 2025 Looking Forward' is a 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.

The strategic directions relevant to this application are:

- growing the Regional City
- creating education, employment and entrepreneurial opportunities.

The application is consistent with the above strategic directions as the proposal would provide well-located higher density housing that would enable the Regional City to grow as well as providing employment opportunities within the construction industry.

Some of the relevant desired outcomes of the strategic directions included in Campbelltown 2025 include:

- urban environments that are safe, healthy, exhibit a high standard of design, and are environmentally sustainable
- development and land use that matches environmental capacity and capability.

The development is consistent with desired outcomes within Campbelltown 2025 specifically in relation to providing a development that is functional and of a high quality design, and one that matches the environmental capacity and capability of the site.

### 1.2 Glenfield to Macarthur Corridor Strategy

A joint venture project between the Department of Planning and Environment, Campbelltown City Council and various other agencies has commenced and seeks to look at opportunities for more homes, jobs, better public spaces, shops and cafes that are within walking distance from the seven train stations between Glenfield to Macarthur.

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### 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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The Strategy identifies and discusses a range of existing and possible future land use types and development densities around the existing train stations within the City after consideration of land constraints and desired neighbourhood characters. The Strategy was publicly exhibited during 2015 and will be used to inform future strategic planning work to achieve the Government's desired density increases near public transport hubs.

Under the Strategy, the subject site would be nominated as being suitable for 'high density residential', which the Strategy defines as:

This area could accommodate apartment housing to deliver a high level of amenity for the existing and future residents. This could comprise 7-8 storey apartment buildings, with potential for communal open spaces and shared facilities. The new dwellings should be carefully designed to integrate with the existing streetscape.

The subject application proposes a building with a four storey height, which is not inconsistent with Council's current controls, however, could be considered an 'under development' under the height envisaged in the Strategy. It could also be reasonably argued that as this site is on the edge density residential area, its height might have been 'stepped down' to provide for a more progressive move to adjoining character area, being 'medium rise residential'.

Notwithstanding, the Strategy has not yet formally established future densities and characters and is referenced in this case to demonstrate the Government's commitment to increasing population densities near to public transport and service amenities.

Accordingly, the proposal is not considered to hinder or contradict the Strategy.

### 1.3 Draft Ingleburn Structure Plan

The draft Ingleburn Structure Plan is founded upon a vision for the desired future development of Ingleburn CBD. The draft plan establishes a planning and management framework to help guide development and land use decisions to achieve environmental, social and economic objectives. These objectives are necessary to ensure the change in the centre anticipated by Council and Government policy is managed appropriately. The draft plan also enables the community and stakeholders to actively participate in the consideration of the future appearance and function of the centre.

The proposed development is located within the four storey higher density residential area of the draft plan, being a short walk from the mixed use and commercial retail core adjacent to the railway station. The built form being four storeys accords with the draft plan and is not expected to result in an adverse impact to the emerging streetscape, and will provide additional and varied housing choices consistent with the desired increased residential density for the area.

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### 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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During the construction phase, the development will provide employment opportunities and once completed reinforce the viability of the emerging Ingleburn village centre. More specifically, the proposal is considered to be consistent with the higher density residential objective by providing a range of high density living options close to the city centre. It is also considered that the height and scale is consistent with the emerging urban village built form.

Having regard to the above, it is considered that the proposed residential flat building is consistent with the draft Ingleburn Structure Plan.

## 2. Statutory Planning Provisions

The development has been assessed in accordance with the heads of consideration under Section 79C(1) of the *Environmental Planning and Assessment Act 1979*, and having regard to those matters, the following issues have been identified for further consideration.

Section 79C(1)(a) requires Council to consider the application's compliance with planning objectives and controls. Relevant State and local planning controls and objectives are discussed in the following section of this report.

### 2.1 State Environmental Planning Policy 65 – Design Quality of Residential Flat Development

State Environmental Planning Policy 65 – Design Quality of Residential Flat Development (SEPP 65) policy applies to the erection of a new residential flat building, and accordingly, the application has been assessed under the provisions of the Plan.

Part 4 of the SEPP states that a development application that relates to residential flat development must be accompanied by a design verification from a qualified designer, being a statement in which the qualified designer verifies:

- (a) that he or she designed, or directed the design, of the residential flat development, and
- (b) that the design quality principles set out in Schedule 1 of State Environmental Planning Policy No 65—Design Quality of Residential Flat Development are achieved for the residential flat development.

This certification has been provided by Nominated Registered Architect Nilesh Munot who is associated with Shobha Designs (NSW Architects Registration Board No. 7917).

Schedule 1 of the SEPP outlines nine design quality principles that apply to residential flat development. Under the SEPP, the qualified designer must verify that that the design quality principles set out in the Schedule are achieved for the residential flat development.

The qualified designer has provided such verification. An assessment of the application against the design principles by Nilesh Munot is presented overleaf:

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

<p><b>Principle One: Context and neighbourhood character</b></p> <p>Good design responds and contributes to its context. Context is the key natural and built features of an area, their relationship and the character they create when combined. It also includes social, economic, health and environmental conditions.</p> <p>Responding to context involves identifying the desirable elements of an area’s existing or future character. Well designed buildings respond to and enhance the qualities and identity of the area including the adjacent sites, streetscape and neighbourhood.</p> <p>Consideration of local context is important for all sites, including sites in established areas, those undergoing change or identified for change.</p>	<p><b>Response</b></p> <p>The existing neighbourhood is characterised by single storey dwellings with some examples of two storey dwellings. The topography of the area is relatively flat and the site is located at an intersection with Nardoo Street and Suffolk Street. The proposed residential flat building will be the first such development in the area and will set the benchmark for future developments.</p> <p>The proposal will provide quality residential housing to suit the local market demand and will enable a greater number of people to have a healthy lifestyle by being situated within walking distance to the town centre and train station.</p> <p>Additionally, the proposal has considered the relatively flat site in the design by ensuring the floors are not separated by different levels and the proposed landscaping responds to the site topography.</p>
<p><b>Principle Two: Built form and scale</b></p> <p>Good design achieves a scale, bulk and height appropriate to the existing or desired future character of the street and surrounding buildings.</p> <p>Good design also achieves an appropriate built form for a site and the building’s purpose in terms of building alignments, proportions, building type, articulation and the manipulation of building elements.</p> <p>Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.</p>	<p><b>Response</b></p> <p>The proposed bulk and scale of the proposal is appropriate for the area given it is earmarked to provide a higher density living as envisaged in the draft Campbelltown LEP 2014 and the Draft Ingleburn Structure Plan to accommodate the future population. The proposed high quality design therefore responds to the future character of the area earmarked by these two planning policies.</p> <p>The amenity impacts to the adjacent residential properties are minimised utilising building separation and privacy mitigation measures.</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

<p><b>Principle Three: Density</b></p> <p>Good design achieves a high level of amenity for residents and each apartment, resulting in a density appropriate to the site and its context.</p> <p>Appropriate densities are consistent with the area's existing or projected population. Appropriate densities can be sustained by existing or proposed infrastructure, public transport, access to jobs, community facilities and the environment.</p>	<p><b>Response</b></p> <p>The proposal incorporates three x one-bedroom units, 22 x two-bedroom units and three x three-bedroom units. This proposed density is consistent with the projected housing targets for the area and is appropriate for the corner site.</p> <p>The location is well suited for easy access to schools, employment, transport and shops. A high level of amenity is proposed to each unit in terms of providing more than the minimum required unit sizes, sufficient natural ventilation, solar access, adequate storage, and private and communal open space.</p>
<p><b>Principle Four: Sustainability</b></p> <p>Good design combines positive environmental, social and economic outcomes.</p> <p>Good sustainable design includes use of natural cross ventilation and sunlight for the amenity and liveability of residents and passive thermal design for ventilation, heating and cooling reducing reliance on technology and operation costs. Other elements include recycling and reuse of materials and waste, use of sustainable materials and deep soil zones for groundwater recharge and vegetation.</p>	<p><b>Response</b></p> <p>A substantial deep soil area of 321.8sqm (36% of the site) is proposed across the site. Ample communal open areas are also provided on ground level. All apartments are provided with sufficient natural ventilation and solar access.</p> <p>The proposed plants are low maintenance and low maintenance materials and finishes are proposed. The proposed development achieves the required environmental outcomes set out in the BASIX Certificate.</p>
<p><b>Principle Five: Landscape</b></p> <p>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, resulting in attractive developments with good amenity. A positive image and contextual fit of well designed developments is achieved by contributing to the landscape character of the streetscape and neighbourhood.</p> <p>Good landscape design enhances the development's environmental performance by retaining positive natural features which contribute to the local context, co-ordinating water and soil management, solar access, micro-climate, tree canopy, habitat values and preserving green networks.</p> <p>Good landscape design optimises useability, privacy and opportunities for social interaction, equitable access, respect for neighbours' amenity and provides for practical establishment and long term management.</p>	<p><b>Response</b></p> <p>Two separate communal open spaces are proposed on the ground level, one is accessible via Suffolk Street and the other at the rear of the building. Proposed trees to be removed will be replaced by species suitable to the area.</p> <p>The proposed landscaping within the site will achieve a high level of amenity for residents while also improving the streetscape. It will also assist in the efficient management of stormwater disposal from the impervious areas within the site. The proposed landscaping will ensure privacy for the residents and for the neighbouring properties.</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

<p><b>Principle Six: Amenity</b></p> <p>Good design positively influences internal and external amenity for residents and neighbours. Achieving good amenity contributes to positive living environments and resident wellbeing.</p> <p>Good amenity combines appropriate room dimensions and shapes, access to sunlight, natural ventilation, outlook, visual and acoustic privacy, storage, indoor and outdoor space, efficient layouts and service areas and ease of access for all age groups and degrees of mobility.</p>	<p><b>Response</b></p> <p>All above ground units are provided with a suitable sized balcony that allows solar access. The room size of each unit is considered appropriate and the internal layouts are well planned.</p> <p>Visual and acoustic privacy is provided for residents as well as the adjacent residential dwellings through various design techniques.</p> <p>Adequate storage is provided for all apartments and within the basement. Subsequently, the proposal will provide sufficient amenity for the residents and neighbours.</p>
<p><b>Principle Seven: Safety</b></p> <p>Good design optimises safety and security within the development and the public domain. It provides for quality public and private spaces that are clearly defined and fit for the intended purpose. Opportunities to maximise passive surveillance of public and communal areas promote safety.</p> <p>A positive relationship between public and private spaces is achieved through clearly defined secure access points and well lit and visible areas that are easily maintained and appropriate to the location and purpose.</p>	<p><b>Response</b></p> <p>In terms of safety, the main pedestrian entrance to the building is highly visible from Nardoo Street. Electronic access will be required into the building and basement using an intercom system.</p> <p>Appropriate lighting will be installed in the communal open space and other areas. Passive surveillance is promoted on the ground level by the proposed private open space areas facing Nardoo Street and the communal open space facing Suffolk Street.</p> <p>Proposed balconies and living areas on the upper levels facing the streets also encourage passive surveillance. Landscaping will be regularly maintained to ensure direct line of sight can be achieved.</p>
<p><b>Principle Eight: Housing diversity and social interaction</b></p> <p>Good design achieves a mix of apartment sizes, providing housing choice for different demographics, living needs and household budgets.</p> <p>Well designed apartment developments respond to social context by providing housing and facilities to suit the existing and future social mix.</p> <p>Good design involves practical and flexible features, including different types of communal spaces for a broad range of people and providing opportunities for social interaction among residents.</p>	<p><b>Response</b></p> <p>The proposed unit mix appropriately corresponds with the local market demand for different sized units. The proposed units will promote high amenity which will be an attractive housing choice for first home buyers, investors and young families.</p> <p>The proposed unit mix will therefore assist in promoting housing diversity. The proposed communal outdoor spaces encourage social interaction for residents and visitors.</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Principle Nine: Aesthetics	Response
<p>Good design achieves a built form that has good proportions and a balanced composition of elements, reflecting the internal layout and structure. Good design uses a variety of materials, colours and textures.</p> <p>The visual appearance of a well designed apartment development responds to the existing or future local context, particularly desirable elements and repetitions of the streetscape.</p>	<p>The proposal offers a high quality design utilising a range of materials and finishes. It sets the benchmark for other similar developments, given it will be the first residential flat building in the immediate area. The closest residential flat building currently under construction is located approximately 800m away. The façade treatment has responded well to the two street frontages and also by visually separating the top level to the lower levels.</p> <p>This high quality design will create an interest to the area which is expected to undergo a transition to higher density housing over the next few years, as earmarked in the Draft LEP and Draft Structure Plan.</p>

2.2 Apartment Design Guide

Clause 30(2) of the SEPP states that:

- (2) Development consent must not be granted if, in the opinion of the consent authority, the development or modification does not demonstrate that adequate regard has been given to:
  - (a) the design quality principles, and
  - (b) the objectives specified in the Apartment Design Guide for the relevant design criteria.

An assessment of the application against the relevant objectives and suggested controls provided in the Apartment Design Guide (ADG) below:

Design Criteria/Design Guidance	Proposal	Complies
<p><b>2F Building Separation</b></p> <p>Considerations</p> <p>Up to four storeys (approximately 12m):</p> <ul style="list-style-type: none"> <li>• 12m between habitable rooms/balconies</li> <li>• 9m between habitable and non-habitable rooms</li> <li>• 6m between non-habitable rooms.</li> </ul>	<p>Min. 6m to habitable rooms, meaning that reciprocal setback on adjoining sites in the future will meet ADG recommended distances.</p>	<p>Yes</p>
<p><b>2G Street Setbacks</b></p> <p>Considerations</p> <p>To improve passive surveillance, promote</p>	<p>Street addressing balconies, street entry</p>	<p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
setbacks which ensure a person on a balcony or at a window can easily see the street.	location(s) are provided. Setbacks comply with DCP controls.	
<p><b>2H Side and Rear Setbacks</b></p> <p>Considerations</p> <p>Test side and rear setbacks with height controls for overshadowing of the site, adjoining properties and open spaces.</p> <p>Test side and rear setbacks with the requirements for:</p> <ul style="list-style-type: none"> <li>• building separation and visual privacy</li> <li>• communal and private open space</li> <li>• deep soil zone requirements.</li> </ul>	<p>Shadow diagrams provided – favourable aspect minimises impacts on neighbours.</p> <p>Discussed later – building is compliant with design guidelines for each.</p>	<p>Yes</p> <p>Yes</p>
<p><b>3A Site analysis</b></p> <p>Design Guidance</p> <p>Each element in the Site Analysis Checklist should be addressed.</p>	<p>Site analysis plan as per checklist provided. Notes prevailing winds, path of sun, site context plan.</p>	<p>Yes</p>
<p><b>3B Orientation</b></p> <p>Design Guidance</p> <p>Buildings along the street frontage define the street, by facing it and incorporating direct access from the street.</p> <p>Where the street frontage is to the east or west, rear buildings should be orientated to the north.</p> <p>Where the street frontage is to the north or south, overshadowing to the south should be minimised and buildings behind the street frontage should be orientated to the east and west.</p> <p>Living areas, private open space and communal open space should receive solar access.</p> <p>Solar access to living rooms, balconies and private open spaces of neighbours should be considered.</p> <p>Where an adjoining property does not currently receive the required hours of solar access, the</p>	<p>Site benefits from two street frontages and the design will improve the streetscape. The main pedestrian and vehicular access is via Nardoo Street.</p> <p>Building is orientated to the west with living rooms on northern units facing north.</p> <p>Communal open space provided with adequate sunlight. Balconies provided with sunlight throughout various parts of the day.</p> <p>Adjoining properties currently receive required solar access.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>







3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies						
<p>Opportunities for a range of recreational activities should be provided for people of all ages.</p> <p>A positive address and active frontages should be provided adjacent to public open space.</p> <p>Boundaries should be clearly defined between public open space and private areas.</p>	<p>encourages numerous activities.</p> <p>One portion faces Suffolk Street.</p> <p>Appropriate fencing will be provided.</p>	<p>Yes</p> <p>Yes</p>						
<p><b>3E Deep soil zones</b></p> <p>Design Criteria</p> <p>Deep soil zones are to meet the following minimum requirements:</p> <p>&gt; 1,500sqm – 6m dimensions and deep soil zone - 7%</p> <p>Design Guidance</p> <p>On some sites it may be possible to provide larger deep soil zones, depending on the site area and context:</p> <ul style="list-style-type: none"> <li>• 10% of the site as deep soil on sites with an area of 650sqm - 1,500sqm</li> <li>• 15% of the site as deep soil on sites greater than 1,500sqm.</li> </ul> <p>Deep soil zones should be located to retain existing significant trees and to allow for the development of healthy root systems, providing anchorage and stability for mature trees.</p>	<p>Approximately 35% (621.8sqm).</p> <p>Proposal exceeds recommended 15%.</p> <p>Existing large trees in corners of site would be retained.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>						
<p><b>3F Visual privacy</b></p> <p>Design Criteria</p> <p>Minimum required separation distances from buildings to the side and rear boundaries are as follows:</p> <table border="1" data-bbox="193 1805 762 1977"> <thead> <tr> <th>Building height</th> <th>Habitable rooms and balconies</th> <th>Non-habitable rooms</th> </tr> </thead> <tbody> <tr> <td>Up to 12m (four storeys)</td> <td>6m</td> <td>3m</td> </tr> </tbody> </table> <p>Design Guidance</p>	Building height	Habitable rooms and balconies	Non-habitable rooms	Up to 12m (four storeys)	6m	3m	<p>Habitable rooms and balconies- &gt;6m Non-habitable rooms- &gt;3m</p>	<p>Yes</p>
Building height	Habitable rooms and balconies	Non-habitable rooms						
Up to 12m (four storeys)	6m	3m						

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>Generally one step in the built form as the height increases due to building separations is desirable.</p> <p>Additional steps should be careful not to cause a 'ziggurat' appearance.</p> <p>New development should be located and oriented to maximise visual privacy between buildings on site and for neighbouring buildings.</p> <p>Apartment buildings should have an increased separation distance of 3m (in addition to the requirements set out in design criteria 1) when adjacent to a different zone that permits lower density residential development to provide for a transition in scale and increased landscaping.</p> <p>Direct lines of sight should be avoided for windows and balconies across corners.</p> <p>Communal open space, common areas and access paths should be separated from private open space and windows to apartments, particularly habitable room windows.</p> <p>Bedrooms, living spaces and other habitable rooms should be separated from gallery access and other open circulation space by the apartment's service areas.</p> <p>Balconies and private terraces should be located in front of living rooms to increase internal privacy.</p> <p>Windows should be offset from the windows of adjacent buildings.</p> <p>Recessed balconies and/or vertical fins should be used between adjacent balconies.</p>	<p>Four storeys only, adjoining two roads – step down provided by roads.</p> <p>Not proposed.</p> <p>Visual privacy maintained due to window locations and louvres on balconies.</p> <p>Adjoining sites are zoned the same - R4.</p> <p>Line of sight preserved.</p> <p>Clear separation proposed due to fences. Habitable room windows face communal open space to achieve compliance with BASIX.</p> <p>Habitable rooms separated from service areas.</p> <p>Proposed.</p> <p>Window offsets proposed.</p> <p>Not required as habitable rooms separate the unit balconies.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>3G Pedestrian access and entries</b></p> <p>Design Guidance</p> <p>Multiple entries (including communal building entries and individual ground floor entries) should be provided to activate the street edge.</p> <p>Entry locations relate to the street and subdivision pattern and the existing pedestrian network.</p>	<p>Main entrance provided via Nardoo Street and side entrance provided via Suffolk Street.</p> <p>Suitable entry locations proposed.</p>	<p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
Building entries should be clearly identifiable and communal entries should be clearly distinguishable from private entries.	Private and communal entries to be clearly defined.	Yes
Where street frontage is limited and multiple buildings are located on the site, a primary street address should be provided with clear sight lines and pathways to secondary building entries.	Only one building proposed on the site.	Yes
Building access areas including lift lobbies, stairwells and hallways should be clearly visible from the public domain and communal spaces.	Main foyer area visible from Nardoo Street.	Yes
The design of ground floors and underground car parks minimise level changes along pathways and entries.	Direct pathways proposed on ground floors. This is also required for accessible units.	Yes
Steps and ramps should be integrated into the overall building and landscape design.	Front ramp appropriately integrated in landscape.	Yes
For large developments 'way finding' maps should be provided to assist visitors and residents.	To be provided at the main entry foyer – condition of consent imposed.	Yes
For large developments electronic access and audio/video intercom should be provided to manage access.	To be provided at the outside door to main entry foyer.	Yes
Pedestrian links through sites facilitate direct connections to open space, main streets, centres and public transport.	Suitable pedestrian links provided through the site.	Yes
Pedestrian links should be direct, have clear sight lines, be overlooked by habitable rooms or private open spaces of dwellings, be well lit and contain active uses, where appropriate.	Appropriate pedestrian links proposed.	Yes

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p><b>3H Vehicle access</b></p> <p>Design Guidance</p> <p>Car park access should be integrated with the building's overall facade.</p> <p>Car park entries should be located behind the building line.</p> <p>Vehicle entries should be located at the lowest point of the site minimising ramp lengths, excavation and impacts on the building form and layout.</p> <p>Car park entry and access should be located on secondary streets or lanes where available.</p> <p>Vehicle standing areas that increase driveway width and encroach into setbacks should be avoided.</p> <p>Access point locations should avoid headlight glare to habitable rooms.</p> <p>Adequate separation distances should be provided between vehicle entries and street intersections.</p> <p>The width and number of vehicle access points should be limited to the minimum.</p> <p>Visual impact of long driveways should be minimised through changing alignments and screen planting.</p> <p>Garbage collection, loading and servicing areas are screened.</p> <p>Clear sight lines should be provided at pedestrian and vehicle crossings.</p> <p>Pedestrian and vehicle access should be separated and distinguishable.</p>	<p>Proposed basement entrance is integrated with building façade.</p> <p>Located behind building line.</p> <p>Appropriate location for the basement entrance.</p> <p>Basement entrance via Nardoo Street is considered suitable.</p> <p>Not proposed.</p> <p>Habitable rooms not located directly facing basement access point.</p> <p>Adequate distance proposed.</p> <p>One access point proposed via Nardoo Street.</p> <p>Visual impact avoided due to driveway design.</p> <p>Garbage room is located within the building.</p> <p>Clear sight lines proposed.</p> <p>The main pedestrian entrance to the building is well setback from the basement access.</p>	<p>Yes</p>
<p><b>3J Bicycle and car parking</b></p> <p>Design Criteria</p> <p>For development in the following locations:</p> <ul style="list-style-type: none"> <li>• on sites that are within 800 metres of a</li> </ul>		

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
railway station in the Sydney Metropolitan Area.		
The car parking needs for a development must be provided off street.	All required car parking to be accommodated in the basement.	Yes
Design Guidance		
Where less car parking is provided in a development, council should not provide on street resident parking permits.	The required amount of car parking is provided within the site, no permits in CCC in any case.	Yes
Secure undercover bicycle parking should be provided that is easily accessible from both the public domain and common areas.	Provided in the basement.	Yes
Supporting facilities within car parks, including garbage, plant and switch rooms, storage areas and car wash bays can be accessed without crossing car parking spaces.	Facilities appropriately located within the basement.	Yes
Direct, clearly visible and well lit access should be provided into common circulation areas.	Proposed – also included in conditions of consent.	Yes
A clearly defined and visible lobby or waiting area should be provided to lifts and stairs.	Proposed.	Yes
For larger car parks, safe pedestrian access should be clearly defined and circulation areas have good lighting, colour, line marking and/or bollards.	Safe pedestrian access provided in the basement.	Yes
Excavation should be minimised through efficient car park layouts and ramp design	Excavation minimised.	Yes
Car parking layout should be well organised, using a logical, efficient structural grid and double loaded aisles.	The proposed car parking layout is appropriate.	Yes
Protrusion of car parks should not exceed 1m above ground level.	Car park proposed below ground level.	Yes
Design solutions may include stepping car park levels or using split levels on sloping sites.	Not required as the site is relatively flat.	Yes
Natural ventilation should be provided to basement and sub-basement car parking areas.	Natural vents are proposed.	Yes
Ventilation grills or screening devices for car parking openings should be integrated into the facade and landscape design.	Ventilation grills will be located on small portion of driveway wall.	Yes
On-grade car parking should be avoided.	All parking is located in basement.	Yes
Positive street address and active frontages	Landscaping, pedestrian entrances and private open space areas proposed on	Yes

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
should be provided at ground level.	ground level.	
<p><b>4A Solar and daylight access</b></p> <p>Design Criteria</p> <p>Living rooms and private open spaces of at least 70% of apartments in a building receive a minimum of two hours direct sunlight between 9.00am and 3.00pm at midwinter in the Sydney Metropolitan Area and in the Newcastle and Wollongong local government areas.</p> <p>A maximum of 15% of apartments in a building receive no direct sunlight between 9.00am and 3.00pm at midwinter.</p> <p>Design Guidance</p> <p>The design maximises north aspect and the number of single aspect south facing apartments is minimised.</p> <p>Single aspect, single storey apartments should have a northerly or easterly aspect.</p> <p>Living areas are best located to the north and service areas to the south and west of apartments.</p> <p>To optimise the direct sunlight to habitable rooms and balconies a number of the following design features are used:</p> <ul style="list-style-type: none"> <li>• dual aspect apartments</li> <li>• shallow apartment layouts</li> <li>• two storey and mezzanine level apartments</li> <li>• bay windows.</li> </ul> <p>To maximise the benefit to residents of direct sunlight within living rooms and private open spaces, a minimum of 1sqm of direct sunlight, measured at 1m above floor level, is achieved for at least 15 minutes.</p> <p>Achieving the design criteria may not be possible on some sites. This includes:</p> <ul style="list-style-type: none"> <li>• where greater residential amenity can be achieved along a busy road or rail line by orientating the living rooms away from the</li> </ul>	<p>85.7%</p> <p>14.3%</p> <p>Proposed north-facing units have living rooms orientated towards the north. Proposed south-facing units have living rooms orientated towards the east and west.</p> <p>Proposed where possible.</p> <p>Proposed where possible.</p> <p>Appropriate amount of direct sunlight provided.</p> <p>Proposal complies for all apartments receiving direct sunlight.</p> <p>Proposal complies.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>noise source</p> <ul style="list-style-type: none"> <li>on south facing sloping sites</li> <li>where significant views are oriented away from the desired aspect for direct sunlight.</li> </ul> <p>Opportunities for reflected light into apartments are optimised through:</p> <ul style="list-style-type: none"> <li>reflective exterior surfaces on buildings opposite south facing windows</li> <li>positioning windows to face other buildings or surfaces (on neighbouring sites or within the site) that will reflect light</li> <li>light coloured internal finishes.</li> </ul> <p>A number of the following design features are used:</p> <ul style="list-style-type: none"> <li>balconies or sun shading that extend far enough to shade summer sun, but</li> <li>allow winter sun to penetrate living areas</li> <li>shading devices such as eaves, awnings, balconies, pergolas, external louvres and planting</li> <li>horizontal shading to north facing windows</li> <li>vertical shading to east and particularly west facing windows</li> <li>operable shading to allow adjustment and choice.</li> </ul>	<p>Internal colour palette to respect ADG's recommendation.</p> <p>Shading devices proposes, would also be used for privacy, balconies at upmost level provided with shading devices.</p>	<p>Yes</p> <p>Yes</p>
<p><b>4B Natural ventilation</b></p> <p>Design Guidance</p> <p>The building's orientation maximises capture and use of prevailing breezes for natural ventilation in habitable rooms.</p> <p>Depths of habitable rooms support natural ventilation.</p> <p>The area of unobstructed window openings should be equal to at least 5% of the floor area served.</p> <p>Light wells are not the primary air source for habitable rooms.</p> <p>Doors and openable windows maximise natural ventilation opportunities by using the following design solutions:</p> <ul style="list-style-type: none"> <li>adjustable windows with large effective</li> </ul>	<p>Building orientation maximises natural ventilation.</p> <p>Proposed.</p> <p>At least 5% provided.</p> <p>No light wells proposed.</p> <p>Provided.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>openable areas</p> <ul style="list-style-type: none"> <li>a variety of window types that provide safety and flexibility such as awnings and louvres</li> <li>windows which the occupants can reconfigure to funnel breezes into the apartment such as vertical louvres, casement windows and externally opening doors.</li> </ul>		
<p>Apartment depths are limited to maximise ventilation and airflow.</p>	<p>Apartment depths are limited.</p>	<p>Yes</p>
<p>Natural ventilation to single aspect apartments is achieved with the following design solutions:</p> <ul style="list-style-type: none"> <li>primary windows are augmented with plenums and light wells (generally not suitable for cross ventilation)</li> <li>stack effect ventilation / solar chimneys or similar to naturally ventilate internal building areas or rooms such as bathrooms and laundries</li> <li>courtyards or building indentations have a width to depth ratio of 2:1 or 3:1 to ensure effective air circulation and avoid trapped smells.</li> </ul>	<p>Stack ventilation shall be provided to bathroom and laundries.</p>	<p>Yes</p>
<p>Design Criteria</p>		
<p>At least 60% of apartments are naturally cross ventilated in the first nine storeys of the building.</p>	<p>60.7% (17 units).</p>	<p>Yes</p>
<p>Overall depth of a cross-over or cross-through apartment does not exceed 18m, measured glass line to glass line.</p>	<p>Less than 18m.</p>	<p>Yes</p>
<p>Design Guidance</p>		
<p>The building should include dual aspect apartments, cross through apartments and corner apartments and limit apartment depths.</p>	<p>Provided where possible.</p>	<p>Yes</p>
<p>In cross-through apartments external window and door opening sizes/areas on one side of an apartment (inlet side) are approximately equal to the external window and door opening sizes/areas on the other side of the apartment (outlet side).</p>	<p>Window and opening sizes approximate each other where available.</p>	<p>Yes</p>
<p>Apartments are designed to minimise the number of corners, doors and rooms that might obstruct airflow.</p>	<p>Apartments designed to minimise these elements.</p>	<p>Yes</p>
<p>Apartment depths, combined with appropriate</p>	<p>Cross ventilation and airflow maximised by the design and the building's location</p>	<p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies										
ceiling heights, maximise cross ventilation and airflow.	on a street corner.											
<p><b>4C Ceiling heights</b></p> <p>Design Criteria</p> <p>Measured from finished floor level to finished ceiling level, minimum ceiling heights are:</p> <table border="1" data-bbox="193 667 667 734"> <tr> <td>Habitable rooms</td> <td>2.7m</td> </tr> <tr> <td>Non-habitable rooms</td> <td>2.4m</td> </tr> </table> <p>Design Guidance</p> <p>Ceiling height can accommodate use of ceiling fans for cooling and heat distribution.</p>	Habitable rooms	2.7m	Non-habitable rooms	2.4m	<p>2.7m 2.7m</p> <p>Can be fitted by future owners/tenants.</p>	<p>Yes Yes</p> <p>Yes</p>						
Habitable rooms	2.7m											
Non-habitable rooms	2.4m											
<p><b>4D Apartment size and layout</b></p> <p>Design Criteria</p> <p>Apartments are required to have the following minimum internal areas:</p> <table border="1" data-bbox="193 1160 762 1323"> <thead> <tr> <th>Apartment type</th> <th>Min. internal area</th> </tr> </thead> <tbody> <tr> <td>Studio</td> <td>35sqm</td> </tr> <tr> <td>One bedroom</td> <td>50sqm</td> </tr> <tr> <td>Two bedroom</td> <td>70sqm</td> </tr> <tr> <td>Three bedroom</td> <td>90sqm</td> </tr> </tbody> </table> <p>Every habitable room must have a window in an external wall with a total minimum glass area of not less than 10% of the floor area of the room.</p> <p>Daylight and air may not be borrowed from other rooms.</p> <p>Design Guidance</p> <p>Kitchens should not be located as part of the main circulation space in larger apartments (such as hallway or entry space).</p> <p>A window should be visible from any point in a habitable room.</p> <p>Where minimum areas or room dimensions are not met apartments need to demonstrate that they are well designed and demonstrate the usability and functionality of the space with realistically scaled furniture layouts and circulation areas.</p>	Apartment type	Min. internal area	Studio	35sqm	One bedroom	50sqm	Two bedroom	70sqm	Three bedroom	90sqm	<p>Not proposed ranging from 55-62.5sqm ranging from 79-92sqm 97sqm</p> <p>Proposed in each habitable room Not borrowed from other rooms.</p> <p>Kitchens located in designated areas.</p> <p>Windows are visible.</p> <p>All units meet the minimum areas and room dimensions.</p>	<p>N/A Yes Yes Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Apartment type	Min. internal area											
Studio	35sqm											
One bedroom	50sqm											
Two bedroom	70sqm											
Three bedroom	90sqm											

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies						
<p>Design Criteria</p> <p>Habitable room depths are limited to a maximum of 2.5 x the ceiling height.</p> <p>In open plan layouts (where the living, dining and kitchen are combined) the maximum habitable room depth is 8m from a window.</p> <p>Master bedrooms have a minimum area of 10sqm and other bedrooms 9sqm (excluding wardrobe space).</p> <p>Bedrooms have a minimum dimension of 3m (excluding wardrobe space) Living rooms or combined living/dining rooms have a minimum width of:</p> <ul style="list-style-type: none"> <li>• 3.6m for studio and one bedroom apartments</li> <li>• 4m for two and three bedroom apartments. The width of cross-over or cross- through apartments are at least 4m internally to avoid deep narrow apartment layouts.</li> </ul> <p>Access to bedrooms, bathrooms and laundries is separated from living areas minimising direct openings between living and service areas.</p> <p>All bedrooms allow a minimum length of 1.5m for robes.</p> <p>The main bedroom of an apartment or a studio apartment should be provided with a wardrobe of a minimum 1.8m long, 0.6m deep and 2.1m high.</p> <p>Apartment layouts allow flexibility over time, design solutions may include various options.</p>	<p>Bedrooms less than maximum depth permissible.</p> <p>Less than 8m depth when measured from the distance from the back of the kitchen wall to the first opening i.e. the sliding door to the side of the living room.</p> <p>Mostly complies except for bed 2 in unit 3 - 8.9sqm and bed 3 in units 2.5, 3.5, 4.5 - 9sqm.</p> <p>Proposal complies.</p> <p>Proposal complies.</p> <p>More than 1.5m length for each unit.</p> <p>Provided for each unit.</p> <p>Flexible apartment layouts provided.</p>	<p>Yes</p> <p>Yes</p> <p>Yes, generally</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>						
<p><b>4E Private open space and balconies</b></p> <p>Design Criteria</p> <p>All apartments are required to have primary balconies as follows:</p> <table border="1" data-bbox="188 1957 762 2020"> <thead> <tr> <th>Apartment type</th> <th>Min. area</th> <th>Min. depth</th> </tr> </thead> <tbody> <tr> <td>Studio</td> <td>4sqm</td> <td>-</td> </tr> </tbody> </table>	Apartment type	Min. area	Min. depth	Studio	4sqm	-	<p>Ground level courtyard spaces between 36.5sqm to 61.4sqm. Upper level</p>	<p>Yes</p>
Apartment type	Min. area	Min. depth						
Studio	4sqm	-						

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance			Proposal	Complies
One bedroom	8sqm	2m	balcony sizes range from 11.24sqm to 15.71sqm – depths okay	
Two bedroom	10sqm	2m		
Three + bedroom	12sqm	2.4m		
<p>For apartments at ground level or on a podium or similar structure, a private open space is provided instead of a balcony.</p>			Private open space dedicated to each ground floor unit.	Yes
<p>It must have a minimum area of 15sqm and a minimum depth of 3m.</p>			More than 15sqm and depth of 3m proposed.	Yes
<p>Design Guidance</p>				
<p>Increased communal open space should be provided where the number or size of balconies are reduced.</p>			Adequate sized communal open space is provided.	Yes
<p>Storage areas on balconies is additional to the minimum balcony size.</p>			No storage on balconies proposed.	Yes
<p>Natural ventilation also needs to be demonstrated.</p>			Natural ventilation proposed.	Yes
<p>Primary open space and balconies should be located adjacent to the living room, dining room or kitchen to extend the living space.</p>			Proposed for each unit.	Yes
<p>Private open spaces and balconies predominantly face north, east or west.</p>			The majority of the units face these directions.	Yes
<p>Primary open space and balconies should be orientated with the longer side facing outwards or be open to the sky to optimise daylight access into adjacent rooms.</p>			Longer side faces outwards.	Yes
<p>Solid, partially solid or transparent fences and balustrades are selected to respond to the location.</p>			Suitable balustrades and fences to be used.	Yes
<p>They are designed to allow views and passive surveillance of the street while maintaining visual privacy and allowing for a range of uses on the balcony.</p>			Balconies designed to encourage passive surveillance and allow views.	Yes
<p>Solid and partially solid balustrades are preferred.</p>			A range of solid and transparent balustrades is proposed.	Yes
<p>Full width full height glass balustrades alone are generally not desirable.</p>			Only corner balconies have part glass and part solid balustrade.	Yes
<p>Projecting balconies should be integrated into the building design and the design of soffits considered.</p>			Balconies are integrated with the building design.	Yes

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Design Criteria/Design Guidance	Proposal	Complies
Downpipes and balcony drainage are integrated with the overall facade and building design.	Proposed.	Yes
Air-conditioning units should be located on roofs, in basements, or fully integrated into the building design.	Condition of consent to be imposed.	Yes
Where clothes drying, storage or air conditioning units are located on balconies, they should be screened and integrated in the building design.	Condition of consent to be imposed.	Yes
Ceilings of apartments below terraces should be insulated to avoid heat loss.	Insulation installed to these units.	Yes
Water and gas outlets should be provided for primary balconies and private open space.	To be provided at CC stage.	Yes
Changes in ground levels or landscaping are minimised.	Minimal changes proposed.	Yes
Design and detailing of balconies avoids opportunities for climbing and falls.	Suitable balcony designs to avoid such activities.	Yes
<p><b>4F Common circulation and spaces</b></p> <p>Design Criteria</p> <p>The maximum number of apartments off a circulation core on a single level is eight.</p> <p>Design Guidance</p> <p>Greater than minimum requirements for corridor widths and/ or ceiling heights allow comfortable movement and access particularly in entry lobbies, outside lifts and at apartment entry doors.</p> <p>Daylight and natural ventilation should be provided to all common circulation spaces that are above ground.</p> <p>Windows should be provided in common circulation spaces and should be adjacent to the stair or lift core or at the ends of corridors.</p> <p>Longer corridors greater than 12m in length from the lift core should be articulated.</p> <p>Design common circulation spaces to maximise opportunities for dual aspect apartments, including multiple core apartment buildings and cross over apartments.</p>	<p>Seven units proposed on each level.</p> <p>Appropriate corridor widths and ceiling heights proposed.</p> <p>Not proposed.</p> <p>Not proposed.</p> <p>Less than 12m from lift core.</p> <p>Common circulation designed to achieve different unit layouts.</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies										
<p>Achieving the design criteria for the number of apartments off a circulation core may not be possible.</p> <p>Primary living room or bedroom windows should not open directly onto common circulation spaces, whether open or enclosed.</p> <p>Visual and acoustic privacy from common circulation spaces to any other rooms should be carefully controlled.</p> <p>Direct and legible access should be provided between vertical circulation points and apartment entries by minimising corridor or gallery length to give short, straight, clear sight lines.</p> <p>Tight corners and spaces are avoided.</p> <p>Circulation spaces should be well lit at night.</p> <p>Legible signage should be provided for apartment numbers, common areas and general wayfinding incidental spaces.</p>	<p>Design criteria achieved - seven units on each level.</p> <p>Not proposed.</p> <p>Owners corporation to encourage low noise in common circulation areas.</p> <p>Direct and legible access provided.</p> <p>No such building elements proposed.</p> <p>Appropriate level of lighting proposed.</p> <p>Appropriate signage to be installed.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>										
<p><b>4G Storage</b></p> <p>Design Criteria</p> <p>In addition to storage in kitchens, bathrooms and bedrooms, the following storage is provided:</p> <table border="1" data-bbox="193 1462 762 1626"> <thead> <tr> <th>Apartment type</th> <th>Min. volume</th> </tr> </thead> <tbody> <tr> <td>Studio</td> <td>4 m<sup>3</sup></td> </tr> <tr> <td>One bedroom</td> <td>6 m<sup>3</sup></td> </tr> <tr> <td>Two bedroom</td> <td>8 m<sup>3</sup></td> </tr> <tr> <td>Three bedroom</td> <td>10 m<sup>3</sup></td> </tr> </tbody> </table> <p>At least 50% of the required storage is to be located within the apartment.</p> <p>Design Guidance</p> <p>Storage is accessible from either circulation or living areas.</p> <p>Storage provided on balconies (in addition to the minimum balcony size) is integrated into the balcony design, weather proof and screened from view from the street.</p>	Apartment type	Min. volume	Studio	4 m <sup>3</sup>	One bedroom	6 m <sup>3</sup>	Two bedroom	8 m <sup>3</sup>	Three bedroom	10 m <sup>3</sup>	<p>Not proposed</p> <p>Between 7m<sup>3</sup> and 7.7m<sup>3</sup></p> <p>Between 8.3m<sup>3</sup> and 11.8m<sup>3</sup></p> <p>Between 11.4m<sup>3</sup> and 12m<sup>3</sup></p> <p>No apartments contain 50% within the unit.</p> <p>Accessible via both in most units.</p> <p>No storage on balconies – condition of consent recommended.</p>	<p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>
Apartment type	Min. volume											
Studio	4 m <sup>3</sup>											
One bedroom	6 m <sup>3</sup>											
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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>Left over space such as under stairs is used for storage.</p> <p>Storage not located in apartments is secure and clearly allocated to specific apartments.</p> <p>Storage is provided for larger and less frequently accessed items.</p> <p>Storage space in internal or basement car parks is provided at the rear or side of car spaces or in cages so that allocated car parking remains accessible.</p> <p>Storage not located in an apartment is integrated into the overall building design and is not visible from the public domain.</p>	<p>Proposed.</p> <p>Storage allocated to each unit provided in basement.</p> <p>Available for these types of items.</p> <p>Storage areas will be accessible.</p> <p>Storage located in basement, not visible.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4H Acoustic privacy</b></p> <p>Design Guidance</p> <p>Adequate building separation is provided within the development and from neighbouring buildings/adjacent uses.</p> <p>Window and door openings are generally orientated away from noise sources.</p> <p>Noisy areas within buildings including building entries and corridors should be located next to or above each other and quieter areas next to or above quieter areas.</p> <p>Storage, circulation areas and non-habitable rooms should be located to buffer noise from external sources.</p> <p>The number of party walls (walls shared with other apartments) are limited and are appropriately insulated.</p> <p>Noise sources such as garage doors, driveways, service areas, plant rooms, building services, mechanical equipment, active communal open spaces and circulation areas should be located at least 3m away from bedrooms.</p> <p>Internal apartment layout separates noisy spaces from quiet spaces, using a number of the following design solutions:</p>	<p>Adequate building separation provided.</p> <p>Window and door openings strategically located.</p> <p>Proposed.</p> <p>Unit layouts designed to buffer noise.</p> <p>Party walls limited and to be insulated in accordance with BCA.</p> <p>More than 3m distance to bedrooms.</p> <p>Apartment layouts designed appropriately.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<ul style="list-style-type: none"> <li>• rooms with similar noise requirements are grouped together</li> <li>• doors separate different use zones</li> <li>• wardrobes in bedrooms are co-located to act as sound buffers.</li> </ul> <p>Where physical separation cannot be achieved noise conflicts are resolved using the following design solutions:</p> <ul style="list-style-type: none"> <li>• double or acoustic glazing</li> <li>• acoustic seals</li> <li>• use of materials with low noise penetration properties</li> <li>• continuous walls to ground level courtyards where they do not conflict with streetscape or other amenity requirements.</li> </ul>	<p>Acoustic mitigation measures installed where required</p>	<p>Yes</p>
<p><b>4K Apartment mix</b></p> <p>Design Guidance</p> <p>A variety of apartment types is provided.</p> <p>The apartment mix is appropriate taking into consideration the distance to public transport, schools and employment.</p> <p>Flexible apartment configurations are provided to support diverse household types and stages of life including single person households, families, multi- generational families and group households.</p> <p>Different apartment types are located to achieve successful facade composition and to optimise solar access.</p> <p>Larger apartment types are located on the ground or roof level where there is potential for more open space and on corners where more building frontage is available.</p>	<p>Three x one-bedroom units, 22 x two-bedroom units and three x three-bedroom units.</p> <p>Appropriate mix of units is provided given the characteristics of the area.</p> <p>Various apartment layouts are proposed to cater for different types of households.</p> <p>Proposed.</p> <p>Larger apartments throughout building but generally located on corners.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4L Ground floor apartments</b></p> <p>Design Guidance</p> <p>Direct street access should be provided to ground floor apartments.</p>	<p>Ground floor units will have direct street access from private open space.</p>	<p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>Activity is achieved through front gardens, terraces and the facade of the building.</p> <p>Privacy and safety should be provided without obstructing casual surveillance.</p> <p>Solar access should be maximised through:</p> <ul style="list-style-type: none"> <li>• high ceilings and tall windows</li> <li>• trees and shrubs that allow solar access in winter and shade in summer.</li> </ul>	<p>Private and communal open space provided on ground level.</p> <p>Proposed.</p> <p>Solar access maximised due to taller sliding windows for living areas, landscape plan consistent with design guide.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4M Facades</b></p> <p>Design Guidance</p> <p>Design solutions for front building facades may include:</p> <ul style="list-style-type: none"> <li>• a composition of varied building elements</li> <li>• a defined base, middle and top of buildings</li> <li>• revealing and concealing certain elements</li> <li>• changes in texture, material, detail and colour to modify the prominence of elements.</li> </ul> <p>Building services should be integrated within the overall façade.</p> <p>Building facades should be well resolved with an appropriate scale and proportion to the streetscape and human scale.</p> <p>Shadow is created on the facade throughout the day with building articulation, balconies and deeper window reveals.</p> <p>Building entries should be clearly defined.</p> <p>Important corners are given visual prominence through a change in articulation, materials or colour, roof expression or changes in height.</p> <p>The apartment layout should be expressed externally through facade features such as party walls and floor slabs.</p>	<p>Proposed building faces two street frontages and the façade includes a number of building elements and materials including separation of the upper levels to the top level.</p> <p>Building services to be integrated – condition imposed.</p> <p>Proposed building scale is encouraged through building envelope controls.</p> <p>Can be achieved.</p> <p>Entrance on Nardoo Street is clearly defined due to the awning structure and pedestrian access elements.</p> <p>The site is located on a corner and it is agreed that its corner position is celebrated via a wide variety of attractive materials and colours as well as architectural building features.</p> <p>Façade features achieve this expression.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p><b>4N Roof design</b></p> <p>Design Guidance</p> <p>Roof design relates to the street. Design solutions may include:</p> <ul style="list-style-type: none"> <li>• special roof features and strong corners</li> <li>• use of skillion or very low pitch hipped roofs</li> <li>• breaking down the massing of the roof by using smaller elements to avoid bulk</li> <li>• using materials or a pitched form complementary to adjacent buildings.</li> </ul> <p>Roof treatments should be integrated with the building design.</p> <p>Roof design maximises solar access to apartments during winter and provides shade during summer.</p>	<p>The proposed roof relates to the street. Skillion elements proposed that provide an interesting streetscape appearance and highlight the building’s architectural merit.</p> <p>Roof treatments integrated with the building.</p> <p>Solar access maximised due to roof design.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4O Landscape design</b></p> <p>Design Guidance</p> <p>Landscape design should be environmentally sustainable and can enhance environmental performance by incorporating:</p> <ul style="list-style-type: none"> <li>• diverse and appropriate planting</li> <li>• bio-filtration gardens</li> <li>• appropriately planted shading trees</li> <li>• areas for residents to plant vegetables and herbs</li> <li>• composting</li> <li>• green roofs or walls.</li> </ul> <p>Ongoing maintenance plans should be prepared.</p> <p>Microclimate is enhanced by:</p> <ul style="list-style-type: none"> <li>• appropriately scaled trees near the eastern and western elevations for shade</li> <li>• a balance of evergreen and deciduous trees to provide shading in summer and sunlight access in winter</li> <li>• shade structures such as pergolas for balconies and courtyards</li> <li>• tree and shrub selection considers size at maturity and the potential for roots to compete.</li> </ul>	<p>Proposed landscaping designed to be sustainable.</p> <p>To be prepared by owners corporation – condition of consent imposed.</p> <p>Choice of plant species and their locations are to enhance the microclimate – landscape plan submitted by practising professional designer.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>Landscape design responds to the existing site conditions including:</p> <ul style="list-style-type: none"> <li>• changes of levels</li> <li>• views</li> <li>• significant landscape features including trees and rock outcrops.</li> </ul> <p>Significant landscape features should be protected by:</p> <ul style="list-style-type: none"> <li>• tree protection zones</li> <li>• appropriate signage and fencing during construction.</li> </ul> <p>Plants selected should be endemic to the region and reflect the local ecology.</p>	<p>Suitable landscaping in response to the site conditions.</p> <p>Condition imposed requiring protection and preservation of trees that are to be kept on site.</p> <p>Landscape plan okay.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4P Planting on structures</b></p> <p>Design Guidance</p> <p>Plants are suited to site conditions, considerations include:</p> <ul style="list-style-type: none"> <li>• drought and wind tolerance</li> <li>• seasonal changes in solar access</li> <li>• modified substrate depths for a diverse range of plants</li> <li>• plant longevity.</li> </ul> <p>A landscape maintenance plan is prepared</p> <p>Irrigation and drainage systems respond to:</p> <ul style="list-style-type: none"> <li>• changing site conditions</li> <li>• soil profile and the planting regime</li> <li>• whether rainwater, stormwater or recycled grey water is used.</li> </ul> <p>Building design incorporates opportunities for planting on structures.</p>	<p>Appropriate selection of plants chosen.</p> <p>Condition imposed.</p> <p>Creepers/green wall on two walls of garbage room.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4Q Universal design</b></p> <p>Design Guidance</p> <p>Developments achieve a benchmark of 20% of the total apartments incorporating the Liveable Housing Guideline's silver level universal design features.</p>	<p>21% (six units).</p>	<p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>Adaptable housing should be provided in accordance with the relevant council policy.</p> <p>Apartment design incorporates flexible design solutions which may include:</p> <ul style="list-style-type: none"> <li>• rooms with multiple functions</li> <li>• dual master bedroom apartments with separate bathrooms</li> <li>• larger apartments with various living space options</li> <li>• open plan 'loft' style apartments with only a fixed kitchen, laundry and bathroom.</li> </ul>	<p>DCP requires 10% of dwellings to be adaptable - 11% (three units) to be provided on ground level.</p> <p>Flexible internal layouts proposed for adaptable units.</p>	<p>Yes</p> <p>Yes</p>
<p><b>4U Energy efficiency</b></p> <p>Design Guidance</p> <p>Adequate natural light is provided to habitable rooms (see 4A Solar and daylight access).</p> <p>Well located, screened outdoor areas should be provided for clothes drying.</p> <p>A number of the following design solutions are used:</p> <ul style="list-style-type: none"> <li>• rooms with similar usage are grouped together</li> <li>• natural cross ventilation for apartments is optimised</li> <li>• natural ventilation is provided to all habitable rooms and as many non-habitable rooms, common areas and circulation spaces as possible.</li> </ul>	<p>Appropriate level of natural light is provided.</p> <p>Clothes lines to be located in communal open space.</p> <p>All these principles are optimised for the proposal.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4V Water management and conservation</b></p> <p>Design Guidance</p> <p>Water efficient fittings, appliances and wastewater reuse should be incorporated.</p> <p>Apartments should be individually metered.</p> <p>Rainwater should be collected, stored and reused on site.</p> <p>Drought tolerant, low water use plants should be used within landscaped areas.</p>	<p>Proposed as per BASIX Certificate.</p> <p>To be detailed at CC stage.</p> <p>Reuse tanks proposed.</p> <p>Proposed as per landscape plan.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<p>A number of the following design solutions are used:</p> <ul style="list-style-type: none"> <li>• runoff is collected from roofs and balconies in water tanks and plumbed into toilets, laundry and irrigation</li> <li>• porous and open paving materials is maximised</li> <li>• on site stormwater and infiltration, including bio-retention systems such as rain gardens or street tree pits.</li> </ul>	<p>Stormwater plan shows compliance – also condition(s) recommended</p>	<p>Yes</p>
<p><b>4W Waste management</b></p> <p>Design Guidance</p> <p>Adequately sized storage areas for rubbish bins should be located discreetly away from the front of the development or in the basement car park.</p> <p>Waste and recycling storage areas should be well ventilated.</p> <p>Circulation design allows bins to be easily manoeuvred between storage and collection points.</p> <p>Temporary storage should be provided for large bulk items such as mattresses.</p> <p>A waste management plan should be prepared.</p> <p>All dwellings should have a waste and recycling cupboard or temporary storage area of sufficient size to hold two days worth of waste and recycling.</p> <p>Communal waste and recycling rooms are in convenient and accessible locations related to each vertical core.</p>	<p>Garbage room located within building on ground level.</p> <p>Proposed.</p> <p>Direct bin manoeuvrability proposed.</p> <p>Space in garbage room may be provided.</p> <p>Submitted with application and referenced in recommended condition.</p> <p>Provided in unit kitchens.</p> <p>Located adjacent to lift on each floor.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><b>4X Building maintenance</b></p> <p>Design Guidance</p> <p>A number of the following design solutions are used:</p> <ul style="list-style-type: none"> <li>• roof overhangs to protect walls</li> <li>• hoods over windows and doors to protect openings</li> </ul>	<p>Roof overhang provided, window awnings/hoods as per BASIX. No planter boxes provided.</p>	<p>Yes</p>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Design Criteria/Design Guidance	Proposal	Complies
<ul style="list-style-type: none"> <li>• detailing horizontal edges with drip lines to avoid staining of surfaces</li> <li>• methods to eliminate or reduce planter box leaching</li> <li>• appropriate design and material selection for hostile locations.</li> </ul>		
<p>Window design enables cleaning from the inside of the building.</p>	<p>All windows can be cleaned from the inside.</p>	<p>Yes</p>
<p>Building maintenance systems should be incorporated and integrated into the design of the building form, roof and façade.</p>	<p>Proposed.</p>	<p>Yes</p>
<p>Design solutions do not require external scaffolding for maintenance access.</p>	<p>Proposed.</p>	<p>Yes</p>
<p>Manually operated systems such as blinds, sunshades and curtains are used in preference to mechanical systems.</p>	<p>Proposed.</p>	<p>Yes</p>
<p>Centralised maintenance, services and storage should be provided for communal open space areas within the building.</p>	<p>Proposed within garbage room.</p>	<p>Yes</p>
<p>A number of the following design solutions are used:</p> <ul style="list-style-type: none"> <li>• sensors to control artificial lighting in common circulation and spaces</li> <li>• natural materials that weather well and improve with time such as face brickwork</li> <li>• easily cleaned surfaces that are graffiti resistant</li> <li>• robust and durable materials and finishes are used in locations which receive heavy wear and tear, such as common circulation areas and lift interiors.</li> </ul>	<p>Would be detailed at CC stage.</p>	<p>Yes</p>

The development exhibits a high level of compliance with the Apartment Design Guide (ADG). However, there are two aspects of the proposed development that do not accord with the guide. These are discussed below:

**Provision of natural light to internal circulation spaces**

The ADG recommends that internal circulation spaces are provided with natural light sources such as windows and skylights. The subject proposal does not comply with this recommendation.

### 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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The internal circulation space on each level is located within the centre of the building. It is considered more appropriate and of greater long-term benefit to residents that apartments are located on the exteriors of the building, increasing the amount of natural light available to habitable living areas.

The non-compliance is considered to be minor and is therefore supported.

#### **Internal storage areas**

The ADG recommends that at least 50 per cent of the required internal storage space is provided within the unit. The subject proposal does not comply with this recommendation.

The applicant argues that the non-compliance with that recommendation has been offset by providing more than the minimum requirements for both internal storage space and private open space.

The minor non-compliance is considered to be less than significant and is therefore supported.

#### **2.3 State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004**

State Environmental Planning Policy (Building Sustainability Index: BASIX) 2002 (BASIX SEPP) required additional residential development to nominate and incorporate sustainability commitments to reduce water and energy consumption.

In accordance with the BASIX SEPP, mandatory sustainability commitments required in the accompanying BASIX Certificate (No. 666780M) have been included in the architectural plans. The proposed development satisfies the BASIX SEPP.

#### **2.4 Campbelltown (Urban Area) Local Environmental Plan 2002**

Owing to the time at which the development application was lodged, even though Campbelltown (Urban Area) Local Environmental Plan no longer applies to this site, it is the relevant local environmental planning instrument for the purpose of this assessment.

The subject site is zoned 10(b) - Regional Comprehensive Centre Zone under the provisions of Campbelltown (Urban Area) Local Environmental Plan 2002. The proposed development is defined as a residential flat building, and is permissible with Council's development consent within the zone.

The relevant objectives of the 10(b) - District Comprehensive Centre Zone are:

- a) to provide space for a wide range of retail, commercial and like needs to serve the districts within the City of Campbelltown, and
  - e) to encourage a variety of forms of higher density housing, including accommodation for older people and people with disabilities, in locations which are accessible to public transport, employment, retail, commercial and service facilities.
-

### 3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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A further objective of this zone is to encourage a high quality standard of development which is aesthetically pleasing, functional and relates sympathetically to nearby and adjoining development.

Consent must not be granted for development on land within this zone unless the consent authority is of the opinion that carrying out the proposed development would be consistent with one or more of the objectives of this zone.

The proposed development is consistent with objective (e) listed above, as it proposes a higher density form of housing in a location which is highly accessible to public transport, employment, retail, commercial and service facilities.

In addition, the proposed development is consistent with the further objective of the zone (encouraging a high quality standard of development which is aesthetically pleasing, functional and relates sympathetically to nearby and adjoining development).

As discussed earlier in the report, the proposal is considered to be very compliant with the recommendations made in the ADG. The proposal also responds well to the context of the site well and satisfies the objectives of the applicable recommended standards.

Clause 65 of the Plan applies to the site. The Clause was made following adoption of an amendment to the LEP in 2008, which permitted residential apartment buildings in certain parts of Ingleburn town centre where they had not previously been allowed. The Clause requires that the only permissible land uses on land affected by the Clause are home activities and residential flat buildings. The proposal is consistent with the Clause as it is seeking consent for a residential flat building.

Therefore, the development is permissible with Council's consent at the site.

## **2.5 Draft Campbelltown Local Environmental Plan 2014**

The application was lodged after the commencement of the exhibition of the draft Campbelltown Local Environmental Plan 2014 (draft CLEP) on 12 June 2014. Accordingly, under Section 79C(1)(a)(ii), the provisions of the draft CLEP must be taken into consideration in the assessment of the application. An assessment of the application against the relevant provisions of the draft CLEP is presented below:

### **Zoning**

The draft zoning of the subject property under the draft CLEP 2014 is R4 – High Density Residential. Residential flat buildings are permissible within the R4 zone.

The objectives of the R4 zone are as follows:

- to provide for the housing needs of the community within a high density residential environment
  - to provide a variety of housing types within a high density residential environment
-

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- to enable other land uses that provide facilities or services to meet the day to day needs of residents
- to encourage high density residential development in close proximity to centres and public transport hubs
- to maximise redevelopment and infill opportunities for high density housing within walking distance of centres
- to enable development for purposes other than residential only if that development is compatible with the character and scale of the living area
- to minimise overshadowing and ensure a desired level of solar access to all properties.

The proposed development provides for the housing needs of the community within walking distance of Campbelltown CBD and maintains an appropriate level of solar access to adjoining properties. The proposed development satisfies the applicable objectives above.

### **Height of Buildings**

- a. to nominate a range of building heights that will provide a transition in built form and land use intensity across the Campbelltown Local Government Area
- b. to ensure that the heights of buildings reflect the intended scale of development appropriate to the locality and the proximity within and to business centres and transport facilities
- c. to provide for built form that is compatible with the hierarchy and role of centres
- d. to assist in the minimisation of opportunities for undesirable visual impact, disruption to views, loss of privacy and loss of solar access to existing and future development and to the public domain.

Under the draft CLEP, the maximum building height applying to the subject site is 15 metres. The proposed residential flat building would have a maximum height of 14.30 metres and therefore complies with the draft provision.

Clause 7.13 also applies and requires Council to consider the 'design excellence' of a building in certain zones, including the R4 zone.

In considering whether development to which this clause applies exhibits design excellence, the consent authority must have regard to the following matters:

- a. whether a high standard of architectural design, materials and detailing appropriate to the building type and location will be achieved,
  - b. whether the form and external appearance of the development will improve the quality and amenity of the public domain,
  - c. whether the development detrimentally impacts on view corridors,
-

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- d. how the development addresses the following matters:
- i. the suitability of the land for development
  - ii. existing and proposed uses
  - iii. heritage issues and streetscape constraints
  - iv. bulk, massing and modulation of buildings
  - v. street frontage heights
  - vi. environmental impacts such as sustainable design, overshadowing, wind and reflectivity
  - vii. the achievement of the principles of ecologically sustainable development
  - viii. pedestrian, cycle, vehicular and service access, circulation and requirements
  - ix. the impact on, and any proposed improvements to, the public domain
  - x. the interface with the public domain
  - xi. the quality and integration of landscape design.

The proposal exhibits a high level of architectural merit and is considered to provide a satisfactory level of liveability for future residents. The building's appearance at street level is acceptable and it contributes positively to future neighbourhood character for this precinct. Furthermore, the proposal is considered to be highly compatible with Council's current planning objectives and controls.

Accordingly, the proposal is deemed to be consistent with the draft LEP, which has since been gazetted in a relatively unchanged format as it relates to this specific site and development type.

## 2.6 Campbelltown (Sustainable City) Development Control Plan 2014

The application has been assessed under the provisions of the now repealed Campbelltown (Sustainable City) Development Control Plan 2014 (SCDCP).

### Part 2 – Requirements Applying to All Types of Development

The general provisions of Part 2 of the Plan apply to all types of development. Compliance with the relevant provisions of Part 2 of the Plan is discussed as follows:

**Views and Vistas** – The proposed development would not obstruct views of any of Campbelltown's important views and vistas.

**Sustainable Building Design** – A BASIX certificate (No. 666780M) has been submitted for the proposed apartment building demonstrating that the relevant water, energy and thermal comfort targets will be met.

**Landscaping** – A landscape plan has been prepared by a landscape architect. The application provides an adequate amount of landscaping, which surrounds the boundaries of the site and within the private open spaces areas of the ground floor apartments. The application proposes to retain two existing mature trees, which would enhance the landscape quality and visual character of the development.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**Cut, Fill and Floor Levels** – Any excavation within the zone of influence of any other structure requires a dilapidation report demonstrating that adequate ameliorative measures are to be implemented to protect the integrity of any structure. A condition requiring a dilapidation report to be obtained has been recommended.

**Stormwater** – The application was referred to Council’s Development Engineer, and recommended conditions of consent were provided. Council’s Technical Services section advised that the proposal was satisfactory in terms of potential flooding impact.

**Security** – The proposed development is satisfactory with regard to security. Appropriate delineation between public and private space would be provided, and casual surveillance opportunities have been incorporated into the design.

**Waste Management** – A Waste Management Plan for construction and operation of the development has been submitted. Waste would be collected by truck from the kerb, using a combination of 1,100 litre bulk garbage bins and standard 240 litre recycling bins.

**Part 5 – Residential Apartment Buildings and Mixed-Use Development**

Control	Required	Proposed	Compliance
Height max.	Four storeys	Six storeys	Yes
Site area	Residential apartment buildings shall not be erected on land having an area less than 1,200sqm	The total site area of the proposed development is 1,725sqm	Yes
Allotment width	Minimum allotment width of 30m	The allotment width at both Nardoo and Suffolk Street exceeds 30m	Yes
Amalgamation	Sites shall be amalgamated where required	Condition of consent to comply	Yes
Isolated allotment	Development shall not result in an “isolated allotment” adjoining the development site	The proposed development is not considered to isolate the adjoining sites. All adjoining properties would remain available for future development at a higher density	Yes
Setbacks	Residential apartment buildings shall be setback a minimum of 5.5m from any street boundary	Minimum 6m	Yes

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

<b>Control</b>	<b>Required</b>	<b>Proposed</b>	<b>Compliance</b>
<b>Setbacks</b>	Residential apartment buildings shall be setback a minimum of 6m from any other boundary	North eastern boundary: 6m South eastern boundary: 6m	Yes
<b>One bedroom apartments</b>	A minimum of 5% of the total number of dwellings within a residential apartment building shall be one-bedroom apartments(s) or a studio(s)	Total dwellings = 28 Number of one-bedroom = three 11% of all dwellings would be one-bedroom apartments	Yes
<b>Adaptable dwellings</b>	A minimum of 10% of the total dwellings shall be adaptable dwelling(s)	Total dwellings = 48 Adaptable dwellings = three 11% of all dwellings are adaptable	Yes
<b>Floor space – 1 bedroom</b>	The floor space occupied by each dwelling within a residential apartment building shall not be less than 60sqm in the case of a one-bedroom apartment	One apartment is less than 60sqm	Partial non-compliance See discussion below
<b>Floor space – 2 bedroom</b>	The floor space occupied by each dwelling within a residential apartment building shall not be less than 90sqm in the case of a two-bedroom apartment	The proposed two-bedroom apartments would range from 79sqm to 86sqm	No See discussion below
<b>Floor space – 3 bedroom</b>	The floor space occupied by each dwelling within a residential apartment building shall not be less than 125sqm in the case of a three-bedroom apartment or more	The proposed three-bedroom apartments are 99.5sqm	No See discussion below
<b>Dwellings accessible from lobby</b>	A maximum of eight dwellings shall be accessible from a common lobby area or corridor on each level of a residential apartment building	Seven dwellings are proposed to be accessed from a common lobby area on each floor	Yes

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Control	Required	Proposed	Compliance
<b>Lift Access</b>	All residential apartment buildings shall contain at least one lift for access from the basement to the upper most storey that provide access to a dwelling space	Lifts provide access between basement parking levels and all floors within the building	Yes
<b>Lift Access</b>	A maximum of 50 dwellings shall be accessible from a single common lift	The development proposes a maximum of 28 apartments accessed from a single common lift	Yes
<b>Lift Access</b>	Access to lifts shall be direct and well illuminated	Access to the lift is centralised	Yes
<b>Storage</b>	<p>Each apartment shall be provided with an 'incidentals' storage facility within the unit and/or the basement, which shall be available for personal use of the occupants off each dwelling, and designed and constructed of materials to Council's satisfaction. Such storage facility shall have a storage capacity of no less than:</p> <ul style="list-style-type: none"> <li>i. 8 cubic metres in case of a one bedroom apartment</li> <li>ii. 10 cubic metres in the case of a two-bedroom apartment</li> <li>iii. 12 cubic metres in the case of a three-bedroom apartment</li> </ul>	<p>Compliant storage is provided</p> <p>Condition of consent to comply</p>	<p>Yes</p> <p>Yes</p>
<b>Car parking and access</b>	All parking shall be in accordance with AS2890 (as amended), except as otherwise specified in the Plan	Condition of consent to comply with AS2890 (as amended)	Yes

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Control	Required	Proposed	Compliance
<b>Parking dimensions</b>	The minimum dimensions of any parking space shall be 2.5 x 5.5m. The minimum width of any car parking space shall be increased by 300mm for each side that adjoins a vertical edge	Condition of consent to comply	Yes
<b>Driveways</b>	Driveways shall be located a minimum distance of 6m from the splay of any un-signalled intersection	Access driveway is located >6m from the splay of an un-signalled intersection	Yes
<b>Traffic Impact Statement</b>	For development incorporating 75 or more dwellings, the DA shall be accompanied by a traffic impact assessment report	The proposal is for 28 apartments however, a traffic impact assessment has been provided demonstrating that the projected increase in traffic activity as a consequence of the development proposal would not have any unacceptable traffic implications in terms of road network capacity	Yes
<b>Basement car parking</b>	Development containing three or more storeys shall provide all required car parking at basement level	The application proposes parking in two basement levels	Yes
<b>Ground level parking</b>	Parking provided at ground level shall be appropriately screened from public view	Parking is not proposed to be located at ground level	N/A
<b>Car parking rates</b>	Each dwelling shall be provided with a minimum of one car parking space and:  i. an additional car parking space for every four dwellings (or part thereof) and  ii. an additional visitor car parking space for every 10 dwellings (or part thereof)	28 spaces plus;  i. seven additional spaces plus ii. three visitor spaces  = 38 spaces required  The development proposes 38 basement car parking spaces, including three visitor car parking spaces  A car wash down bay is also provided	Yes

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Control	Required	Proposed	Compliance
<b>Stacked parking</b>	No required car parking space shall be in a stacked configuration	No stacked parking proposed	Yes
<b>Bicycle storage</b>	Each development shall make provision for bicycle storage at a rate of one space per five dwellings within common property	The proposal is required to provide for six bicycle storage areas. The proposal provides for eight spaces	Yes
<b>Solar access</b>	Buildings shall be orientated and sited to maximise northern sunlight to internal living and open space	The building has been oriented and sited to maximise sunlight to living areas and open space areas	Yes
<b>Solar access</b>	A minimum 20sqm area of the required private open space on adjoining land (having a minimum width of 3m) shall receive three hours of continuous direct solar access on 21 June between 9.00am and 3.00pm measured at ground level	The adjoining dwellings would continue to receive three hours of continuous direct solar access on 21 June between 9.00am and 3.00pm measured at ground level of the required open space	Yes
<b>Private open space</b>	Apartments shall be provided with a private courtyard and/or balcony	All proposed 28 apartments have access to a private courtyard/balcony	Yes
<b>Courtyards/balconies</b>	<p>Courtyards/balconies shall be:</p> <ul style="list-style-type: none"> <li>i. not less than 8sqm in area and have a minimum depth of 2m</li> <li>ii. clearly defined and screened for private use</li> <li>iii. oriented to achieve comfortable year round use</li> <li>iv. accessible from a main living area of the apartment</li> </ul>	<ul style="list-style-type: none"> <li>i. All balconies have an area of 8sqm and 2m wide (plus additional area)</li> <li>ii. All proposed private open space is clearly defined and screened</li> <li>iii. Complies</li> <li>iv. Complies</li> </ul>	<ul style="list-style-type: none"> <li>i. Yes</li> <li>ii. Yes</li> <li>iii. Yes</li> <li>iv. Yes</li> </ul>

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Control	Required	Proposed	Compliance
<b>Privacy screen</b>	Ground level apartments, incorporating a courtyard shall be provided with a privacy screen	Ground level courtyards are proposed to be fitted with fences between them	Yes
<b>Privacy</b>	No windows of a habitable room or balcony shall directly face a window of another habitable room, balcony or private courtyard off another dwelling located within 9m of the proposed window or balcony	Windows of a habitable room or balcony do not directly face a window of another habitable room, balcony or private courtyard	Yes
<b>Outdoor recreation</b>	Each apartment building shall be provided with communal recreation facilities for use of all occupants comprising: <ul style="list-style-type: none"> <li>i. a recreation room with a minimum area of 50sqm per 50 dwellings</li> <li>ii. a BBQ/outdoor dining area with a minimum area of 50sqm per 50 dwellings</li> </ul>	Indoor communal room and outdoor communal recreation/barbecue area is proposed	Yes
<b>Recreation facilities</b>	Communal recreation facilities shall not be located within the primary or secondary street boundary setback	The proposal provides a common/communal outdoor area which is not located within the primary or secondary setback	Yes
<b>Waste Management</b>	All buildings shall be provided with household garbage bins at the following rates: <ul style="list-style-type: none"> <li>i. a 240L bin/three dwellings/week for household garbage; or</li> <li>ii. 1000L bulk bin/12</li> </ul>	<ul style="list-style-type: none"> <li>i. N/A</li> <li>ii. 4 x 1100L garbage bins have</li> </ul>	Yes

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

Control	Required	Proposed	Compliance
	dwelling or part thereof	been provided	
<b>Waste Management</b>	All buildings shall be provide with dry recyclable bins at the rate of a 240L bin/three dwellings/fortnight for dry recyclable	Location of recycle bins provided on plans – recycle bin placed next to each chute to ensure appropriate recycling	Yes
<b>a) Garbage Chute</b>	All buildings with a rise of four storeys or more shall make provision for a household garbage chute on each level which is accessible for all occupants	A garbage chute is provided on each level which is accessible for all occupants	Yes
<b>b) Garbage chute</b>	All garbage chutes shall have input points located within waste service rooms. Waste service rooms shall also make provision for a sufficient number of dry recycle bins for intermediate storage of recyclable materials for access by occupants on each level	Condition of consent to comply	Yes
<b>c) Garbage Chute</b>	Garbage chutes shall not be located adjacent to habitable rooms in each apartment	The garbage chute on each level is not located adjacent to habitable rooms	Yes
<b>d) Garbage Chute</b>	Garbage chutes shall feed into bin storage room	Garbage chutes lead to bin room on ground floor	Yes
<b>e) Garbage Chute</b>	The outlet area in which the garbage chute outlets and mechanical collection devices are located shall be secured to prevent access by occupants	Condition of consent to comply	Yes
<b>f) Bin storage room</b>	The development shall make provision for an appropriately sized communal bin storage		Yes

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Control	Required	Proposed	Compliance
	<p>room(s) that provides convenient access for occupants and collection contractors</p> <p>The storage room shall:</p> <ul style="list-style-type: none"> <li>i. be located behind the primary and secondary building alignment</li> <li>ii. have a non-slip floor constructed of concrete or other approved material at least 75mm thick and provided with a ramp to the doorway (where necessary)</li> <li>iii. be graded and drained to a Sydney Water approved drainage fitting</li> <li>iv. have coving at all wall and floor intersections</li> <li>v. be finished with a smooth faced, non-absorbent material(s) in light colour and capable of being easily cleaned</li> <li>vi. be provided with an adequate supply of hot and cold water mixed through a centralised mixing valve with hose cock</li> <li>vii. have a self-closing door openable from within the room</li> </ul>	<ul style="list-style-type: none"> <li>i. the garbage room is not visible from the street</li> <li>ii. condition of consent to comply</li> <li>iii. condition of consent to comply</li> <li>iv. condition of consent to comply</li> <li>v. condition of consent to comply</li> <li>vi. condition of consent to comply</li> <li>vii. condition of consent to comply</li> </ul>	<p>Yes</p>
<p><b>Roof Terraces</b></p>	<p>Consideration will only be given to the provision of a roof top</p>	<p>Roof top terrace is not proposed</p>	<p>N/A</p>

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Control	Required	Proposed	Compliance
	terrace as part of communal open space, subject to appropriate landscaping treatment and recreation facilities provided; and satisfying the respective provisions of the RFDC		
<b>Bin storage room(s)</b>	<p>Bin storage rooms shall be ventilated by:</p> <ul style="list-style-type: none"> <li>i. a mechanical exhaust ventilation system, or</li> <li>ii. permanent, unobstructed natural ventilation openings having direct access to external air, and a total capacity</li> <li>iii. the maximum grade of any path of travel between the collection point and the bin storage area shall be 1V:8H, and</li> <li>iv. the maximum distance between the collection point and the bin storage area shall not exceed 25m</li> </ul>	<ul style="list-style-type: none"> <li>i. condition of consent to comply</li> <li>ii. N/A</li> <li>iii. condition of consent to comply</li> <li>iv. complies</li> </ul>	<ul style="list-style-type: none"> <li>i. Yes</li> <li>ii. N/A</li> <li>iii. Yes</li> <li>iv. Yes</li> </ul>
<b>Collection Vehicles</b>	<p>A 1000L bulk bin service shall meet the following requirements:</p> <ul style="list-style-type: none"> <li>i. adequate provision shall be made for a rear loading collection vehicle to make a three-point-turn on site</li> <li>ii. 1:14 grade for bin collection path provided</li> </ul>	<ul style="list-style-type: none"> <li>i. not intended to accommodate trucks on site. Recycling and bulk bins would be collected from Suffolk Street at a time nominated by Council's contractor</li> <li>ii. condition of consent to comply</li> </ul>	<ul style="list-style-type: none"> <li>i. Yes</li> <li>ii. Yes</li> </ul>

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The application's non-compliance with the SCDCP relates to the size of the apartments proposed within. Council's DCP requires apartment sizes that significantly exceed the SEPP 65 Apartment Design Guide (ADG) minimums.

As mentioned earlier in the assessment table against the ADG's development guidelines, the ADG's minimum apartment sizes are as follows:

<b>Apartment type</b>	<b>Min. internal area</b>
Studio	35sqm
One bedroom	50sqm
Two bedroom	70sqm
Three bedroom	90sqm

All apartment sizes proposed in the subject building comply with the ADG's minimums.

Clauses 6A and 30 of the SEPP provide that:

6A Development control plans cannot be inconsistent with Apartment Design Guide

- (1) This clause applies in respect of the objectives, design criteria and design guidance set out in Parts 3 and 4 of the Apartment Design Guide for the following:
  - (a) visual privacy
  - (b) solar and daylight access
  - (c) common circulation and spaces
  - (d) apartment size and layout
  - (e) ceiling heights
  - (f) private open space and balconies
  - (g) natural ventilation
  - (h) storage.
- (2) If a development control plan contains provisions that specify requirements, standards or controls in relation to a matter to which this clause applies, those provisions are of no effect.
- (3) This clause applies regardless of when the development control plan was made.

and

30 Standards that cannot be used as grounds to refuse development consent or modification of development consent

- (1) If an application for the modification of a development consent or a development application for the carrying out of development to which this Policy applies satisfies the following design criteria, the consent authority must not refuse the application because of those matters:
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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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- (a) if the car parking for the building will be equal to, or greater than, the recommended minimum amount of car parking specified in Part 3J of the Apartment Design Guide,
- (b) if the internal area for each apartment will be equal to, or greater than, the recommended minimum internal area for the relevant apartment type specified in Part 4D of the Apartment Design Guide,

The SEPP therefore makes it clear that its accompanying Apartment Design Guide is the authority by which assessments should be made when it comes to apartment sizes.

Therefore, notwithstanding the development's inconsistency with Council's DCP control, the proposal is considered to be compliant with the presiding planning instrument.

### **3. Planning Assessment**

#### **3.1 Impacts on Natural and Built Environment**

Section 79C(1)(b) of the *Environmental Planning and Assessment Act 1979* requires the consent authority to assess the development's potential impacts on the natural and built environment. The scale, density and built form is considered satisfactory with respect to the context of the site and the future desired character of the area. The development is considered to be of high architectural quality which celebrates the corner of Nardoo and Suffolk Streets. Further, it is considered that the scale and bulk would not result in significant amenity impacts to the adjoining residential developments.

#### **3.2 Social and Economic Impacts**

It is anticipated that the development would contribute to the wider choice of housing available in Ingleburn which is considered to be a social benefit to the local government area community. The scale and density of the development respects the identified desired planning outcome and takes advantage of nearby transport, commercial and educational facilities.

#### **3.3 Site Suitability**

Section 79C(1)(c) of the *Environmental Planning and Assessment Act 1979* requires the consent authority to assess the suitability of the site for the proposed development.

The principal matters for attention have been discussed in considering Campbelltown (Sustainable City) DCP and SEPP 65. It is considered that the site is suitable for the development of a residential flat building given the land's zoning, locality and unique site attributes. The proposal is also consistent with the draft Glenfield to Macarthur Corridor Strategy.

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#### **4. Public Participation**

Section 79C(1)(d) of the *Environmental Planning and Assessment Act 1979* requires the consent authority to consider submissions made to the proposal.

The application was publicly exhibited and notified to 201 surrounding property owners between 26 November and 11 December 2015. During this period, Council received two submissions on the proposal. Matters raised in the submissions are discussed below.

##### **Car parking**

Both submissions raised concern with the provision of car parking for the development and also noted that the streets surrounding the development were frequently used for long-term parking by rail commuters.

In response, the proposal provides a suitable number of car spaces in its two level basement to be compliant with Council's requirements. It might be argued that at the conclusion of the building's construction, additional car parking on the street might be provided as only one driveway would remain in use with two others being removed.

##### **Impacts on commuter car parking during construction**

A submission noted the development's potential to impact on the supply of commuter car parking during construction.

It is acknowledged that temporary loading zones would be required for the unloading of trucks and other vehicles associated with the building's construction. A recommended condition of consent requires that the applicant submit a construction traffic management plan for Council's written approval prior to work commencing.

This plan will identify the extent of any temporary loading areas required as well as the staging location(s) for trucks delivering goods to the site so as to ensure disturbance to neighbours and commuters alike is minimised.

##### **Proposal out of character with Nardoo Street**

A submission raised issue with the building's height and its atypical scale compared to existing buildings in the immediate vicinity.

It is acknowledged that this would be the first apartment building that would be approved in the immediate vicinity should Council grant consent. The predominant built form of the locality is single storey residential buildings.

The proposal's height, setbacks and built form are compliant with Council and State Government controls. The building would provide for an attractive entrance to the higher density core of Ingleburn's town centre as the neighbourhood's density increases in the medium to long term.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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### **Inconsistent with planning controls**

A submission noted that the proposal “does not comply with the existing development guidelines for Ingleburn” and “it runs counter to existing policy”.

The site has been zoned for the construction of residential apartment buildings up to four storeys in height since 2008. The building complies with the height limit established by Council’s recently gazetted local environmental plan and is also consistent with the draft Glenfield to Macarthur Corridor Strategy, which would be used to guide future strategic planning for areas of the City near railway stations into the future.

### **Shadowing impacts of the building**

A submission raised issue with the potential overshadowing that the building might create. Attachment 7 to this report illustrates the shadows that the building would create on June 21, which is used as the ‘worst case scenario’ for shadows throughout the year as the sun is lowest above the horizon on the winter solstice.

The diagrams show the greatest impact would be on neighbouring property No. 68 Carlisle Street. However, the shadows falling on that site would still be compliant with Council’s controls. In the morning through to past midday, most shadow would be cast on roads, which has a negligible impact on neighbours.

### **Impacts of excavation**

A submission raised issue with the potential for the site to subside during excavation works and the impacts this might have on neighbouring properties.

In response, recommended conditions of consent require the applicant to undertake dilapidation reports on surrounding private and public assets, including dwellings and to adequately shore up excavated areas in accordance with relevant Australian Standards. Council’s standard recommended conditions of consent in relation to these two issues are included in attachment 1.

## **5. Conclusion**

Having regard to the matters for consideration under Section 79C of the *Environmental Planning and Assessment Act 1979* and the issues raised above, it is considered that the application is generally consistent with the relevant planning legislation.

The application is fully compliant with the 10 design quality principles under the provisions of the State Environmental Planning Policy 65 – Design Quality of Residential Flat Development and is fully compliant with Campbelltown (Urban Area) Local Environmental Plan 2002. The application is almost entirely compliant with the recommended standards of the Apartment Design Guide.

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Where the current proposal departs from these guidelines, the objectives of the recommended standards have been met. In addition, the application is generally compliant with the relevant standards within the Campbelltown (Sustainable City) Development Control Plan 2012, and where the proposal departs from these standards, the objectives of the standards have been met.

The development is considered to be suitable for the site, having regard to existing planning controls and Council's desired future character for the area, noting its proximity to rail and shopping amenities. The building's construction and occupation is not considered likely to have a significant detrimental impact on the natural or built environment.

Two submissions in relation to the proposal were received. Matters raised in the submissions have been discussed and responded to within this report.

Accordingly, the application is recommended for approval.

### **Officer's Recommendation**

That development application 3038/2015/DA-RA for the demolition of existing dwellings and construction and subdivision of a four storey residential flat building comprising 28 apartments with two levels of basement parking at Nos. 26 – 28 Nardoo Street and No. 6 Suffolk Street, Ingleburn be approved, subject to the conditions detailed in attachment 1 of this report.

**Committee Note:** Mr Sharma addressed the Committee.

### **Committee's Recommendation: (Kolkman/Matheson)**

That the Officer's Recommendation be adopted.

### **CARRIED**

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

Voting against the Committee's Recommendation were Councillors: Lound and Oates.

### **Council Meeting 19 July 2016 (Mead/Matheson)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 114**

That the Officer's Recommendation be adopted.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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

Voting against the Council Resolution were Councillors: Brticevic, Chanthivong, Dobson, Lound and Oates.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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## 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 and documents listed in the table below, and all associated documentation supporting this consent, except as modified in red by Council and / or any conditions within.

Drawing No.	Issue	Prepared by	Date
DA 01	B	Shobha Designs	11 March 2016
DA 02	B	Shobha Designs	11 March 2016
DA 03	B	Shobha Designs	11 March 2016
DA 04	A	Shobha Designs	22 October 2015
DA 05	B	Shobha Designs	11 March 2016
DA 06	B	Shobha Designs	11 March 2016
DA 07	B	Shobha Designs	11 March 2016
DA 08	B	Shobha Designs	11 March 2016
DA 09	B	Shobha Designs	11 March 2016
DA 10	B	Shobha Designs	11 March 2016
DA 11	B	Shobha Designs	11 March 2016
DA 12	B	Shobha Designs	11 March 2016
DA 13	B	Shobha Designs	11 March 2016
DA 14	B	Shobha Designs	11 March 2016
DA 15	B	Shobha Designs	11 March 2016
DA 16	B	Shobha Designs	11 March 2016
DA 17	A	Shobha Designs	22 October 2015
DA 18	B	Shobha Designs	11 March 2016
DA 19	B	Shobha Designs	11 March 2016
DA 20	B	Shobha Designs	11 March 2016
DA 21	A	Shobha Designs	22 October 2015
DA 22	B	Shobha Designs	11 March 2016
DA 23	B	Shobha Designs	11 March 2016
DA 24	B	Shobha Designs	11 March 2016
DA 25	B	Shobha Designs	11 March 2016
DA-01*	01	Stonerose Landscapes	9 October 2015
DA-02*	01	Stonerose Landscapes	9 October 2015
DA-03*	01	Stonerose Landscapes	9 October 2015
DA-04*	01	Stonerose Landscapes	9 October 2015

\*As amended by changes to the floor and site plan in Revision B of the Shobha Designs drawings.

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NITMA Consulting Pty Ltd  
Project No. 2015H, Issue B, Sheets 1 – 7, dated 11 March 2016

**2. 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.

**3. 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.

**4. 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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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## 5. Landscaping

The provision and maintenance of landscaping shall be in accordance with the approved landscape plan containing Council's approved development stamp including the engagement of a suitably qualified landscape consultant/contractor for landscaping works. The landscape design shall incorporate a significant portion of native, low water demand plants consistent with BASIX requirements.

The landscaping shall be maintained by the owner's corporation in good order at all times.

All street trees are to be in accordance with Campbelltown City Council Street Tree Technical Guidelines.

## 6. External Finishes

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

## 7. Garbage Room

The garbage storage room identified on the approved plans shall:

- a. be fully enclosed and shall be provided with a concrete floor, with concrete or cement rendered walls coved to the floor
  - b. have a non-slip floor constructed of concrete or other approved material at least 75mm thick and provided with a ramp to the doorway (where necessary)
  - c. be graded to an approved sewer connection incorporating a sump and galvanised grate cover or basket and drained to a Sydney Water approved drainage fitting
  - d. have coving at all wall and floor intersections
  - e. be finished with a smooth faced, non-absorbent material(s) in light colour and capable of being easily cleaned
  - f. be provided with an adequate supply of hot and cold water mixed through a centralised mixing valve with hose cock
  - g. have a self-closing door openable from within the room
  - h. be constructed in such a manner to prevent the entry of vermin and
  - i. signage on the use of the waste management system shall be displayed in all bin storage rooms.
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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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The bin storage rooms shall be ventilated by:

- a. a mechanical exhaust ventilation system or
- b. permanent, unobstructed natural ventilation openings having direct access to external air, and a total capacity.

## 8. Retaining Walls

All retaining walls adjacent to Council property or existing public infrastructure shall be of masonry construction and must be wholly within the property boundary, including footings and agricultural drainage lines.

Construction of retaining walls or associated drainage works along common boundaries shall not compromise the structural integrity of any existing structures.

Where retaining structures exceed 600mm in height, they shall be designed by an appropriately qualified engineer. Upon completion, the retaining structures shall again be certified by an appropriately qualified engineer as having been constructed in accordance with the approved design.

## 9. Basement Storage Compartments

Storage compartments are to be provided within the basement levels in accordance with the Apartment Design Guide.

## 10. Air Conditioning Units/Hot Water Systems

Air conditioning units and hot water systems shall not be affixed to external walls of the building or placed on balconies in such a manner they are visible from a public place.

## 11. Waste Collection

Waste collection shall occur weekly rear loading waste vehicle accessing a loading zone area on Suffolk Street. At any given time, a maximum of four 1100L bins for general waste and 10 240L bins for recyclable materials, shall be placed for collection within the loading zone. Recycling shall be collected by Council's contractor at an agreed time.

## 12. Fencing

A 1.8 metre high fence shall be erected on the site's side and rear boundaries behind the front building alignment and between each required courtyard at the sole cost of the developer. 'Colorbond' style metal fences that face a public space are not permitted.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**13. Switchboards/Utilities/Air Conditioning Units**

Switchboards, air conditioning units, 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.

**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. Basement Car Parking**

The applicant shall ensure that the basement car park complies with the requirements detailed in the Campbelltown City Council Engineering Design Guide for Development (as amended), AS 2890.1 and AS 2890.6 (as amended).

**16. Basement Operation and Car Parking Spaces**

The basements shall be provided with electronic access controls to ensure the safety of residents and to also ensure the availability of off-street parking in accordance with Council's controls. A suitable sign directing visitors to the ground level's casual parking for the commercial tenancies shall be affixed in a location that provides easy navigation of the site once a visitor enters the driveway.

38 car parking spaces shall be designed, sealed, line marked and made available to all users of the site in accordance with Australian Standard 2890 (as amended).

The ceiling of basement car parking levels is to be finished in gloss white paint along manoeuvring paths to increase the effectiveness of lighting.

**17. Common Area**

The common room and adjacent paved open space shall be made available for the use of residents and their visitors at all times.

The applicant shall install at least one permanent barbecue within the outdoor paved open space area for use by residents. The barbecue shall be maintained in a hygienic manner and kept in good order by the managing body of the unit complex.

**18. Graffiti Removal**

In accordance with the environmental maintenance objectives of 'Crime Prevention Through Environmental Design', the owner/lessee of the building shall be responsible for the removal of any graffiti which appears on the buildings, fences, signs and other surfaces of the property within 48 hours of its application.

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**19. Unreasonable Noise, Dust and Vibration**

The development, including operation of vehicles, shall be conducted so as to avoid the generation of unreasonable noise, dust or vibration and cause no interference to adjoining or nearby occupants. Special precautions must be taken to avoid nuisance in neighbouring residential areas, particularly from machinery, vehicles, warning sirens, public address systems and the like.

In the event of a noise related issue arising during construction, the person in charge of the premises shall when instructed by Council, cause to be carried out an acoustic investigation by an appropriate acoustical consultant and submit the results to Council. If required by Council, the person in charge of the premises shall implement any or all of the recommendations of the consultant and any additional requirements of Council to its satisfaction.

**20. Wayfinding Map**

The applicant shall prepare and permanently affix a way finding map in the building's central lobby on the ground floor for use by visitors and emergency services personnel.

**21. Engineering Design Works**

The design of all engineering works shall be carried out in accordance with the design requirements detailed in Council's Engineering Design Guide for Development (as amended).

**22. 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:

- 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.

**23. Rain Water Tank(s)**

Rain water tank/s shall be installed on site for the collection and storage of stormwater for irrigation in accordance with Section 2.4.1 of Campbelltown (Sustainable City) Development Control Plan. The rain water tanks must be located behind the front building line and not visible from a public place.

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## 24. Construction Certificate

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

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

## 25. Sight Distance

Sight distances for motorists and pedestrians at each entry to and egress from the proposed development, shall comply with the general requirements of Australian Standard AS2890.1 (specifically Clause 3.2.4).

## 26. Evacuation Routes

Evacuation routes from the basement car park other than the access ramp, shall be provided to ensure that safe evacuation is possible during extreme events in excess of a one per cent AEP flood event.

## 27. Work Zone

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.

The applicant is advised that if a work zone is warranted, an application is to be made to Council's Traffic Unit at least eight weeks prior to the commencement of works. The application shall detail why a work zone is required and include a suitable 'Traffic/Pedestrian Management/Control Plan'.

All costs incurred in the preparation of the traffic/pedestrian management/control plan, including any associated fees, shall be borne by the applicant.

## 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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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## **28. 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, which includes the location of the substation.

The location of the substation must be determined in consultation with the relevant electricity authority. The substation must be located in a non-obtrusive location and not contravene State Environmental Planning Policy 65 - Design Quality of Residential Apartment Development.

A site plan identifying the proposed location of the substation must be submitted to Council's Manager Development Services for written approval prior to a construction certificate being issued. The site plan shall illustrate that the substation is not visible from a public place.

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

## **29. Geotechnical Report**

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

## **30. 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.

## **31. Traffic Control Plans**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall prepare and obtain approval from an accredited person, a Traffic Control Plan (TCP) in accordance with the RTA manual "Traffic Control at Work Sites" and Australian Standard AS 1742.3 (as amended). A copy of the approved TCP shall be kept on site for the duration of the works in accordance with Work Cover Authority requirements. A copy shall be submitted to Council for its records.

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### **32. Construction Traffic Management Plan**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall prepare and receive Council's written approval (via its Local Traffic Committee) for a 'Construction Traffic Management Plan', which shall contain details of the following as a minimum:

- required loading zones and parking restriction areas near the development site to allow for manoeuvring and loading/unloading of heavy vehicles associated with the development
- 'staging' locations, where heavy vehicles wait until such time that adequate space is available adjacent to the development site for loading/unloading
- traffic management and intersection control near to the development site including the intersections of Nardoo and Suffolk Streets (if necessary, subject to proposed loading/staging locations)
- proposed access routes for heavy vehicles loading/unloading at the site
- hours of truck movements
- consultations made with potentially affected residents in preparation of the Plan.

Copies of the approved CTMP shall be kept on site for the duration of the works, in accordance with Safe Work NSW requirements and copies shall also be forwarded to Council for its records.

Council reserves the right to request modification to the CTMP during the development works, in order to maintain adequate and safe management of vehicular and pedestrian traffic.

### **33. Salinity Analysis and Remedial Action Plan**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall provide a detailed Salinity Analysis and Remedial Action Plan to Council for written approval.

### **34. Architectural Finishes Validation Statement**

A construction certificate shall not be issued for the subject building until the qualified designer who prepared the 'Design Verification Statement' submitted with the development application, prepares a separate written 'Architectural Finishes Validation Statement'.

The 'Architectural Finishes Validation Statement' shall confirm that the plans relied upon for issue of the construction certificate are not inconsistent with the approved plans described in Conditions 1 and 2 with specific regard to the architectural design elements, colours, finishes and treatments that are provided to the building's exterior.

Where circumstances require, another qualified designer may prepare the written confirmation, subject to receipt of written approval for such a change from Council's Manager Development Services.

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**35. 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. Rainwater tank shall be provided in accordance with the BASIX requirements.

Floor levels of all buildings shall be in accordance with the approved levels. A minimum of 300mm freeboard shall be provided to the finished floor level from the designed 100 year ARI water surface level of On-Site Detention system.

Stormwater from the site shall be directed to an On-Site Detention system and then discharged to the existing Council drainage system in Suffolk Street. Details of the proposed stormwater connection to the Council drainage system shall be submitted to Council for approval. Inspection for stormwater connection shall be undertaken by the Council. All proposals shall comply with the requirements detailed in the Campbelltown City Council Engineering Design Guide for Development (as amended).

**36. Dilapidation Report**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit a dilapidation report for all buildings in the vicinity of the subject works and for any other infrastructure that may be affected by the works on the subject site.

**37. 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.

**38. Consolidation of Allotments**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit a copy of the plan which consolidates the allotments that are the subject of the development application prior to registration at the Department of Land and Property Information (NSW).

**39. Pump Out System**

A minimum of two independent pumps shall be provided to the pump out system proposed for basement car park. Each pump shall be sized to satisfy the pump out volumes individually. The pump out system shall be designed in accordance with the requirements detailed in the Campbelltown City Council Engineering Design Guide for Development (as amended).

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**40. No Loading on Easement**

Prior to issue of a construction certificate, the principal certifying authority shall ensure that the foundations of proposed structures adjacent to the drainage and/or services easements have been designed clear of the zone of influence.

**41. 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.

**42. Section 94A Developer Contribution - Community Facilities and Services**

Prior to Council or an accredited certifier issuing a Complying Development Certificate or a Construction Certificate (or where a Construction Certificate is not required, a Subdivision Certificate), the applicant shall provide a receipt for the payment to Council of a community facilities and services contribution in accordance with the provisions of the Campbelltown City Council Section 94A Development Contributions Plan.

For the purposes of calculating the required S94A contribution, where the value of the total development cost exceeds \$100,000, the applicant is required to include with the application for the respective certificate, a report setting out a cost estimate of the proposed development in accordance with the following:

- where the value of the proposed development is greater than \$100,000 but less than \$500,000, provide a Cost Summary Report by a person who, in the opinion of the Council, is suitably qualified to provide a Cost Summary Report (Cost Summary Report Template 1). All Cost Summaries will be subject to indexation on a quarterly basis relative to the Consumer Price Index - All Groups (Sydney) where the contribution amount will be based on the indexed value of the development applicable at the time of payment or
  - where the value of the proposed development is \$500,000 or more, provide a detailed development cost report completed by a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors (Quantity Surveyors Estimate Report Template 2). Payment of contribution fees will not be accepted unless the amount being paid is based on a Quantity Surveyors Estimate Report (QS Report) that has been issued within 90 days of the date of payment. Where the QS Report is older than 90 days, the applicant shall provide an updated QS Report that has been indexed in accordance with clause 25J(4) of the Environmental Planning and Assessment Regulation 2000 to ensure quarterly variations in the Consumer Price Index All Group Index Number for Sydney have been incorporated in the updated QS Report.
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Copies of the Cost Summary Report - Template 1 and the Quantity Surveyors Estimate Report - Template 2 are located under "Developer Contributions" on Council's web site ([www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)) or can be collected from Council's Planning and Environment Division during normal business hours.

On calculation of the applicable contributions, all amounts payable will be confirmed by Council in writing.

Payment of Section 94A Developer Contributions will only be accepted by way of Cash, Credit Card or Bank Cheque issued by an Australian bank. Payment by any other means will not be accepted unless otherwise approved in writing by Council.

**Note:** This condition is only applicable where the total development value exceeds \$100,000.

**43. 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.

**44. 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.

**45. Waste Management**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit to Council details of the collection and disposal of internal waste generated by the occupants to be arranged through a licensed contractor (which may include Council's contractor).

The details to be submitted shall also include information regarding the appointment and retention of a caretaker, who would be responsible for circulating the recycling bins throughout the building and the bulk bins beneath the chute in the garbage room and to the street for collection.

The details shall also include information regarding the method for collection, storage and disposal of 'green waste' resulting from maintenance of the site's landscaped areas.

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**46. Traffic Committee**

Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall submit plans and obtain approval from Council's Local Traffic Committee for the placement of regulatory sign posting within Suffolk Street.

In this regard, sign posting shall be provided that stipulates that the area in front of the development is a "No Parking" zone for a period of at least one hour either side of the scheduled garbage and recycling collections that would take place at the site once these have been determined in consultation with Council's Manager Waste Services.

**47. Sydney Water**

Prior to Council or an accredited certifier issuing a construction certificate, the approved plans must be submitted to Sydney Water via the Sydney Water Tap In service, 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. An approval receipt will be issued if the building plans have been approved. The approval receipt shall be submitted to the Principal Certifying Authority prior to Council or an accredited certifier issuing a construction certificate. The Sydney Water Tap In service can be accessed at [www.sydneywater.com.au](http://www.sydneywater.com.au).

**48. Nuisance Flooding – Basement Car Park**

Prior to the issue of a construction certificate, a design for a minor stormwater system to cater for nuisance flows from rainfall on the entry ramp and water from cars entering the basement shall be prepared. The design shall also detail a higher capacity system such as an automatically activated electric pump with an appropriate safety backup system is also to be provided to remove any overland flows from larger storm events.

**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.

**49. 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.

**50. 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
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- 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.

**51. 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:

- 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.

**52. 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.

**53. 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 any 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.

**54. Public Property**

Prior to the commencement of any works on site, the applicant shall advise Council of any damage to property controlled by Council which adjoins the site including kerbs, gutters, footpaths, walkways, reserves 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.

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## 55. 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.
- c. The handling or removal of any asbestos product from the building/site must be carried out by a NSW WorkCover 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 WorkCover 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.

## 56. Hoarding / Fence

Prior to the commencement of any works, a hoarding or fence must be erected between the work site and a public place if the work involved in the development is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or if the building involves the enclosure of a public place in accordance with WorkCover requirements.

The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place.

A separate land use application under Section 68 of the *Local Government Act 1993* shall be submitted to and approved by Council prior to the erection of any hoarding on public land.

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**57. Fencing**

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

**58. Sydney Water**

Prior to works commencing, the approved plans must be submitted to Sydney Water via the Sydney Water Tap In service, 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. An approval receipt will be issued if the building plans have been approved. The approval receipt shall be submitted to the Principal Certifying Authority prior to works commencing.

The Sydney Water Tap In service can be accessed at [www.sydneywater.com.au](http://www.sydneywater.com.au).

**58. 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.

**59. 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.

**60. Demolition of Existing Dwelling**

Prior to the commencement of any other works, the existing dwelling and all other improvements on the land shall be demolished in accordance with the conditions of this consent.

All work shall be completed in accordance with the approved demolition work plan designed in accordance with clause 1.7.3 of Australian Standard A52601-2001 The Demolition of Structures.

**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.

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#### 61. 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

#### 62. 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 \$1,500 will be issued for any non-compliance with this requirement without any further notification or warning.

#### 63. Protection of Existing Trees

During construction, no trees are to be cut down, lopped, destroyed or removed without the separate written approval of Council unless those trees have been approved for removal by Council.

All trees that are to be retained are to be protected by fencing, firmly staked at 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 movement or 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.

#### 64. Excavation and Backfilling

All excavations and backfilling associated with the approved works must be executed safely and in accordance with appropriate professional standards. All excavations must be properly guarded and protected to prevent them from being dangerous to life or property.

If an excavation associated with the approved works extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made:

- a. must preserve and protect the building from damage and
  - b. if necessary, must underpin and support the building in an approved manner and
-

3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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- c. must, at least seven days before excavating below the level of the base of the footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

**65. 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.

**66. Certification of Location of Building during Construction**

Prior to the positioning of wall panels/bricks or block work, the applicant shall submit to the principal certifying authority a qualified practicing surveyor's certificate showing the boundaries of the allotment, distances of walls and footings from the boundaries, and the dimensions of the building.

**67. Certification of Levels of Building during Construction**

Prior to the placement of any concrete of the basement/ground floor slab, the applicant shall submit to the principal certifying authority a qualified practicing surveyor's certificate showing that the formwork levels are in accordance with the approved plan.

**68. Excess Material**

All excess material is to be removed from the site. The spreading of excess material or stockpiling on site will not be permitted without prior written consent from Council.

**69. Public Safety**

Any works undertaken in a public place are to be maintained in a safe condition at all times. In this regard, the applicant shall ensure that a safe, fully signposted passage, a minimum of 1.2 metres wide and separated from the works and moving vehicles by suitable barriers and lights, is maintained for pedestrians, including disabled pedestrians, at all times.

The applicant shall ensure that traffic control is undertaken and maintained strictly in accordance with Australian Standard AS 1742.3, the requirements set out in the RMS manual Traffic Control at Work Sites (as amended), all applicable Traffic Management and/or Traffic Control Plans. The contractor shall also ensure that all WorkCover Authority requirements are complied with.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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Council may at any time and without prior notification make safe any such works that be considered to be unsafe, and recover all reasonable costs incurred from the applicant.

**70. 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. Council's Campbelltown (Sustainable City) DCP - Volume 1 (as amended)
- c. Council's Engineering Design Guide for Development (as amended)
- d. Soils and Construction (2004) (Bluebook)
- e. Relevant Australian Standards and State Government publications.

**71. Footpath**

The footpath on each side of the existing concrete path paving, and adjoining the subject site, shall be graded at a cross fall of 2.5 per cent towards the kerb, topsoiled and turfed. The footpath formation may need to be extended beyond the site boundaries, to provide an acceptable transition to the existing footpath levels.

**72. 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 Chamberlain Street. Areas not concreted shall be re-graded, topsoiled and turfed. All works shall comply with the design requirements detailed in Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and Council's Engineering Design Guide for Development (as amended).

**73. Medium Density Footpath Crossing and Layback**

The applicant shall provide a reinforced concrete footpath crossing and layback at the entrances to the property, in accordance with Council's Medium Density Vehicle Crossing Specification and Council's Engineering Design Guide for Development (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.

**74. 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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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#### **75. Redundant Laybacks**

All redundant laybacks shall be reinstated as conventional kerb and gutter in accordance with the design requirements detailed in Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and Council's Engineering Design Guide for Development (as amended).

#### **76. 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.

#### **77. Certification of Location of Building upon Completion**

Upon completion of the building, the applicant shall submit to the principal certifying authority a qualified practicing surveyor's certificate showing the boundaries of the allotment, distances of walls and footings from boundaries.

### **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:** For the purpose of this development consent, any reference to "occupation certificate" shall also be taken to mean "interim occupation certificate".

#### **78. Section 73 Certificate**

Prior to the principal certifying authority issuing an occupation certificate (or subdivision certificate, whichever shall occur first), 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](http://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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**79. 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.

**80. Works as Executed Plans**

Prior to the principal certifying authority issuing an occupation certificate, the applicant shall submit to Council two copies of a work as executed plan, certified by a qualified surveyor, which is in accordance with Council's Specification for Construction of Subdivisional Road and Drainage Works (as amended) and Council's Engineering Design Guide for Development (as amended).

**81. Positive Covenant**

The applicant shall create positive covenant under Section 88B of the Conveyancing Act over the proposed On-Site Detention system prior to the principal certifying authority issuing an occupation certificate.

The applicant shall liaise with Council regarding the required wording. The authority empowered to release, vary or modify the positive covenant 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.

**82. Restoration of Public Roads**

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

**83. 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.

**84. 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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**85. Landscaping**

Prior to the principal certifying authority issuing an occupation certificate the applicant shall complete the landscaping in accordance with the approved landscape plan.

**86. End Architectural Finishes Validation Statement**

An occupation certificate shall not be issued for the subject building until the qualified designer who prepared the 'Design Verification Statement' submitted with the development application, prepares a separate written 'End Architectural Finishes Validation Statement'.

The 'End Architectural Finishes Validation Statement' shall confirm that the building's exterior has been constructed and completed in a manner that is not inconsistent with the approved plans described in Conditions 1 and 2 and the plans relied upon for issue of the construction certificate, with specific regard to the architectural design elements, colours, finishes and treatments.

Where circumstances require, another qualified designer may prepare the written 'End Architectural Finishes Validation Statement', subject to receipt of written approval for such a change from Council's Manager Development Services.

**87. Loading Zone Signage**

Prior to the principal certifying authority issuing an occupation certificate, the applicant shall erect suitable signage identifying that the loading zone is to be kept clear at all times, except when loading/unloading/waste collection vehicles are utilising the zone. The signage is not to be unsightly or impede sight lines.

**88. 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.

**89. Consolidation of Allotments**

Prior to Council or an accredited certifier issuing any occupation certificate, the applicant shall provide evidence that the allotments that are the subject of the application have been consolidated. The registered plan of consolidation as endorsed by the Registrar General shall be submitted to Council for information. Should the allotments be affected by easements, restrictions, or covenants, for which Council is the relevant authority to release, vary or modify, then the plan of consolidation must be endorsed by Council prior to lodgement with Land and Property Information NSW.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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## **PRIOR TO THE ISSUE OF A SUBDIVISION CERTIFICATE**

The following conditions of consent must be complied with prior to the issue of a subdivision 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 a subdivision certificate.

### **90. Subdivision Certificate**

Prior to the principal certifying authority issuing a subdivision certificate, a **final** occupation certificate is required to be issued for the building.

### **91. Revised Strata Plan**

Prior to Council or an accredited certifier issuing a strata subdivision certificate, the applicant shall amend the approved strata subdivision plan that accompanied the development application so as to provide for at least one accessible car space as visitor parking. The plan shall also be amended to ensure that each accessible unit is provided with an accessible car space.

### **92. Owner's Corporation**

Prior to Council or an accredited certifier issuing a strata subdivision certificate, the applicant shall incorporate the requirements of:

- the waste management plan approved in Condition 45 of this consent
- the requirement that no air conditioners be affixed to the exterior of the building (including balconies) that are visible from a public place) as per Condition 10 of this consent and
- the landscape area management plan prepared in response to Condition 5 of this consent

into the by-laws prepared for the property, pursuant to the *Strata Schemes Management Act 2015* and Regulation 2010.

## **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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**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.
- f. Obtain a subdivision certificate prior to registration of plans to subdivide the building.

**Advice 2. Dial 1100 Before You Dig**

Underground cable and pipes may exist in the area. In your own interest and for safety, telephone 1100 before excavation or erection of structures. Information on the location of underground pipes and cables can also be obtained by fax on 1300 652 077 or through the following website - [www.dialbeforeyoudig.com.au](http://www.dialbeforeyoudig.com.au).

**Advice 3. 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.

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 4. 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.

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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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 5. Smoke Alarms**

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 6. Buried Waste**

Should buried materials/wastes or the like be uncovered during the excavation of footings or trenches on site works, Council is to be contacted immediately for advice on the treatment/removal methods required to be implemented.

**Advice 7. 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 8. 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.
  - c. VEHICLE CROSSINGS and LAYBACKS – Prior to pouring concrete.
  - d. FINAL INSPECTION – All outstanding work.
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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

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**Advice 9. Salinity**

Please note that Campbelltown is an area of known salinity potential and as such any salinity issues should be addressed as part of the construction certificate application. Further information regarding salinity management is available within Council's Engineering Design Guide for Development (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 WorkCover 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](http://www.environment.nsw.gov.au)  
[www.nsw.gov.au/fibro](http://www.nsw.gov.au/fibro)  
[www.adfa.org.au](http://www.adfa.org.au)  
[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

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

**Advice 11. 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.

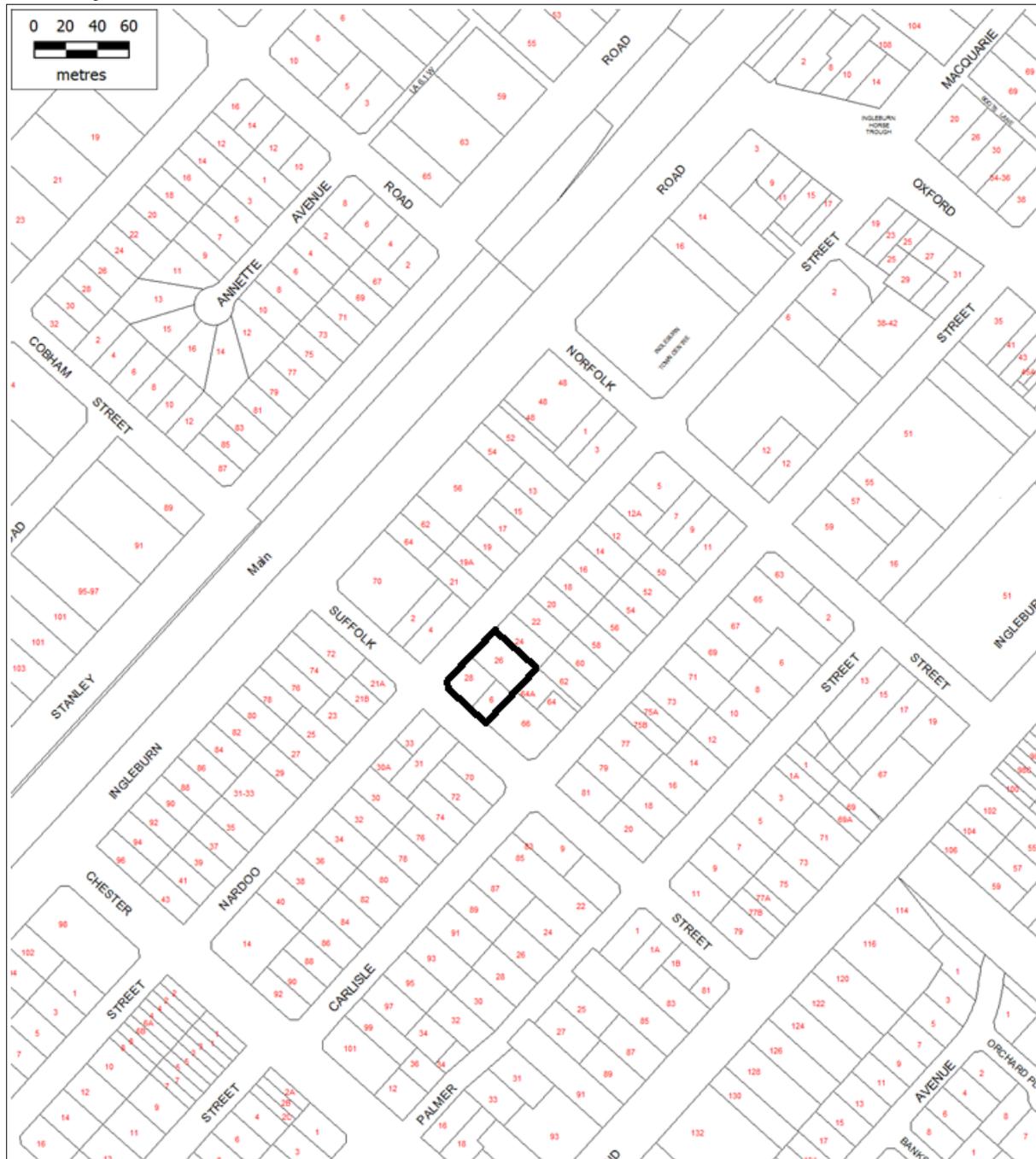
**END OF CONDITIONS**

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3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

## ATTACHMENT 2

### Locality Plan



3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

# ATTACHMENT 3

## Site Plan

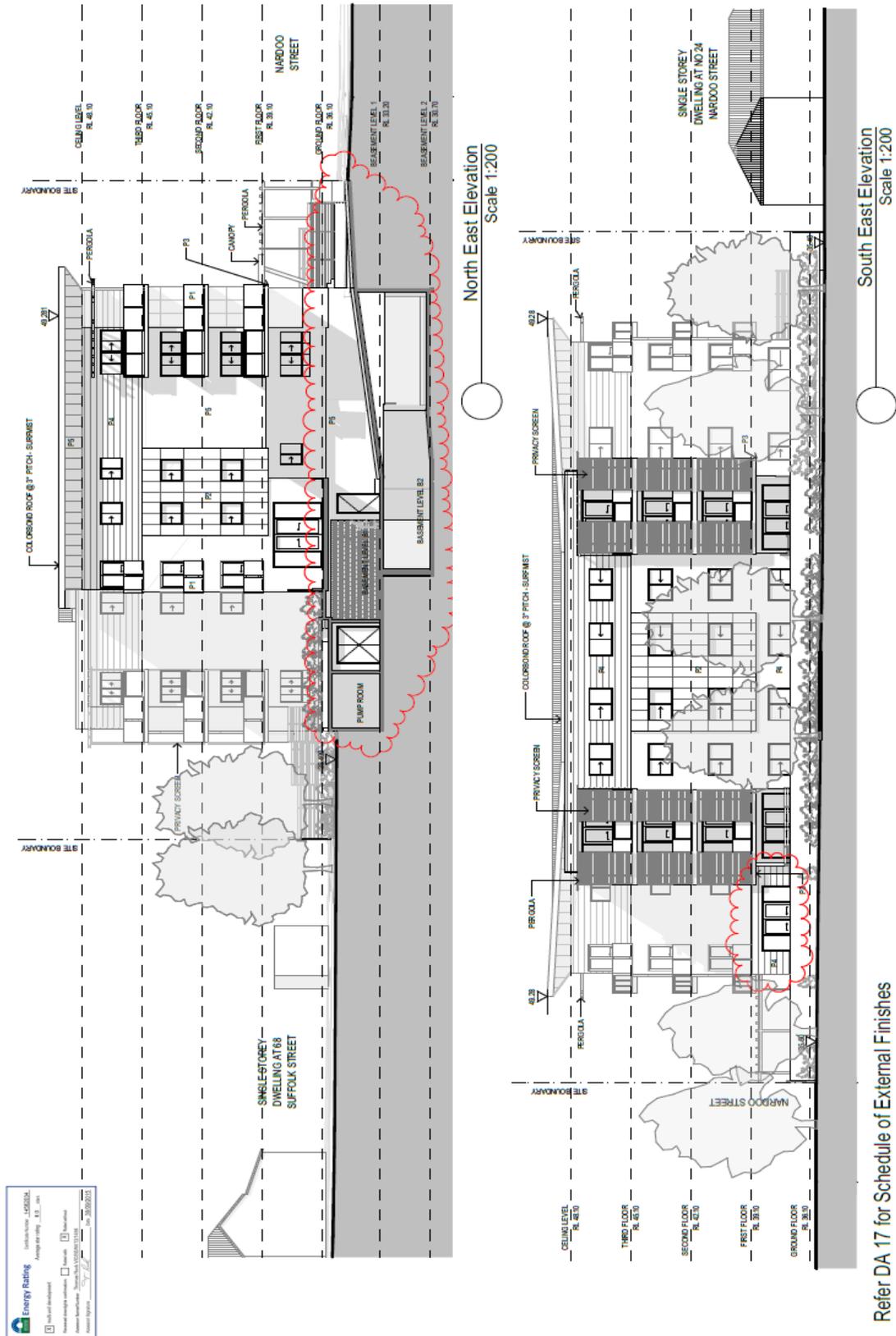








3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn



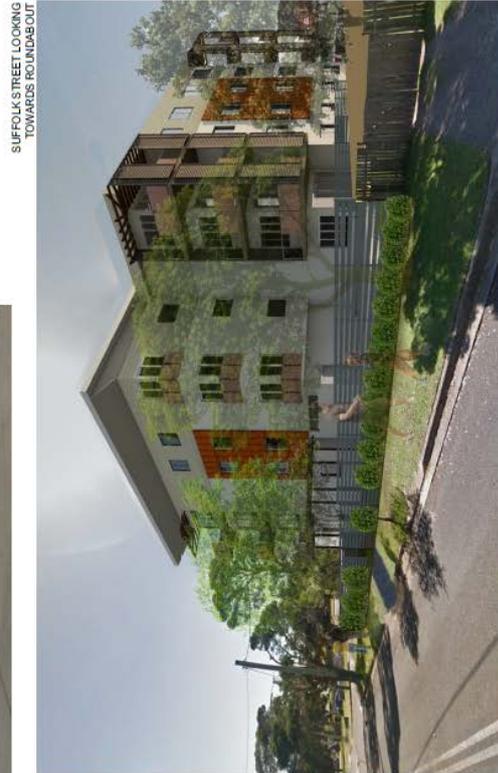
3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn



3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

## ATTACHMENT 6

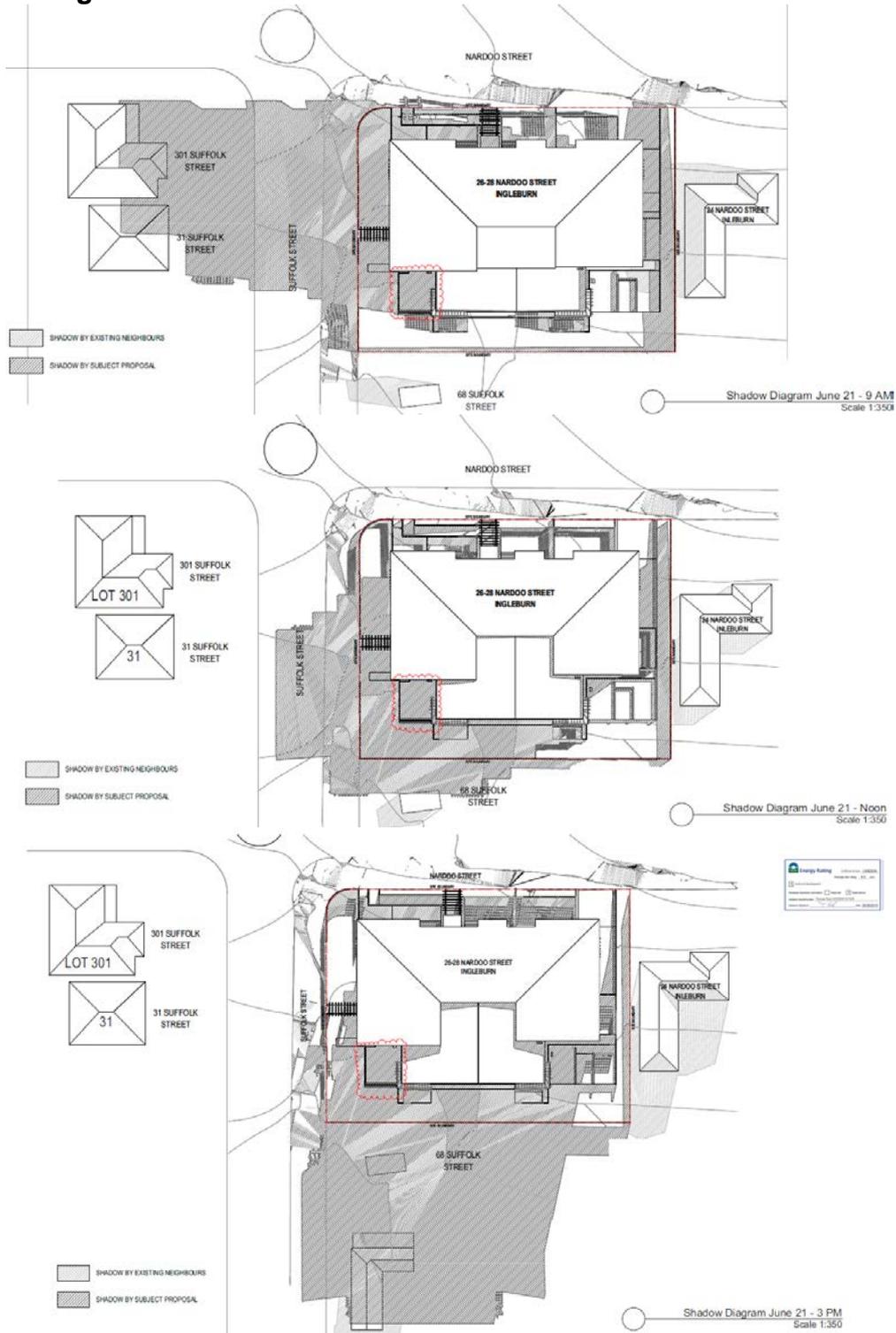
### 3D perspectives



3.1 Demolition Of Existing Structures And Construction Of A Four Storey Residential Flat Building Comprising 28 Apartments And Two Levels Of Basement Car Parking On The Corner Of Nardoo And Suffolk Streets, Ingleburn

# ATTACHMENT 7

## Shadow Diagrams



## **4. COMPLIANCE SERVICES**

### **4.1 Legal Status Report**

#### **Reporting Officer**

Manager Compliance Services

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#### **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 2015-2016 period as they relate to:

- The Land and Environment Court
- The Supreme 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 eight 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 of this reporting financial year.

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

That the information be noted.

#### **Committee's Recommendation: (Thompson/Lound)**

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

<b>1. Land and Environment Court Class 1 Matters – Appeals Against Council's Determination of Development Applications</b>
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<b>Total ongoing Class 1 DA appeal matters (as at 24/06/2016)</b>	<b>1</b>
<b>Total completed Class 1 DA appeal matters (as at 24/06/2016)</b>	<b>4</b>
<b>Costs from 1 July 2015 for Class 1 DA appeal matters:</b>	<b>\$148,969.99</b>

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<b>1 (a)</b>	<b>Multiplan Constructions Pty Ltd</b>
<b>Issue:</b>	An appeal against Council's refusal of development application No. 2775/2014/DA-MAH that sought consent for demolition of an existing dwelling and the construction of nine two-storey dwellings and associated strata subdivision.
<b>Property:</b>	Lot 36 DP 13118, 17 Lyndia Street, Ingleburn.
<b>Property Owner:</b>	Mr Ramy Maher Youssef and Mrs Nevine Magdy Youssef
<b>Council File:</b>	Development Application No: 2775/2014/DA-MAH
<b>Court Application:</b>	Filed on 22 September 2015 - File No. 10848 of 2015
<b>Applicant:</b>	Multiplan Constructions Pty Ltd
<b>Costs Estimate:</b>	\$40,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
<b>Costs to date:</b>	\$65,721.19
<b>Status:</b>	Completed – appeal upheld and conditional consent granted. Discussions are ongoing concerning recovery of Council's costs incurred in addressing the amended plans submitted during the appeal proceedings.
<b>Progress:</b>	<p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 2775/2014/DA-MAH that sought consent for demolition of an existing dwelling and the construction of nine two-storey dwellings and associated strata subdivision.</p> <p>On 22 October, the proceedings were adjourned to 23 November 2015 for a section 34 conciliation conference.</p> <p>At the conclusion of the section 34 conciliation conference held on 23 November 2015, the applicant agreed to make some amendments to the application as discussed. The Commissioner made certain procedural directions and listed the matter for telephone callover on 16 December 2015.</p> <p>At the telephone callover on 16 December 2015, the Registrar adjourned the proceedings to 10 February 2016 for a section 34 conciliation conference so as to allow Council time to</p>

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assess the amended plans submitted by the applicant.

The matter was before the Court for section 34 conciliation conference on 10 February 2016. A number of issues were identified which would necessitate amended plans, which the applicant intends to rely on, being prepared by the applicant and re-advertised by Council. The Commissioner terminated the conciliation conference and adjourned the proceedings for further callover on 18 February 2016 at which time the matter would be listed for either contested hearing or consent orders hearing.

At the callover on 18 February 2016 the Registrar made certain procedural directions concerning the applicant's intention to rely on amended plans and the need for Council to prepare amended facts and contentions in the matter. The Registrar listed the proceeding for hearing commencing onsite at 10:00am on 29 April 2016. The objectors to the development were advised in writing of the hearing listing.

Given that the proposed development involves the broader issues of affordable rental housing and community concerns surrounding the application of the relevant standards under the Affordable Rental Housing SEPP, Council's Solicitor will be instructing a Barrister for the hearing.

The matter was heard before the Court on 29 April 2016. At the completion of the hearing the Commissioner made certain directions to the parties in respect of filing and service of conditions and reserved judgment to a date to be advised by the Court. Council's Solicitor has written to the objectors advising that judgment had been reserved and that they would be further advised when judgment is handed down.

On 31 May 2016 the Commissioner handed down judgment upholding the applicant's appeal and granted conditional consent to development application No. 2775/2014/DA-MAH for demolition of an existing dwelling and construction of multi dwelling housing comprising nine two-storey dwellings and strata subdivision at Lot 36 DP 13118, 17 Lyndia Street, Ingleburn. Council remains in discussion with the applicant concerning its costs incurred in addressing the amended plans submitted during the appeal proceedings.

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<b>1 (b)</b>	<b>JD One Enterprise Pty Ltd</b>
<b>Issue:</b>	An appeal against Council's refusal of development application No. 2952/2014/DA-C that sought consent for the construction of a medical centre and a childcare centre, and associated car parking.
<b>Property:</b>	Lot 50 DP 1028174, Campbellfield/Redfern's Cottage, 20 Lind Street, MINTO
<b>Property Owner:</b>	JD One Enterprise Pty Ltd

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**Council File:** Development Application No: 2952/2014/DA-C

**Court Application:** Filed on 14 April, 2016 - File No. 10351 of 2016

**Applicant:** JD One Enterprise Pty Ltd

**Costs Estimate:** \$40,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)

**Costs to date:** \$8,839.00

**Status:** Ongoing - proceedings listed for conciliation conference on 9 August 2016.

**Progress:**

The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 2952/2014/DA-C that sought consent for the construction of a medical centre and a childcare centre, and associated car parking on land known as Campbellfield/Redfern's Cottage, 20 Lind Street, Minto.

The proceedings were before the Court for first callover on 12 May 2016. The Registrar made certain directions and adjourned the proceedings to 9 August 2016 for conciliation conference to commence onsite at 9:30 AM.

**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 24/06/2016)	0
Total completed Class 1 and 2 appeal matters (as at 24/06/2016)	2
Costs from 1 July 2015 for Class 1 & 2 appeal matters:	\$1,578.13

**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 24/06/2016)	0
Total completed Class 4 matters (as at 24/06/2016)	0
Costs from 1 July 2015 for Class 4 matters	\$570.00

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**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 24/06/2016)	0
Total completed Class 5 matters (as at 24/06/2016)	0
Costs from 1 July 2015 for Class 5 matters	\$0.00

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**5. Land and Environment Court Class 6 - Appeals from convictions relating to environmental matters**

Total ongoing Class 6 matters (as at 24/06/2016)	0
Total completed Class 6 matters (as at 24/06/2016)	0
Costs from 1 July 2015 for Class 6 matters	\$0.00

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**6. Supreme Court of NSW – Contractual proceedings with WSN Environmental Solutions concerning South West Sydney Councils Resource Recovery Project**

Total ongoing matters (as at 24/06/2016)	0
Total completed (as at 24/06/2016)	1
Costs contribution from 1 July 2015 for this matter	\$35,759.20

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**7. District Court of NSW – Appeals from the Local Court in respect of the Magistrate erred at law or severity of sentence imposed**

Total ongoing matters (as at 24/06/2016)	0
Total completed (as at 24/06/2016)	2
Costs contribution from 1 July 2015 for this matter	\$2,000.00

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**8. Local Court prosecution matters**

The following summary lists the current status of the Division's legal matters before the Campbelltown Local Court.

<b>Total ongoing Local Court Matters (as at 24/06/2016)</b>	<b>8</b>
<b>Total completed Local Court Matters (as at 24/06/2016)</b>	<b>49</b>
<b>Costs from 1 July 2015 for Local Court Matters</b>	<b>\$5,955.66</b>

**File No:** LP08/16 – Penalty Notice Court Election  
**Offence:** Transport waste to unlawful waste facility  
**Act:** *Protection of the Environment Operations Act 1997*

**Costs to date:** \$0.00 – Matter being dealt with by Council's Legal and Policy Officer. Solicitor from Council's external panel to be instructed.

**Status:** Ongoing – listed for hearing on 28 July 2016.

**Progress:** The matter was before the Court for first mention on 24 May 2016 where the defendant entered a not guilty plea. The Registrar adjourned the proceeding to 28 July 2016 for hearing.

**File No:** LP10/16 – Penalty Notice Court Election  
**Offence:** Neglect to comply with Chapter 7 requirement (failed to attend interview to answer questions regarding waste dumping incident)  
**Act:** *Protection of the Environment Operations Act 1997*

**Costs to date:** \$0.00 – Council's Legal and Policy Officer instructing external solicitor in this matter.

**Status:** Ongoing – listed for hearing on 8 August 2016

**Progress:** The matter was before the Court for first mention on 21 June 2016 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 8 August 2016 for hearing.

**File No:** LP11/16 – Penalty Notice Court Election  
**Offence:** Disobey no-parking sign – school zone  
**Act:** *Road Rules 2014*

**Final Costs:** \$0.00 – Matter dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.

**Status:** Completed – Fine and Court costs imposed

---

**Progress:** The matter was before the Court for first mention on 7 June 2016 where the defendant, Christopher Ward, made no appearance. The Magistrate granted Council's application for the matter to proceed in the defendant's absence and after hearing the evidence and submissions found the offence proved and convicted the defendant imposing a \$200 fine and Court costs of \$85.

---

**File No:** LP12/16 – Penalty Notice Court Election  
**Offence:** Stop at side of road with continuous yellow line  
**Act:** *Road Rules 2014*

**Final Costs:** \$0.00 – Matter dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.

**Status:** Completed – Proved without conviction/penalty, order for Court costs imposed.

**Progress:** The matter was before the Court for first mention on 14 June 2016 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 conviction or penalty and imposed an order for Court costs of \$85.

---

**File No:** LP13/16 – Penalty Notice Court Election  
**Offence:** Disobey no-stopping sign  
**Act:** *Road Rules 2014*

**Final costs:** \$0.00 – Matter dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.

**Status:** Completed - Fine and Court costs imposed

**Progress:** The matter was before the Court for first mention on 21 June 2016, where the defendant, Dai Shi, entered a guilty plea with explanation. After considering the facts and submissions, the Magistrate found the offence proved and imposed a \$248 fine and an order for \$85 Court costs.

---

**File No:** LP14/16 – Penalty Notice Court Election  
**Offence:** Disobey no-stopping sign  
**Act:** *Road Rules 2014*

**Costs to date:** \$0.00 – Matter being dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.

---

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<b>Status:</b>	New Matter – listed for mention
<b>Progress:</b>	The matter is listed for first mention on 28 June 2016.

---

<b>File No:</b>	LP15/16 – Charge matter
<b>Offence:</b>	Dog attack animal (cat)
<b>Act:</b>	<i>Companion Animals Act 1998</i>
<b>Costs to date:</b>	\$0.00 – Matter being dealt with by Council’s Legal and Policy Officer.
<b>Status:</b>	New Matter – listed for mention
<b>Progress:</b>	The matter is listed for first mention on 12 July 2016.

---

<b>File No:</b>	LP16/16 – Charge matter
<b>Offence:</b>	Allow dog to escape premises where kept
<b>Act:</b>	<i>Companion Animals Act 1998</i>
<b>Costs to date:</b>	\$0.00 – Matter being dealt with by Council’s Legal and Policy Officer.
<b>Status:</b>	New Matter – listed for mention
<b>Progress:</b>	The matter is listed for first mention on 12 July 2016.

---

<b>File No:</b>	LP17/16 – Penalty Notice Court Election
<b>Offence:</b>	Stop on path/strip in built up area
<b>Act:</b>	<i>Road Rules 2014</i>
<b>Costs to date:</b>	\$0.00 – Matter being dealt with by Council’s Legal and Policy Officer in conjunction with the Police Prosecutor.
<b>Status:</b>	New Matter – listed for mention
<b>Progress:</b>	The matter is listed for first mention on 5 July 2016.

---

<b>File No:</b>	LP18/16 – Penalty Notice Court Election
<b>Offence:</b>	Stop within 10-metres of intersection
<b>Act:</b>	<i>Road Rules 2014</i>
<b>Costs to date:</b>	\$0.00 – Matter being dealt with by Council’s Legal and Policy Officer in conjunction with the Police Prosecutor.
<b>Status:</b>	New Matter – listed for mention

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**Progress:** The matter is listed for first mention on 5 July 2016.

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**File No:** LP19/16 – Penalty Notice Court Election  
**Offence:** Disobey no-stopping sign (school zone)  
**Act:** *Road Rules 2014*

**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 – listed for mention

**Progress:** The matter is listed for first mention on 28 June 2016.

---

#### **9. 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.

<b>Total Advice Matters (as at 24/06/2016)</b>	<b>5</b>
<b>Costs from 1 July 2015 for advice matters</b>	<b>\$16,073.79</b>

---

<b>10. Legal Costs Summary</b>		
The following summary lists the Planning and Environment Division's net legal costs for the 2015/2016 period.		
<b>Relevant attachments or tables</b>	<b>Costs Debit</b>	<b>Costs Credit</b>
Class 1 Land and Environment Court - appeals against Council's determination of Development Applications	\$148,972.72	\$4,400.00
Class 1 and 2 Land and Environment Court - appeals against Orders or Notices issued by Council	\$1,578.13	\$0.00
Class 4 Land and Environment Court matters - non-compliance with Council Orders, Notices or prosecutions	\$570.00	\$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
Supreme Court hearing and appeal matters	\$35,759.23	\$0.00
District Court appeal matters	\$2,000.00	\$2,200.00
Local Court prosecution matters	\$5,955.66	\$4385.00
Matters referred to Council's solicitor for legal advice	\$16,073.79	\$0.00
Miscellaneous costs not shown elsewhere in this table	\$0.00	\$0.00
Costs Sub-Total	\$212,909.53	\$10,985.00
<b>Overall Net Costs Total (GST exclusive)</b>	<b>\$201,924.53</b>	

## **4.2 Keeping of Exotic Animals on Private Property**

### **Reporting Officer**

Manager Compliance Services

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### **Attachments**

Nil

### **Purpose**

To advise Council on the requirements that may apply to the keeping of exotic animals on private property.

### **History**

Council at its Ordinary Meeting of 17 May, 2016 resolved:

That a report be presented outlining the keeping of exotic animals on private property, any advice received regarding the legitimacy of keeping such animals and any development application requirements.

### **Report**

#### **Keeping of Exotic Animals for Public Exhibition (Commercial Purposes)**

The Department of Primary Industries - Agriculture (DPI) is the authority responsible for regulating the exhibition of animals. It specifically deals with the administration of the *Prevention of Cruelty to Animals Act 1979*, *Non Indigenous Animals Act 1987* and the *Exhibited Animals Protection Act 1986*.

All zoo and animal exhibition facilities such as the proposed development at No. 49 Hansens Road, Minto Heights are required to comply with the abovementioned legislation and obtain permits from the DPI in respect of animal displays and the exhibition of animals.

Generally, the DPI requires development consent to be issued before assessing any associated permit application lodged in relation to public exhibition.

Where Council determines the development permissible, and issues the appropriate form of approval, the DPI then looks separately at the appropriateness of any proposed exhibition, taking into account animal welfare, location, enclosure requirements etc.

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### **Keeping of Exotic Animals for Private Recreation (Domestic Purposes)**

With the exception of exotic animals specified under Schedule 1 of the Non-Indigenous Animals Regulation (as controlled category species) there are generally no approvals required from the DPI for the keeping of exotic animals on private property for recreational purposes (ie as pets). The Dromedary Camel is listed as an animal that may require a permit issued by DPI under the Non-Indigenous Animals Regulation, however this is exempted if the animal is micro-chipped or tagged and is not kept within the Western Division of New South Wales.

Local Land Services must provide a Property Identification Code for certain prescribed exotic animals that are kept on private property including camels, ponies, donkeys, alpacas and goats. The issue of this code verifies that Local Land Services have been formally notified of an animal being kept at a specific property.

A permit is required from Local Land Services for the keeping of certain animals declared as pest species such as the European Red Fox and the Wild European Rabbit.

An Animal Keepers License from the NSW National Parks and Wildlife Service is required for the keeping of various reptiles including and not limited to the Bearded Dragon, Shingleback Lizard, Pygmy Mulga Monitor, Pythons (various breed types) and Eastern Longneck Turtle.

In addition, any short term wildlife rehabilitation facilities involving the keeping of non-indigenous fauna may also require a Rehabilitation Licence issued by NSW Department of Primary Industry and Local Land Services.

### **Development Application Requirements for the Keeping of Exotic Animals**

Generally, a development application is not required for the keeping of exotic animals for private recreational purpose (ie as pets).

In the event exotic animals are kept for a commercial purpose whether it be for associated use such as animal boarding, training, breeding or exhibition, development consent would be required (subject to the use being permitted in the zone) along with construction certificate approval for associated structures.

Any development application submitted would be required to be assessed having regard to the provisions of Section 79(c) of the *Environmental Planning and Assessment Act 1979* (as amended).

### **Officer's Recommendation**

That the information be noted.

### **Committee's Recommendation: (Lound/Matheson)**

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 113**

That the Officer's Recommendation be adopted.

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## **5. GENERAL BUSINESS**

### **5.1 Bardia Heritage Precinct**

#### **Committee's Recommendation: (Oates/Kolkman)**

That a report be presented on the condition of the Bardia Heritage Precinct and the developer's plans for its maintenance and enhancement.

**CARRIED**

#### **Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Committee's Recommendation be adopted.

#### **Council Minute Resolution Number 113**

That the Committee's Recommendation be adopted.

### **5.2 Wedderburn Fire Trail**

#### **Committee's Recommendation: (Kolkman/Lound)**

1. That Council write Wollondilly Shire Council seeking their support for this Councils bid to have the fire trail between the NSW Sports Aero Club, Wedderburn and the Appin Road declared a public road.
2. That Council write to the Hon Duncan Gay requesting that the fire trail be declared a public road to provide a high quality fire trail and a second point of access to and from Wedderburn, particularly during times of emergency.

**LOST**

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### **5.3 Green/Open Space - Residential Apartment Buildings**

#### **Committee's Recommendation: (Kolkman/Hawker)**

That a report be presented on ways through which Council can encourage or mandate developers of residential apartment buildings in the CBD's to design roof space and/or green walls as either private, open or green space for the occupants or for some other beneficial purpose.

**CARRIED**

#### **Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Committee's Recommendation be adopted.

#### **Council Minute Resolution Number 113**

That the Committee's Recommendation be adopted.

### **5.4 Feasibility of additional on-ramp for the M31**

#### **Committee's Recommendation: (Kolkman/Lound)**

That a report be presented updating Council on the potential to provide a south bound on-ramp for the M31, skirting around the edges of Jackson Park.

**CARRIED**

#### **Council Meeting 19 July 2016 (Hawker/Thompson)**

That the Committee's Recommendation be adopted.

#### **Council Minute Resolution Number 113**

That the Committee's Recommendation be adopted.

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## 5.5 Feasibility Of Additional Facilities And Proposed Changes To Operational Hours At The Animal Care Facility

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### **5.5 Feasibility of additional facilities and proposed changes to operational hours at the Animal Care Facility**

#### **Committee's Recommendation: (Rowell/Thompson)**

1. That Council undertake construction of an additional three exercise pens/yards for dogs as a matter of priority preferable within a four month time frame to allow one exercise yard for each kennel block.
2. That a report be presented to Council outlining all possible options to extend the opening hours of the Animal Care Facility, which would include:
  - 1) opening Thursday evenings to 8.30pm
  - 2) extending Saturdays to 4.30pm.

#### **LOST**

A **Division** was called in regard to the Motion for Item 5.4 - Feasibility of additional facilities and proposed changes to operational hours at the Animal Care Facility with those voting for the Motion being Councillors Matheson, Rowell and Thompson.

Voting against the Motion were Councillors Hawker, Kolkman, Lound and Oates.

#### **Confidentiality Motion: (Kolkman/Lound)**

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**

#### **Council Meeting 19 July 2016 (Brticevic/Oates)**

That the Notice of Motion Item 17.9 - Animal Care Facility be brought forward and dealt with in conjunction with this item.

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## 5.5 Feasibility Of Additional Facilities And Proposed Changes To Operational Hours At The Animal Care Facility

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### **Council Meeting 19 July 2016 (Rowell/Thompson)**

1. That Council upgrade the Animal Care Facility to meet NSW Government Companion Animal Standards by adding an additional three exercise pens to allow one exercise pen for each of the six kennel blocks.
2. That this upgrade be completed within a reasonable timeframe, preferably within four months to alleviate stress on animals that are not able to be exercised daily.
3. That a report be presented to Council outlining options to extend opening hours of the Animal Care Facility by looking at closing but not limited to, Thursday night at 8.00pm or Saturday afternoon at 4.00pm. The report should include the positive outcomes for better community access and also any associated costs or negative impacts if any on the Animal Care Facility, involving staff or any other aspects of the Animal Care Facility.

### **LOST**

A **Division** was called in regard to the Motion for Item 5.5 - Feasibility of additional facilities and proposed changes to operational hours at the Animal Care Facility with those voting for the Motion being Councillors Dobson, Greiss, Matheson, Rowell and Thompson.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Glynn, Hawker, Kolkman, Lake, Lound, Mead and Oates.

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## **21. CONFIDENTIAL ITEMS**

### **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

#### **Motion: (Oates/Kolkman)**

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 8.20pm.

P Hawker  
CHAIRPERSON

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# Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 12 July 2016.

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## **APOLOGIES**

## **ACKNOWLEDGEMENT OF LAND**

## **DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

### **Non Pecuniary – Significant Interests**

### **Non Pecuniary – Less than Significant Interests**

<b>ITEM</b>	<b>TITLE</b>	<b>PAGE</b>
<b>1.</b>	<b>TECHNICAL SERVICES</b>	<b>3</b>
1.1	Minutes of Community Safety Sub Committee meeting held 5 May 2016	3
1.2	Western Sydney Rail Alliance	40
1.3	Wedderburn Access - Update	42
<b>2.</b>	<b>OPERATIONAL SERVICES</b>	<b>45</b>
	No reports this round	45
<b>3.</b>	<b>ASSETS AND SUPPLY SERVICES</b>	<b>45</b>
3.1	Q16/03 Roof Gutter Cleaning	45
<b>4.</b>	<b>EMERGENCY SERVICES</b>	<b>49</b>
	No reports this round	49
<b>5.</b>	<b>GENERAL BUSINESS</b>	<b>49</b>
<b>22.</b>	<b>CONFIDENTIAL ITEMS</b>	<b>50</b>
22.1	Confidential Report Directors of Companies	50
22.2	Request for Extension of Sick Leave	50

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## **Minutes of the City Works Committee held on 12 July 2016**

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**Present**

- Councillor S Dobson (Chairperson)
- Councillor F Borg
- Councillor G Brticevic
- Councillor A Chanthivong
- Councillor W Glynn
- Councillor P Lake
- Councillor C Mead
- Acting Director Business Services - Mrs C Mears
- Acting Director Community Services - Mr M Berriman
- Director City Works - Mr W Rylands
- Manager Compliance Services - Mr P Curley
- Acting Manager Healthy Lifestyles – Ms S Pratt
- Manager Operational Services - Mr A Davies
- Manager Property Services - Mr J Milicic
- Manager Technical Services - Mr K Lynch
- Executive Assistant - Mrs J Worden

**Apology** Nil

### **Acknowledgement of Land**

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

### **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 Brticevic - Item 1.1 - Minutes of the Community Safety Sub Committee meeting held 5 May 2016 - Councillor Brticevic advised that this item relates to his employment.

**Other Disclosures - nil**

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## **1. TECHNICAL SERVICES**

### **1.1 Minutes of Community Safety Sub Committee meeting held 5 May 2016**

#### **Reporting Officer**

Manager Technical Services

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#### **Attachments**

Minutes of the Community Safety Sub Committee meeting held 5 May 2016 (contained within this report)

#### **Purpose**

To seek Council's endorsement of the minutes of the Community Safety Sub Committee meeting held 5 May 2016.

#### **Report**

Detailed below are the recommendations of the Community Safety 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 Community Safety Sub Committee**

##### **Reports listed for consideration**

##### **12.1 NRMA Grant Project finalised**

That the information be noted.

##### **12.2 Summary of Crime Statistics for the Local Government Area**

That the information be noted.

##### **13.1 Discussion on the impact of trail bike riding on playing fields and the LGA in general and suggested methods to alleviate the impacts on the community**

That the information be noted.

---

### **Officer's Recommendation**

That Council endorse the minutes of the Community Safety Sub Committee meeting held 5 May 2016.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 115**

That the Officer's Recommendation be adopted.

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## **ATTACHMENT 1**

### **Minutes of the Community Safety Sub Committee**

**Held Thursday 5 May 2016  
in Committee Room 3**

Meeting Commenced: 12.20pm

#### **1. Acknowledgement of Land**

An Acknowledgement of Land was presented by the Chairperson, Councillor Paul Hawker.

#### **2. Attendance and Apologies**

**Attendance:** Councillor Paul Hawker (Chairperson) - Campbelltown City Council  
Greg Inger – representing Campbelltown Police  
Mark Brett - representing Macquarie Fields Police  
Melissa Waaka-Smith – Community Representative  
Karen Fisher – Housing NSW

**Also in Attendance:** Wayne Rylands - Director City Works - Campbelltown City Council  
Justine Uluibau – Acting Director Community Services - Campbelltown City Council  
Kevin Lynch – Manager Technical Services – Campbelltown City Council  
Bruce McCausland – Manager Community Resources and Development – Campbelltown City Council  
Richard Blair – Manager Emergency Management and Facility Services – Campbelltown City Council  
Kristie Chan Sau – Community Safety Officer – Campbelltown City Council  
David Behrens - Road Safety Officer - Campbelltown City Council  
Kristy Peters – Executive Support – Campbelltown City Council  
Ian Fulton – Campbelltown Chamber of Commerce  
Michelle Wells – Campbelltown Police  
Paul Kremmer - Campbelltown Police  
David Blom - Macquarie Fields Police  
Karen Hunt – representative for Greg Warren MP – Member for Campbelltown  
Natasha Sky - representative for Anoulack Chanthivong MP – Member for Macquarie Fields

**Apologies:** Councillor Darcy Lound – Campbelltown City Council  
Oscar Cordoba – Community Representative  
Wayne Benson - Campbelltown Police  
Sean Gersbach - Macquarie Fields Police  
Greg Warren MP – Member for Campbelltown  
Anoulack Chanthivong - Member for Macquarie Fields

#### **Welcome and Introduction**

Councillor Hawker welcomed all attendees to the meeting. Each attendee introduced themselves to the Committee.

#### **3. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

---

**4. Notes of the Previous Meeting held 5 March 2015****Report**

The notes of the Community Safety Sub Committee meeting held 5 March 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED****Notes of the Community Safety Sub Committee**

**Held Thursday 5 March 2015  
in Committee Room 3**

Meeting commenced: 12.30pm

**1. Acknowledgement of Land**

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

**2. Attendance and Apologies**

**Attendance:** Councillor Paul Hawker (Chairperson) - Campbelltown City Council  
Mark Brett - Representing Macquarie Fields Police  
Wayne Benson - Superintendent - Campbelltown Police Station  
Guy Mitford - Housing NSW

**Also in attendance:** Justine Uluibau - Acting Director Community Services - Campbelltown City Council  
Garry Mitchell - Acting Director City Works - Campbelltown City Council  
Kevin Lynch - Manager Technical Services - Campbelltown City Council  
Viviane Lawson - Community Safety Officer - Campbelltown City Council  
Bruce McCausland - Manager Community Resources and Development - Campbelltown City Council  
Vanessa South - Main Street Ambassador - Campbelltown City Council  
Deborah Taylor - Executive Support - Campbelltown City Council  
Lisa Campbell - Representing Campbelltown Police  
Paul Kremer - Representing Campbelltown Police  
Greg Inger - Representing Campbelltown Police  
Joe Puntillo - NSW Fair Trading

**Apologies:** Russell Matheson MP - Federal Member for Macarthur  
Andrew MacDonald MP - Member for Macquarie Fields  
Bryan Doyle MP - Member for Campbelltown  
Greg Howe - Police and Citizens Youth Club  
Councillor Darcy Lound  
Oscar Cordoba - Community Representative  
Melissa Waaka-Smith - Community Representative  
Allan Connelly - Community Representative

Due to a lack of a quorum a formal Sub Committee meeting could not be held however the meeting discussed all agenda items and any outcomes have been recorded in these notes.

**3. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

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**4. Minutes of the Previous Meeting held 6 November 2015**

**Report**

The minutes of the Community Safety Sub Committee meeting held 6 November 2015, copies of which have been circulated to each Sub Committee member, were adopted by Council at its meeting held Tuesday 9 December 2014.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** that the information be noted.

**5. Business Arising from Previous Minutes**

Nil

**6. Correspondence**

Nil

**7. Reports**

**7.1 Community Safety update**

**Purpose**

To update the committee on Community Safety Projects for 2015.

**History**

The Community Safety Officers worked on a number of projects throughout 2014. Safe is Happy, Crime Prevention Pop Up Stall, Break and Enter Prevention Project, Anti-Theft Screw Project, The Park Smart Project, White Ribbon Day and the new Crime Prevention Plan.

**Report**

Existing Projects Update:

**Safe is Happy Program**

This is a joint program between the NSW Police and Council that had a Child Protection focus for year 1 students. The project has been running since May 2013 and received strong support from schools. The project is taking a new focus during 2015 for years 5 and 6 students and will focus more on decision making and consequences.

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**Crime Prevention Pop Up Stall**

This Project has been running since March 2013. The aim is to promote community safety information and for the community to see NSW Police and Council working together and has been very well received from the public. This Project is continuing during 2015.

**Antitheft Screw Operation**

This is a Police and Justice Project being carried out by NSW Police and supported by Council. The project has stopped while it is being reviewed, if the project continues the Community Safety section will assist during 2015.

**Break and Enter Prevention Project**

This project finished on 31 October 2014. Community Safety Officers will continue to promote break and enter prevention and will create relevant projects when funding is available. A more detailed report is provided with this business paper.

**Park Smart Project**

This is a steal from motor vehicle prevention project. The project started on 1 November 2013. The project will continue at local railway stations and branch out to shopping centres and residential areas during 2015.

**White Ribbon**

Community Safety Officers will work again on the White Ribbon Day as in past years and this year with Campbelltown Domestic Violence Committee; the event is yet to be confirmed.

New Projects Proposal for 2015:

**Campbelltown Railway Station Signage**

The current signage at the bus rail interchange does not provide way finding for commuters exiting through the pedestrian underpass. It does not highlight any of the local facilities or features nearby or where they are in relation to the underpass. This project will use the space by designing new signage for both ends of the pedestrian underpass. It will show where the railway is in relation to other facilities and by having an entry/exit point that is bright and vibrant it helps to give the space a welcoming and well used feel.

**Campbelltown Amazing Scavenger Hunt**

Is a new project in conjunction with other areas of Council that aims to promote the LGAs facilities and to educate the community. The idea of the project is to take residents around the area in a fun way and in turn teaching them about what is available to them and educate them in a number of community safety aspects as well as other valuable information about the LGA.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** It was noted that if there is any feedback or suggestions on other projects that Council could undertake they are to be forwarded to Council's Manager Technical Services for investigation.

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## **7.2 Crime Prevention Plan**

### **Purpose**

To seek approval of the Draft Crime Prevention Plan.

### **History**

Councils Crime Prevention Plan has expired and a new plan for 2015 - 2018 has been developed. The plan has been created using research and data analysis from the bureau of crime statistic and research (BOCSAR), Police data, consulting with key agencies such as the NSW Police and The Justice Department NSW, and consulting the community through surveys.

Community Safety Officers presented on the results of the research and strategies that will go into the Crime Prevention Plan at the last Community Safety Sub Committee. The two crime categories that will be the focus of the plan are, steal from motor vehicle and break and enter. It is important to note that Council will also work on other crime categories and strategies throughout this timeframe not just the ones mentioned in action plan.

The committee was given a feedback form to make comment about the strategies surrounding the chosen categories. Feedback has been received and collated. The feedback was positive and stated the proposed strategies were supported. The main feedback points are listed below:

- Provide a tool for people to record their property e.g. serial number
- Encourage people to install applications/programs to their electronic devices to enable them to be tracked
- Push people to lock their vehicles and not to leave valuables
- Possible spot checks on vehicles parked in public areas and feedback to owners
- Use VSM and Councils Trailers
- Bring back neighborhood watch
- Car park signage is important
- Pop up stalls important
- Possible letterbox drops in hotspot areas
- Include an awareness program in local newsletters e.g. Bradbury Airs community change makers
- Variable message sign to be installed at railway station
- Propose RMS investigate high tech number plates that fail when removed from car
- Use a theme for stalls
- Proactive advertisements.

### **Report**

This is a draft plan for the purpose of public consultation. The consultation process will be conducted in a number of ways. The document will be made available online for comment under the 'on public exhibition' section of Councils website and feedback can also be taken over phone by community safety officers.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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The opportunity to comment will be advertised in the local paper, at local community meetings throughout the LGA and in the 'news' section on Council's website home page. The plan will be open for comment for a period of one month. Once feedback is received, each will be reviewed and where possible incorporated into the document. The document along with comments and changes made will be brought back to the committee for comment and recommendations to Council. The final document will then be reviewed by Council for endorsement.

Once the final document has been endorsed by Council it will be forwarded to The Justice Department NSW for enforcement as a safer community compact. Council will then be invited to access funding to completed sections of plan when funding becomes available.

**Officer's Recommendation**

That Council approves the draft crime prevention plan for the purpose of public consultation.

**Sub Committee Note:** The draft Crime Prevention Plan was tabled at the meeting, a copy is attached.

<P:\Presentations\Sub Committees\Crime Prevention Plan 2015-2018.docx>

It was noted that the draft Crime Prevention Plan is to be presented to the April meeting of Council to seek approval for the plan to be placed on public exhibition. After the public exhibition period has ended the draft Crime Prevention Plan, along with all public submissions received, will be presented back to the Community Safety Sub Committee for further review and comment.

Council's Manager Technical Services urged Community Safety Sub Committee members to review the draft plan and provide any feedback or amendments to him prior to the plan being submitted to Council for public exhibition. The Community Safety Sub Committee will be advised when Council has resolved to place the plan on public exhibition. A copy of the plan will be forwarded to all sub committee members and they are asked to discuss the document with members of the public.

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### **7.3 Break and Enter Project**

#### **Purpose**

To update the committee on the Break and Enter Prevention Project.

#### **History**

In May 2013 Campbelltown City Council received grant funding of \$50 000 from the Attorney General and Justice Department for a Break and Enter Prevention Project.

This consisted of three parts:

1. Radio and newspaper education campaign
2. An education package for residents in hotspot locations
3. Upgrading security to eligible victims of break and enter.

#### **Report**

The Break and Enter Prevention Project finished on 31 October 2014. All funds have been acquitted. A final report has been sent to the Police and Justice Department.

The project appeared to have had positive impact on break and enters within the LGA. The total number of break and enters decreased from 2013 to 2014 by 188 incidents which is down by 16.6%. (BOCSAR)

Break and Enter over the past 24 month period is considered stable and over a 60 month period break and enters are down by 5.7%. (BOCSAR)

Although the past 24 months is considered stable. Campbelltown Police reported that in Campbelltown LAC break and enter statistics are down by 1.1%.

The most positive impact of the project was with repeat and vulnerable victims of break and enter that had security upgrades to their houses or recommendations made. Over 40 victims were visited by Council and Police together throughout the project. This phase of the project was very well received. Council had a number of people involved in the project give feedback over the phone or by mail to praise the program. Many victims said that the work completed to their properties would never have happened if it wasn't for the project.

The main feedback was given verbally after visits, people felt safer, they felt that they were not just another statistic and forgotten about, they felt that it was nice to know something was being done in the area to help and that it was good to see the different levels of government working together and giving something back.

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

That the information be noted.

**Sub Committee Note:** Council's Manager Technical Services advised that this project has now ceased and it was very successful with positive community feedback received. It was noted that further funding is being sought in anticipation of running this program again.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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**7.4 Summary of Crime Statistics for the LGA****Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

**Report**

Representatives from the Local Area Commands will verbally present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** The Sub Committee was presented with a verbal summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

It was noted that Council will continue to work closely with the Local Area Commands, at various community events and through pop up stalls at local shopping centres regarding the best methods for residents to be able to report all crimes.

It was further noted that the Local Area Commands successfully use various forms of social media to assist them in identifying and apprehending many criminals.

**8. Presentation by Fair Trading**

Joe Puntillo from NSW Fair Trading presented to the Sub Committee regarding Scam Smart Information Session. A copy of the presentation and flyer is attached.

<P:\Presentations\Sub Committees\campbelltown Scam Awareness Presentation - fair trading.pptx>

<P:\Presentations\Sub Committees\fair trading flyer cssc 05.03.15.pdf>

It was noted that NSW Fair Trading use social media to advertise information along with their website and it was suggested that Council's website include information and a link to NSW Fair Trading's website to assist residents in obtaining a variety of information including knowledge of current scams. Council's Acting Director Community Services will follow this up with Council's Manager Communications and Marketing.

Joe Puntillo tabled a variety of pamphlets from NSW Fair Trading for information and distribution as necessary. The Housing NSW representative noted that a number of seniors housing areas had recently been established in Minto and that the residents would benefit from these pamphlets.

**9. General Business****9.1 Community Safety Sub Committee presentations**

Councillor Hawker advised all that the Community Safety Sub Committee is an important meeting that provides valuable information for the benefit of the community and asked if suggestions could be made for any other organisations or groups that could be invited to attend the meetings to present information and share knowledge with the sub committee. Any suggestions or contact details are to be provided to Council's Manager Technical Services.

Next meeting of the Sub Committee will be held on Thursday 14 May 2015 at 12.30pm in Committee Room 3.

Councillor Hawker

**Chairperson**

Meeting closed: 1.46pm

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

**5. Notes of the Previous Meeting held 14 May 2015****Report**

The notes of the Community Safety Sub Committee meeting held 14 May 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED****Notes of the Community Safety Sub Committee**

**Held Thursday 14 May 2015  
in Committee Room 3**

Meeting commenced: 12.21pm

**1. Acknowledgement of Land**

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

**2. Attendance and Apologies**

**Attendance:** Councillor Paul Hawker (Chairperson) - Campbelltown City Council  
Sean Gersbach - Superintendent - Macquarie Fields  
Paul Kremer - Representative - Campbelltown Police Station

**Also in attendance:** Wayne Rylands –Director City Works – Campbelltown City Council  
Justine Uluibau - Acting Director Community Services - Campbelltown City Council  
Kevin Lynch - Manager Technical Services - Campbelltown City Council  
Bruce McCausland - Manager Community Resources and Development - Campbelltown City Council  
Vanessa South - Main Street Ambassador  
Kristie Chan Sau - Community Safety Officer - Campbelltown City Council  
Karen Kirk - Community Safety Officer - Campbelltown City Council  
Kristy Peters - Executive Support - Campbelltown City Council  
Wayne Holt - Department of Juvenile Justice  
Brad Ainsworth - Macquarie Fields Police  
Lisa Campbell - Campbelltown Police  
Louise Michelle - Youth Liaison Officer - NSW Police

**Apologies:** Russell Matheson MP - Federal Member for Macarthur  
Greg Warren MP - Member for Campbelltown  
Anoulack Chanthivong MP - Member for Macquarie Fields  
Councillor Darcy Lound  
Wayne Benson  
Allan Connolly  
Oscar Cordoba

Due to a lack of a quorum a formal Sub Committee meeting could not be held however the meeting discussed all agenda items and any outcomes have been recorded in these notes.

**3. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

**4. Presentations****4.1 Presentation by Wayne Holt, Assistant Manager - Juvenile Justice**

Wayne Holt addressed the Sub Committee regarding the work the Juvenile Justice undertakes within the community. This work includes:

- restorative justice
- implementation of crime tools and crime prevention and community based programs
- intervention programs and initiatives

**Introduction of Council's new Director City Works - Mr Wayne Rylands**

Councillor Hawker introduced and welcomed Council's new Director City Works, Mr Wayne Rylands to members of the Community Safety Sub Committee.

Mr Rylands provided a brief outline of his employment history to members of the sub committee.

**5. Notes of the Previous Meeting**

**Report**

The notes of the Community Safety Sub Committee meeting held on 15 March 2015 copies of which have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee's Note:** That the information be noted.

**6. Business Arising from Previous Minutes**

nil

**7. Correspondence**

nil

**8. Reports**

**8.1 Crime Prevention Plan**

**8.1 Draft Crime Prevention Plan 2015 - 2018**

**Purpose**

To update the Committee on the status of the Draft Crime Prevention Plan.

**History**

The Commonwealth Attorney General's Department and the NSW Department of Justice, together with the Australian Institute of Criminology (AIC) have provided guidelines with regard to effective crime prevention interventions suitable for implementation by local government.

Specifically, the NSW Department of Justice supports local Councils as lead agencies for identifying and implementing local crime prevention strategies. Such strategies include the development of a local Crime Prevention Plan by Council that may be submitted to the NSW Department of Justice for endorsement and possible funding.

The Draft Crime Prevention Plan 2015-2018 was developed to adhere to the guidelines set out by the NSW Department of Justice and AIC, and specifically address set crime categories. In addition, data from the Bureau of Crime Statistics and Research (BOCSAR), and consultation with key agencies such as the NSW Police, have contributed to the plan, as has perceptions and comments made by the community.

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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### **Report**

As the Committee would be aware in December 2014 Council's Community Safety Officer's presented the results of the research and strategies that had been undertaken to inform the Draft Crime Prevention Plan 2015-2018. At this meeting the committee provided feedback on the information presented and on the proposed two crime categories of:

- Steal from motor vehicle
- Break and enter from dwelling

The Committee was provided with feedback forms and asked to continue to submit any comments they might have.

At our last meeting the draft plan was brought to the committee but unfortunately as we did not have a quorum we could not put forward a recommendation on the draft to Council. As the plan needs to progress to public consultation the final presentation of the plan was completed and the plan has been sent to Council. Council is due to consider this matter on the 19 May 2015. If Council approves the draft plan then it will be placed on public exhibition.

A copy of the plan will be provided to the Committee once Council has resolved the matter and the members are asked to take the plan out to the broader community and seek their comments. Any feedback should be forwarded to Council Community Safety Officers.

This is a draft plan for the purpose of public consultation. The consultation process will be conducted in a number of ways. The document will be made available online for comment under the 'on public exhibition' section of Council's website and feedback can also be taken over phone by community safety officers.

The opportunity to comment will be advertised in the local paper, at local community meetings throughout the LGA and in the 'news' section on Council's website home page.

Once feedback has been received and considered it will be incorporated into the document. The community comments and any changes that have been made to the document will be presented to the committee for their consideration and discussion. Once the committee has discussed the community feedback the committee will put forward a recommendation to Council. The committee recommendation and the final document will then be reviewed by Council for endorsement.

Once the final document has been endorsed by Council it will be forwarded to the NSW Department of Justice for enforcement as a safer community compact. Council will then be invited to access funding to completed sections of plan when funding becomes available.

### **Officer's Recommendation**

That the information be noted.

**Sub Committee's Note:** That the information be noted.

## **8.2 New project – Keep it reel**

### **Purpose**

To inform the Committee of a new project between Council and NSW Police School Liaison Officer from Campbelltown and Macquarie Fields Local Area Commands.

### **History**

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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Helping the community to become more resilient through the provision of community safety messages to various community groups is an important role within Council's Community Safety Team. The team is always looking to develop effective new ideas and resources to educate and promote safety within the LGA. This new project involves the community developing the messages to be delivered to other parts of the community.

**Report**

School Liaison Police approached Council in regards to working together on a joint project where high school students can compete in a crime prevention film clip competition. The project is called "Keep it reel".

The aim of the project is for local students to create a short crime prevention film clip that can be used by Council and Police as part of their resources to deliver crime prevention messages to other youth in the area. It is about local youth delivering a local message in a way they feel the message will be heard and understood.

The high schools will have four categories to choose from. The categories include:

- cyber safety
- domestic violence
- graffiti
- road safety.

The categories have been selected by Council and Police and are based on crime categories that are relevant to Campbelltown LGA and the age group involved.

The target is to have registrations for the competition take place towards the end of this term and entries will close at the end of term three.

A judging panel will be formed and it is envisaged to include the Chair of this Committee, a community representative from the Committee, School Liaison Police, Council's Community Safety Officer, Council's Road Safety Officer and Council's Art Centre.

There will be a winner for each category. The winning clips will be used during awareness weeks throughout the year relevant to that category. They will also be used in various advertising opportunities.

A screening event will be held to present the finalist film clips to the students, families and officials from the stakeholder agencies. At this event the overall winner from each category will be announced.

Any comments from the Safety Sub Committee will be gratefully received. Any person from the Committee who may wish to become involved in this pilot project are invited to speak with Council's Community Safety Officer.

The final details of the program are currently being finalised prior to calling for entries as described earlier in the report. Council will develop a flyer and the School Liaison Police will begin informing local high schools of the opportunity during their regular meetings with students of each high school.

**Officer's Recommendation**

That the information be noted.

**Sub Committee's Note:** That the information be noted.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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**8.3 Mawson Park War Memorial****Purpose**

To update the Committee about the Mawson Park War Memorial damage.

**History**

Mawson Park is located on the corner of Queen and Cordeaux Streets Campbelltown. The Obelisk (see attached photo) is located in a prominent location within the park and honours our service men and women and is used as the centre piece during formal ceremonies such as ANZAC Day and Remembrance Day. The memorial is sandstone and has a number of glass panels covering an internal light that shines from within the structure.

**Report**

During March 2015 the War Memorial's glass panels were broken by an unknown person or persons. Although the memorial in the past has been damaged this latest continuous damage started on the 6 March, then on the 11 March and again sometime between the 20 to the 23 March 2015. After each incident Council reported the matter to NSW Police and had the glass replaced.

Council had a portable CCTV camera monitoring sections of the park and the memorial and this footage was provided to the police in the hope of catching the offenders. Due to continuing damage Council decided to erect a temporary fence around the memorial in an effort to stop the offenders accessing the memorial.

Council's portable CCTV did capture video footage of young people damaging the memorial. Upon review it was determined the footage did prove useful in assisting the local police identify the young offenders and an arrest was made.

The two young offenders were arrested and both have been referred for a Youth Justice Conference and this will be held in the coming weeks. People affected by this crime will also be invited to attend the Conference such as, Council, the RSL, ex-servicemen and Police.

**Officer's Recommendation**

That the information be noted.

**Sub Committee's Note:** That the information be noted.

**8.4 Summary of Crime Statistics for the LGA****Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

**Report**

Representatives from the Local Area Commands will verbally present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** The Sub Committee was presented with a summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

**9. General Business**

Nil.

Next meeting of the Sub Committee will be held 30 July 2015.

Councillor Hawker

**Chairperson**

Meeting closed: 1.22pm

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

**6. Notes of the Previous Meeting held 30 July 2015****Report**

The notes of the Community Safety Sub Committee meeting held 30 July 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED****Notes of the Community Safety Sub Committee**

**Held Thursday 30 July 2015  
in Committee Room 3**

Meeting commenced: 12.35pm

**1. Acknowledgement of Land**

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

**2. Attendance and Apologies**

**Attendance:** Councillor Paul Hawker (Chairperson) - Campbelltown City Council  
Superintendent Sean Gersbach - Macquarie Fields Police  
Oscar Cordoba - Community Representative

**Also in Attendance:** Wayne Rylands - Director City Works - Campbelltown City Council  
Kevin Lynch - Manager Technical Services - Campbelltown City Council  
Bruce McCausland - Manager Community Resources and Development - Campbelltown City Council  
Vanessa South - Mainstreet Ambassador - Campbelltown City Council  
Karen Yuen - Youth Development Coordinator, Youth Solutions  
Geraldine Dean - CEO, Youth Solutions  
Karen Kirk - Community Safety Officer - Campbelltown City Council  
Inspector Robert Monaghan - Macquarie Fields Police  
Deborah Taylor - Executive Support - Campbelltown City Council

**Apologies:** Justine Uluibau - Acting Director Community Services - Campbelltown City Council  
Gary Obrien - Department of Family and Community Services  
Allan Connolly - Community Representative  
Superintendent Wayne Benson - Campbelltown Police  
Greg Inger - Campbelltown Police

Due to a lack of a quorum a formal Sub Committee meeting could not be held however the meeting discussed all agenda items and any outcomes have been recorded in these notes.

**3. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

**4. Notes of the Previous Meeting held 14 May 2015****Report**

The notes of the Community Safety Sub Committee meeting held 14 May 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

**5. Business Arising from Previous Minutes**

Nil

1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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**6. Correspondence****6.1 Resignation - Allan Connolly**

Council's Manager Technical Services advised that he has received the resignation of Allan Connolly, one of the Community Representatives of the Community Safety Sub Committee.

**Sub Committee Note:** That the information be noted.

**7. Presentation – Geraldine Dean, CEO Youth Solutions and Karen Yuen, Youth Development Coordinator, Youth Solutions**

Geraldine Dean, CEO Youth Solutions and Karen Yuen, Youth Development Coordinator, Youth Solutions presented to the Sub Committee regarding the services provided by Youth Solutions. A copy of the presentation is attached.

<P:\Presentations\Sub Committees\Youth Solutions presentation CSSC 30.07.15.pdf>

Youth Solutions is a youth drug and alcohol prevention and health promotion charity working with young people aged 12-25 in the Macarthur and Wingecarribee regions. A copy of their flyer is attached and a copy of the Health Promotion Education Workshops booklet is also attached.

<P:\Presentations\Sub Committees\youth solutions flyer CSSC 30.07.15.pdf>

<P:\Presentations\Sub Committees\Youth Solutions booklet CSSC 30.07.15.pdf>

Superintendent Sean Gersbach noted that these programs would be beneficial if they were provided to all schools within the Local Government Area. Geraldine Dean advised that Youth Solutions, unfortunately, do not have the resources to be able to service all schools in the Local Government Areas of Wingecarribee and Macarthur however they provide support, information and assistance where they are able to. It was noted that Youth Solutions will be invited to attend the next Principals forum that will be organised by Macquarie Fields Local Area Command.

It was noted that Youth Solutions also work with local Universities and TAFEs to capture students after they have left high school and to further educate and provide information on such topics as drink driving.

Further information can be obtained from the Youth Solutions website via the following link: <http://youthsolutions.com.au/>.

**8. Reports****8.1 Update on Draft Crime Prevention Plan 2015 - 2018****Purpose**

To update the Committee on the status of the Draft Crime Prevention Plan.

**Report**

The Draft Crime Prevention Plan was publically exhibited from 9 June to 26 June 2015. Council sought public comment on the draft plan which outlines Council's current crime prevention and community safety work, and identifies areas of focus for the next three years.

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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The draft plan was exhibited on Council's webpages, an advertisement was placed in both local papers on Tuesday 9 June 2015, and hard copies of the draft plan were available at Council's Civic Centre and HJ Daley Library, Campbelltown. In addition, the draft plan was circulated to various government organisations, businesses, not for profit organisations and community groups within the Campbelltown local government area.

At the conclusion of the public exhibition period, Council had not received any written comments or submissions.

Council Officer's did receive feedback from within Council on the layout of the plan during public exhibition, and will make minor presentation changes to the draft plan, prior to forwarding to Council for full consideration.

Once adopted by Council, the plan will be forward to The Department of Police and Justice NSW for endorsement, and Council Officers can then proceed with implementation of the plan.

### **Officer's Recommendation**

That the Committee endorse the Draft Crime Prevention Plan for Council's consideration.

**Sub Committee Note:** That the Committee endorse the Draft Crime Prevention Plan for Council's consideration.

Council resolved at its meeting held on 19 May 2015 to place the Draft Crime Prevention Plan on public exhibition. This process has been undertaken and no feedback has been received from the community. It is intended that the Draft Crime Prevention Plan will be presented to the next City Works Committee meeting for final adoption by Council. Once the Plan has been adopted it will be printed and distributed to Sub Committee members for their information.

## **8.2 NRMA Insurance Community Grant Awarded**

### **Purpose**

To inform the Committee that Council was awarded a \$4000 grant from NRMA Insurance, for the purposes of developing Break and Enter Prevention materials for residents of Rosemeadow and Ambarvale.

### **Report**

#### **Background**

Following the success of Council's Break and Enter Prevention Project that was implemented in 2013-2014, a reduction in the number of Break and Enters across Campbelltown LGA was detected. Council officers have actively sought to continue project work within this crime category. The previous Break and Enter project, funded by the Attorney General and Justice Department, provided residents identified as victims of repeat break and enter with a safety audit of their premises and upgraded security to their home. In addition, a break and enter prevention education package was made available to residents in 'hot spot' localities across the LGA.

Council Officers were interested in building on the existing education package that was provided to residents. The expanded package will provide residents with additional tools to help protect their property and valuables against theft, and increase their knowledge and awareness of home security and community safety.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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Council continued to utilise a combination of BOCSAR (NSW Bureau of Crime Statistics and Research - BOCSAR) statistics, local knowledge and data provided by the NSW Police, and discussions with local Not for Profit Organisations, to identify a target audience for the new break and enter information packs. The localities of Rosemeadow and Ambarvale were identified as hotspots for break and enter and in need for further crime prevention work.

**The Grant**

Council's Community Safety Officer was recently granted funding through NRMA Insurance Community Grant Program, for Break and Enter Crime Prevention work in Rosemeadow and Ambarvale. The project commences in August 2015, and aims to decrease the number of Break and Enters in Rosemeadow and Ambarvale by 5% over the next twelve months.

The Community Safety Officer will produce new Break and Enter information packs for residents that will contain:

- Tips for enhancing home security card;
- Emergency contact fridge magnet;
- Valuables inventory list and identification sheet (for residents to complete);
- Property markers (for residents to mark their electronics and valuables); and
- USB sticks.

The USB sticks will be uploaded with the following information when distributed to residents:

- Local Community Safety information (initiatives, activities and organisations relevant to Campbelltown LGA, that can assist with building and improving home security and community safety);
- Additional valuables inventory list and identification sheet; and
- Instructions for residents to use the USB to save photos of valuables that they have marked and identified (such as jewellery, electronics, etc.).

Council has a number of existing project partners that can be utilised to help identify the target residents most requiring this information and assist in the delivery and distribution of the Break and Enter information packs to residents.

Council will supplement the grant by contributing funds from Council's existing Operational Budget that provides for Community Safety projects. The additional funds will enable greater distribution of the Break and Enter information packs, and in doing so, educate a greater number of residents on break and enter prevention.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

It was noted that this will initially be a pilot project for Rosemeadow and Ambarvale and if successful, will be rolled out to the Local Government Area however, the information pack that will be development will be available to be used throughout all of Local Government Area.

The project will run over the next 6 months with the goal being to decrease the number of break and enters by 5% in Rosemeadow and Ambarvale over a 12 month period. Information will be reported back to both NRMA and to the Sub Committee during the course of the project.

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### **8.3 Campbelltown Railway Pedestrian Underpass Signage**

#### **Purpose**

To inform the Committee of the proposed upgrade to the way finding signage at the Hurley street underpass located adjacent Campbelltown Rail Interchange.

#### **History**

Campbelltown Railway Station has a pedestrian underpass that passes from the bus/rail interchange under Hurley Street to the footpath adjacent to the court house.

The underpass signage is dated and provides limited way finding signage regarding where the underpass leads to or what is located within close vicinity.

From the entry point on Railway Street there is no signage regarding where the tunnel leads to. For commuters not familiar with the area they may not realise that the pedestrian underpass is available to them to access the railway station.

#### **Report**

New signage has been designed to be introduced at the entry and exit points of the pedestrian underpass and to provide pedestrian with clear way finding information. The new signage will also provide information on key facilities near the station.

Creating an area that looks well used, bright, vibrant and shows direction can help the community feel safer. It is also an opportunity to promote nearby council facilities such as Mawson Park and the Arts Centre and other important services such as the court house and police station.

Clear signage on the court house side will encourage pedestrians to use the tunnel instead of negotiating four lanes of traffic crossing Hurley Street.

There will also be an option for community safety messages to be delivered to the community in a bus stop style display. This work is envisaged to be completed over the next few months.

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

That the information be noted.

**Sub Committee Note:** That the information be noted.

Council's Manager Technical Services advised that the sketches tabled may not accurately reflect the final look of the signage that will be installed at the Hurley Street underpass, and were intended to be indicative only.

Oscar Cordoba noted that the underpass on the court house side is not always well lit and does not always feel safe to use. Council's Manager Technical Services advised that this issue would be investigated.

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#### **8.4 Summary of Crime Statistics for the LGA**

##### **Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

##### **Report**

Representatives from the Local Area Commands will verbally present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC

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

That the information be noted.

**Sub Committee Note:** The Sub Committee was presented with a verbal summary of crime statistic results for the Macquarie Fields Local Area Command.

#### **9. General Business**

Nil

Next meeting of the Community Safety Sub Committee will be held on Thursday 5 November 2015 at 12.30pm in Committee Room 3.

Councillor Hawker

**Chairperson**

Meeting closed: 1.27pm

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

**7. Notes of the Previous Meeting held 5 November 2015****Report**

The notes of the Community Safety Sub Committee meeting held 5 November 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED****Notes of the Community Safety Sub Committee**

**Held Thursday 5 November 2015  
in Committee Room 3**

Meeting commenced: 12.32pm

**1. Acknowledgement of Land**

An Acknowledgement of Land was presented by the Acting Chairperson, Wayne Rylands.

**2. Attendance and Apologies**

**Attendance:** Michelle Ledden - Acting Superintendent - Campbelltown Police Station  
Greg Inger - Representing Campbelltown Police  
Michelle Glasgow - Representing Campbelltown Police  
George Psaroudis - Representing Campbelltown Police  
Mark Brett - Representing Macquarie Fields Police  
Gary Obrien - Community Representative

**Also in attendance:** Wayne Rylands (Acting Chairperson) – Director City Works – Campbelltown City Council  
Justine Uluibau - Acting Director Community Services - Campbelltown City Council  
Kevin Lynch - Manager Technical Services - Campbelltown City Council  
Bruce McCausland - Manager Community Resources and Development - Campbelltown City Council  
Karen Kirk - Campbelltown City Council  
Kristy Peters - Executive Support - Campbelltown City Council

**Apologies:** Councillor Paul Hawker - Campbelltown City Council  
Councillor Darcy Lound - Campbelltown City Council  
Russell Matheson MP - Federal Member for Macarthur  
Anoulack Chanthivong - Member for Macquarie Fields  
Greg Warren MP - Member for Campbelltown  
Oscar Cordoba - Community Representative  
Melissa Waaka-Smith - Community Representative  
Allan Connolly - Community Representative

**3. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

**4. Notes of the Previous Meeting****4.1 Notes of the Previous Meeting held 5 March 2015****Report**

The notes of the Community Safety Sub Committee meeting held on 5 March 2015 copies of which have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**4.2 Notes of the Previous Meeting held 14 May 2015****Report**

The notes of the Community Safety Sub Committee meeting held on 14 May 2015 copies of which have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**4.3 Notes of the Previous Meeting held 30 July 2015****Report**

The notes of the Community Safety Sub Committee meeting held on 30 July 2015 copies of which have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**5. Business Arising from Previous Notes**

Nil

**6. Correspondence**

Nil

**7. Presentations****7.1 Presentation by the Manager Technical Services - Kevin Lynch – Campbelltown City Council - 'CCTV rollout in Campbelltown and Ingleburn CBDs'**

Council's Manager Technical Services addressed the Sub Committee outlining Council's CCTV rollout in the Campbelltown and Ingleburn CBD's:

- Council will own and operate the CCTV system
  - this system will not be monitored on a live basis
  - all CCTV footage will kept for 14 days
  - CCTV cameras will be linked through a optic fibre network
  - areas to be covered include: Mawson Park, Queen Street, Lithgow Street, Campbelltown Mall area and Dumaresq Street
  - in total the Campbelltown CBD will include 23 operational cameras, this system can be increased at any time if required
  - currently the CCTV is being installed in the Ingleburn CBD and at the conclusion of the Festival of Fisher's Ghost Festival the system will be installed in the Campbelltown CBD.
  - signage will be erected to inform people that the CCTV system may be operating.
  - the CCTV systems should be fully commissioned by the middle of December 2015
-

## **8. Reports**

### **8.1 Update of NRMA Insurance Community Grant Project**

#### **Purpose**

To provide the Committee with an update on the project work and events associated with the NRMA Insurance Community Grant recently undertaken in Rosemeadow and Ambarvale.

#### **Report**

#### **Background**

At Council's previous Community Safety Sub Committee meeting held 30 July, the committee was advised that Council had been awarded a \$4000 grant from NRMA Insurance, for the purposes of developing Break and Enter Prevention materials for residents of Rosemeadow and Ambarvale. The development and distribution of materials for residents took place in August 2015, as described in further detail below.

#### **Project Delivery**

Council's Community Safety Officer developed a new Break and Enter Prevention pack for the residents of Rosemeadow and Ambarvale that contained information and products that actively sought to enhance residents knowledge with regard to home security and property protection. Specifically the pack included an uploaded USB sticks, property markers and valuables inventory lists, in addition to literature that promotes home security.

An event coordinated by the Community Safety Officer took place on 20 August 2015 at Rosemeadow Community Centre, where over the period of two hours, residents of Rosemeadow and Ambarvale attended Home Security information sessions provided by both NRMA Insurance and Council's Community Safety Officer. One hundred Break and Enter Prevention packs were distributed, and residents feedback from the day was positive. NRMA Insurance was pleased with the collaborative nature of the event, and could see great benefit to the local community from the use of grant funds and the event held.

Due to the success of the event, and the overwhelming positive feedback from residents, an additional 100 packs are currently being produced, to be distributed to residents throughout the wider Campbelltown local government area over the next six months.

Council's Community Safety Officer will closely monitor break and enter statistics for Rosemeadow and Ambarvale over the next 12 months, to determine the level of effectiveness of this project in terms of impacting (and further decreasing) break and enters in this locality. The project target sought to decrease break and enters by 5%. The information and resources that have been provided to the community through this project are expected to make a significant difference with regard to improving home security through increasing residents knowledge and actions with regard to keeping their homes and valuables safe and protected.

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

That the information be noted.

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## **8.2 Snapshot of Community Safety Projects for 2015**

### **Reporting Officer**

Manager Technical Services

### **Attachments**

Nil

### **Purpose**

To inform the Community Safety Sub Committee of the work undertaken by Council's Community Safety Officer's throughout the year of 2015.

### **Report**

Council's Community Safety Officer undertakes a diverse range of projects each year that all aim to increase the overall safety for residents and visitors within the Campbelltown region. Projects are driven by the aims and objectives of Council's Crime Prevention Plan, Bureau of Crime Statistics and Research (BOCSAR) statistics and identified trends, and by the needs of the wider community.

Key projects undertaken throughout 2015 include:

#### **Council's Crime Prevention Plan 2015-2018**

Adopted by Council 15 September 2015, the plan is now following the endorsement process through NSW Department of Justice and is currently being reviewed by the Minister to enable state government funding. Plan implementation will continue through to 2018.

#### **Wayfinding Audit of Campbelltown CBD**

This project seeks to improve the connectivity between signage, accessibility and public domain with particular concentration on pedestrian movements in, around and out of the Campbelltown CBD. An initial wayfinding audit of the CBD was undertaken in October 2015, which highlighted a general lack of directional signage. Investigations are now taking place with regard to improving directional and wayfinding signage within this precinct, and supporting such actions with the necessary corporate documents.

#### **Crime Prevention Through Environmental Design (CPTED) Reviews of Development Proposals**

Council's Community Safety Officer undertakes CPTED reviews of relevant proposed developments submitted to Council for consideration. The CPTED review involves careful consideration of the proposal's ability to ensure heightened safety and security at the given site through design principles such as access control, natural surveillance, lighting, landscape design and so on. Most recently CPTED reviews were completed for:

- Macarthur Gardens North Masterplan
  - Development Application for alterations and additions with CPTED impacts for Macarthur Tavern, Campbelltown.
-

**CPTED Audits across the LGA**

In addition to CPTED Reviews on new developments, Council's Community Safety Officer also conducts CPTED audits of existing Council parks, reserves, facility buildings and car parks. Here, a detailed analysis of surveillance, access control, activity and space management and environmental maintenance of the site takes place, and specific recommendations are made to improve the security and safety of the site, and for the people utilising the site. Recent CPTED audits include;

- Marsden Park, Park Central
- Ben Lomond Road Pedestrian Overpass, Minto
- Redfern Park, Minto
- Briar Road Public School
- Bradbury Pedestrian Underpass

**Park Smart Program**

Council has continued with the successful Park Smart program in partnership with Campbelltown Police LAC and Camden Council that works to reduce 'steal from motor vehicle' offences through increased education and awareness of the vehicle driver. A Park Smart event was held earlier this year at Macarthur Square, Campbelltown that distributed 420 Park Smart education flyers.

**Crime Prevention Education Pop Up Stalls**

Council's Community Safety Officer regularly holds Crime Prevention Education pop up stalls at local shopping centers, and at community events where large volumes of Crime Prevention educational material can be distributed to residents. Recent examples Ingleburn Alive Festival, Airs Community Day, Rosemeadow Community Event and Minto Marketplace.

In addition to the noted key projects, Council's Community Safety Officer also collaborates with Officer's from across Council in the delivery of the 'Inspire Youth' and 'White Ribbon' programs that focus on Community Safety support and education relating to domestic and family violence.

**Officer's Recommendation**

That the information be noted.

**8.3 Summary of Crime Statistics for the LGA****Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

**Report**

Representatives from the Local Area Commands will verbally present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC.

**Officer's Recommendation**

That the information be noted.

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**Sub Committee Note:** The Sub Committee was presented with a summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

**9. General Business**

**9.1 Syringes - Briar Road Public School**

The Director City Works raised concerns on behalf of Briar Road Public School with regards to the number of syringes being found in or near to the school grounds on a daily basis.

Members of the Local Area Command encouraged the school to report the matter directly to the police. It was suggested that lighting be improved in the area to assist with the minimisation of syringes in the area. The police will discuss this with the principal.

Next meeting of the Sub Committee will be confirmed. Proposed dates for all 2016 Sub Committee Meetings will be presented to Council for adoption in the near future.

Wayne Rylands

**Acting Chairperson**

Meeting closed: 1.07pm

**8. Notes of the Previous Meeting held 18 February 2016**

**Report**

The notes of the Community Safety Sub Committee meeting held 18 February 2016, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED**

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**Notes of the Community Safety Sub Committee****Held Thursday 18 February 2016  
in Committee Room 3**

Meeting Commenced: 12.25pm

**1. Acknowledgement of Land**

An Acknowledgement of Land was presented by the Chairperson, Council's Director City Works.

**2. Attendance and Apologies****Attendance:** Wayne Benson – Superintendent – Campbelltown Police  
Sean Gersbach – Superintendent – Macquarie Fields Police  
Melissa Waaka-Smith – Community Representative  
Gary Obrien – Housing NSW**Also in Attendance:** Justine Uluibau – Acting Director Community Services - Campbelltown City Council  
Wayne Rylands – Director City Works – Campbelltown City Council  
Kevin Lynch – Manager Technical Services – Campbelltown City Council  
Kristie Chan Sau – Community Safety Officer – Campbelltown City Council  
Deborah Taylor – Executive Support – Campbelltown City Council  
Karen Hunt – representative for Greg Warren MP – Member for Campbelltown  
Bruce McCausland – Manager Community Resources and Development – Campbelltown City Council  
Ian Fulton – Campbelltown Chamber of Commerce  
Paul Kremer – Campbelltown Police  
Mark Brett - Macquarie Fields Police**Apologies:** Councillor Paul Hawker – Campbelltown City Council  
Councillor Darcy Lound – Campbelltown City Council  
Oscar Cordoba – Community Representative  
Karen Kirk – Community Safety Officer – Campbelltown City Council  
Greg Warren MP – Member for Campbelltown

Due to a lack of a quorum a formal Sub Committee meeting could not be held however the meeting discussed all agenda items and any outcomes have been recorded in these notes.

**Election of Chairperson**

In the absence of the chairperson, Councillor Hawker, Sub Committee members elected Council's Director City Works to chair the meeting.

**3. Declarations of Interest**There were no Declarations of Interest made at this meeting.

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**4. Notes of the Previous Meeting held 5 March 2015**

**Report**

The notes of the Community Safety Sub Committee meeting held 5 March 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

**5. Notes of the Previous Meeting held 14 May 2015**

**Report**

The notes of the Community Safety Sub Committee meeting held 14 May 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

**6. Notes of the Previous Meeting held 30 July 2015**

**Report**

The notes of the Community Safety Sub Committee meeting held 30 July 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

**7. Notes of the Previous Meeting held 5 November 2015**

**Report**

The notes of the Community Safety Sub Committee meeting held 5 November 2015, have been circulated to each Sub Committee member.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

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**8. Business Arising from Previous Notes**

Nil at time of print.

**9. Correspondence**

Nil at time of print.

**10. Reports****10.1 Anti-social behaviour and vandalism near Therry Road - Campbelltown****Purpose**

To provide the sub committee with information regarding recent anti-social behaviour that has occurred in Park Central on the corner of Regent Street and Parkside Crescent, Campbelltown and advise recommendations to assist with addressing this issue.

**History**

The southern end of Park Central adjacent to Therry Road, is a detention basin which forms part of a series of basins that exist to the south of Therry Road. These basins form part of the playing fields for Ambarvale Sporting Complex. These basins are connected under Therry Road by a series of drainage pipes and culverts. The lower pipes in the system cater for lower flows whilst the large culvert caters for the larger more extreme storm events. This culvert has for many years been used as an informal pedestrian underpass to cross Therry Road (see attachment 1). Due to growth in the area, and the development of Park Central the drainage culvert has experienced an increase in its usage.

As part of the development of Park Central there has been a block of residential units constructed on the corner of Parkside Crescent and Regent Street, Park Central. On the opposite side of each of these streets is parkland area of which the basin, mentioned above, forms part. Through this parkland is an informal track to the drainage culvert under Therry Road (see attachment 2).

The path leading to the tunnel from Park Central and the actual tunnel are used as an informal pedestrian access from Ambarvale through to Park Central to access, Marsden Park, Park Central medical precinct, cafes, restaurants and Macarthur Square Shopping Centre. There are other preferred formal pedestrian routes to access these areas.

**Report**

In the past members of the public have raised concerns about lighting in the area. As this area has poor sight line and no natural surveillance from the street or residential area it has not been lit. The preferred formal footpath leading from the Ambarvale Sporting Complex to Park Central has been lit as a result of these concerns.

The corner unit blocks have had a number of rock throwing incidents. In excess of 15 incidents have been experienced over the past 18 months. At least two taxi drivers have been robbed at this location where it is believed that the taxis are called to the area and robbed due to the easy escape route through the tunnel. There also have been a number of break and enter incidents where property has been stolen and damaged.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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Local residents have described the behaviour of the young people as malicious and becoming more brazen as time passes. Local residents are certainly becoming more afraid and there is currently a petition to "Keep Park Central Safe."

Resulting from these concerns NSW Police and Council Officers have held a meeting on site with the resident. Following this meeting a safety audit of the area was undertaken by Council Officers which identified a number of possible improvements which may help in resolving the current anti-social behaviour:

**1. Temporary Security Lighting:**

The bush land area adjacent to the street is currently not lit and as a result of recent anti-social activity an interim flood light pointing into the bush land could be considered. This flood light should only be in place until further recommendations can be investigated and implemented. Permanently lighting this area may only encourage increased use of this area in the long term.

**2. Interim Formal Surveillance:**

Surveillance of the area should be considered until further recommendations are implemented. Portable CCTV cameras may be used to capture people coming and going from this area. If there are further incidents, the cameras may help deter or at the very least capture the incident.

**3. Change The Use Of The Informal Footpath:**

The informal footpath from Parkside Crescent should be clearly marked as 'No Pedestrian Access'. The erection of additional fencing to block off this area and redirect pedestrians to use the formalised footpath network should be considered.

**4. Securing Drainage Culvert:**

The pedestrian path from Ambarvale to Park Central under Therry Road is not considered a safe route for pedestrian access. Due to the location of this track there is no natural surveillance at any time of the day. Restricting pedestrian access to the drainage culvert and this track is recommended. This culvert is a major flood path that cannot have restriction to water flow. Due to the various design considerations the matter has been referred to Council's Flood Engineers for their recommendations and advice in regards to appropriate fencing.

At the time of the inspection it was also noted that fires have been lit within the culvert and numerous bottles have been smashed along with other litter. Securing of this area will also alleviate this behaviour.

Council will also need to advise the community of any intention to close this culvert to pedestrians and seek public comment.

**Actions to date:**

1. A CCTV camera was installed in late December 2015 and no issues were detected. This camera will again be installed in February 2016 and will monitor the area for a greater period of time.
  2. Temporary flood lighting has been arranged for the corner of Parkside Crescent and Regent Street. This lighting is only seen as a temporary solution to discourage people from hiding in the area. To have this area permanently lit may only encourage the increased use of this bushland area.
  3. It is also understood that NSW Police continue to patrol this area to detect any further anti-social activity.
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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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**Officer's Recommendation**

1. That Council be requested to investigate the feasibility of closing the drainage culvert under Therry Road, Campbelltown.
2. That Council be requested to reinstall temporary CCTV near Regent Street and Parkside Crescent.
3. That Council be requested to install a temporary flood light in Regent Street facing into the bush land area.
4. That Council be requested to continue to work with NSW Police to reduce the incidence of anti-social behaviour in the subject area of Park Central.

**Sub Committee Note:**

That the information be noted.

**10.2 Flood Study- Presentation**

Council's Manager Technical Services presented to the Sub Committee on the status of Council's Flood Study advising that it was now complete for the Bow Bowing Bunbury Curran Creek Catchment and community consultation evenings were about to be commenced. The community consultation information was distributed to all Sub Committee attendees and a copy is attached below.

[P:\Presentations\Sub Committees\floodplain risk management\\_flyerposter.pdf](P:\Presentations\Sub Committees\floodplain risk management_flyerposter.pdf)

It was noted that the previously named '1 in 100' year storm is now referred to as the '1% AEP (Annual Exceedance Probability)'. The change of name was to better define the fact that this storm event has a 1% chance of occurring rather than the old name which implied it only occurred every 100 years. It was noted that during the recent storms in the LGA some small areas did experience a 1% AEP storm event.

Council's Manager Technical Services advised that Council has obtained a virtual flood simulation software program that shows how a flood will occur and the location that the flood waters will impact first. This software will assist in determining which properties will need to be evacuated first and will also assist Council, the Police and the State Emergency Service to determine the most appropriate locations to set up in times of floods. It was noted that a presentation of this software package would be beneficial at the next Local Emergency Management Committee.

**10.3 Summary of Crime Statistics for the LGA****Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

**Report**

Representatives from the Local Area Commands will present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
  - (b) Macquarie Fields LAC.
-

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** That the information be noted.

The Sub Committee was presented with a verbal summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

It was noted that the circulation of counterfeit notes has been reported, used mainly within the fast food industry.

It was further noted that there has been a spike in number plate thefts however further investigations have commenced in to the purpose of these thefts as the number plates are not being used to obtain petrol or for freeway travel.

Campbelltown Superintendent, Wayne Benson, commended the efforts of Council and Council's Manager Technical Services for the successful installation of Closed Circuit Television (CCTV) in Queen Street, Campbelltown, with a 24hr live feed going straight to Campbelltown Police Station.

It was noted that the recent bomb threats made to various schools in New South Wales have originated from an overseas destination and have been generated through a form of automated technology.

Macquarie Fields Superintendent, Sean Gersbach, noted that Macquarie Fields Police had recently been in the media for achieving no reported crime for an entire 24hr period.

**11. General Business****11.1 Crime trend - fraud and letterbox theft**

Council's Community Safety Officer advised that she is a member of the Local Government Safety Network and at a recently held meeting she was advised of a new crime trend that could potentially affect the Local Government Area in the near future.

The City of Sydney Council has had a significant increase in letterbox theft that has started to spread to the outer suburbs. Technology and a change in systems within particular organisations have caused this increase. Examples include:

1. Pay wave credit cards
2. Card skimming devices
3. Credit cards sent to home addresses
4. An increase in online purchasing
5. Licences sent to home addresses (such as driver's licences).

Fraud from letter boxes is ever growing particularly at units where the letter boxes are out on the street and easily accessible by anyone. The fact that there are a large number of letter boxes grouped together makes these locations more attractive to the thief. Letter boxes are now skimmed for data from outside the letter box with no need for the criminal to touch the mailbox or the mail.

Campbelltown LGA is growing and buildings such as unit blocks are being seen more frequently. In response to this information about letterbox theft, it is important that the community is aware of how to protect themselves.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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It is important that new unit block developments design the location of their letter boxes so that it minimises the risk of this type of fraud. This can be done by ensuring letterboxes are positioned so that they can only be opened from electronically accessible private space. The City of Sydney has made this arrangement and Australia Post is given a swipe card or a pin code for access to these buildings.

This latest information is being discussed with Council Development Section to ensure developers are aware of this growing trend.

Council's Community Safety Officer advised that Council will begin to work on educating the local community and encourage them to have land rates sent digitally and have their online packages delivered to their local Post Office rather than their home.

**11.2 Redfern Park**

Council's Manager Technical Services advised, on behalf of Councillor Lound, that there has been an increasing number of youths that have found access to the community centre and are using it to play music and consume alcohol. Council's Manager Technical Services advised that discussions have already commenced with the centre care taker to review the use of an alternative locking system or potentially the installation of sensor lighting in the vicinity. NSW Police advised that they are aware of the issue and currently have actions in place to address this situation.

Next meeting of the Community Safety Sub Committee will be held on Thursday 5 May 2016 at 12.30pm in Committee Room 3.

Director City Works  
**Chairperson**

Meeting Concluded: 1.23pm

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**9. Business Arising from Previous Notes**

Nil

**10. Correspondence**

Nil

**11. Presentations****11.1 Presentation by Senior Constable David Blom – New Crime Prevention Officer Macquarie Fields Local Area Command**

Senior Constable Blom addressed the Sub Committee detailing his role as a Crime Prevention Officer which incorporates:

- Identify short, medium and long term crime prevention priorities for the LAC in consultation with the Crime Management Unit.
- Initiate, develop, coordinate and evaluate targeted crime prevention strategies and community education and awareness campaigns to address LAC crime prevention priorities.
- Coordinate NSW Police Force crime prevention initiatives with those of other government, welfare, business and community sectors at the local level.
- Apply the principals of Safer By Design to existing and proposed developments to reduced crime opportunity (under Section 79C of the *Environmental Planning and Assessment Act 1979*). Joint assessment by Police and Council.
- Participate in Local Government crime prevention planning and initiatives.
- Coordinate activities with, and provide support to, community safety committees and groups implementing NSW Police Force initiatives. (such Community Safety Advisory Committee and Neighbourhood Watch).
- Represent the LAC on crime prevention related committees and working parties, both internally and externally.
- Undertake safety and security audits for individuals, community groups and businesses to prevent or reduce repeat victimisation.
- Provide supervision and tasking to Volunteers in Policing.
- Undertake media liaison on local crime prevention issues.
- Plan, prepare and present Community education sessions.
- Understand and implement varying Memorandum of Understanding (MOU) between NSW Police and other Government Agencies. Liaise with and provide information to these agencies in relation to the relevant MOU.

**12. Reports****12.1 NRMA Grant Project finalised****Purpose**

To inform the committee of the finalisation and success of the NRMA Grant Project.

**History**

At the Community Safety Subcommittee meeting held 30 July 2015, the Committee was advised that Council had been awarded a \$3500 grant from NRMA Insurance, for the purposes of developing Break and Enter Prevention materials for residents of Rosemeadow and Ambarvale.

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## 1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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The development and distribution of materials for residents took place in August 2015 as previously reported.

Council's Community Safety Officer developed a Break and Enter Prevention pack for the residents of Rosemeadow and Ambarvale that contained information and products that actively sought to enhance residents knowledge with regard to home security and property protection. Specifically the pack included an uploaded USB stick, property marking information and a valuables inventory lists, in addition to literature that promotes home security.

An event took place on 20 August 2015 at Rosemeadow Community Centre, where over the period of two hours residents had a community lunch and the project was delivered along with the local NRMA branch manager. Further packages were distributed at street event activities organised by local services.

Due to the success of the event, and the overwhelming positive feedback from residents, additional packs were produced and distributed to residents. Further packs will be distributed to the wider LGA throughout 2016.

### **Report**

At a local community meeting held on 5 April 2016, the Rosemeadow and Ambarvale Community, along with government and non-government organisations were asked for feedback on the project. Local residents were very happy with the project. One particular resident expressed that they had never thought of recording their property until the project was launched. Having the project delivered at a community lunch was very well received, the community expressing that they like receiving information at a comfortable place for them. Local services expressed that the project was very well received by the community. The Junction Works said that the community have gained knowledge from the project and that they were very positive towards receiving the information.

The manager from the local NRMA branch said that she would support any future events such as this one due to its success.

The project appears to have not impacted the crime category as hoped with break and enter remaining fairly stable. With the positive feedback from the Community more work in this area may impact on a larger scale.

A final report has been sent through to NRMA insurance and all funds have been acquitted.

### **Officer's Recommendation**

That the information be noted.

### **Sub Committee's Recommendation (Waaka-Smith/Inger)**

That the information be noted.

### **CARRIED**

## **12.2 Summary of Crime Statistics for the Local Government Area**

### **Purpose**

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

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1.1 Minutes Of Community Safety Sub Committee Meeting Held 5 May 2016

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**Report**

Representatives from the Local Area Commands will present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC.

**Officer's Recommendation**

That the information be noted.

**Sub Committee Note:** The Sub Committee was presented with a summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

**Sub Committee's Recommendation (Inger/Brett)**

That the information be noted.

**CARRIED****13. General Business****13.1 Discussion on the impact of trail bike riding on playing fields and the LGA in general and suggested methods to alleviate the impacts on the community**

Council's Manager Technical Services advised that there was recently an incident at a Rosemeadow playing field where a trail bike rider had no regard for the sporting activities taking place and rode straight onto the sports field whilst a game was in progress.

The meeting was advised that Council has resolved to undertake a safety audit of all playing fields with respect to illegal trail bike riding. Council would like to establish a working party to discuss the overall issues with regards to trail bikes across the Local Government Area and to assist with a strategy to minimise the impacts of the illegal trail bike riding and therefore help to establish a criteria in which the safety audits can be undertaken.

It was agreed that members of the Local Area Command, Housing NSW representatives from local members of parliament's office would be happy to participate in the working group.

It was highlighted that an awareness campaign may be beneficial to emphasise that it is an offence to ride motor bikes in public open space and crown land.

There was a general discussion held about the issues with illegal trail bike riding and possible ways to address the situation. It was agreed that it is an issue throughout the LGA and is not just an issue in Campbelltown.

The Manager Technical Services advised that he will invite necessary parties to attend the working group in the very near future.

**Sub Committee's Recommendation (Brett/Inger)**

That the information be noted.

**CARRIED**

Next meeting of the Community Safety Sub Committee will be held on Thursday 28 July 2016 at 12.30pm in Committee Room 3.

Councillor Paul Hawker  
**Chairperson**

Meeting Concluded: 1.30pm

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## **1.2 Western Sydney Rail Alliance**

### **Reporting Officer**

Director City Works

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### **Attachments**

Nil

### **Purpose**

To update Council on the progress of the work being undertaken by the Western Sydney Rail Alliance for a rail solution between Campbelltown and Marsden Park.

### **History**

Campbelltown City Council is a key member of the Western Sydney Rail Alliance, being involved from its' inception in November 2015.

As Council is aware, the Western Sydney Rail Alliance recently commissioned Deloitte and Arup to identify and articulate the provision of a rail solution between Campbelltown and Marsden Park, to enable the economic potential of outer Western Sydney to be realised. The work being undertaken by Deloitte and Arup is now nearing completion. This work will allow the Alliance to respond to the joint rail solution scoping study that is currently being undertaken by the State and Federal Governments.

### **Report**

The Western Sydney Rail Alliance has taken a lead in advocating to Government for a rail network between Campbelltown and Marsden Park, such that the economic potential of the Western Sydney Growth Corridor can be fully realised

The Alliance consultants from Arup and Deloitte have finalised all consultation with stakeholders to help fully inform their study work. Campbelltown provided them with details on the Glenfield to Macarthur Corridor Strategy and Greater Macarthur Land Release, along with information on existing greenfield and brownfield developments throughout the Campbelltown Local Government Area. The consultants are now close to finalising a first draft of their respective reports. A summary, which will include detail on the rail corridor, growth opportunities, and how it relates to the LNP Government's 'city deal' for Western Sydney and Greater Sydney Commission district plans, will be presented at the next Stakeholder meeting on 13 July 2016. It is understood that the Government study will be released mid to late July. As such, the consultants will still have time to make any necessary modifications to their study work to ensure the Alliance' case adequately responds to the Government report.

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### **Officer's Recommendation**

1. That the information be noted.
2. That a further report be presented to Council following completion by Deloitte and Arup of their study work for the Western Sydney Rail Alliance for the provision of a rail solution connecting Campbelltown and Marsden Park.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 115**

That the Officer's Recommendation be adopted.

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## **1.3 Wedderburn Access - Update**

### **Reporting Officer**

Manager Technical Services

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### **Attachments**

Final design layout of the proposed Wedderburn Road bridge across the Georges River (contained within this report)

### **Purpose**

To provide Council with an update on staff progress on the construction of a new bridge on Wedderburn Road, across the Georges River.

### **History**

Council at its meeting held 17 November 2015 resolved:

1. That Council supports the construction of a new bridge, using option three of the report, across the Georges River to access Wedderburn.
2. That Council immediately commences the design phase of the bridge including the traffic plan using funds already allocated within the 2015-2016 budget.
3. That Council endorses the grant application to the Federal Government to upgrade the Wedderburn Causeway.
4. That should Council be successful in obtaining the grant, matching funding be provided to upgrade the Wedderburn Causeway prior to the end of 2018.

### **Report**

In accordance with the November 2015 Council resolution, Council engaged suitably qualified consultants to firstly undertake necessary geotechnical investigations and detailed survey work that would help inform structural engineers for the design of a new bridge across the Georges River at the Wedderburn Causeway to provide residents with improved access to Wedderburn.

Detailed design and costings of the 'option three' bridge proposal have now been finalised. This design caters for the construction of box culverts to a level that is above the one per cent annual exceedance probability storm event (one in 100 year).

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The geotechnical investigation indicates that the box culverts concept can be provided across the river. However, the geotechnical investigation identified that deeper footings than originally envisaged will need to be provided as the substrate consisted of a greater degree of sandy material than first envisaged.

Application has also been made to the Department of Fisheries for its approval for the construction to be undertaken within the river and an environmental assessment is in course of preparation.

The detailed estimate for the bridge has come in at \$2.8m, which is comparable to the original concept estimates. As Council is aware, the funding application to the Federal Government under the Bridge Renewal Program Round Two was not successful. A fresh application will be submitted under Round Three of this grant program, which is expected to be released later this year. Council officers will also continue to investigate other funding opportunities that may contribute towards the construction of the bridge.

Council has set aside \$1m in its' Infrastructure Reserve as part of the 2015-2016 budget process. Furthermore, in the 2016-2017 budget adoption, Council has identified an additional \$1m from the Infrastructure Reserve to increase funding for this project. Following the detailed estimate completion, Council is now seeking \$800,000 to complete the funding strategy for this project.

### **Officer's Recommendation**

1. That Council maintains its' supports for the construction of the 'option three' bridge for Wedderburn Road access over the Georges River.
2. That Council officers continue to investigate and apply for possible funding opportunities to allow for the construction of the bridge.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 115**

That the Officer's Recommendation be adopted.

---



## **2. OPERATIONAL SERVICES**

**No reports this round**

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

### **3.1 Q16/03 Roof Gutter Cleaning**

#### **Reporting Officer**

Acting Manager Assets and Supply Services

---

#### **Attachments**

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

Evaluation and Pricing Matrix

#### **Purpose**

To advise Council of the quotations received for roof gutter cleaning and recommend that Council accept the quotation submitted by Axblack Pty Ltd.

#### **History**

Council has identified a requirement for a contract for the cleaning of roof gutters on Council owned facilities.

#### **Report**

#### **Legislation**

This 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 two options for extension of 12 months each.

### **Advertising of Quotations**

Quotations were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 21 and 28 March 2016. Quotations were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

### **Quotation Document**

Organisations were requested to submit the following information with their quotation 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
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

### **Quotations Received**

Quotations closed on Tuesday 12 April 2016. Four on-time responses were received from the following organisations:

- Amer Services Pty Ltd
- Axblack Pty Ltd
- Hometown Maintenance & Construction Pty Ltd
- QACO Pty Ltd.

### **Evaluation Process**

The Evaluation Panel, consisting of officers from Assets and Supply Services evaluated the quotations against the following weighted assessment criteria:

- experience of the company
  - suitability of standard pricing
  - work health and safety
  - environmental commitment.
-

The Evaluation Panel used Council's standard 0-10 scoring system for the non-pricing criterion 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 rating.

The scoring of quoted prices was determined based on the total annual cost of all regularly scheduled buildings.

### **Recommendation of the Evaluation Panel**

Axblack Pty Ltd is recommended for the provision of roof gutter cleaning as they:

- provided the best overall offer to Council
- submitted the lowest price
- have provided satisfactory services to Council for similar works in the past.

### **Quotations Not Recommended**

Amer Services Pty Ltd submitted conforming and non-conforming quotation.

Amer Services Pty Ltd (non-conforming offer) is not recommended as the evaluation panel determined their proposed method did not meet Council's requirements.

Amer Services Pty (conforming offer), Hometown Maintenance & Construction Pty Ltd and QACO Pty Ltd are not recommended as they quoted a more expensive price than the recommended organisation. The Evaluation Panel deemed there to be no benefit in recommending a more expensive quotation.

### **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 Quotation 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.

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### **Officer's Recommendation**

1. That Council accept the offer of Axblack Pty Ltd for the provision of Roof Gutter Cleaning services for a period of two years with two options for extension of 12 months each.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful organisations be notified of the results of process.

### **Committee's Recommendation: (Lake/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 115**

That the Officer's Recommendation be adopted.

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#### **4. EMERGENCY SERVICES**

**No reports this round**

#### **5. GENERAL BUSINESS**

##### **5.1 Federal Seat of Macarthur**

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

1. That Council write to Dr Michael Freeland MP to congratulate him on his successful election to the Federal Seat of Macarthur.
2. That Council write to the former Federal Member for Macarthur Russell Matheson thanking him for his contribution and service to the Macarthur community.

**CARRIED**

###### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Committee's Recommendation be adopted.

###### **Council Minute Resolution Number 115**

That the Committee's Recommendation be adopted.

##### **5.2 Funding for the upgrade of Appin Road**

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

That Council write to the Prime Minister the Hon Malcolm Turnbull MP requesting a timetable for the implementation of his Government's pre-election funding commitment to upgrade Appin Road.

**CARRIED**

###### **Council Meeting 19 July 2016 (Dobson/Glynn)**

That the Committee's Recommendation be adopted.

###### **Council Minute Resolution Number 115**

That the Committee's Recommendation be adopted.

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### **Confidentiality Motion: (Borg/Brticevic)**

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**

## **22. CONFIDENTIAL ITEMS**

### **22.1 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

### **22.2 Request for Extension of Sick Leave**

#### **Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(b) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (a) personnel matters concerning particular individuals (other than councillors).

There being no further business the meeting closed at 7.44pm.

S Dobson  
CHAIRPERSON

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# Reports of the Community Services Committee Meeting held at 5.30pm on Tuesday, 12 July 2016.

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## APOLOGIES

## ACKNOWLEDGEMENT OF LAND

## DECLARATIONS OF INTEREST

### Pecuniary Interests

### Non Pecuniary – Significant Interests

### Non Pecuniary – Less than Significant Interests

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<b>ITEM</b>	<b>TITLE</b>	<b>PAGE</b>
23.	CONFIDENTIAL ITEMS	33
	No reports this round	33

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**Minutes of the Community Services Committee held on 12 July 2016**

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**Present** His Worship the Mayor, Councillor P Hawker  
Councillor T Rowell (Chairperson)  
Councillor W Glynn  
Councillor D Lound  
Councillor M Oates  
Councillor R Thompson  
Acting Director Community Services - Mr M Berriman  
Director Strategy - Mr J Lawrence  
Manager Communications and Marketing - Mrs B Naylor  
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  
Acting Manager Healthy Lifestyles - Ms S Pratt  
Manager Library Services - Mr G White  
Manager Technical Services - Mr K Lynch  
Executive Assistant - Mrs J Worden

**Apology (Rowell/Oates)**

That the apology from Councillors Matheson and Brticevic be received and accepted.

**CARRIED**

**Acknowledgement of Land**

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

**DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this meeting.

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## **1. COMMUNICATIONS AND MARKETING**

**No reports this round**

## **2. COMMUNITY RESOURCES AND DEVELOPMENT**

### **2.1 Youth Opportunities Grant Program (Round 5) 2016**

#### **Reporting Officer**

Manager Community Resources and Development

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#### **Attachments**

Nil

#### **Purpose**

To seek Council's endorsement of a funding submission to NSW Family and Community Service, through the Youth Opportunities Grant Program requesting up to \$41,910 to work with young people to develop a coaching project for young BMX, skate and scooter riders from the Campbelltown Local Government Area.

#### **History**

The NSW Government's Youth Opportunities program provides grants of up to \$50,000 to organisations and local councils to support youth led and youth driven community projects which empower at-risk young people to develop leadership skills, self-confidence and to participate more fully in their communities.

Since its inception in June 2012, Youth Opportunities had provided \$6.8m in funding for 120 local projects throughout NSW. Up to \$1.1m is available for projects to be conducted between January and December 2017.

Funded projects from previous rounds have focused on providing young people with the opportunity to develop a range of life skills, including healthy behaviours, leadership, communication and teamwork, event management and planning, and volunteering opportunities that link young people to further education and training.

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## **Report**

The Youth Opportunities Grant Program aims to provide opportunity to lead and participate in community development activities by providing one-off grants to young people. The Youth Opportunities Program is designed to address three goals:

1. make it easier for people to be involved in their community
2. involve the community in decision making on government policy, services and projects
3. strengthen the NSW skill base by supporting young people to make a successful transition from school to further education, training and employment.

The funding will be utilised to support young local BMX, skate and scooter riders to develop coaching skills and relevant accreditation to provide a range of free skate, scooter and BMX clinics and showcases across Campbelltown's skate facilities. As formal accreditation opportunities are limited or non-existent in these sports it is envisaged that the project will provide pathways for young people to further education, training and employment opportunities in their respective sports. It is anticipated that the application will fully fund the program as outlined in the report without further cash contribution from Council.

## **Officer's Recommendation**

1. That Council endorse the submission to NSW Family and Community Services, through the Youth Opportunities Grant Program requesting up to \$41,910 to work with young people to develop a coaching project for young BMX, skate and scooter riders from the Campbelltown Local Government Area.
2. That subject to notification of success, the funding Agreement from NSW Family and Community Services, through the Youth Opportunities Grant Program be accepted and signed by the General Manager or her delegate on behalf of Council.

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

That the Officer's Recommendation be adopted.

## **CARRIED**

## **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

## **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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### **3. CULTURAL SERVICES**

#### **3.1 2016 CINARS Biennale Delegation**

##### **Reporting Officer**

Acting Director Community Services

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##### **Attachments**

Nil

##### **Purpose**

To advise Council that the Manager Cultural Services, has been invited to participate in the CINARS Biennale 2016 as part of the CINARS Biennale Delegation funded by Australia Council for the Arts.

##### **Report**

The CINARS Biennale is a performance market and event structured around networking, showcased performances and discussions. CINARS is an opportunity to develop real international touring opportunities, build solid relationships with professionals from all over the world, as well as sharpen one's professional skill-set and knowledge base. The event gathers around 1,500 participants from 40 countries and presents over 160 shows throughout the week.

The Australia Council for the Arts has invited the Manager Cultural Services to attend the CINARS Biennale in Montreal, Canada (14-19 November 2016). The Australia Council for the Arts will lead an Australian delegation of ten people and provide delegates with \$3,000 each, towards the cost of travel.

Campbelltown Arts Centre and the Manager Cultural Services have been recognised to be an important attendee in the delegation as one of ten leading professionals to be invited.

The Manager Cultural Services attendance would significantly improve the opportunities to expand Campbelltown Arts Centre programming through the strengthening of relationships, networking and advocacy that this delegation will provide.

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

That Council endorse the Manager Cultural Services attendance and participation in the Australia Council for the Arts delegation through the CINARS Biennale Delegation program, which has granted \$3,000 in support.

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**Committee's Recommendation: (Thompson/Lound)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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## **3.2 2016 Campbelltown Arts Centre Visual Arts Program - With Secrecy and Despatch**

### **Reporting Officer**

Manager Cultural Services

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### **Attachments**

Nil

### **Purpose**

To inform Council of the outcomes of the exhibition With Secrecy and Despatch which was held at Campbelltown Arts Centre from Friday 8 April to Monday 13 June 2016.

### **Report**

In collaboration with the local Dharawal community, Campbelltown Arts Centre engaged curators Tess Allas (Australia) and David Garneau (Canada) to produce the exhibition With Secrecy and Despatch responding to 200th anniversary of the Appin Massacre.

With Secrecy and Despatch reflected both Australia and Canada's parallel colonial histories and included newly commissioned works by six leading Aboriginal Australian artists; Vernon Ah Kee, Julie Gough, Tony Albert, Frances Belle Parker, Dale Harding and Genevieve Grieves, and four First Nations Canadian artists; Cheryl L'Hirondelle, Adrian Stimson, Marianne Nicolson and Jordan Bennett.

The exhibition was officially opened on Friday 8 April 2016. Guests included Robert McDougall, acting Consul-General of Canada, Wesley Enoch, Artistic Director of Sydney Festival and Robynne Quiggin, Senior Advisor to the Aboriginal and Torres Strait Islander Social Justice Commissioner at the Australian Human Rights Commission. Over 200 people were in attendance and it was very well received.

A symposium exploring the themes of the exhibition was held on Saturday 9 April 2016. All artists and curators spoke on the day, as well as keynote speaker Romaine Moreton, guest speaker and local historian Michael Organ and Daniel Browning of Radio National was the MC for the event.

With Secrecy and Despatch has received considerable media attention and critical acclaim from outlets such as ABC TV, Radio National, The Sydney Morning Herald, and Arts Hub.

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On Thursday 7 April 2016, teachers from six local primary and secondary schools visited a preview of the exhibition, guided by curators Tess Allas and David Garneau, with intimate artist talks from key Australian and Canadian artists in the exhibition. This was an intimate event but the majority of attendees went on to arrange excursions or engage their students with exhibition content as a direct result of this initial visitation. The Centre hosted 28 school excursions throughout the duration of the exhibition amounting to 1,100 participants. In addition to the school visits, there were 26 public programs and workshops.

Attendance was extremely strong throughout the exhibition, with over 22,000 visitors to the Centre between April and June. More than 100 comments were left in the guest book with messages of congratulations and acknowledgements of the power of the exhibition.

Due to popular demand the exhibition was extended to Monday 13 June 2016 and Tess Allas provided a final curatorial tour of the exhibition which consisted of 47 industry guests.

### **Officer's Recommendation**

That the information be noted.

### **Committee's Recommendation: (Oates/Thompson)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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### 3.3 Australia Council For The Arts Funding Submission - With Secrecy And Despatch Catalogue

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### **3.3 Australia Council for the Arts Funding Submission - With Secrecy and Despatch Catalogue**

#### **Reporting Officer**

Manager Cultural Services

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#### **Attachments**

Nil

#### **Purpose**

To seek Council's endorsement of a submission to the Federal Government through the Australia Council for the Arts - Arts Projects - Organisations program requesting \$40,000 to produce a catalogue for the 2016 Visual Arts Program exhibition With Secrecy and Despatch.

#### **Report**

Campbelltown Arts Centre proposes to apply for \$40,000 from the Australia Council for the Arts for the funding of a major catalogue for the exhibition With Secrecy and Despatch as part of Campbelltown Arts Centre's 2016 Visual Arts Program.

This funding would contribute to the catalogue costs including writer fees, image copyright fees, as well as the costs associated with the production of the design and printing. The catalogue will include essays from the curators, documentation images of the artworks, and essays from Goenpul Jagara & Bundjalung poet and filmmaker Romaine Moreton, Bundjalung and Kullilli man and Radio National presenter Daniel Browning, and local historian Michael Organ.

With Secrecy and Despatch was displayed at Campbelltown Arts Centre from Friday 8 April to Monday 13 June 2016. The exhibition reflected on the parallel colonial histories of Australia and Canada. Using the 200th anniversary of the Appin Massacre as a catalyst, newly commissioned artworks were created by six leading Aboriginal Australian artists including Vernon Ah Kee, Julie Gough, Tony Albert, Frances Belle Parker, Dale Harding and Genevieve Grieves, and four First Nations Canadian artists; Cheryl L'Hirondelle, Adrian Stimson, Marianne Nicolson and Jordan Bennett.

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### **Officer's Recommendation**

1. That Council endorse the submission to the Federal Government through the Australia Council for the Arts requesting \$40,000 support to produce a catalogue for the exhibition With Secrecy and Despatch.
2. That subject to notification of success, the funding Agreement from the Australia Council for the Arts be accepted and signed by the General Manager on behalf of Council.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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### **3.4 2016 Campbelltown Arts Centre Contemporary Dance Program Funding Submission**

#### **Reporting Officer**

Manager Cultural Services

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#### **Attachments**

Nil

#### **Purpose**

To seek Council's endorsement of a submission to the Federal Government through the Australia Council for the Arts - Arts Projects - Organisations program requesting \$39,950 to fund a new Contemporary Dance work by Tim Darbyshire as part of the 2016 Campbelltown Arts Centre dance program.

#### **Report**

The Australia Council for the Arts, Arts Projects program provides funding for a range of activities that deliver benefits to the arts sector and wider public, including national and international audiences.

Campbelltown Arts Centre has demonstrated its capacity to commission and present innovative and inclusive programs and performances. Building upon these achievements, Campbelltown Arts Centre proposes to make a submission to the Australia Council for the Arts, Arts Projects - Organisations requesting \$39,950 towards a new dance work by Tim Darbyshire as part of its 2016 Contemporary Dance Program. The 2016 Dance Program will be curated, produced and presented by Campbelltown Arts Centre.

Council would provide in kind support to the Program.

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

1. That Council endorse the submission to the Federal Government through the Australia Council for the Arts requesting \$39,950 support for a new dance work as part of Campbelltown Arts Centre's 2016 Contemporary Dance Program.
  2. That subject to notification of success, the funding Agreement from the Australia Council for the Arts be accepted and signed by the General Manager on behalf of Council.
-

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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### **3.5 Minutes of Campbelltown Arts Centre Sub Committee Meeting held 15 June 2016**

#### **Reporting Officer**

Manager Cultural Services

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#### **Attachments**

Minutes of the Campbelltown Arts Centre Sub Committee meeting held 15 June 2016 (contained within this report)

#### **Purpose**

To seek Council's endorsement of the minutes of the Campbelltown Arts Centre Sub Committee meeting held 15 June 2016.

#### **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**

##### **6.1 Cultural Services Manager's Report**

That the information be noted.

##### **6.2 Friends of Campbelltown Arts Centre**

That the information be noted.

##### **7.1 Fisher's Ghost Cocktail Party**

That the information be noted.

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### **Officer's Recommendation**

That Council endorse the minutes of the Campbelltown Arts Centre Sub Committee meeting held 15 June 2016.

### **Committee's Recommendation: (Thompson/Rowell)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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## **ATTACHMENT 1**

### **Minutes of the Campbelltown Arts Centre Sub Committee**

**Held Wednesday 15 June 2016 at the Campbelltown Arts Centre**

Meeting Commenced: 6.00pm

#### **1. Acknowledgement of Land**

An Acknowledgement of Land was presented by the Chairperson, His Worship the Mayor, Councillor Hawker.

#### **2. Attendance and Apologies**

**Attendance:** His Worship the Mayor, Councillor Hawker - Campbelltown City Council  
Councillor Rowell - Campbelltown City Council  
Helene Buckman - Friends  
Joan Long - Friends  
Suzanne Archer - Arts Community  
Lorna Grear - Education sector  
Justine Uluibau - Acting Director Community Services - Campbelltown City Council

**Also in Attendance:** Michael Dagostino - Manager Cultural Services  
Kristy Peters - Executive Support

**Apologies:** Jim Marsden - Marsdens Law Group  
Councillor Lara Symkowiak - Camden Council  
Councillor Michael Banasik - Wollondilly Shire Council  
Lindy Deitz - General Manager - Campbelltown City Council

#### **Sub Committee's Recommendation: (Buckman/Grear)**

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 2 March 2016 copies of which have been circulated to each Sub Committee member were adopted by Council at its meeting held Tuesday 19 April 2016.

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

That the information be noted.

##### **Sub Committee's Recommendation: (Long/Buckman)**

That the information be noted.

#### **CARRIED**

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## 5. Business Arising from Previous Minutes

Nil at time of print.

## 6. Reports

### 6.1 Cultural Services Manager's Report

#### Report

#### VISUAL ARTS PROGRAM

##### Video OediV

Exhibition: 16 January - 20 March 2016

Opening: 15 January, 6.00pm

'Video' was presented at Campbelltown Arts Centre from 16 January to 20 March, 2016. 'Video' collectively explored portraiture, the social body and the presence of the female form in multiple states – physical, ephemeral, altered, morphed and transformed. It explored the outside gaze; the social, cultural and political influence of society; popular culture and mainstream media. The presentation of artworks created an immersive experience to explore a form that is often two-dimensional. 'Video' presented a selection of video artworks by 15 artists from Australia, USA, Germany, London, Thailand and Brazil.

Exhibiting artists include Gillian Wearing (London), Berna Reale (Brazil), Angela Washko (New York), Ann Hirsch (New York), Boudry Lorenz (Berlin), Kawita Vatanajyankur (Thailand), Soda\_Jerk (Australia), Silvana & Gabriella Mangano (Australia), Nicole Monks (Australia), Sue Dodd (Australia), Hissy Fit (Australia), Giselle Stanborough (Australia), Rosie Deacon (Australia) and Angela Tia Tia (Australia).

The exhibition presented an inspiring and challenging selection of artworks that was well received by the local community and more broadly the arts sector. This exhibition of all female artists contributed to an important conversation about the contemporary art practices of female artists in Australia and globally. The opening night saw over 150 people in attendance, many of which from audiences the centre hasn't previously engaged with. The opening included performances by exhibition artists and two panel discussions facilitated by Centre staff.

Additionally to this project, artist Emily O'Connor was engaged to create a video artwork document of a forum discussion. The discussion covered topics surrounding the use of video and technology in contemporary art and the role women have had in this. Speakers included Julie Ewington, Anna Davis, Josephine Starrs, Cigdem Aydemir, Karen Therese and Paula Abood. The premier of the artwork entitled 'Together in here we are overturning rocks. Together in here we glow in the flattened dirt' was premiered at a closing event on Sunday 20 March and was attended by over 50 people.

##### With Secrecy and Despatch

Exhibition: 9 April - 13 June

Opening: 8 April, 6.00pm

April 17 2016, marks a significant date in Australia's history – the 200th anniversary of the Appin Massacre. Governor Lachlan Macquarie ordered the Aboriginal people within the region of Appin, NSW, be captured and/or shot if they try to escape, as well as the displacement of their communities.

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### 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

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In collaboration with the local Dharawal community, Campbelltown Arts Centre engaged curators Tess Allas (Australia) and David Garneau (Canada) to produce the exhibition 'With Secrecy and Despatch'. Reflecting the countries parallel colonial histories, the exhibition included newly commissioned works by six leading Aboriginal Australian artists; Vernon Ah Kee, Julie Gough, Tony Albert, Frances Belle Parker, Dale Harding and Genevieve Grieves, and four First Nations Canadian artists; Cheryl L'Hirondelle, Adrian Stimson, Marianne Nicolson and Jordan Bennett.

The exhibition was officially opened by the Mayor on Friday 8 April. Official proceedings included speeches from Robert McDougall, acting Consul-General of Canada, Wesley Enoch, Artistic Director of Sydney Festival, and Robynne Quiggin, Senior Advisor to the Aboriginal and Torres Strait Islander Social Justice Commissioner at the Australian Human Rights Commission and Aunty Glenda Chalker gave the Welcome to Country. The opening was attended by over 200 people and was very well received.

A symposium exploring the themes of the exhibition was held on Saturday, 9 April. All artists and curators spoke on the day, as well as keynote speaker Romaine Moreton and guest speaker and local historian Michael Organ; Daniel Browning of Radio National MC'ed the event.

'With Secrecy and Despatch has received considerable media attention and critical acclaim from outlets such as ABC TV, Radio National, The Sydney Morning Herald, and Arts Hub. Visitor numbers and school visits have also been significant following a special Teachers' Preview event held on Thursday, 7 April to provide information and insights into the exhibition to educators in advance of opening. Primary and High School visits have been consistent from local and city-based schools including Annandale North PS, Meter Dei, Amity College, John Therry Catholic High School, Leumeah High School and numerous others.

Tess Allas has also been very active in providing curatorial tours to VIPs and industry guests from around Australia.

#### **PERFORMANCE PROGRAM**

##### **One Billion Beats**

Final Development and Premiere Presentation

Residency: 1 February – 5 March 2016

Performances: 26 and 27 February, 4 and 5 March, 7.00pm

One Billion Beats was a project commissioned by Campbelltown Arts Centre that was in development since 2010. Goenpul Jagara and Bundjulong writer, film maker and artist Romaine Moreton worked with collaborators Lou Bennett (Music), Alana Valentine (Writing and Direction), Sean Bacon (Video) and Vicki Gordon (Associate Producer) on crafting a multi-disciplinary music theatre piece. Through this project, Romaine and Lou's production company Binung Boorigan was established.

The title refers to the heartbeats of one billion Indigenous people who lived before invasion, weaving their stories through the landscape. Using spoken word, music, contemporary theatre techniques and cinematic visuals, One Billion Beats excavates the historical representation of Aboriginal people in Australian film with autobiographical reflection by Romaine on her experiences of being both hostage to and liberated from the constraints of Western paradigms in relation to Indigenous identity.

In February 2016 they began their final development of the production and entered into an intensive rehearsal period for three weeks. The Premiere Presentation and performances of One Billion Beats took place on 26 February, 27 February, 4 March and 5 March. All four performances were sold out with over 320 people in attendance who gave a standing ovation.

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## **DANCE PROGRAM**

### **Intercultural Dance Exchange – Luke George and Daniel Kok – BUNNY**

Performances: 22 January, 8.00pm and 23 January, 8.00pm

Daniel Kok (Singapore) and Luke George (Melbourne) were commissioned by Campbelltown City Council through Campbelltown Arts Centre and The Substation (Singapore), to participate in a Stage 3 creation and premiere performance of a new dance work BUNNY, an intercultural dance project as part of the Campbelltown Arts Centre 2016 Contemporary Dance Program.

BUNNY is a unique and experimental contemporary dance piece blending techniques and inspiration from NYC voguing and Shibari, a Japanese knot-tying.

Luke George and Daniel Kok's previous works push the boundaries of art and explore audience boundaries. Luke George, an award winning dance artist, performer and choreographer, is a daring and at times unorthodox performer, exploring new intimacies between audiences and performers. George's works encourage audiences to interact with the piece and hopefully connect deeper with it as a result, reflecting his interest in socially engaged artwork.

Daniel, a contemporary dance artist from Singapore, draws influence from his avid interest in pole dancing and his previous studies in performance and dance to create innovative works. Kok's works tend to provoke questions surrounding intimacy and openness with his audiences.

BUNNY is the result of a three year exchange between the artists. Developed over a series of residencies, BUNNY stemmed from a two week artistic exchange program at Campbelltown Arts Centre in 2014. It then travelled to the Abrons Arts Centre in New York in 2014, Beppu Project in Japan, Substation in Singapore in 2015 and was transformed into an installation for DansFestival in Hammerfest, Norway in 2015. BUNNY premiered for the first time in Australia at Campbelltown Arts Centre in 2016 and is the result of the experiences and materials generated over the year.

Two performances were held at Campbelltown Arts Centre on 22 and 23 January 2016 following an on-site residency from 4 to 24 January 2016. The performance was a durational piece lasting 2.5 hours. Audiences were welcome to come and go during the performance, or change viewing positions throughout the performance.

The performances were extremely well received, with 148 people attending over the two shows. The show received a positive review in the Sydney Morning Herald on 15 January 2016.

## **MUSIC PROGRAM**

### **Kiddies Cushion Concert**

Performance: 6 March, 10.00am and 11.30am

The Kiddies Cushion Concert is a public event created for children up to the age of six. It is a performance by the Fisher's Ghost Youth Orchestra. The orchestra perform well loved classics and introduce the audience to the instruments of the orchestra.

This year's two sold out performances 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.

### **Pixel Sounds Festival**

Workshops: 12 March, 12.00-5.00pm

Performance: 12 March, 7.00pm

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### 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

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For the fourth 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 the lead up to this year's event Campbelltown Arts Centre hosted a series of four weekly workshops introducing participants to the art of circuit bending and instruction on how to create and program 'wearable' electronics. Concluding on the day of the event participants were able to 'play' with their new creations accompanying performers Toydeath on stage for part of their performance.

In two separate and well attended public workshops facilitated by the participating artists, participants learnt how to compose and play music on a Nintendo Gameboy and watched a demonstration on how a Nintendo NES 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 and international exponents of this new and exciting musical genre.

#### **Vic Simms and Luke Daniel Peacock**

Residency: 2-14 May

Performance: 14 May, 7.00pm

As part of the 2016 Contemporary Music Program's Indigenous Artist Residency Campbelltown Arts Centre hosted legendary Aboriginal singer Uncle Vic Simms and trusted collaborator and rising star Luke Peacock in a two week artistic residency.

During the residency Vic and Luke worked together to write and arrange new songs for an upcoming Vic Simms recording to be made in 2016.

As part of the residency Vic and Luke mentored selected young (and old) Indigenous musicians from the Macarthur region, providing them with advice, encouragement and practical help on song writing and careers in the music industry.

The residency concluded with a public performance at Campbelltown Arts Centre by Vic and his All Star Band supported by Luke Peacock and the young mentored musicians. This performance provided an excellent opportunity for the local Indigenous community to come together with the broader local community to experience the musicality of a true legend of Australian music, a rising star and local emerging talent.

#### **ATSIA PROGRAM**

##### **Airds Summer Series**

8, 15 and 22 January

Campbelltown Arts Centre in partnership with the Tharawal Aboriginal Corporation presented the Airds Summer Film and Concert Series over three Saturday evenings in January on the former Bowling Green at the Tharawal Aboriginal Corporation's new premise in Airds.

The free family friendly moonlight cinema event was a celebration of iconic Aboriginal film and music and were well attended by the local community.

The line up of film and music included; The Sapphires + Bow & Arrow, special guests include Logie Award winning actress Shari Sebbens with a special community screening of HIDE by Bangarra principle dancer Deborah Brown, Bran Nue Dae + Stephen Pigram and Stone Bros + Bart Willoughby.

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## 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

**SCHOOL AND TERTIARY EDUCATION PROGRAMS**

The following school and tertiary groups have participated in exhibition discussion tours and other education programs from:

<b>School</b>	<b>Date</b>	<b>Number</b>	<b>Year group</b>	<b>Reason for visit</b>
St Patrick's College	2 March	20	Year 10 - 12	Workshop with Candy Bowers, in-school
Ambarvale High School	3 March	20	Year 10	Matinee performance of One Billion Beats
James Ruse High School	3 March	30	Year 11 - 12	Matinee performance of One Billion Beats
St Patrick's College	4 March	15	Year 9	Workshop with Candy Bowers, in-school
Sir Joseph Banks	4 March	15	Year 11	Workshop with Candy Bowers, in-school
St Patrick's College	21 March	110	Year 8	Exhibition tour and workshops
Warrawong High School	6 April	25	Year 11 - 12	Artist talk in-school, Marianne Nicolson
Magdalene Catholic High School	7 April	15	Year 10	Artist talk in-school, Genevieve Grieves
Campbelltown Performing Arts High School	7 April	30	Year 12	Artist talk in-school, Genevieve Grieves
Annandale North Public School	5 May	104	Year 5 & 6	Exhibition tour, Japanese Gardens tour and workshops
Amity College, Prestons	9 May	76	Year 8	Exhibition tour and workshops
Amity College, Prestons	10 May	76	Year 8	Exhibition tour and workshops
Elderslie High School	17 May	50	Year 8 - 9	Exhibition tour and workshops
Amity College, Prestons	19 May	90	Year 7	Exhibition tour, Sculpture Garden tour and artist talk
John Therry Catholic High School	22 May	12	Year 8	Sculpture Garden tour, self-guided
Baulkham Hills North Public School	23 May	65	Year 2	Japanese gardens tour and workshops
Thomas Acres Public School	24 May	30	Year 5 & 6	Exhibition tour and workshops
Mt Carmel Catholic College	24 May	7	Year 7 - 12	Dance workshop in-school
Ingleburn High School	24 May	20	Year 7 - 10	Dance workshop in-school
St Patrick's College	25 May	15	Year 7 - 12	Dance workshop in-school
St Gregory's College	25 May	30	Year 7 - 11	Dance workshop in-school
Magdalene Catholic High School	25 May	185	Year 7	Exhibition tour and workshops
Campbelltown TAFE	25 May	10	Tertiary	Exhibition tour
Baulkham Hills North Public School	26 May	65	Year 2	Japanese gardens tour and workshops
Airds High School	26 May	15	Year 7 - 10	Dance workshop in-school
Thomas Reddall High School	27 May	10	Year 7 - 10	Dance workshop in-school
Robert Townson High School	27 May	14	Year 7 - 12	Dance workshop in-school

## 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

John Therry Catholic High School	30 May	30	Year 7 – 8	Dance workshop in-school
Leumeah High School	31 May	16	Year 7 & 8	Exhibition tour and workshop
St Patrick's College	31 May	6	Year 11	Exhibition tour

**COMMUNITY GROUPS**

Tours and workshops were conducted during this period for the following community groups:

Community group	Date	Number	Reason
Kidzland Preschool Kindergarten	19 January	20	Exhibition and Sculpture Garden tour
Campbelltown School Hours Care Outside	25 January	60	Exhibition tour and workshops
Whitelion	2, 3, 9, 10 Feb	10	Drama and writing workshops
Baulkham Hills Probus Club	11 February	40	Sculpture and Japanese Gardens tour
Odyssey House	18 March	10	Japanese Gardens tour and workshop
Rainbow Family Child Care	11 April	40	Exhibition tour, Sculpture Garden tour and workshop
Abel Tasman Village	11 April	9	Exhibition tour for seniors with memory loss
Whiddon Group, Glenfield	11 April	9	Exhibition tour for seniors with memory loss
Happy Clown Vacation Care	12 April	7	Japanese Gardens visit (self guided)
Whiddon Group	18 April	9	Exhibition tour for seniors with memory loss
Oakflat Senior Citizens Club	19 April	18	Exhibition, Sculpture Garden and Japanese Garden tour
Whiddon Group	19 April	9	Exhibition tour for seniors with memory loss
3 Bridges Community	2 May	7	Sculpture and Japanese Gardens tour
Southern Ladies Probus Club	16 May	25	Sculpture and Japanese Gardens tour
Orana Arts	20 May	18	Exhibition tour and curator's talk
Friends Art Group Inc (West Ryde)	27 May	20	Exhibition, Sculpture Garden and Japanese Garden tour

**WORKSHOPS**

The following number of people participated in weekly adult art making courses during Terms 1 and 2, 2016:

Type of course	Duration	Number
Ceramics on Saturdays	8 weeks	187
Ceramics on Tuesday evenings	8 weeks	105
Life Drawing	6 sessions	110

The following number of children participated in school holiday art-making workshops, during the summer and autumn school holiday periods:

## 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

Type of workshop	Target age group	Number
Taronga Zoomobile	2 – 12 years	60
Costume Making	All ages	30
Insects in the gallery presentation	5 – 12 years	25
Baby Wednesday (Summer)	0 – 3 years and parents	8
Art Explorers (Summer)	4 – 10 years and parents	20
Einsteinz Music Workshop (Summer)	1 – 5 years	10
Zine Making	10 – 15 years	10
Aboriginal Dancing and Dreaming	3 – 12 years	60
Felt flower making	7 – 12 years	18
Baby Wednesday (Autumn)	0 – 3 years and parents	15
Taronga Zoomobile, Animals of the Dreaming	1 – 12 years	25
Introduction to Acrylic Painting	5 – 12 years	20
NIDA Open Drama Workshops	5 – 12 years	20
Einsteinz Music Workshop (Autumn)	1 – 5 years	20

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	2 – 3 Mondays each month	Up to 35
NPA Macarthur Branch	Bi-monthly	Up to 40
Sweet Tonic Singers	Weekly during school term	Up to 40
Phasmid Society	Bi-monthly	Up to 20

## PUBLIC PROGRAMS

### Whitelion workshop series with Candy Bowers

Over four sessions in February 2016, 10 young people worked with hip hop theatre artist Candy Bowers during performance workshops at Campbelltown Arts Centre. This program focused on concepts of agency and empowerment, supporting young people to express and assert themselves and also learn skills in hip-hop, spoken word, poetry, theatre, comedy and writing. Participants created a collaborative book of poetry and writing as a result of this series. This program was provided to young people ages 14–18 years with Whitelion, a community organisation who works with at risk youth.

### **Little Orange Studio Program**

Little Orange is a supported studio at Campbelltown Arts Centre for artists with and without a disability. The program formally commenced in 2015 but is informed by a 2014 pilot program, Big Blue Arts.

On 25 and 26 February 2016, Little Orange re-launched through two open days for artists interested in joining the studio. Artists Freya Jobbins and David Capra facilitated art-making programs using a variety of approaches and mediums across both days. These open days were incredibly well received thanks to support and promotion through Macarthur Disability Network as well as community contacts developed during the Big Blue pilot program. Both days ran at capacity, with over 40 attendees over both days.

Following the open days and with wide consultation, 12 artists with and without a disability were invited to join the 2016 Little Orange program. The regular studio program re-commenced on 10 March and continues on Thursdays and Fridays throughout 2016 with a core group of ten artists with and without a disability. The studio is coordinated by Campbelltown Arts Centre staff as well as artist David Capra, with monthly guest artists and arts professionals providing structured programs and professional development.

### **Fringe Lily Workshop at AnnanRoma**

On Sunday 3 April, Campbelltown Arts Centre presented a children's workshop as part of AnnanRoma at the Australian Botanic Garden, Mount Annan. Participants created fringe lily flowers inspired by Genevieve Grieves' new work, Remember in the current exhibition, With Secrecy and Despatch. Approximately 200 children, families as well as attending adults participated in this art-making program, speaking with Campbelltown Arts Centre staff and facilitators about exhibition content as well as broader programs at the Arts Centre.

### **Seniors Week 2016**

#### **Seniors Dance**

On Sunday 3 April a participatory dance event was presented by the Campbelltown Dance Club, supported by Campbelltown Arts Centre as part of Seniors Week 2016. 40 seniors attended the Seniors Dance and enjoyed music from local MC Barry Nudd.

#### **Stallholder for Engaging Seniors Forum**

On Friday 8 April, Campbelltown Arts Centre hosted a stall at the Civic Centre as part of the Campbelltown City Council, Engaging Seniors Forum. The stall acted as a platform to speak with local seniors and service providers about upcoming programs and exhibitions, but as well as providing a practical art-making activity for attendees to engage with a work in the current exhibition, With Secrecy and Despatch.

#### **Seniors Soiree**

On Sunday 10 April Campbelltown Arts Centre presented our annual soiree, a public platform for local musicians, singers, poets and other artists to perform in a professional setting, with their talents and achievements celebrated by peers. The event was attended by over 40 audience members, in addition to over 30 performers.

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**Artist Talk and Exhibition Visit**

On Tuesday 12 April artist Dale Harding provided a gallery floor talk for a group of 18 seniors, as part of Seniors Week 2016. Dale Harding is an exhibiting artist in the current exhibition, *With Secrecy and Despatch* at Campbelltown Arts Centre. The artist spoke about his new work in the exhibition, the history of the Appin massacre and the broader concepts and themes of the exhibition.

**Art and Memory Tours**

These guided exhibition tours were scheduled throughout April 2016 for groups of seniors with memory loss. This program was facilitated by Campbelltown Arts Centre staff and made available to individuals as well as community and health providers. Four groups and over 30 seniors with memory loss attended these customised tours to view and discuss select works from the exhibition, *With Secrecy and Despatch*.

**EDUCATION**

In addition to coordinating school excursions, the Education and Public Programs Officer facilitated the following special education programs/services:

**In-School Workshops: Candy Bowers**

During March 2016, hip-hop theatre artist Candy Bowers worked with several high school drama classes to share her work and techniques. Workshops integrated hip-hop, spoken word, poetry and comedy, extending students' skills and understanding of contemporary theatre. Throughout 2016, Candy will continue working with local high school students during development of new performance work, *One the Bear* as part of Campbelltown Arts Centre contemporary performance program.

**Primary School Teachers Evening**

On Wednesday 10 February over 20 primary school teachers attended an evening at Campbelltown Arts Centre, to speak with curators and education staff members, learn about upcoming artistic programs and discuss avenues for young students to engage with programs at the centre. This evening was attended by teachers in creative arts and history, as well as teachers interested in Aboriginal history and culture. The program was well received with several schools soon after booking excursions or registering their interest for various artistic programs in 2016.

**Teachers' Preview, *With Secrecy and Despatch***

On Thursday 7 April, teachers from six local primary and secondary schools visited a preview of the exhibition, guided by curators Tess Allas and David Garneau, with intimate artist talks from key Australian and Canadian artists in the exhibition. This was an intimate event but the majority of attendees went on to arrange excursions or engage their students with exhibition content as a direct result of this initial visitation.

**Contemporary Australian Indigenous Art – Case Studies for Secondary Teachers**

On Saturday 21 May, Campbelltown Arts Centre presented a professional development day for high school visual arts teachers. This training day was endorsed by the Quality Teaching Council (QTC) in order to be recognised towards mandatory professional development hours for teacher accreditation.

The event was underpinned by concepts and works from the exhibition *With Secrecy and Despatch*, also with attention to providing teachers with access to works in the Campbelltown Arts Centre permanent collection. Presenters included curator Tess Allas; teacher and writer Wesley

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### 3.5 Minutes Of Campbelltown Arts Centre Sub Committee Meeting Held 15 June 2016

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Shaw; artist Leeanne Hunter; researcher and arts educator Eleanor Venables; artist and collections officer Keren Ruki as well as Campbelltown Arts Centre Collections Officer, Jasmine Kean.

23 teachers and educators participated in the event from high schools across Macarthur as well as several teachers from greater Western Sydney and inner Sydney. Attendee feedback was incredibly positive in relation to the importance and artistic strength of the exhibition, the format of the training day, and the calibre of presenters. Several teachers expressed strong interest in similar events in future.

#### **Education Kit**

An Education kit for high school and primary school students was produced for April to June exhibition, *With Secrecy and Despatch*. The resource was researched and written by Creative Arts teacher and writer, Wesley Shaw, with attention to privileging Indigenous perspectives in researching and addressing exhibition context of the Appin massacre as well as Dharawal history and culture. The resource provided artist profiles, quotation and artwork analysis for each of the ten commissioned artists in the exhibition. Written questions and art-making tasks were also developed for a range of stages and subject areas, to assist students' understanding and allow content to be integrated across the curriculum. The resource was sent to local and south west Sydney primary and secondary schools, provided during excursions and available at the Arts Centre front desk.

#### **2016 CAMPBELLTOWN HERITAGE FORUM AND MEDALLION**

Campbelltown City Council's Heritage Forum and Medallion was held on Wednesday 13 April, 6.00pm, at Campbelltown Arts Centre.

The Heritage Forum was attended by approximately 80 people. The key components of the event included a panel forum, followed by the awarding of the Heritage Medallion.

In 2016 the Heritage Forum panel discussion was around the theme 'The Appin Massacre – remembering and reconciliation', with the key question - what if anything, has changed since the Appin Massacre? The theme was selected in acknowledgement of the 200th Anniversary of the Appin Massacre, and to coincide with Campbelltown Arts Centre's exhibition 'With Secrecy and Despatch'. The panellists included two artists from the exhibition, Genevieve Grieves and Dale Harding, Ann Madsen from the Winga Myamly Reconciliation Group, Uncle Charles Mundine and two Year 11 Indigenous Studies students from St Patrick's College.

Nominations for Campbelltown's Heritage Medallion were opened to the public on 14 December 2015 and closed on 10 February 2016.

Thirteen nominees were received for the 2016 Heritage Medallion. Two shared winners were selected as recipients of the 2016 Heritage Medallion, as well as two additional winners of a Highly Commended Award.

The first recipient of the 2016 Highly Commended Award was Mr David Vassallo, who was acknowledged for his commitment to the local community in the ongoing preservation of Raith House, and his long-standing work serving as one of the main organists of the Our Lady of Help Christians Parish.

The second recipient of the Highly Commended Award was Campbelltown Veteran's Recreation Centre, acknowledged for its support in the local community through the providing of activities and assistance to returned military personnel and their families.

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The two shared winners of the Campbelltown Heritage Medallion were Campbelltown Public School and St Patrick's College. The schools were selected as shared winners of the Heritage Medallion, in recognition of the local history projects they have each undertaken in celebration of their 140th and 175th anniversaries, respectively. In celebration of these historic milestones, the schools and their students undertook the important and admirable feat of researching, documenting, preserving and promoting the history of the schools and the Campbelltown area, and raising awareness across the wider community about the significance of the schools within the historical landscape.

### **MEDIA COVERAGE**

The Media and Marketing Officer has achieved media coverage throughout January to May 2016 for programs including: With Secrecy and Despatch, Video oediV, Bunny by Luke George and Daniel Kok, Kiddies Cushion Concert, Pixel Sounds, Vic Simms and One Billion Beats. 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, ABC Radio National, ABC Illawarra Radio, ABC Arts Online, ABC TV News, Art Guide, Artlink, RealTime Magazine, 2MCR Radio, Museums & Galleries NSW Alert, Arts Hub, Sydney's Child, InMacarthur Magazine, Wentworth Courier, 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 and has now reached over 5900 likes and Instagram has over 2000 followers.

### **Officer's Recommendation**

That the information be noted.

### **Sub Committee's Recommendation: (Archer/Rowell)**

That the information be noted.

### **CARRIED**

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## **6.2 Friends of Campbelltown Arts Centre**

### **Purpose**

To inform the Campbelltown Arts Centre Sub Committee of the recent achievements and outcomes of the Friends of Campbelltown Arts Centre.

### **Report**

The Friends Annual Exhibition and Focus Wall will be held from Saturday 25 June to Sunday 31 July. The official opening will take place on Saturday 2 July commencing at 2:00pm. Members who are artists are invited to submit work for judging for the Focus Wall.

A bus trip has been organised for Tuesday 2 August at a cost of \$25.00 per person. The day will consist of visiting Hazelhurst Regional Gallery & Arts Centre to see works by Alistair Macintyre including installations and sculpture, then to Wollongong Art Gallery to see exhibitions by the Tamworth Textiles Group, the Wollongong Embroiderers Guild and the Watercolour Prize. A very interesting and eclectic choice.

There are now 216 members of the Friends.

Discussions are currently being held with the Director and staff as to ways of promoting membership.

### **Sub Committee's Recommendation: (Long/Buckman)**

That the information be noted.

## **CARRIED**

### **7. General Business**

#### **7.1 Fisher's Ghost Cocktail Party**

Sub Committee members asked if any decisions had been made with regards to the Fisher's Ghost Cocktail Party.

The Manager Cultural Services advised that this matter is still being considered and that Sub Committee members will be informed of the decision.

### **Sub Committee's Recommendation: (Long/Buckman)**

That the information be noted.

## **CARRIED**

Next meeting of the Campbelltown Arts Centre Sub Committee will be held on Wednesday 31 August 2016 at 6.00pm at the Campbelltown Arts Centre.

His Worship the Mayor, Councillor Paul Hawker

**Chairperson**

Meeting Concluded: 6.27pm

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#### **4. CUSTOMER SERVICE**

**No reports this round**

#### **5. EDUCATION AND CARE SERVICES**

**No reports this round**

#### **6. HEALTHY LIFESTYLES**

##### **6.1 Hyundai A-League - Western Sydney Wanderers versus Newcastle Jets**

##### **Reporting Officer**

Manager Healthy Lifestyles

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##### **Attachments**

Nil

##### **Purpose**

To advise Council that Campbelltown Sports Stadium will be hosting a Hyundai A-League match between Western Sydney Wanderers and Newcastle Jets on 22 January 2017.

##### **History**

Campbelltown Sports Stadium has hosted two Hyundai A-League matches in recent years. In January 2012 Sydney FC played Perth Glory and in 2013 the Western Sydney Wanderers played host to Newcastle Jets. The Stadium has regularly hosted both Sydney FC and Western Sydney Wanderers in W-League and National Youth League matches in addition to trial and preseason training matches.

##### **Report**

Council officers have been in negotiation with the Western Sydney Wanderers to host more Hyundai A-League matches at Campbelltown Sports Stadium. Due to contractual arrangements with Parramatta Stadium and now with ANZ and Spotless Stadiums (Sydney Showground), Western Sydney Wanderers only have one opportunity every two years to play at alternative venues.

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## 6.1 Hyundai A-League - Western Sydney Wanderers Versus Newcastle Jets

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Western Sydney Wanderers will play a Hyundai A-League match against Newcastle Jets at Campbelltown Sports Stadium on Sunday 22 January, with a kick off at 5.00pm.

Campbelltown Sports Stadium is well known for being one of the home grounds for Wests Tigers, who play four NRL matches each year. It is important to note that over the last 18 months Campbelltown Sports Stadium has also hosted teams from ten countries for either training camps or matches. This included the Chinese National football team during their Asian Cup pre-competition training camp and the Qatar Under 20s football team in a training camp prior to their World Cup that was held in New Zealand in May 2015.

Western Sydney Wanderers and the Bonnyrigg White Eagles Football Club have both nominated Campbelltown Sports Stadium as their preferred venue for televised FFA Cup matches. FFA Cup is a national knockout tournament run by Football Federation Australia in conjunction with every State and Territory Member Federation in Australia. This is the second season that the FFA Cup has been held and involves over 650 professional, semi professional and amateur clubs across the country. Hyundai A-League clubs enter the competition in the final 32 teams.

Western Sydney Wanderers will be hosting Wellington Phoenix in their Round 32 clash in the FFA Cup on 2 August 2016 at Campbelltown Sports Stadium with an 8.00pm kick off.

Hosting major sporting events and teams for training purposes has a strong economic impact on the local economy through match day employment, accommodation requirements and local spending on hospitality and entertainment. Council officers will continue to advocate and lobby each of the sporting codes to host more major sporting events at Campbelltown Sports Stadium.

### **Officer's Recommendation**

That the information be noted.

### **Committee's Recommendation: (Lound/Thompson)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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## **6.2 National Gridiron League - Campbelltown Sports Stadium**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Nil

### **Purpose**

To advise Council that Campbelltown Sports Stadium will be hosting two double header National Gridiron League events in October 2016 and January 2017.

### **History**

National Gridiron League (NGL) is a professional American Football League and is the highest level of competition for American football in Australia.

The league will be launched in 2016 and will have eight teams located in Queensland and New South Wales. Both Queensland and New South Wales will host four teams including Sydney Express, Central Coast Cyclones, Wollongong Devils, Newcastle Miners, Brisbane Outlaws, Gold Coast Kings, Logan Wolverines and North Coast Heat. The NGL is hoping to expand the league to Victoria and Western Australia in 2017-2018.

The league will host all games at premier stadiums including Campbelltown Sports Stadium and the NGL expects to nationally televise a selected game each week in each state.

### **Report**

Council Officers have been in negotiation with the NGL to host matches at Campbelltown Sports Stadium when they launch the league in 2016. Council has secured and signed an agreement to host two events which will feature two gridiron matches on each date along with entertainment such as a concert in between matches. Games will be played on Sunday with the first game scheduled to start at 1.00pm with the second game commencing at 6.00pm.

Campbelltown Sports Stadium will host the first of the two events on the 16 October 2016 with the second event to be held on the 15 January 2017. The Stadium will be the only venue in Sydney to host NGL matches and it is hoped that in seasons to come, that more games will be played at Campbelltown.

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Council Officers are continuing negotiations with the NGL to host a team in their preseason and regular season training program which would involve approximately 50 athletes moving to Campbelltown to train out of the Stadium predominantly using the Athletics Centre grassed infield from October–January.

Hosting the NGL will provide aspiring athletes opportunities within an alternate sporting code to follow and participate at an elite sporting pathway locally. It will also provide another sporting and entertainment opportunity for the community of Campbelltown and the wider region which is accessible. This allows for people to gain access to events such as these without travelling to the major stadia in central Sydney or to Homebush, saving local families and individuals on travelling costs including fuel, tolls and parking. Having events such as this provides a strong economic return to the local economy as money is being spent locally and not in other parts of Sydney, which is of benefit to small business and local employment.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 116**

That the Officer's Recommendation be adopted.

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**7. LIBRARY SERVICES**

**No reports this round**

**8. GENERAL BUSINESS**

Nil.

**23. CONFIDENTIAL ITEMS**

**No reports this round**

There being no further business the meeting closed at 5.38pm.

T Rowell  
CHAIRPERSON

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# Reports of the Corporate Governance Committee Meeting held at 5.30pm on Tuesday, 12 July 2016.

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## **APOLOGIES**

## **ACKNOWLEDGEMENT OF LAND**

## **DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

#### **Non Pecuniary – Significant Interests**

#### **Non Pecuniary – Less than Significant Interests**

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**Minutes of the Corporate Governance Committee held on 12 July 2016**

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**Present** His Worship the Mayor, Councillor P Hawker  
Councillor C Mead (Chairperson)  
Councillor F Borg  
Councillor A Chanthivong  
Councillor S Dobson  
Councillor R Kolkman  
Councillor P Lake  
Acting Director Business Services - Mrs C Mears  
Director City Works - Mr W Rylands  
Acting Manager Assets and Supply Services - Mr W Miller  
Acting Manager Governance and Risk - Mr W Kear  
Manager Property Services - Mr J Milicic  
Executive Assistant - Mrs K Peters

**Apology (Lake/Hawker)**

That the apology from Councillor Greiss be received and accepted.

**CARRIED**

**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 - nil**

**Non Pecuniary – Less than Significant Interests**

Councillor Borg - Item 1.2 - 24hr Fight Against Cancer Macarthur - Councillor Borg advised that he is the Chairman of the 24hr Fight Against Cancer Macarthur Inc and that he will leave the room and not take part in debate nor vote on the matter.

**Other Disclosures - nil**

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## **1. GOVERNANCE AND RISK**

### **1.1 Insurance Renewals 2016-2017**

#### **Reporting Officer**

Acting Manager Governance and Risk

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#### **Attachments**

2016-2017 Insurance Register (contained within this report)

#### **Purpose**

To inform Council of the 2016-2017 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 2016, Council commenced the required renewal process for the insurance policies falling due on 30 June 2016.

#### **Report**

The insurance program has been renewed for 2016-2017, with receipt of the 2016-2017 Insurance Renewal Report on 21 June 2016. The overall change in premiums and fund contributions from 2015-2016 is approximately \$44,855 or 3.81 per cent, this is within the 2016-2017 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 1.8 per cent in Council's 2016-2017 premium.

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### **Fidelity Guarantee (Crime)**

Statewide Mutual advises that the fidelity guarantee scheme has been re-rated and premiums have remained stable with no change for 2016-2017. The policy has been upgraded to include Cyber Crime claims. This will include any claims resulting in the loss of costs associated with cyber extortion threats, digital asset replacement, security and privacy liability.

### **Motor Vehicle**

The motor vehicle premium has decreased by 3.89 per cent in 2016-2017, mainly due to lower incurred claims costs and a slight decrease in the number of notifiable events. Motor Vehicle risk management will continue to be reviewed in 2016-2017 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 and breach of duty of care. Member contributions to the scheme have remained relatively stable with a 1.8 per cent increase for 2016-2017.

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 2016-2017 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 4.27 per cent increase in the insurance premium.

The property mutual funds a coordinated building valuation program encompassing all members. Council's 2016-2017 total insured property value is \$480,875,200. 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 2015-2016 Council received a total rebate across its insurance portfolio of \$51,381.11. The majority of this rebate was from the Property scheme and while subject to good performance of the entire pool of insured Councils, reflects Council's improved risk management practice over the 2015-2016 period.

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**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 \$5.1m, 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: (Hawker/Kolkman)**

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

### Insurance Register 2016/2017

Coverage	2016/2017		
	Insurer	Excess	Premium (incl. GST)
Professional Indemnity/ Public Liability	Statewide	\$200,000	\$370,308.03
Property	Statewide	\$10,000	\$555,410.86
Motor Vehicle	Statewide	\$10,000	\$73,037.14
Workers Compensation Excess of Loss (XOL)	Liberty International Underwriters	\$1,000,000	\$36,987.50
Casual Hirer's Liability	Statewide	\$2,000	\$11,550.00
Marine Hull	Associated Marine Insurers (Zurich)	\$250	\$677.60
Art Works	Axa Art Ins Ltd	\$2,000	\$11,501.66
Councillors' and Officers' Liability	Zurich	NIL	\$65,039.85
Personal Accident	ACE Insurance	NIL	\$2,620.20
Fidelity Guarantee (Crime)	Statewide	\$100,000	\$29,637.70
Insurance Broker Fee	Jardine Lloyd Thompson	N/A	\$66,127.65
		<b>Total</b>	<b>\$1,240,979.90</b>

## **1.2 24 Hour Fight Against Cancer Macarthur**

### **Reporting Officer**

Acting Manager Governance and Risk

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### **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 2016 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 and associated activities, to be conducted at the Campbelltown Athletics Stadium, Leumeah from Saturday 15 October to Sunday 16 October 2016.

The attached correspondence states that more than 1200 local residents participated in last year's event, with fundraising achieving more than \$350,000 towards the charity. Since the inaugural event in 2005, \$3.35m has been raised.

Council has been requested to continue sponsorship for the event through the provision of venue hire, security and other associated costs related to the 24 Hour Fight Against Cancer walk event at Campbelltown Athletics Stadium. Council has also been requested to cover the costs of public liability insurance for a 12 month period on events associated with this fundraising venture. This arrangement is consistent with previous years support for this event.

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It is recommended that Council provide sponsorship for public liability insurance and other associated costs incorporating security, cleaning costs and venue hire as requested.

### **Officer's Recommendation**

1. That Council covers the cost of 12 months public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc.
2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.

Having declared an interest in regard to Item 1.2, Councillor Borg left the Room and did not take part in debate nor vote on this item.

### **Committee's Recommendation: (Kolkman/Hawker)**

That the Officer's Recommendation be adopted.

### **Amendment: (Lake/Mead)**

1. That Council covers the cost of public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc event at the Campbelltown Athletics Stadium.
2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.

### **CARRIED**

At the conclusion of the discussion regarding Item 1.2, Councillor Borg returned to the Room for the remainder of the meeting.

### **Council Meeting 19 July 2016 (Lake/Kolkman)**

1. That Council covers the cost of public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc event at the Campbelltown Athletics Stadium.
2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.

### **Amendment (Borg/Brticevic)**

1. That Council covers the cost of 12 months public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc.
  2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.
-

**WON** and became the Motion

A **Division** was called in regard to the Amendment moved by Councillor Borg, seconded by Councillor Brticevic for Item 1.2 - 24 Hour Fight Against Cancer Macarthur with those voting for the Motion being Councillors Borg, Brticevic, Chanthivong, Dobson, Glynn, Lound, Kolkman and Oates.

Voting against the Amendment were Councillors Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

### **Amendment (Hawker/Mead)**

1. That Council covers the cost of 12 months public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc.
2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.
3. That Council officers develop a policy for dealing with community requests to this effect to ensure transparency and equity for all groups keeping in mind that Council needs to be mindful of its need to be financially sustainable and fit for the future.

### **LOST**

A **Division** was called in regard to the Amendment moved by Councillor Hawker, seconded by Councillor Mead for Item 1.2 - 24 Hour Fight Against Cancer Macarthur with those voting for the Motion being Councillors Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

Voting against the Amendment were Councillors Borg, Brticevic, Chanthivong, Dobson, Glynn, Kolkman, Lound and Oates.

### **Council Minute Resolution Number 117**

1. That Council covers the cost of 12 months public liability insurance for 24 Hour Fight Against Cancer Macarthur Inc.
2. That Council covers the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2016 walk at the Campbelltown Athletics Stadium.

A **Division** was called in regard to the Resolution for Item 1.2 - 24 Hour Fight Against Cancer Macarthur with those voting for the Motion being Councillors Borg, Brticevic, Chanthivong, Dobson, Glynn, Greiss, Hawker, Kolkman, Lake, Lound, Matheson, Oates, Rowell and Thompson.

Voting against the Resolution was Councillor Mead.

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## 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

JUN29'16 08:07:30 RCOD

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 15th October to Sunday 16th October 2016.

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 \$350,000 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 \$3.35m in just eleven 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**  
26 June 2016

## **2. PROPERTY SERVICES**

**No reports this round**

## **3. FINANCIAL SERVICES**

### **3.1 Investment Report - May 2016**

#### **Reporting Officer**

Manager Financial Services

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#### **Attachments**

Investment portfolio performance for the month of May 2016 (contained within this report)

#### **Purpose**

To provide a report outlining Council's investment portfolio performance for May 2016.

#### **Report**

Council holds a number of reserves in order to fund significant future liabilities or future objectives. These liabilities include insurance claims, employee leave entitlements and asset replacement. In addition, Council is also required to hold funds that under the *Local Government Act 1993*, are not permitted to be used for any other purposes than those originally collected for. These include developer contributions, specific purpose grants, domestic waste management, contributions and stormwater management funds.

Council invests funds 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* requires a monthly investment report be presented to Council.

Council's Investment Portfolio as at 31 May 2016 stood at approximately \$111m. 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.

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## Portfolio Performance

Directly managed investments have consistently outperformed the AusBond bank bill index benchmark.

Monthly annualised return	May
Council Managed Funds	3.18%
Benchmark: AusBond Bank Bill Index	2.32%

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	3.16%
Benchmark: AusBond Bank Bill Index	2.25%

Council's portfolio as at 31 May 2016 is diversified with 68% 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, 4% in fixed rate bonds, 1% in funds in a short term at call account.

Maturity profile	31 May
Short term at call	\$3,030,452
0 – 3 months	\$46,832,088
3 – 6 months	\$27,840,308
6 – 12 months	\$13,033,804
12 months +	\$20,000,000

All investments are placed with approved deposit taking institutions. No funds are placed with any unrated institutions. Any funds placed with institutions that have a BBB long term rating have maturity lengths in the short term of up to 12 months, effectively A-2 rated, in accordance with Council's investment policy.

Credit exposure (S&P Long Term / Short Term Rating)	31 May
Long AAA to AA- / Short A-1	60%
Long A+ to A- / Short A-1	26%
Long BBB+ to BBB- / Short A-2	14%

### **Economic outlook**

The Board of the Reserve Bank of Australia (RBA) elected to maintain the cash rate at its present level of 1.75% at its 7 June meeting. In the accompanying statement, RBA Governor Glenn Stevens said that “holding the stance of policy unchanged at this meeting would be consistent with sustainable growth in the economy and inflation returning to target over time”. After the decision, the Australian dollar jumped in value as a result of investors adjusting their interest rate expectations. A high Australian dollar coupled with weak inflation may result in further easing in coming months.

### **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: (Lake/Kolkman)**

That the Officer’s Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer’s Recommendation be adopted.

### **Council Minute Resolution Number 117**

That the Officer’s Recommendation be adopted.

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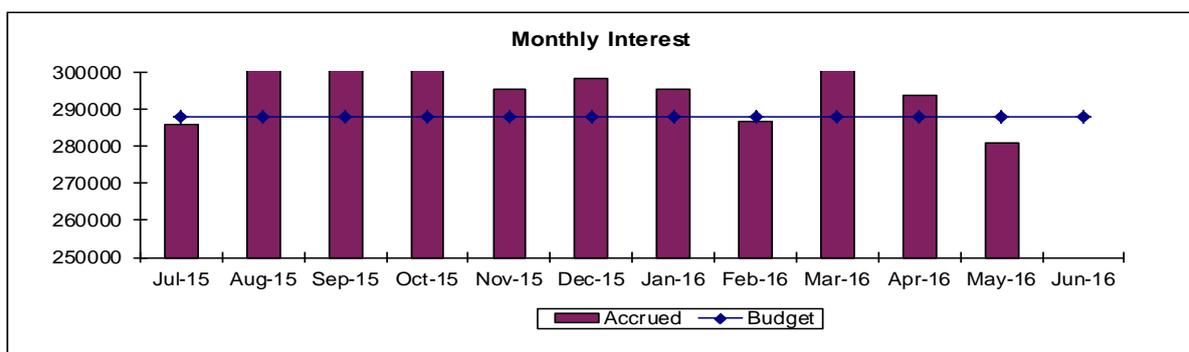
# ATTACHMENT 1

## CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO

May 2016

Benchmark AusBond Bank Bill Index  
 Portfolio Balance \$110,736,651.89

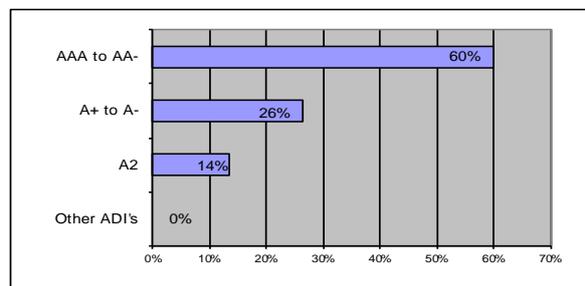
Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.20%	2.32%
Portfolio - Direct Investments	0.27%	3.18%
<i>Performance to Benchmark</i>	+ 0.07%	+ 0.86%
Short Term Call Account	0.27%	3.13%



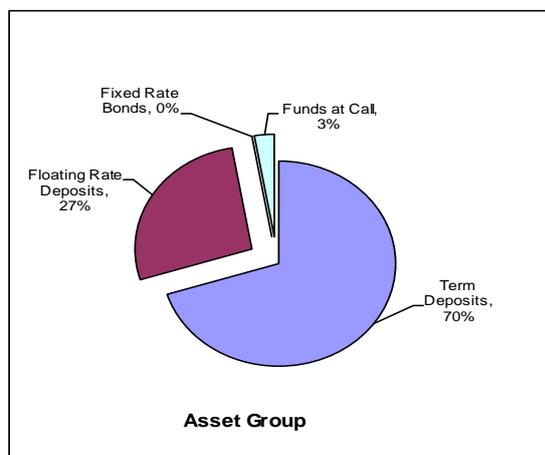
### Year to Date Performance Credit Exposure (S&P Long Term Rating)

Rolling 12 Month Period  
 3.16% Council Managed Funds  
 2.25% Benchmark

Interest Budget to Actual  
 Average Budget to Period \$3,165,892  
 Actual Accrued to Period \$3,270,722



### Portfolio Diversity



			%
NAB Funds at Call	\$ 3,030,451.96	AA-	3%
NSW Treasury	\$ 2,810,000.00	AA+	3%
National Australia Bank	\$ 44,284,845.29	AA-	40%
ANZ Bank	\$ -	AA-	0%
Westpac Bank	\$ 3,000,000.00	AA-	3%
Commonwealth Bank	\$ 5,000,000.00	AA-	5%
Bank Western Australia	\$ 8,266,129.89	AA-	7%
AMP Bank	\$ 5,000,000.00	A+	5%
Suncorp Metway	\$ 15,245,545.61	A+	14%
Rural Bank	\$ 4,029,238.36	A-	4%
Bank of Queensland	\$ 5,032,067.12	A-	5%
My State CU	\$ 3,000,000.00	A2	3%
Credit Union Aust	\$ 6,000,000.00	A2	5%
Heritage Bank	\$ 2,000,000.00	A2	2%
ME Bank	\$ 4,038,373.66	A2	4%
<b>Total</b>	<b>\$ 110,736,651.89</b>		<b>100%</b>

## **3.2 Monthly Rates Summary - May 2016**

### **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 2015-2016 Rates and Charges levy and cash collections for the period ending 31 May 2016.

### **Report**

Rates and charges levied for the period ending 31 May 2016 totalled \$97,618,805 representing 100% of the total annual budget estimate.

For the period ending 31 May 2016, receipts to the value of \$90,675,982 have been received. In percentage terms, 91.2% of all rates and charges due to be paid have been collected. The amount collected in the same period last year was 87.8%.

The second quarterly instalment became due for payment on 31 May 2016. An analysis of payments has revealed that 47% of ratepayers prefer to pay their accounts by BPAY via internet and telephone. Australia Post continues to remain popular with over the counter payments receiving 24% of all payments made.

Continued efforts are made throughout the year to assist ratepayers in making suitable payment arrangements to clear or minimise their debts. At the end of May 306 ratepayers with a total arrears balance of \$405,187 have elected to manage their debts with an arrangement.

Ratepayers who purchased property since the February instalment notices are issued with a 'notice to new owner' letter. During the month, 31 of these notices were sent to ratepayers advising them of the amount unpaid on their account and the amount levied in annual rates and charges.

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**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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# ATTACHMENT 1

## RATES SUMMARY

### STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2015	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,443,224.65	54,477,099.03	1,441,251.93	788,878.73	56,267,950.48	50,602,144.95	5,665,805.53	304,775.51	5,970,580.67
BUSINESS	436,057.49	17,751,225.03		73,270.59	18,260,553.11	16,664,348.35	1,596,204.76		1,596,204.76
BUSINESS - IND	100.30	0.00		0.00	100.30	5.17	95.13		95.13
FARMLAND	0.00	597,545.27	884.79	3,440.39	600,100.87	587,684.25	12,416.62	151,770.46	164,187.08
MINING	0.00	23,937.48		0.00	23,937.48	23,937.48	0.00		0.00
LOAN	75,640.51	3,055.29		1,964.64	80,660.44	12,352.70	68,307.74	27,208.58	95,516.32
INFRASTRUCTURE	206,769.81	5,684,030.98		10,604.72	5,901,405.51	5,323,033.01	578,372.50	17,395.60	595,768.10
F5 ACCESS RAMPS	379.22	0.00		0.00	379.22	0.77	378.45		378.45
<b>TOTAL</b>	<b>\$3,142,670.23</b>	<b>\$78,536,893.08</b>	<b>\$1,442,136.72</b>	<b>\$878,159.07</b>	<b>\$81,135,087.41</b>	<b>\$73,213,506.68</b>	<b>\$7,921,580.73</b>	<b>\$501,150.15</b>	<b>\$8,422,730.51</b>
GARBAGE	674,774.34	18,344,278.29	844,597.76	38,286.10	18,212,740.97	16,486,238.12	1,726,502.85		1,726,502.85
STORMWATER	49,776.92	1,042,952.76		463.63	1,093,193.31	976,237.83	116,955.48		116,955.48
<b>GRAND TOTAL</b>	<b>\$3,867,221.49</b>	<b>\$97,924,124.13</b>	<b>\$2,286,734.48</b>	<b>\$916,908.80</b>	<b>\$100,441,021.69</b>	<b>\$90,675,982.63</b>	<b>\$9,765,039.06</b>	<b>\$501,150.15</b>	<b>\$10,266,188.84</b>

Total from Rates Financial Transaction Summary	9,382,934.76
Overpayments	-883,254.08
Difference	0.00

### ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	545,247.92
Rate accounts greater than 12 months less than 18 months in arrears	112,417.58
Rate accounts greater than 18 months in arrears	16,040.34
<b>TOTAL rates and charges under instruction with Councils agents</b>	<b>\$673,705.84</b>

## ATTACHMENT 2

### COMPARISON OF BUDGET TO ACTUAL

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL	BALANCE STILL REQD.	% RAISED
RESIDENTIAL	53,878,600	54,278,600	54,477,099	(198,499)	100.37%
BUSINESS	17,935,000	17,585,000	17,751,225	(166,225)	100.95%
FARMLAND	459,900	609,900	617,047	(7,147)	101.17%
MINING	23,900	23,900	23,937	(37)	100.16%
INFRASTRUCTURE	5,631,700	5,631,700	5,684,031	(52,331)	100.93%
SUB TOTAL	77,929,100	78,129,100	78,553,340	(424,240)	100.54%
INTEREST CHARGES	238,000	238,000	230,701	7,299	96.93%
LEGAL COSTS RECOVERED	840,000	840,000	686,208	153,792	81.69%
PENSIONERS - Sec 575	(1,837,700)	(1,837,700)	(1,905,565)	67,865	103.69%
PENSIONERS - Sec 582	(389,800)	(389,800)	(381,170)	(8,630)	0.00%
PENSIONERS SUBSIDY	1,010,735	1,010,735	1,048,061	(37,326)	103.69%
SUB TOTAL	(138,765)	(138,765)	(321,765)	183,000	231.88%
DOMESTIC WASTE CHARGES	17,621,100	17,621,100	17,816,597	(195,497)	101.11%
COMMERCIAL WASTE CHARGES	444,600	444,600	527,681	(83,081)	118.69%
STORMWATER MNGMNT	1,138,000	1,138,000	1,042,953	95,047	91.65%
GRAND TOTALS	96,994,035	97,194,035	97,618,805	(424,770)	100.44%

### COLLECTIONS AS A % OF:

	TOTAL RECEIVABLE	TOTAL LEVIED	TOTAL RECEIVABLE	TOTAL LEVIED
RESIDENTIAL	89.93%	92.89%		
BUSINESS	91.26%	93.88%	RATES	93.22%
FARMLAND	97.93%	98.35%	WASTE	89.87%
INFRASTRUCTURE	90.20%	93.65%	STORMWATER	93.60%
ALL RATES	90.24%	93.22%	TOTAL RATES & CHARGES	93.50%

### ATTACHMENT 3

## RATES STATISTICS

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	May-15
Rate Notices	50,454	56		121			16						
Electronic - DoH	5,427												41,000
Instalment Notices				43,741			42,834			42,422			
Electronic - DoH				5,389			5,417			5,484			5,371
Missed Instalment Notices			8,315			7,866			7,401				
- Pensioners > \$15.00			586			554			498				
Notice to new owner	105	51	41	21	56	49	47	19	26	52	31		48
7-day Letters - Council issued			2,073			2,023			2,060				
- Pensioners > \$500.00			170			181			129				
7-day Letters - Agent issued			581				633		621				
Statement of Claim	209	29	13	220	18	11	262	40	22	219	22		237
Judgments	16	40	19	12	64	3	11	64	39	19	65		21
Writs	11	29	17	9	11	18	14	11	47	30	39		35
eRates	1,543	1,601	1,611	1,640	1,654	1,660	1,685	1,699	1,701	1,732	1,759		1,370
Arrangements	351	298	373	396	471	355	402	309	401	449	306		458

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### 3.3 Sundry Debtors Report - May 2016

#### Reporting Officer

Manager Financial Services

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#### Attachments

1. Debtors summary to 31 May 2016 (contained within this report)
2. Ageing of sundry debts to 31 May 2016 (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 2016.

#### Report

Debts outstanding to Council as at 31 May 2016 are \$2,115,237 reflecting an increase of \$723,854 since April 2016. The ratio of outstanding debts to current invoices has decreased from 32.2% in April to the current level of 7.5%. 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 2016

During the month, 1453 invoices were raised totalling \$1,635,500. 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:

Government and other Grants – \$834,428 – The main invoices relate to:

Roads and Maritime Services – Eagle Vale road widening, claim No.7	\$676,377 (paid)
Australian Council for the Arts – Contemporary performance programs	\$83,325
Local Government NSW – Changing facilities grants program – Macquarie Fields Leisure Centre	\$38,500 (paid)
NSW Department of Justice – Rosemeadow sports complex floodlight and fencing upgrade – final payment	\$11,000

Corporate Administration – \$410,285 – The main invoices relate to:

Urban Growth NSW – stormwater water quality provisions in relation to the One Minto development	\$385,000 (paid)
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Land and Building Rentals – \$124,285 – the main invoices relate to:

Aldi Foods Pty Ltd – monthly rental Macquarie Fields	\$25,214
Nuvezo Pty Ltd – rental Dumaresq Street Cinema	\$24,243
Glenquarie Hotel – monthly rental Glenquarie Shopping Centre	\$20,438
Telstra Corporation Limited – land lease Warby Street Campbelltown	\$17,689
Caltex Oil Australia Pty Ltd – monthly rental Macquarie Fields	\$15,974
Mycorp Group Pty Ltd – monthly rental Macquarie Fields	\$13,878

Sportsground and Field Hire – \$45,082 – the main invoices relate to:

Hire of Campbelltown Sports Stadium	\$16,300
Hire of Campbelltown Athletics Centre	\$25,490

Road Restoration - \$40,435 – the main invoices relate to:

Lend Lease – restoration works various locations	\$36,147 (paid)
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Receipts to the value of \$911,645 have been received during the period, the most notable in the following areas:

Government and other Grants	\$334,530
Land and Building	\$140,359
Public Hall Hire	\$80,251
Waste Collection Services	\$77,728
Sportsground and Field Hire	\$68,541
Healthy Lifestyles	\$43,105
Corporate Administration	\$36,346
Shop and Office Rentals	\$35,070

### Sundry debts outstanding – 31 May 2016

Debts exceeding 90 days of age totalled \$109,839 as at May 2016. The major invoices relating to this balance include:

Description	Date Invoiced	Balance at 30 May 2016
Debtor 10076852.2 – recovery of costs associated with the repair of damage to “Blairmount” wall from motor vehicle accident 15 November 2015. Seven day letter issued and contact was made with debtor who has lodged a claim with their insurance company. Insurance company has acknowledged the debt and have requested copies of documentation of the invoice which has been sent, now awaiting payment which is expected end June 2016	09/02/16	\$12,570
Debtor 10068316.8 - 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	\$2,900

Casper's Baseball Club - electricity charges. Club is experiencing financial difficulty, however have been making irregular payments to reduce the debt. New electricity charges added to debt	17/12/12 to 17/03/16	\$8,991
Insight Mercantile Pty Ltd - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	18/07/14	\$2,799
GE Automotive - abandoned motor vehicle. Vehicles have now been taken over and sold by the auction house on behalf of the finance company. Council is in discussions with the auction house and insurance company	05/07/12	\$5,709
Alphamaga Investments – health licence inspection fees and legal costs. Debtor filed for bankruptcy, can no longer pursue	17/02/14 to 30/11/15	\$1,369
Debtor 10076720.1 – unpaid child care fees for three children’s attendance to Amarina Early Learning Centre. Invoice originally disputed from family and community services, dispute resolved and payment expected end June 2016	24/12/16	\$2,225
Debtor 10073212.2 – shop licence inspection fees and legal recovery costs. All legal avenues have been exhausted and to pursue would be uneconomical	24/09/13	\$3,042
Decadance Dance Studio - permanent hall hirer of Ron Moore Community Centre, hire has been cancelled due to defaulting agreement, seven day letter issued February 2016, no response from debtor, matter has been referred to Council’s debt recovery agents and a Letter of Demand has been sent March 2016. Debtor failed to respond to demand letter and as a result a Statement of Liquidated Claim has been lodged with the local court. Summons was served May 2016, no contact or payment has been received and judgment to secure debt has been obtained and legal recovery continues	03/11/15	\$2,971

Debt recovery action is undertaken in accordance with Council’s Sundry Debtors 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, six 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 agent.

Council's agents were instructed to lodge a warrant of apprehension for unpaid health licence inspection fees.

Council officers continue to provide assistance to debtors experiencing difficulties in paying their accounts. Debtors are encouraged to clear their outstanding debts through regular payments where possible, to avoid any further recovery action.

### **Officer's Recommendation**

That the information be noted.

### **Committee's Recommendation: (Lake/Kolkman)**

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

**DEBTORS SUMMARY 1 May 2016 to 31 May 2016**

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/04/2016	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/05/2016	% DEBT RATIO
Corporate Administration	376,892	410,285	36,346	750,831	29.49%
Abandoned Items	6,662	0	0	6,662	0.35%
Education and Care Services	20,890	0	2,180	18,710	0.98%
Community Bus	439	450	590	299	0.01%
Sportsground and Field Hire	96,039	45,082	68,541	72,580	5.46%
Government and other Grants	343,600	834,428	334,530	843,498	12.87%
Public Hall Hire	71,049	36,220	80,251	27,018	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	76,154	124,285	140,359	60,080	5.63%
Healthy Lifestyles	16,149	30,860	43,105	3,904	0.15%
Library Fines and Costs	642	0	642	0	0.00%
Licence Fees	45,674	31,671	19,193	58,152	1.85%
Pool Hire	18,437	1,766	17,293	2,910	0.39%
Private Works	6,734	0	0	6,734	0.52%
Road and Footpath Restoration	165,863	40,435	29,764	176,533	28.17%
Shop and Office Rentals	25,914	33,342	35,070	24,186	2.17%
Various Sundry Items	89,594	21,568	26,054	85,108	6.42%
Waste Collection Services	68,981	25,109	77,728	16,362	6.17%
	<b>1,391,383</b>	<b>1,635,500</b>	<b>911,645</b>	<b>2,115,237</b>	<b>100%</b>

**ATTACHMENT 2**

**AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 May 2016**

Description	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	414,923	307,118	10,495	18,295	750,831	20,860
Abandoned Items	0	0	0	6,662	6,662	6,662
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	299	0	0	0	299	0
Sportsground and Field Hire	42,769	28,102	890	818	72,580	2,468
Government and other Grants	809,898	5,000	28,600	0	843,498	130,000
Public Hall Hire	16,501	2,328	2,971	5,217	27,018	8,654
Health Services	0	0	0	350	350	350
Land and Building Rentals	57,843	1,829	199	209	60,080	611
Healthy Lifestyles	2,652	537	358	357	3,904	207
Licence Fees	20,779	1,941	4,260	31,172	58,152	20,855
Pool Hire	1,671	0	507	732	2,910	9,438
Private Works	1,189	0	0	5,545	6,734	5,545
Road and Footpath Restoration	40,435	134,895	0	1,204	176,533	15,549
Shop and Office Rentals	24,086	100	0	0	24,186	0
Various Sundry Items	17,514	26,965	1,352	39,278	85,108	27,508
Waste Collection Services	14,212	2,150	0	0	16,362	0
	<b>1,444,802</b>	<b>510,965</b>	<b>49,632</b>	<b>109,839</b>	<b>2,115,237</b>	<b>248,705</b>

### **3.4 Stocktake of Stores and Materials**

#### **Reporting Officer**

Manager Financial Services

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#### **Attachments**

List of stores and materials stocktake result (contained within this report)

#### **Purpose**

To advise Council of the results of the stores and materials stocktake held at Council's Works Depot General Store on 4 June 2016.

#### **Report**

The *Local Government (General) Regulation 2005* requires Council to take all reasonable measures to ensure that the assets of, or under the control of, the Council are properly accounted for.

To assist in the control of Council's stores and material assets, stocktakes are held at least annually and six monthly where timeframes and resources allow. Spot checks are also carried out intermittently throughout the year.

The process involves physical counts of all stock items by Store staff, under the supervision of staff from Financial Services. The results of the count are then compared to the stock item balances contained in Council's financial management information system. A recount of variances is then carried out to confirm the original count. Once all counts are finalised a discrepancy report is produced which details the recommended write off or write on of stock.

Council's total value of stock on hand is approximately \$193,000 and the stocktake carried out on 4 June 2016 resulted in a net write off of \$1,070.57. Subsequent to the physical stock count taking place, further investigation has resulted in two items, that have since been accounted for, that reduce the loss by \$618.81. After accounting for this post stocktake adjustment, the final result is a net write off of \$451.76. This is an excellent result and is largely representative of the manner in which the store is maintained together with the processes around the procurement and issue of inventory items.

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**Officer's Recommendation**

1. That the information be noted.
2. That the necessary adjustments be made in Council's financial management information system.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

### STOCKTAKE OF STORES AND MATERIALS AT CENTRAL STORE 4 JUNE 2016 LIST OF ADJUSTMENTS

Product Number or Group	Description	Storage units	Book on Hand Quantity	Quantity Counted	Difference	Adjustment Amount
100462	SHARPS / NEEDLE CONTAINER 8 LITRE	EACH	5.0000	4.000	1.000	-22.09
100676	TAPE DUCT / GAFFER 48MM X 25M SILVER	ROLL	50.0000	49.000	1.000	-2.11
101938	HAND SANITISER INSTANT FOAM 250ml (6205)	EACH	24.0000	22.000	2.000	-14.38
101937	HAND SANITISER INSTANT FOAM 1000ml IFSL1	EACH	12.0000	14.000	-2.000	38.10
101474	LITTER STICK 32 INCH	EACH	10.0000	12.000	-2.000	36.48
101871	GLOBE ENERGY SAVER 9W BC N=40W	EACH	30.0000	20.000	10.000	-61.00
100588	PAINT BRUSH OLDFIELDS BUDGET 25MM	EACH	8.0000	9.000	-1.000	2.92
100615	POST STAR FENCE BLACK 1650MM	EACH	82.0000	94.000	-12.000	56.29
101176	SIGN, ROUND-ABOUT, R1-3B,900 HT CLASS 1	EACH	3.0000	5.000	-2.000	81.90
101282	DISINFECTANT - EUCALYPTUS 5 LITRE	DRUM	21.0000	17.000	4.000	-30.40
101175	BARRIER MESH, TAPEX ORANGE 7 KG 50m	ROLL	5.0000	6.000	-1.000	22.50
100727	PEG, HARDWOOD, 600 X 50 X 50 mm	EACH	206.0000	204.000	2.000	-3.46
101251	ENVELOPE PLAINFACE C4 230x325 (250)	BOX	13.0000	11.000	2.000	-60.25
102070	BOLT & NUT HT,HEX HEAD,BL 5 1/2X 7/16,UNC	EACH	94.0000	97.000	-3.000	3.37
102112	BOLT& NUT,HT,HEX HEAD,BLACK,4 X 7/16UNF	EACH	50.0000	59.000	-9.000	4.57
102122	BOLT& NUT,HT,HEX HEAD,BLACK 5 X 3/4UNC	EACH	17.0000	16.000	1.000	-1.09
102135	BOLT& NUT,HT,HEX HEAD,BLACK,2 1/2 X 3/4	EACH	6.0000	3.000	3.000	-3.33
102174	BOLT & NUT,HT,HEX HEAD,BLACK,4 X 5/8,UNC	EACH	22.0000	18.000	4.000	-2.78
102186	BOLT & NUT,HT,HEX HEAD,BLACK,5 X 5/8,UNC	EACH	29.0000	30.000	-1.000	0.70
102187	BOLT & NUT,HT,HEX/H BLACK,5 X 7/16,UNC	EACH	105.0000	102.000	3.000	-3.21
103059	BOLT & NUT, HT, HEX, BLACK, 5 X 1/2 UNF	EACH	13.0000	14.000	-1.000	0.80
103061	BOLT & NUT, HT, HEX, BLACK, 1 X 5/8 UNF	EACH	22.0000	28.000	-6.000	3.01
103063	BOLT & NUT, HT, HEX, BLACK, 3 X 5/8 UNF	EACH	42.0000	41.000	1.000	-0.41
103106	BOLT & NUT HT HEX BLK 2 1/2 X 9/16 UNF	EACH	25.0000	23.000	2.000	-1.67
101350	BATTERY 12V (L 230 W 130 H 180 CCA 330	EACH	2.0000	0.000	2.000	-125.27
103271	BATTERY VALVE REGULATED CP1245	EACH	1.0000	2.000	-1.000	27.00
102533	GLOBE 24V/10W BA15S	EACH	19.0000	10.000	9.000	-2.77
102304	FILTER HYDRAULIC - CAT H-5504	EACH	1.0000	0.000	1.000	-15.04
102825	ROLLER SHAFT - KUBOTA K565144173	EACH	1.0000	0.000	1.000	-132.72
103298	SPINDLE KIT FOR F-3690 COMPLETE.	EACH	2.0000	0.000	2.000	-752.09
101994	KUBOTA BLADE BOLT - KUP7653934372/76539-	EACH	8.0000	21.000	-13.000	302.53
101995	KUBOTA WASHER - K565134352	EACH	22.0000	10.000	12.000	-146.18
102020	FILTER - FUEL KUBOTA - 1258143012	EACH	13.0000	10.000	3.000	-21.10
103215	FILTER - OIL KUBOTA -KUPHH15032094	EACH	3.0000	2.000	1.000	-9.82
103217	FILTER - AIR OUTER KUBOTA ZD331	EACH	5.0000	4.000	1.000	-54.59
103218	FILTER - AIR INNER KUBOTA ZD331	EACH	4.0000	3.000	1.000	-72.91

102390	FILTER AIR - A8504 / FA3032	EACH	2.0000	1.000	1.000	-12.79	
101517	KEY - TORO DUPSWT1036	EACH	2.0000	1.000	1.000	-0.36	
101739	SIDE CHUTE W/PIN - JDPAM128244	EACH	3.0000	2.000	1.000	-161.65	
101859	WASHER BLADE BOLT - TOP1030865	EACH	6.0000	0.000	6.000	-16.37	
101551	FILTER OIL - 49065-2071	EACH	1.0000	0.000	1.000	-20.86	
101554	SHROUD - TORO TOP93983803	EACH	1.0000	0.000	1.000	-59.36	
102767	WASHER JOHN DEERE - M123522	EACH	12.0000	13.000	-1.000	13.71	
101573	BLADE SLASHER JARRETT	EACH	40.0000	50.000	-10.000	182.19	
101939	FILTER AIR - 7-083029-1	EACH	2.0000	1.000	1.000	-21.31	
100900	FILTER AIR PRIMARY - AF25962	EACH	1.0000	0.000	1.000	-65.98	
100901	FILTER AIR SECONDARY - AF25963	EACH	1.0000	0.000	1.000	-41.57	
101860	FLAIL KIT FOR McCONNEL REACH MOWER 92030	KIT	1.0000	2.000	-1.000	25.90	
101837	DEFLECTOR X520 - M131928	EACH	6.0000	8.000	-2.000	9.55	
100712	WIRE MIG AUSTMIG ES6 0.9MM	ROLL	2.0000	3.000	-1.000	24.50	
101896	FILTER FUEL - EF-1003 / ME222135	EACH	2.0000	3.000	-1.000	15.49	
101929	BLADES - M128485 ( 60 inch ) - 7-06797	EACH	6.0000	3.000	3.000	-46.50	
103296	FILTER OIL 492932S BRIGGS & STRATTON	EACH	1.0000	2.000	-1.000	5.82	
100747	BLADE KIT HOWARD	EACH	2.0000	4.000	-2.000	133.28	
101568	BELT - HEX TORO TOP938457	EACH	3.0000	2.000	1.000	-104.23	
101313	B89 BELT JARRETT WING MOWER TM431R	EACH	12.0000	13.000	-1.000	25.16	
101780	FILTER CAB AIR FOAM FOR 703,704,708	EACH	2.0000	3.000	-1.000	10.73	
100899	MILK UHT SKIM 1LITRE	EACH	155.0000	153.000	2.000	-2.66	
103170	SOY MILK - SO GOOD 1 LITRE	EACH	47.0000	45.000	2.000	-4.76	
						Inventory System Generated Gain/(Loss)	-1070.57

Subsequent Adjustments:

103298	SPINDLE KIT FOR F-3690 COMPLETE (KITS PHYSICALLY DESPATCHED, NOT ISSUED FROM INVENTORY SYSTEM)	EACH	0.0000	0.000	0.000	752.09	
100747	BLADE KIT HOWARD (COUNTED AS 4 UNITS WHEN KIT HAS 2 PARTS EACH)	EACH	2.0000	2.000	0.000	-133.28	
						Adjusted Gain/(Loss)	-451.76

## **3.5 Fit for the Future Reassessment Proposal**

### **Reporting Officer**

Acting Director Business Services

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### **Attachments**

Fit for the Future Reassessment Proposal (contained within this report)

### **Purpose**

To present Campbelltown City Council's Fit for the Future Reassessment Proposal to Council for approval to submit to the Office of Local Government (OLG) for assessment.

### **History**

On 10 September 2014, the NSW Government released its "Fit for the Future" response to the Independent Local Government Review Panel's report and in doing so recommended Campbelltown City Council 'stand alone'. The NSW Government required that Council submit an Improvement proposal by 30 June 2015 to demonstrate how it meets the criteria of a "Fit for the Future" council.

Campbelltown City Council's improvement proposal was submitted to the Independent Pricing and Regulatory Tribunal (IPART) on 30 June 2015. IPART assessed Council's submission on behalf of NSW Government and published a report on the assessment of all council Fit for the Future proposals in October 2015. The report identified that Campbelltown City Council was assessed as unfit due to not meeting the financial sustainability criteria.

On the 18 November 2015, Council was provided the opportunity to respond to the IPART report to the Department of Premier and Cabinet. The response addressed and highlighted a number of factors not considered by IPART as part of the original assessment including growth, Council's property portfolio and structural reform.

### **Report**

On 2 May 2016, the Office of Local Government released Reassessment Guidelines for councils deemed 'Not Fit' in the 2015 IPART assessment. Council was advised that this is the first in a series of reassessment processes and it applies only to councils not satisfying the Financial Criteria in the IPART assessment and to councils not currently subject to a merger proposal.

The reassessment process will use the same criteria and benchmarks as IPART's Fit for the Future assessment however will only focus on the benchmarks not previously met along with Improvement Action Plans in place. Council is required to complete a prescribed template, addressing the issues raised by IPART and substantiating how Council can now satisfy the three specified financial criteria.

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Following IPART's assessment relating to Council's sustainability benchmarks, a number of areas in Council's original submission have been reviewed including:

- growth – Following the finalisation Council's original Fit for the Future submission the NSW Government identified Glenfield to Macarthur as a Priority Urban Renewal Corridor along with the recent commitment by the State Government in the provision of infrastructure to facilitate the growth of the Greater Macarthur Greenfield land release area
- depreciation – Council has reviewed and refined the methodology used to calculate depreciation to more accurately reflect the consumption and value change of assets over time rather than a basic straight line calculation
- service level reviews – As part of Council's commitment to continuous improvement a number of service level reviews have taken place including the outsourcing of an Occasional Child Care Centre as well as withdrawing from a duplication of Long Day Care in Minto. A large emphasis has been placed on delivering e-services to facilitate efficient customer service
- property development – The most significant opportunity for Council to diversify its revenue base exists within the property portfolio. Specifically, the activation of the Campbelltown CBD and the Farrow Road precinct will generate recurrent revenue and be the foundation of Council becoming increasingly sustainable in the long term.

Council officers have invested significant time in reviewing sustainability improvement opportunities and modeling the financial impact through the Long Term Financial Plan. The outcome demonstrates Campbelltown City Council's strength and effectiveness as a Local Government entity providing services and infrastructure that the Campbelltown Community needs.

Campbelltown City Council's forecast performance against all financial indicators is suitable in meeting all benchmarks set by the NSW Government in order to determine Campbelltown City Council as Fit for the Future.

To assist councils to prepare submissions for reassessment, the OLG facilitated an optional information and support workshop on 7 June 2016. Campbelltown City Council was well represented at the workshop with Council's General Manager, Director Business Services and Manager Financial Services all in attendance.

Originally Council was advised the due date for the reassessment proposal was to be 15 July 2016, however have since been advised that an extension has been granted to all eligible councils until 29 July 2016. The reassessment proposal and supporting documentation is required to be submitted to the OLG via email or hard copy.

Council has been informed the OLG will oversee the reassessment process in consultation with IPART and NSW Treasury Corporation (TCorp). Where Council's revised proposal meets the Fit for the Future benchmarks, Council will be assessed as Fit for the Future and can access the TCorp borrowing facility, following notification of the results.

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It is recommended that Council endorse Campbelltown City Council's Reassessment Proposal which has been provided as an attachment to this report.

**Officer's Recommendation**

That Council endorse the Fit for the Future Reassessment Proposal to be submitted to the Office of Local Government by 29 July 2016.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

**Fit for the Future**

# Council Reassessment Proposal



## Getting started . . .

Before you commence this template, please check the following:

- The Office considers this proposal should not be an onerous undertaking for Council, and encourages you to keep responses to a maximum of 500 words, ensuring the information is directly relevant to your proposal.
- Proposals should be completed within the template format provided.
- Specific references to the relevant page and/or paragraph of any attachments should also be included in your response.
- Refer to the *Fit for the Future Financial Criteria Reassessment Guidelines* as you complete your proposal template.
- Council is only required to submit for reassessment, those areas that IPART considered 'did not satisfy' the *Fit for the Future* benchmarks.
- Councils in OLG groups 8 – 11, should submit the Own Source Revenue ratio including and excluding Financial Assistance Grants (FAG) allocation.
- Councils in OLG groups 8 – 11, have until 2024/25 to achieve the benchmarks.
- FAG allocations should be calculated on Council's current funding allocation.
- The indicators are to be actual or forecast figures for each year, **not** a 3 year average as previously reported in Council's proposal assessed by IPART.
- Council should also include the Income Statement from its Long Term Financial Plan (LTFP); a hyperlink to your full LTFP; and any other documents relevant to your Council's proposal.
- You are invited to contact the Office, should you wish to further clarify your Council's proposal.
- Council should forward a copy of the Council resolution endorsing the revised proposal when available.
- Actual results for 2015/16 should be included even if they have not been audited at the time of submission. They will be treated as preliminary results.

Campbelltown City Council

Council name:

Date of Council resolution endorsing this submission: 19 July 2016

### 1.1 Executive Summary

Provide a summary (up to 1000 words) of the key points of your Proposal including current performance, the issues facing your council and your planned improvement strategies following IPART's initial assessment.

As part of the Fit for the Future reform process implemented by the NSW State Government, Campbelltown City Council lodged its original Fit for the Future submission in June 2015. The final report of the IPART assessing Council's submission identified Campbelltown City Council as being not fit.

The IPART assessed Campbelltown City Council's submission as having satisfied the scale and capacity criterion however did not satisfy the financial criteria as it relates to sustainability. In the report, IPART identified Council's forecast negative operating performance ratio and financial assumptions which do not include new capital expenditure despite high population growth as the basis for this decision. The IPART report went on to further state the Operating Performance Ratio is a key measure of financial sustainability that all Fit for the Future councils should meet.

Following IPART's assessment relating to Council's sustainability benchmarks ratios in October 2015, a number of areas of Council's original submission have been reviewed. Areas of improvement include the following:

**Growth:** The Campbelltown Local Government Area was identified by the NSW Government as a major growth area in the government strategic document "A Plan For Growing Sydney". As part of this strategy and following Council's original Fit for the Future submission, the NSW Government identified Glenfield to Macarthur as a Priority Urban Renewal Corridor. This area is made up of seven urban centres located along the Southern Railway Line stretching some 22km with an approximate width of 1.6km. There has also been a recent commitment by the State Government in the provision of infrastructure to facilitate growth of the Greater Macarthur Urban Release Area. These announcements have the potential of delivering at least 33,000 new dwellings providing opportunities to enhance Council facilities, utilisation rates, increased revenue streams as well as a substantial increase in rate revenue. The infrastructure is planned to be funded through Developer Contributions or Voluntary Planning Agreements. There will be additional costs associated in servicing growth however it is projected the revenue generated should address these costs and strengthen Council's net operating position.

**Depreciation:** Depreciation is a significant item on Council's Income Statement, historically amounting to almost 20% of Council's operating expenses. Consequently depreciation has a large impact on Council's Operating Performance Ratio. Straight line methodology does not truly reflect the reduction in value of an asset over time, rather it's a basic accounting calculation to expense the cost of an asset over accounting periods. To more accurately reflect the consumption and value change of all assets Council has changed the depreciation methodology. This methodology, reviewed and endorsed by Council's auditors, applies depreciation to an asset reflecting the pattern in which the asset's future economic benefits are consumed or lost. This change forecasts to impact Council's Income Statement by over \$2 million per annum resulting in a positive effect on the Operating Performance Ratio, as well as the Building and Infrastructure Asset Renewal Ratio.

**Service Level Reviews:** As part of a commitment to continuous improvement, Council is constantly reviewing and improving service delivery. A number of service level reviews are currently taking place or have been implemented since Council's original Fit for the Future submission. Council's Education and Care section has recently changed the delivery model by outsourcing the Occasional Care Centre as well as withdrawing from a duplication of long day care in the Minto area. Utilisation rates and cost of the service were the driving catalysts for the withdrawal of these services. This service review has provided initial savings from operating losses annually for the services, new lease income and subsequently following the increased utilisation of nearby Council services to an increased operational result of over \$495k.

Council has implemented a new website which will provide a more robust platform to conduct e-business. Currently Council is looking at a number of services to provide an instant and efficient response to the community on various issues that can be facilitated through technology. The most recent developments relate to waste management, regulatory planning and rating certificates, change of address and booking of Council facilities

Following the delivery of these business improvement projects, Council has been monitoring customer requests highlighting over 10,000 requests lodged online over the last four months. This functionality will reduce Council's operating costs in delivering prompt customer service outcomes.

Council will continue to review service provision to maximise the resources that are available and increase the occupancy of underutilised assets and services. This will achieve increased revenue and reduce operational costs ultimately providing an improved operating performance ratio.

**Property Development:** The most significant opportunity for Council to diversify its revenue base exists within its current property portfolio. Council has extensive land holdings throughout the Local Government Area with great potential existing in the development of the Campbelltown C.B.D. precinct. The location and potential of these land holdings can play an important part in changing the face of the Campbelltown Business District.

Potentially the recurrent revenue that can be generated by the activation of these precincts will form the foundation of Council becoming increasingly sustainable and less reliant on funding through Government Grants and contributions. It is important to ensure that the revenue gained from the development of these precincts can also provide community benefit via the implementation of quality amenities and green spaces accessible by community members who will occupy apartments within the C.B.D.

In addition to these sites, Council is currently negotiating the sale of a significant land holding within the Campbelltown Local Government Area. This has the potential to provide the funds to reinvest in developing the precincts previously mentioned and consideration of expanding Council's commercial property portfolio. While this development may not be immediate, the return on investing these funds will assist Council's revenue stream, income diversification and reflect in the sustainability performance benchmarks.

In regard to the more traditional statutory land holdings that Council currently has identified as open space, there are a number of opportunities to provide funding through the rationalisation of surplus parcels of land. Council is currently finalising the Open Space, Sport and Recreation and Play Space Strategies in association with specialist independent advisors and incorporating community engagement to guide future use and management action plans of these land holdings.

These initiatives within the property portfolio can provide an ongoing revenue stream that will strengthen all Council ratios in relation to operating performance and ongoing sustainability and importantly provide an improved Community amenity

**Sustainability Strategy:** Council has implemented Sustainability Working Parties, which relate to Sustainable Catchments, Sustainable Land, Sustainable Facilities and Sustainable Council. There is an ongoing commitment within Council to deliver sustainable outcomes in all Council activities expanding beyond the traditional environmental focus. This will result in increased sustainability through economic and environmental initiatives reducing Council's energy consumption and thus delivering more cost effective service delivery. Council has also implemented a funding strategy to capture savings from sustainability initiatives in order to reinvest in further sustainability projects and supporting the viability of this strategy.

**Internal Loan Borrowing:** Council has modelled through the long term financial plan a balance between internal and external loan borrowing funding. Currently Council has relatively strong cash reserves funding future liabilities that can provide internal funding for loans and provide a more balanced outcome to Council's cash position, reduced external loan liability, maintain a low debt service ratio, reduced operating performance ratio and more importantly free up resources in the medium term to provide capacity to borrow from external sources for future major infrastructure requirements.

**Summary:** Council has invested significant time in reviewing sustainability improvement opportunities and modeling the financial impact through the Long Term Financial Plan. The outcome further demonstrates Campbelltown City Council's strength and effectiveness as a Local Government entity providing services and infrastructure that the Campbelltown Community needs.

Campbelltown City Council's forecast performance against all financial indicators is suitable in meeting all benchmarks set by the NSW Government in order to determine Campbelltown City Council as Fit for the Future.

## Sustainability

Measure/ benchmark	Actual 2015 / 2016 performance	Achieves FFTF benchmark?	Forecast 2020 / 2021 performance	Achieves FFTF benchmark?
<b>Operating Performance Ratio</b> (Greater than or equal to break-even – actual/forecast year only)	TBA (post EOY process)	Yes/No	1.63%	Yes
<b>Own Source Revenue Ratio</b> (Greater than 60% - actual/forecast year only)	TBA (post EOY process)	Yes/No	62.05%	Yes
<b>Building and Infrastructure Asset Renewal Ratio</b> (Greater than 100% - actual/forecast year only)	TBA (post EOY process)	Yes/No	102.61%	Yes

What measures has council implemented to achieve the benchmarks following Council's initial proposal?

**Depreciation:** A comprehensive review of depreciation has been undertaken. Straight line methodology did not truly reflect the reduction in value of assets over time. To more accurately reflect the consumption and value change of all assets Council has changed the depreciation methodology. This methodology, reviewed and endorsed by Council's auditors, applies depreciation to an asset reflecting the pattern in which the asset's future economic benefits are consumed or lost. This change forecasts to impact Council's Income Statement by over \$2 million per annum resulting in a positive effect on the Operating Performance Ratio, as well as the Building and Infrastructure Asset Renewal Ratio.

**Service Level Reviews:** As part of a commitment to continuous improvement, Council is constantly reviewing and improving service delivery. A number of service level reviews are currently taking place or have been implemented since Council's original Fit for the Future submission. Council's Education and Care section has recently changed the delivery model by outsourcing the Occasional Care Centre as well as withdrawing from a duplication of long day care in the Minto area. Utilisation rates and cost of the service were the driving catalysts for the withdrawal of these services. This service review has provided initial savings from operating losses annually for the services, new lease income and subsequently following the increased utilization of nearby Council services to an increased operational result of over \$495k.

Council will continue to review service provision to maximize the resources that are available and increase the occupancy of underutilised assets and services. This will achieve increased revenue and reduce operational costs ultimately providing an improved operating performance ratio.

**Property Development:** The most significant opportunity for Council to diversify its revenue base exists within its current property portfolio. Council has extensive land holdings throughout the Local Government Area with great potential existing in the development of the Campbelltown C.B.D. and the Farrow Road precincts. The location and potential of these land holdings can play an important part in changing the face of the Campbelltown Business District.

Potentially the recurrent revenue that can be generated by the activation of these precincts will form the foundation of Council becoming increasingly sustainable and less reliant on funding through Government Grants and contributions. It is important to ensure that the revenue gained from the development of these precincts can also provide community benefit via the implementation of quality amenities and public spaces accessible by community members who will occupy units within the C.B.D.

In addition to these sites, Council is currently negotiating the sale of a significant land holding within the Campbelltown Local Government Area. This has the potential to provide the funds to reinvest in developing the precincts previously mentioned and consideration of expanding Council's commercial property portfolio. While this development may not be immediate, the return on investing these funds will assist Council's revenue stream, income diversification and reflect in the sustainability performance benchmarks.

In regard to the more traditional statutory land holdings that Council currently has identified as open space, there are a number of opportunities to provide funding through the rationalisation of surplus parcels of land. Council is currently finalising the Open Space, Sport and Recreation and Play Space Strategies in association with specialist independent advisors and incorporating community engagement to guide future use and management action plans for these land holdings.

These initiatives within the property portfolio can provide an ongoing revenue stream that will strengthen all Council ratios in relation to operating performance and ongoing sustainability and importantly provide an improved Community amenity as well as contributing towards the shaping of our City.

**Sustainability Strategy:** Council has implemented Sustainability Working Parties, which relate to Sustainable Catchments, Sustainable Land, Sustainable Facilities and Sustainable Council. There is an ongoing commitment within Council to deliver sustainable outcomes in all Council activities expanding beyond the traditional environmental focus. This will result in increased sustainability through economic and environmental initiatives reducing Council's energy consumption and thus delivering more cost effective service delivery. Council has also implemented a funding strategy to capture savings from sustainability initiatives in order to reinvest in further sustainability projects and supporting the viability of this strategy.

**Internal Loan Borrowing:** Council has modelled through the long term financial plan, a balance between internal and external loan borrowing funding. Currently Council has relatively strong cash reserves funding future liabilities that can provide internal funding for loans and provide a

more balanced outcome to Council's cash position, reduced external loan liability, maintain a low debt service ratio, reduced operating performance ratio and more importantly free up resources in the medium term to provide capacity to borrow from external sources for future major infrastructure requirements.

If the Fit for the Future benchmarks are not being achieved, please indicate why.

N/A

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## Infrastructure and Service Management

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Measure/ benchmark	Actual 2015 / 2016 performance	Achieves FFTF benchmark?	Forecast 2020 / 2021 performance	Achieves FFTF benchmark?
<b>Infrastructure Backlog Ratio</b> (Less than 2% - actual/forecast year only)	N/A			
<b>Asset Maintenance Ratio</b> (Greater than 100% - actual/forecast year only)				
<b>Debt Service Ratio</b> (Greater than 0% and less than or equal to 20% - actual/forecast year only)				

What measures has council implemented to achieve the benchmarks following Council's initial proposal?

N/A

If the Fit for the Future benchmarks are not being achieved, please indicate why.

N/A

## Efficiency

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Measure/ benchmark	Actual 2015 / 2016 performance	Achieves FFTF benchmark?	Forecast 2020 / 2021 performance	Achieves FFTF benchmark?
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**Real Operating  
Expenditure per capita**  
 A decrease in Real Operating Expenditure  
 per capita over time

N/A

What measures has council implemented to achieve the benchmarks following Council's initial proposal?

N/A

If the Fit for the Future benchmarks are not being achieved, please indicate why.

N/A

## How will your council become Fit for the Future?

### Sustainability

Summarise your council's key strategies to improve performance against the Sustainability benchmarks in the 2020/21 period, (2025/26 for OLG group 8-11) including the outcomes you expect to achieve.

**Property Portfolio Opportunities** - Forecast recurrent revenue that can be generated by the activation of the Campbelltown CBD including the Farrow Road precinct. It is important to ensure that the revenue gained from the development of these precincts can also provide community benefit via the implementation of quality amenities and public spaces accessible by community members who will occupy units within the C.B.D. In addition to these sites, Council is currently negotiating the sale of a significant land holding within the Campbelltown Local Government Area. This has the potential to provide the funds to reinvest in developing the precincts previously mentioned and consideration of expanding Council's commercial property portfolio. This strategy has the potential to yield an additional \$5m of operating revenue per annum, net gain on the disposal of assets (amount currently confidential) and an increase in interest on investments in the short term of \$2m per annum.

**Depreciation methodology** - To more accurately reflect the consumption and value change of all assets Council has changed the depreciation methodology. This methodology, reviewed and endorsed by Council's auditors, applies depreciation to an asset reflecting the pattern in which the asset's future economic benefits are consumed or lost. This change forecasts to impact Council's Income Statement by over \$3.2 million per annum resulting in a positive effect on the Operating Performance Ratio, as well as the Building and Infrastructure Asset Renewal Ratio.

**Service Level Reviews** - Council's Education and Care section has recently changed the delivery model by outsourcing the Occasional Care Centre as well as withdrawing from a duplication of long day care in the Minto area. Utilisation rates and cost of the service were the driving catalysts for the withdrawal of these services. This service review has provided initial savings from operating losses annually for the services, new lease income and subsequently following the increased utilisation of nearby Council services to an increased operational result of over \$495k. This has achieved increased revenue and reduces operational costs ultimately providing an improved Operating Performance Ratio.

**Internal Loan Borrowing** – Council has modelled through the long term financial plan a balance between internal and external loan borrowing funding. Currently Council has relatively strong cash reserves funding future liabilities that can provide internal funding for loans and provide a more balanced outcome to Council's cash position, reduced external loan liability, maintain a low debt service ratio, reduced operating performance ratio and more importantly free up resources in the medium term to provide capacity to borrow from external sources for future major infrastructure requirements. The initial outcome of this strategy decreases borrowing costs on Council's Income Statement by over \$160k per annum.

Explain the key assumptions that underpin your strategies and expected outcomes.

Depreciation schedule will be in line with forecasts:

	2016/17		2017/18		2018/19		2019/20		2020/21		2021/22		2022/23		2023/24		2024/25		2025/26	
	Draft	Budget	Draft	Budget	Draft	Budget	Draft	Budget	Draft	Budget	Draft	Budget								
Depreciation	22,902,681	23,605,898	24,356,104	25,193,817	26,204,285	27,080,970	27,976,609	28,849,958	29,744,070	30,663,296										

The timing of the commencement of the activation of the CBD/Farrow Road precinct is estimated to occur within the 5 year period.

The negotiation for the sale of a significant land holding will be finalised in 2016-2017. Contracts are currently anticipated to exchange in July 2016.

Return on Investments - Interest on investments is calculated at 3% for year 1 and an estimated 25 basis point increase per year for future years up to 3.75%.

## Sustainability

Outline your strategies and outcomes in the table below

Objective	Strategies	Key milestones	Outcome	Impact on other measures
1. To remain a financially sustainable Council	<p>a) Achieve innovation and performance through an internal business improvement</p> <p>b) Achieve a closer reflection of depreciation with the actual degradation of assets</p> <p>c) Adequately fund future liabilities</p> <p>d) Managing employee leave entitlements</p> <p>e) Good governance</p> <p>f) Prudent investment and loan strategies</p>	<p>a)</p> <ul style="list-style-type: none"> <li>Develop internal business improvement program</li> <li>Quantify savings and include in budget</li> <li>Measure and report business improvement, innovations and cost saving initiatives through the Innovation and Performance Sub Committee twice per year</li> </ul> <p>b) Review and refine Council's depreciation methodology to utilise condition/consumption based methodology for</p>	<p>a)</p> <ul style="list-style-type: none"> <li>Improved community outcomes for service delivery</li> <li>Funds released for infrastructure renewals. In 2016-2017 Operational Plan, efficiency gains of more than \$1million per annum to be directly invested in infrastructure renewal and maintenance</li> </ul> <p>b) Reduced annual depreciation charge</p> <p>c) Plan for future significant liabilities and meet extraordinary and</p>	<p>a) Improved Operating Performance Ratio and Building and Infrastructure Asset Renewal Ratio via the reclassification of operational service expenditure to capital renewal</p> <p>b) It is anticipated this strategy may significantly improve both the Operating Performance and Building Infrastructure Asset Renewal Ratios via the reduction of depreciation</p> <p>c) May negatively</p>

<p>long and medium life infrastructure assets, rather than straight line method</p> <p>c) Maintenance of adequate internally and externally restricted reserves reported through annual financial statements</p> <p>d) Council's independent auditors endorse annually that Council holds sufficient reserves to appropriately manage employee leave entitlements into the future</p> <p>e)</p> <ul style="list-style-type: none"> <li>• Quarterly meetings of the Internal Audit Committee</li> <li>• External audits conducted by an independent qualified auditor</li> </ul> <p>f) Monthly review and advice provided by an independent financial advisor</p>	<p>one-off budget increases relating to these liabilities</p> <p>d) Adequate leave entitlement reserves</p> <p>e)</p> <ul style="list-style-type: none"> <li>• Organisational risks managed and business improvement processes identified</li> <li>• Council's financial statements present fairly the organisation's financial position, results of operations and cash flows and in accordance with Accounting Standards and the requirements of the Local Government Act 1993</li> </ul> <p>f) Sound investment returns with minimal risk along with a conservative and opportune borrowing</p>	<p>impact Operating Performance Ratio due to spikes in expenditure that are funded by reserves</p> <p>d) Impacts Unrestricted Current Ratio positively as reserved increase or negatively as reserved movement decreases through leave reductions, retirement and resignations</p> <p>e) Potential to impact all ratios if governance is not satisfactory</p> <p>f) Potential to impact all ratios</p>
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<p>2. A strong local economy</p>	<p>a) Growing local business</p>	<p>a)</p> <ul style="list-style-type: none"> <li>• Partnership with State Government on the agglomeration of industries project</li> <li>• Actively participate in the Small Business Friendly Council Program</li> <li>• Promote and encourage strategic infrastructure</li> <li>• Partnership with the Business Enterprise Centre (BEC) to grow small business</li> <li>• Investigate and foster the possibilities of the Campbelltown educational and health services hub</li> <li>• Promotion of business centres</li> <li>• Coordinate with local chambers of</li> </ul>	<p>strategy</p>	<p>a)</p> <ul style="list-style-type: none"> <li>• Economic development – attract business to the local area to create jobs</li> <li>• Make it easier for business to do business with Council</li> <li>• Attract more development and investment in the area</li> <li>• Grow the number of small businesses establishing themselves in Campbelltown</li> <li>• Improved partnerships with WSU, TAFE and Campbelltown Hospital and the creation of the innovation corridor</li> </ul>	<p>a)</p> <ul style="list-style-type: none"> <li>• Potential to impact all ratios</li> </ul>
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	<p>3. Alignment of property portfolio with service delivery objectives</p>
	<p>a) Develop a coordinated strategic response to the use of Council owned and controlled property</p>
<p>commerce</p> <ul style="list-style-type: none"> <li>• Develop an Economic Development Strategy</li> <li>• Develop a quarterly report on economic statistics for the region</li> </ul>	<p>a)</p> <ul style="list-style-type: none"> <li>• An assessment of how property assets can meet the existing and emerging community needs and infrastructure requirements</li> <li>• Document a Property Strategy to provide an integrated framework for all elements of property ownership:                         <ul style="list-style-type: none"> <li>- Buying property</li> <li>- Owning property</li> <li>- Managing property</li> <li>- Investing in property</li> <li>- Releasing</li> </ul> </li> </ul>
	<p>a)</p> <ul style="list-style-type: none"> <li>• Effective allocation of resources available to Council to maximise outcome of service delivery</li> <li>• Income diversification</li> </ul>
	<p>a)</p> <ul style="list-style-type: none"> <li>• Potential to impact all ratios</li> </ul>

<p>4. To ensure Council's continued operations and service delivery functions are delivered in an efficient and effective manner</p>	<p>a) Business improvement program                  b) Strategic service review                  c) Improved online presence</p>	<p>property</p>	<p>a) Report six monthly to Innovation and Performance Sub Committee efficiency gains, business improvement and cost savings exceeding \$1million per annum                  b) Report to Council strategic service delivery review recommendations                  c) Online strategy delivered and projects scheduled, resources allocated</p>		<p>a) Efficient, innovative and effective service delivery meeting the needs of the community                  b) Efficient, innovative and effective service delivery meeting the needs of the community                  c) Efficient, innovative and effective service delivery meeting the needs of the community</p>		<p>a) Potential to impact all ratios                  b) Potential to impact all ratios                  c) Potential to impact all ratios</p>
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## Infrastructure and Service Management

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Summarise your council's key strategies to improve performance against the Infrastructure and Service Management benchmarks in the 2020/21 period, (2025/26 for OLG group 8-11) period, including the outcomes you expect to achieve.

N/A

Explain the key assumptions that underpin your strategies and expected outcomes.

N/A

## Infrastructure and Service Management

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Outline your strategies and outcomes in the table below.

Objective	Strategies	Key milestones	Outcome	Impact on other measures
1. N/A	a) b) c)			

## Efficiency

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Summarise your council's key strategies to improve performance against the Efficiency measures in the 2020/21 period, (2025/26 for OLG group 8-11), including the outcomes you expect to achieve.

N/A

Explain the key assumptions that underpin your strategies and expected outcomes.

N/A

## Efficiency

If Council satisfied the criterion as part of IPART's assessment, there is no need to complete this section.

Outline your strategies and outcomes in the table below.

Objective	Strategies	Key milestones	Outcome	Impact on other measures
1. N/A	a) b) c)			

## Improvement Action Plan

Summarise the key improvement actions that will be achieved in the first year of your plan.

### Action plan

Actions	Milestones
1. Continue Organisational Structural reform	<ol style="list-style-type: none"> <li>1. Review staffing levels and structures in group management teams which are tasked to deliver organisational priorities</li> <li>2. Review roles and responsibilities for key positions structures in group management teams which are tasked to deliver organisational priorities</li> </ol>
2. Provide direction on the use and management of Parks and Open Space in the Campbelltown LGA as published in an Open Space Strategy	<ol style="list-style-type: none"> <li>1. Undertake community consultation</li> <li>2. Council adopt Open Space Strategy</li> </ol>
3. Provide strategic direction for Play Space and Sport and Recreation in the Campbelltown LGA	<ol style="list-style-type: none"> <li>1. Undertake community consultation</li> <li>2. Council adopt Play Space and Sport and Recreation Strategy</li> </ol>
4. Develop internal business improvement program	<ol style="list-style-type: none"> <li>1. Continue to implement strategic service review program</li> <li>2. Integration of business improvement objectives into Section Business Plans</li> <li>3. Build accountability measures into section business planning and reporting</li> </ol>
5. Develop Property Strategy	<ol style="list-style-type: none"> <li>1. Identifying development and commercial opportunities and recognise return on investment through the implementation of a new property</li> </ol>

	strategy
6. Economic Development Strategy	<ol style="list-style-type: none"> <li>1. Expand Council's strategic alliances</li> <li>2. Continue to roll out implementation of the NSW Small Business Friendly Councils Program</li> <li>3. Finalise a Campbelltown Regional City Centre CBD Transformation Plan</li> <li>4. Delivery of projects identified in the Macarthur Destination Management Plan</li> </ol>
7. Deliver Sustainability Strategy	<ol style="list-style-type: none"> <li>1. Implementation of major energy efficiency upgrades at the Campbelltown Arts Centre</li> <li>2. Implement, measure and report cost savings associated with Innovation and Performance Improvement projects</li> </ol>
8. Internal Borrowing Strategy	<ol style="list-style-type: none"> <li>1. Implement the 2016-2017 Internal Borrowing Program</li> </ol>

Outline the process that underpinned the development of your Action Plan.

Councillor and Senior Management Team Strategic Planning Days were held to identify Council's priorities and strategies for the elected Council term. These strategies were further investigated and incorporated into the Integrated Planning and Reporting process, specifically in the 2016-2017 Operational Plan. Council conducts an extensive budgeting and section business planning process to detail the required actions and programs in order to deliver on Council's Delivery Program, and ultimately, the Community Strategic Plan. Community consultation activities were conducted as part of the annual Operational Plan and budget process.

## Other actions considered

In preparing your Improvement Action Plan, you may have considered other strategies/actions but decided not to adopt them. Please identify what these strategies/actions were and explain why you chose not to pursue them.

N/A

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## How will your plan improve performance? (Ratios to be calculated as a single year, not 3 year averages)

### Expected improvement in performance

Measure/ benchmark	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22 (Group 8-11 Councils only)	2022/23 (Group 8-11 Councils only)	2023/24 (Group 8-11 Councils only)	2024/25 (Group 8-11 Councils only)	2025/26 (Group 8-11 Councils only)	Achieves FFTF benchmark?
<b>Operating Performance Ratio</b> (Greater than or equal to break-even)	TBA (post EOY process)	0.27%	0.73%	1.62%	1.45%	1.63%						Yes
<b>Own Source Revenue Ratio</b> (Greater than 60%)	TBA (post EOY process)	61.05%	65.14%	63.39%	60.11%	62.05%						Yes
<b>Building and Infrastructure Asset Renewal Ratio</b> (Greater than 100%)	TBA (post EOY process)	100.20%	105.69%	100.01%	101.30%	102.61%						Yes
<b>Infrastructure Backlog Ratio</b> (Less than 2%)	TBA (post EOY process)	1.77%	1.47%	1.19%	0.91%	0.64%						Yes
<b>Asset Maintenance Ratio</b> (Greater than 100%)	TBA (post EOY process)	100%	100%	100%	100%	100%						Yes

Measure/ benchmark	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22 (Group 8-11 Councils only)	2022/23 (Group 8-11 Councils only)	2023/24 (Group 8-11 Councils only)	2024/25 (Group 8-11 Councils only)	2025/26 (Group 8-11 Councils only)	Achieves FFTF benchmark?
<b>Debt Service Ratio</b> (Greater than 0% and less than or equal to 20%)	TBA (post EOY process)	2.64%	2.92%	2.52%	2.24%	1.82%						Yes
<b>Real Operating Expenditure per capita</b> A decrease in Real Operating Expenditure per capita over time	TBA (post EOY process)	875.58	858.77	849.17	852.72	848.49						Yes

Include Council's Income Statement from its Long Term Financial Plan, as well as a hyper link to Council's full Long Term Financial Plan. Also provide a link to Council's original FFTF submission to IPART and any other documents relevant to Council's proposal.

Campbelltown City Council's Long Term Financial Plan can be accessed on the right hand side of the screen via the link below:  
<http://www.campbelltown.nsw.gov.au/RCC/CouncilandCouncilors/FinancialInformation>

Campbelltown City Council's original Fit for the Future submission can be accessed via the link below:  
[http://www.ipart.nsw.gov.au/Home/Industries/Local\\_Govt/Council\\_Portal/Applications/FFTF\\_2015/Campbelltown\\_City\\_Council?ot=LG\\_FFTF\\_Proposal](http://www.ipart.nsw.gov.au/Home/Industries/Local_Govt/Council_Portal/Applications/FFTF_2015/Campbelltown_City_Council?ot=LG_FFTF_Proposal)



## Income Statement

Long Term Financial Plan 10 Year Model

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)	\$('000)
<b>Income from continuing operations</b>										
Rates and Annual Charges	97,890	100,958	104,071	107,494	111,280	115,207	119,281	123,504	127,886	132,428
User Charges and Fees	15,724	17,149	18,441	19,962	21,308	21,757	22,220	22,697	23,188	23,695
Grants and contributions for operation purposes	24,746	22,591	22,622	22,657	22,853	23,049	23,249	23,457	23,703	23,963
Capital Grants, Subsidies & Contributions	21,324	45,673	53,929	68,948	64,855	37,380	37,388	29,161	29,170	29,179
Interest and Investment Revenue	5,215	5,522	6,072	6,489	6,643	6,805	6,974	7,151	7,336	7,529
Net Gain from Disposal of Assets	32,215	0	0	0	0	0	0	0	0	0
Other Revenues	3,880	3,917	3,982	4,072	4,174	4,278	4,385	4,495	4,607	4,722
<b>Total Income from continuing operations</b>	<b>200,994</b>	<b>195,810</b>	<b>209,117</b>	<b>229,622</b>	<b>231,113</b>	<b>208,476</b>	<b>213,497</b>	<b>210,464</b>	<b>215,890</b>	<b>221,516</b>
<b>Expenses from continuing operations</b>										
Employee Costs	61,643	64,163	66,223	69,792	71,537	73,326	75,159	77,038	78,964	80,938
Materials and Contracts	26,058	25,296	25,698	26,128	26,929	27,754	28,606	29,484	30,388	31,321
Borrowing Costs	1,122	960	812	681	432	304	189	85	33	0
Depreciation	22,903	23,606	24,356	25,194	26,204	27,081	27,977	28,850	29,744	30,663
Other Expenses	35,240	35,009	35,579	36,543	38,452	39,031	40,346	41,711	43,886	44,601
<b>Total Operating Expenses</b>	<b>146,966</b>	<b>149,034</b>	<b>152,668</b>	<b>158,338</b>	<b>163,554</b>	<b>167,496</b>	<b>172,277</b>	<b>177,168</b>	<b>183,015</b>	<b>187,523</b>
<b>Operating result from continuing operations</b>	<b>54,028</b>	<b>46,776</b>	<b>56,449</b>	<b>71,284</b>	<b>67,559</b>	<b>40,980</b>	<b>41,220</b>	<b>33,296</b>	<b>32,875</b>	<b>33,993</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>32,704</b>	<b>1,103</b>	<b>2,520</b>	<b>2,336</b>	<b>2,704</b>	<b>3,600</b>	<b>3,832</b>	<b>4,135</b>	<b>3,705</b>	<b>4,814</b>

## Expected improvement in performance

If, after implementing your plan, your council may still not achieve all of the Fit for the Future benchmarks, please explain the likely reasons why.

N/A

## Putting your plan into action

How will your council implement your Improvement Action Plan?

Council's Delivery Program and Operational Plan translates the strategic goals articulated in the Community Strategic Plan into specific actions which detail Council's four year commitment to the community. Progress is monitored through the Integrated Planning and Reporting framework which allows actions to be assigned to a responsible officer, with an associated target date and requirement for progress comments to be provided on a quarterly basis. A summary report on performance, together with details of progress in relation to priority actions, is reported to Council each quarter. Progress in relation to actions in the Annual Operational Plan is also reported in each Annual Report. The actions in the Action Plan will be added to the annual Operational Plan commencing in 2016-2017. Quarterly reports on progress in relation to the Action Plan will be prepared and reported to Council as priority actions. In this way, progress can be monitored and implementation ensured. Council's "Fit for the Future" Improvement Action Plan will be championed by the Director Business Services and managed and monitored by the Executive Team. Accountability will be achieved via section business plans and reported quarterly to Council and the community, thereby ensuring transparency and good governance. The Resourcing Strategy (Long Term Financial Plan, Asset Management Plan and Workforce Plan) are formally updated on an annual basis and adopted by Council each year in June as part of the Budget process.

### **3.6 Revised Policy - Sundry Debtor Recovery Procedures Policy**

#### **Reporting Officer**

Manager Financial Services

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#### **Attachments**

Revised Sundry Debtor Recovery Procedures Policy (contained within this report)

#### **Purpose**

To seek Council's endorsement of the revised Sundry Debtor Recovery Procedure Policy.

#### **History**

The abovementioned policy was adopted by Council on 10 July 1990 and was last reviewed on 11 February 2014. The policy is now due for review in accordance with the Records Management Policy.

#### **Report**

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

The Sundry Debtor Recovery Procedures Policy has been reviewed and found that minor changes were required as highlighted in the attachment to reflect new staff establishment titles. It is recommended that the policy be adopted and a new review date set.

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

1. That the revised Sundry Debtor Recovery Procedures Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2019.

#### **Committee's Recommendation: (Lake/Kolkman)**

That the Officer's Recommendation be adopted.

**CARRIED**

---

**Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

**Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 campbelltown city council		<b>POLICY</b>
Policy Title	Sundry Debtor Recovery Procedures	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Civil Procedure Act 2001</i> <i>Corporations Act 2001</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 ensure the efficient and prompt recovery of all outstanding sundry debtor accounts.

### Policy Statement

#### 1. Issue of Original Account

- a) Debtor accounts are due and payable one month after the issue of the original invoice. A debtor may approach Council and seek an arrangement to finalise the account if they are experiencing financial difficulties. It must be stressed that recovery action will only apply to debtors who have failed to make satisfactory arrangements to finalise their outstanding account or those who default on an arrangement.
- b) If at the end of the month in which the debt was raised the amount remains unpaid, a statement will be issued followed by subsequent statements each calendar month thereafter.

#### 2. Statements issued with debts aged 30 days shall incorporate a reminder message, prompting account holders to contact and discuss the matter with Council's Revenue staff.

3.
  - a) Statements issued with debts aged 60 days will incur an additional administration charge or interest charges as determined from year to year in Council's Fees and Charges document and as stated in the Operational Plan.
  - b) Every effort shall be made to contact debtors by telephone or mail during the month debts are aged to 60 days. In the event that a suitable arrangement or payment is not made, a seven day letter is to be issued indicating referral of the matter to Council's agent for legal recovery action.
  - c) Legal recovery action to commence 10 days following the issue of a final letter of demand by Council's agents.

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#### 4. Additional action in respect of Companies

Where companies continue to default after Judgment is obtained, it is considered that steps for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated and the matter reported to Council. At this stage the matter be placed in the hands of Council's recovery agents.

#### 5. Lease or Hire of Ovals by Sporting Clubs, Associations, 530A Committees and the like

All outstanding matters to be referred to the Executive Manager Sport, Recreation and Leisure Facilities once they reach Step 2. The Executive Manager Sport, Recreation and Leisure Facilities (or delegate) is to negotiate with officials of the responsible association to determine an appropriate payment resolution. Such matters shall also be referred to the Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Matters shall progress further once approved by the Executive Manager Sport, Recreation and Leisure Facilities and Manager Financial Services.

Cancellation of lease or re-allocation of a ground should be considered as a last resort and will require a resolution of Council if a formal lease or licence exists.

#### 6. Property Rentals

All outstanding matters to be referred to the Manager Property Services once they reach Step 2 for appropriate action in accordance with the lease provisions. Such matters shall also be referred to the Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Penalty interest charges may be payable as part of the lease provisions and these will continue to accrue until a satisfactory outcome is resolved. Matters shall progress further once approved by the Manager Property Services and Manager Financial Services.

#### 7. Hire of Halls

Monies should be paid prior to use, except in the case of permanent bookings.

Recovery action will be taken up to and including Step 3.

Where successful contact with a permanent hirer cannot be established it may be prudent to consider the denial of further access to Council's facility via the posting of a security guard on the day of hire, and the changing of alarm access codes. This step to be authorised by the Director City Governance, with any costs recovered from the debtor.

#### Legislative Context

*Local Government Act 1993*; *Local Government (General) Regulations 2005* (Clause 201-213); *Civil Procedures Act 2005* (Sections 1-154); *Corporations Act 2001* (Section 459).

#### 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, relevant legislation and financial audit.

#### Effectiveness of this Policy

Key Performance Indicators:

Improvements in monthly debt recovery ratio - performance management ratio adapted from LGMA Health Check. The calculation ratio is invoices greater than 60 days divided by the total invoices raised.

**END OF POLICY STATEMENT**

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### **3.7 Debtors - Write off of bad debts 2015-2016**

#### **Reporting Officer**

Manager Financial Services

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#### **Attachments**

Total debts recommended for write off (contained within this report)

#### **Purpose**

To provide a report outlining the amount in debts determined uneconomical to recover.

#### **Report**

As part of Council's annual interim audit, debts totalling \$15,655.17 were presented and examined by Council's external Auditors, Intentus Chartered Accountants. The Auditors expressed an opinion that further action by Council is unlikely to realise recovery of costs and will only incur further fees which will subsequently require write off.

The debts submitted have undergone extensive recovery procedures with every avenue available to Council being explored and eventually exhausted, prior to being referred to the auditors for consideration.

The list of debts are summarised as follows:

Four debtors totalling \$432.50 relate to Learn to Swim Fees from 2013 and 2014. The debtors were living in rental properties at the time, and are no longer at these addresses. Efforts to locate these individuals has not been successful.

Two debts relate to fees for abandoned motor vehicles which were impounded by Council and sold at auction. However, the vehicles were registered on the Personal Properties Security Register (PPSR) by the relevant finance companies, and as such, proceeds from the sale of these vehicles was remitted to them by the auctioneer. Council has no further avenues through which it would be economical to pursue the recovery of these amounts totalling \$8,508.30.

One debt of \$3,601.27 relates to damage to a Council vehicle following an accident. The employee contributed to partially offset the debt however the difference is now recommended for write off following cessation of employment.

Two debts relate to stall holder fees and one debt relates to ground hire of a Council facility totalling \$558. In all three instances, Council staff have not been able to locate the individual who made the original booking.

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One debt for food premise licence fees and recovery costs totalling \$1,369.80 that commenced in February 2014. Council has been advised that the company is in liquidation and there is unlikely to be any dividend payable to creditors.

One debt also for food premise licence fees and recovery costs totalling \$1,185.30. Council and its debt recovery agent have been unable to locate the debtor since October 2014.

In many of these cases, the debtors are no longer contactable, rendering recovery of the debt unattainable or at significant costs that may, in future, also not be recoverable. It should be noted, Council's authorisation to write off bad debts does not prevent recovery of the debt in future, should circumstances change. Once written off, debtors are noted as bad debtors within Council's corporate systems ensuring they are easily identifiable, should the individual or company attempt to transact with Council in the future.

In accordance with accounting standards, Council is required to create a provision for doubtful debts and review that provision at the end of each financial year. For the financial year ending 30 June 2016, the provision balance remains at \$15,655.17.

### **Officer's Recommendation**

That the sundry debtors as listed in the attachment totalling \$15,655.17 be written off as uneconomical to recover.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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**ATTACHMENT 1**

**Sundry Debtor Write-off June 2016**

<u>Account</u>	<u>Comments</u>	<u>Total Due</u>
100766062	Council vehicle repairs.	\$3,601.27
100745017	Abandoned motor vehicle costs. Insurance company secured disposal income through Personal Properties Security Register. Legally unable to recover.	\$2,783.00
100720465	Abandoned motor vehicle costs. Insurance company secured disposal income through Personal Properties Security Register. Legally unable to recover.	\$5,593.30
100717784	Food premises shop licence inspection fees - debtor has filed for bankruptcy.	\$1,358.80
100709303	Food premises shop licence inspection fees - matter referred to local court, unable to locate debtor.	\$1,168.80
4 Various	Invoices raised for learn to swim classes. Debtors have not responded to requests for payment and attempts to locate have been unsuccessful.	\$284.00
100686377	Sportground hire: Milton Park. Unable to locate hirer, uneconomical to pursue.	\$215.00
100751437	Australia Day stall holder fee. Unable to locate, uneconomical to pursue.	\$100.00
100748995	Fishers Ghost stall holder fee. Unable to locate, uneconomical to pursue.	\$100.00
	Monthly administration fee associated with the above debts.	\$451.00

**\$15,655.17**

#### **4. HUMAN RESOURCES**

**No reports this round**

#### **5. INFORMATION MANAGEMENT AND TECHNOLOGY**

**No reports this round**

#### **6. INTERNAL AUDIT**

##### **6.1 Audit Committee Update**

##### **Reporting Officer**

Internal Auditor

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##### **Attachments**

Audit Committee meeting minutes of 14 June 2016 (contained within this report)

##### **Purpose**

To provide an update on the outcomes from the 14 June 2016 Audit Committee meeting.

##### **History**

Council approved the establishment of an Audit Committee consisting of two independent members, the Mayor, the Deputy Mayor and the Chairperson or a member of the Corporate Governance Committee in October 2010.

The Audit Committee was formed and meets three times per year in accordance with its Charter.

##### **Report**

Detailed below are the recommendations of the Audit Committee. Council officers have reviewed the recommendations which are now presented for the consideration of Council. There are two recommendations with respect to the independent members of the Audit Committee that require an individual resolution of Council.

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### **Audit Committee meeting minutes – 14 June 2016**

The minutes of the Audit Committee meeting held 14 June 2016 are attached and the following were considered:

#### **4.1 Report on Internal Audit Progress (including completion of Plan and other audit activities)**

That the Committee note the Report on Internal Audit Progress (including completion of Plan and other audit activities).

#### **4.2 Report on Follow up of Implementation of Internal Audit Recommendations**

That the Committee notes the Report on Follow up of Implementation of Internal Audit recommendations and considers approval of the extension of target implementation dates as requested.

#### **4.3 Report on Risk Management and Fraud Prevention**

That the Committee notes the Report on Risk Management and Fraud Prevention.

#### **4.4 Internal Audit Report on Review of Contract Management**

That the Committee notes the Internal Audit Report on Contract Management.

#### **4.5 Draft 2016-2019 Strategic Internal Audit Plan**

That the Audit Committee approve the 2016 – 2019 Strategic Internal Audit Plan.

#### **4.6 Draft Internal Audit and Audit Committee Annual Report 2016 - 2019**

That the Audit Committee approves:

1. The draft Audit Committee and Internal Audit Annual Report including QAIP self-assessment for the year ended 30 June 2016.
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.

#### **5.1 Briefing on Restructure and Associated Change Management**

That the Committee notes the information.

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## **5.2 Consideration to Extend Independent Audit Committee Members Tenure**

1. That Council consider extending the tenure of the current Audit Committee independent members for a period of 12 months effective 10 September 2016.
2. That Council advertise for an Expression of Interest for a further independent Audit Committee member.

### **Officer's Recommendation**

1. That Council adopt the Audit Committee meeting minutes of 14 June 2016.
2. That Council consider extending the tenure of the current Audit Committee independent members for a period of 12 months effective 10 September 2016.
3. That Council advertise for an Expression of Interest for a further independent Audit Committee member.

### **Committee's Recommendation: (Hawker/Mead)**

That the Officer's Recommendation be adopted.

**CARRIED**

### **Council Meeting 19 July 2016 (Mead/Kolkman)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 117**

That the Officer's Recommendation be adopted.

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## **ATTACHMENT 1**

### **Minutes of the Audit Committee Meeting**

**Held Tuesday 14 June 2016 in Committee Room 3**

Meeting Commenced: 4.37pm

#### **1. Attendance and Apologies**

**Attendance:** Bruce Hanrahan - Chairperson  
Robert Rofe - Independent member  
Councillor Paul Hawker - Mayor  
Councillor Clinton Mead

**Also in Attendance:** Lindy Deitz - General Manager  
Michael Sewell - Director Business Services  
Deborah Goodyer - Internal Auditor  
Warren Kear - Risk Coordinator  
Wayne Miller – Acting Manager Assets & Supply  
Kate Stares - Coordinator Procurement and Contracts  
Timothy Green - Contracts Officer  
Jane Worden - Executive Support

**Apologies:** Councillor Alana Matheson

#### **Sub Committee's Recommendation: (Hanrahan/Rofe)**

That the above apologies be accepted.

**CARRIED**

#### **2. Declarations of Interest**

There were no Declarations of Interest made at this meeting.

#### **3. Minutes to the 15 March 2016 Audit Committee meeting**

##### **Reporting Officer**

Director Business Services

##### **Purpose**

To confirm the minutes of the 15 March 2016 Audit Committee meeting.

##### **Report**

The minutes of the previous Audit Committee meeting held on 15 March 2016 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.

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**Sub Committee's Recommendation: (Rofe/Hawker)**

That the Audit Committee meeting minutes of 15 March 2016 be approved.

**CARRIED**

**4. Reports**

**4.1 Report on Internal Audit Progress (including completion of Plan and other audit activities)**

**Reporting Officer**

Internal Auditor

**Purpose**

To provide an update to the Audit Committee on internal audit activities including the current status of work undertaken in accordance with the approved Strategic Audit Plan 2015-2016 and Budget Vs Actual Audit days.

**History**

The Audit Committee approved the rolling 2015-2018 Strategic Audit Plan in June 2015. Work commenced on the annual audit plan for 2015-2016 in July 2015. Other activities traditionally undertaken by the internal auditor include assistance with compliance audits, adhoc advice on policy, risk and probity, and special audit, project groups or investigation requests.

**Report**

The attached report outlines the status of individual audits approved as part of the Strategic Audit Plan.

The scheduled Contract management audit was completed during the third quarter and the report is attached. The proposed action plan to address audit recommendation is provided as a separate attachment to the report. Fieldwork has been completed for the Child Protection review and the Accounts Receivable & debt recovery review is in progress.

In March 2016, a request was made to review concerns over anomalies in staff borrowing practices and possible stock losses. A preliminary review was undertaken and the General Manager approved an investigation into alleged breaches of borrowing and collection policy and procedure. A draft investigation report has been completed and recommendations for improvement in controls and consideration of disciplinary action have been made.

During the 4<sup>th</sup> quarter, Internal Audit has completed a self-assessment of the Internal Audit function in accordance with the Quality Assurance and Improvement program and IIA Standards for Professional Practice of Internal Audit.

**Officer's Recommendation**

That the Committee note the Report on Internal Audit Progress (including completion of Plan and other audit activities).

---

**Sub Committee's Recommendation: (Hawker/Rofe)**

That the information be noted.

**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 a 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 any non-implementation within agreed timeframes, as well as requests for revision of the target dates.

This report includes progress towards implementation of recommendations made in audits reported from June 2015 through to March 2016 Audit Committees where there are actions outstanding. These include:

- Asset Management – Plant and Equipment,
- Beverage and snack management processes
- Planning Reform Fund annual compliance review and certification
- Policy Management & Gap Analysis, and
- Grant Application Governance Arrangements.

Recommendations for improvement related to Policy Management and Grant Application Governance are not past target implementation dates at the time of reporting. Formal follow up activities to monitor implementation of audit recommendations which exceed the due dates is undertaken as required.

**Officer's Recommendation**

That the Committee notes the Report on Follow up of Implementation of Internal Audit recommendations and considers approval of extension of target implementation dates as requested.

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**Sub Committee Note:** The Audit Committee requested that the Follow up of Implementation of Internal Audit recommendations report be amended to reflect all changes to target implementation dates moving forward.

**Sub Committee's Recommendation: (Rofe/Hanrahan)**

1. That the information be noted.
2. That the Audit Committee approves the extension of target implementation dates as requested within this report.

**CARRIED**

**4.3 Report on Risk Management and Fraud Prevention.**

**Reporting Officer**

Internal Auditor

**Purpose**

To report on internal audit activities in assessing and improving Council's risk management, fraud and corruption prevention frameworks, systems and controls.

**History**

Internal audit activity has previously included assessment and management of risks (including fraud) specifically related to individual audit projects rather than by dedicated report.

The following elements of risk management are required to be assessed and monitored by Internal Audit:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- review the impact of the risk management framework on its control environment and insurance arrangements.
- review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

Internal Audit is also responsible for evaluating the potential for occurrence of fraud, and how Council manages fraud risk.

**Report**

Since the March 2016 Audit Committee meeting, Internal Audit has reviewed and assessed:

- Council's Contract Management framework and systems across all stages of the contract management lifecycle with particular emphasis on risks associated with ongoing contractor management.
  - child Protection
  - accounts Receivable and Debt Recovery
-

- risk of fraud and corruption with respect to allegations of breach of library services borrowing policy and procedure
- probity arrangements for procurement and divestment projects where there is potential for conflict of interest.

Overall, internal audit activities have increasingly focused on ensuring that business processes integrate risk management and fraud prevention into their processes and recommendations for improvement are made in internal audit reports.

Additionally, Council's Risk management Coordinator has established key elements of an Enterprise Risk Management (ERM) framework in line with AS/NZ ISO31000:2009 – Risk including an Authorised Statement, Strategy and Implementation plan.

Internal Audit continues to work with the Risk Management Coordinator (RMC) to integrate the principles and procedures of the developing ERM framework into internal audit activities.

The RMC has provided an update on Risk Management for the Committee's information.

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

That the Committee notes the report on Risk Management and Fraud Prevention.

#### **Sub Committee's Recommendation: (Hanrahan/Rofe)**

That the information be noted.

#### **CARRIED**

### **4.4 Internal Audit Report on Review of Contract Management**

#### **Reporting Officer**

Internal Auditor

#### **Purpose**

The Internal Audit Report details findings and recommendations from the Review of Contract Management which was undertaken in accordance with the 2015/2016 approved Internal Audit Plan.

#### **History**

The 2015/2016 Internal Audit Plan was approved at the June 2015 Audit Committee meeting and included the audit of Contract Management.

#### **Report**

Attached is the Internal Audit Report outlining the findings from the review of Contract Management.

The audit was undertaken to assess the key processes and controls around the Contract Management. The audit specifically assessed:

- establishing contracts including registering contracts.
  - on-going, or day-to day management of the contract and contractors work
-

- evaluation of the overall performance of the contract to enable effective succession planning/transition at the conclusion of the contract.

The audit found that although there is sound control over the initial establishment stage of contract management, there are deficiencies in systems, policies and procedures, and that contract managers across council do not have sufficient understanding of the issues and responsibilities for day-to day contractor management.

The overall rating given to this audit is that there is **High** exposure. Of the nine recommendations made, seven were considered to place Council in a higher than acceptable area of exposure.

A proposed action plan for implementing all recommendations has been developed and endorsed by Council's Executive.

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

That the Committee notes the Internal Audit Report on Contract Management.

#### **Sub Committee's Recommendation: (Hanrahan/Rofe)**

That the information be noted.

#### **CARRIED**

### **4.5 Draft 2016-2019 Strategic Internal Audit Plan**

#### **Reporting Officer**

Internal Auditor

#### **Purpose**

The draft 2016-2019 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 2015-2016 Strategic Internal Audit Plan at its June 2015 meeting. The plan incorporated a three year rolling program of audits and was redeveloped 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.

#### **Report**

The draft 2016-2019 Strategic Internal Audit Plan is a three year rolling plan that has been revised after consultation with management and Council's Risk Management Coordinator.

Given that Council is currently experiencing a period of significant change relating to organisational restructure and local government reform, the plan has been amended to reflect a focus on assurance over high risk areas associated with change management.

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The following audits have been established for the first year of the Plan as a result of this process:

- recruitment and selection
- business Continuity & Disaster Recovery Planning
- section 149 certificate Quality assurance and data integrity
- ethical Conduct and organisational culture
- restructure Change management (risk assessment & assurance)
- project Management working group assurance activities, and
- contract Management project assurance review.

The Plan proposes the Ethical Conduct and Culture review as a matter of priority, with consideration given to co-sourcing the review to gain optimum engagement across all levels of the organisation.

The second and third years of the Plan have also been amended to reflect the rescheduling and to accommodate any risks or areas of priority which have been raised through consultation.

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

That the 2016-2019 Strategic Internal Audit Plan be approved.

#### **Sub Committee's Recommendation: (Hawker/Rofe)**

That the Audit Committee approve the 2016-2019 Strategic Internal Audit Plan.

#### **CARRIED**

### **4.6 Draft Internal Audit and Audit Committee Annual Report 2015-2016**

#### **Reporting Officer**

Internal Auditor

#### **Purpose**

To provide the Audit Committee with the draft Annual Report on the activities of Internal Audit and the Committee during the year 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.

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## **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 2015. 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, and
- self-assessment of Internal Audit against the IIA standards via the Quality Assurance and Improvement Program (QAIP).

Minor amendments to the report will be required to incorporate 'actual' audit days and 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. The draft Audit Committee and Internal Audit Annual Report – including QAIP self-assessment - for the year ended 30 June 2016.
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's Recommendation: (Rofe/Hawker)**

That the Audit Committee approves:

1. The draft Audit Committee and Internal Audit Annual Report – including QAIP self-assessment - for the year ended 30 June 2016.
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**

## **5. General Business**

### **5.1 Briefing on Restructure and Associated Change Management**

Council's General Manager addressed the Audit Committee in relation to the progress of Council's restructure and associated change management. The General Manager tabled an organisational structure chart and briefed the Committee in relation to new organisational positions and functions.

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The Committee noted that the consultation period with Unions and Associations has concluded and that Council can now proceed with the implementation of the new structure.

The General Manager advised the Audit Committee that recruitment for the City Lifestyle and City Development Director roles was currently underway with three executive management positions to be advertised in the near future. It was noted that a project plan has been developed for the roll out of other positions within the new organisational structure.

The General Manager noted that the challenge now facing the organisation is that of change management and a shift in the organisation's culture. It was noted that Council's Executive Group are undertaking some team culture work which will flow down through the organisation. The General Manager also advised the Audit Committee that there will be some significant service reviews undertaken to determine if we can more effectively deliver services to the community.

**Sub Committee's Recommendation: (Rofe/Hanrahan)**

That the information be noted.

**CARRIED**

**5.2 Consideration to Extend Independent Audit Committee Members Tenure**

Council's Internal Auditor noted that given the significant change that Council is experiencing due to restructure, Local Government reform, and upcoming elections, ensuring the continuation of Audit Committee coverage and governance is important over the next six months. Council's Internal Auditor therefore recommended that the tenure of the independent members be extended in order to schedule the next meeting of the Audit Committee in October 2016 or shortly thereafter. In the meantime, expression of interest documents for the appointment of three independent members can be developed to establish a new Audit Committee subsequent to the 2016 Local Government elections.

**Sub Committee's Recommendation: (Hawker/Mead)**

1. That Council consider extending the tenure of the current Audit Committee independent members for a period of 12 months effective 10 September 2016.
2. That Council advertise for an Expression of Interest for a further independent Audit Committee member.

**CARRIED**

Bruce Hanrahan  
Chairperson

Meeting Concluded: 5.30pm

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## **7. GENERAL BUSINESS**

Nil.

### **Confidentiality Motion: (Borg/Lake)**

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**

## **24. CONFIDENTIAL ITEMS**

### **24.1 Lease - 12 Browne Street, Campbelltown**

#### **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.

### **24.2 EOI Cafe Opportunities at HJ Daley Library**

#### **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: (Lake/Mead)**

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 5.59pm.

C Mead  
CHAIRPERSON

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## **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 2016**

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#### **Attachments**

Nil

#### **Report**

On 15 September 2015, 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 2016 were as follows:

### Expenses

1.	<b>Training Seminars and Conferences</b> Cost for June 2016.	\$1,525
2.	<b>Staff</b> Personal Secretary for the Mayor on a shared basis with the General Manager, together with Receptionist shared with Corporate Services. Apportioned cost for June 2016.	\$5,047
3.	<b>Stationery and Postage</b> Cost of Mayoral and Councillors' stationery, business cards and postage expenses. Approximate cost for June 2016.	\$2
4.	<b>Periodicals</b> Cost of annual subscriptions. Cost for June 2016.	\$417
5.	<b>Meals</b> Provision of meals in conjunction with Council and Committee Meetings and Inspections. Cost for June 2016.	\$1,893
6.	<b>Refreshments</b> Provision of refreshments in the Mayor's Suite and Councillors' Lounge and Civic Receptions. Cost for June 2016.	\$932
7.	<b>Insignia of Office</b> Replacement costs Mayoral robes, chain, badge and name plates. Cost for June 2016.	Nil
8.	<b>Memorial and Commemorative Items</b> Costs associated with the provision of memorial and commemorative items such as wreaths, commemorative pins, badges, medals etc. Cost for June 2016.	Nil
9.	<b>Travelling Expenses for Use of Private Vehicle</b>	

Reimbursement of travelling expenses on authorised Council business. Nil  
Claims submitted for June 2016.

### **Provision of Facilities**

- |    |   |         |
|----|---|---------|
| 1. | <b>Accommodation</b><br>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 2016.   | \$5,145 |
| 2. | <b>Communication System</b><br>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.<br>Cost of equipment for June 2016 in accordance with Councillors Policy. | \$1,268 |
| 3. | <b>Office Equipment</b><br>Facsimile machines, photocopier and telephone facilities for the Mayor and Councillors at the Civic Centre. Cost for June 2016.  | \$310   |
| 4. | <b>Council Vehicle</b><br>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 2016.   | \$1,233 |
| 5. | <b>Internet Facilities</b><br>Costs associated with the provision of internet facilities in accordance with Council's Policy. Cost for June 2016.   | \$1,587 |

The total cost for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors for June 2016 amounted to \$19,359.

### **Officer's Recommendation**

That the information be noted.

### **Council Meeting 19 July 2016 (Lake/Lound)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 118**

That the Officer's Recommendation be adopted.

## **9.2 Reports Requested**

### **Reporting Officer**

Acting Director Business Services

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### **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 21 June 2016.

### **Officer's Recommendation**

That the information be noted.

### **Council Meeting 19 July 2016 (Greiss/Glynn)**

That the Officer's Recommendation be adopted.

### **Council Minute Resolution Number 119**

That the Officer's Recommendation be adopted.

# ATTACHMENT 1

## Reports Requested as at 21 June 2016

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
<b>Community Services</b>			
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. <b>Comment:</b> Update has been provided to Council via Campbelltown Arts Centre Sub-committee meeting dated 24 June 2015 - "Council's Manager Cultural Services provided the Committee with an update in relation to the proposed Artist Walk project to be located in Queens 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 to this project will be submitted to Council for consideration.	CS	November 2016
29.7.14 PL 3934158	CG3.3 - Report identifying alternative methods for managing the hire of Council's sporting fields. <b>Comment:</b> Sport and Recreation plan currently being commissioned.	CS	November 2016
19.04.16 PL 4770731	CG7.1 - Bicycle Education and Road Safety Centre That a report be presented investigating the feasibility of hiring out bicycles and helmets to people attending Council's Bicycle Education and Road Safety Centre. <b>Comment:</b> Healthy Lifestyles Manager is currently looking at resourcing for this investigation and tasked to the appropriate Council officers.	CS	August 2016
19.04.16 RT 4770735	PE5.2 - Bensley Road Soccer Complex - Macquarie Fields That a report be presented on the current condition of Bensley Road Soccer Complex and any proposed upgrade works including associated costs. <b>Comment:</b> Healthy Lifestyles Manager is currently looking at resourcing for this investigation and tasked to the appropriate Council officers.	CS	October 2016
21.06.16 MO 4874926	CS8.1 - That a report be presented investigating opportunities to create arts and cultural activities in the northern part of the Local Government Area.	CS	November 2016

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
<b>City Works</b>			
17.05.16 MO 4816112	CS8.1 - That a report be presented investigating the feasibility of installing shaded seating and BBQ facilities as well as a foam pit at Macquarie Fields Skate Park. <b>Comment:</b> Report being drafted by Healthy Lifestyles for presentation at the August meeting.	CW	August 2016
21.06.16 FB 4851108	CW1.3 - 3. That following completion of the Floodplain Risk Management Study and Plan, a further report be tabled for Council's consideration.	CW	August 2018

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
<b>Business Services</b>			
18.6.13 PL 3450946	CG3.1 - Further report following expressions of interest on the ground lease in Blaxland road. <b>Comment:</b> Currently addressing Sydney Water regarding Section 73 requirements.	BS	November 2016
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. <b>Comment:</b> Still in the process of finalising the VPA/ISDP with Urban Growth.	BS	November 2016
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. <b>Comment:</b> Awaiting Valuer General issue of determination of compensation.	BS	October 2016
17.05.16 MO 4816113	CS8.2 - That a report be presented investigating the feasibility of providing wi-fi services at all skate parks located within the Local Government Area.	BS	August 2016

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
<b>Planning and Environment</b>			
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. <b>Comment:</b> The Menangle Park Urban Release Area has been included into the Greater Macarthur Land Release Investigation. The NSW Government is formulating a special infrastructure contribution levy to fund the required road infrastructure. A decision on the levy is expected July 2016.	PE (EP)	July 2016
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. <b>Comment:</b> Placed on hold pending the outcome of Glenfield-Macarthur Urban Renewal Corridor. Corridor Strategy delayed due to the required redesign of the Glenfield Town Centre following the announcement that Hurlstone Agricultural High School will be relocated. The Corridor Strategy is expected to be placed on public exhibition during August 2016.	PE (EP)	December 2016
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. <b>Comment:</b> further information is being investigated and considered.	PE (DS)	October 2016
18.6.13 RK 3451045	PE2.4 - Report identifying what impact the creation of the Local Land Services will have on the Campbelltown LGA. <b>Comment:</b> Report on rating structure with Minister for consideration.	PE (EP)	December 2016
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. <b>Comment:</b> 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)	November 2016

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
14.10.14 CM 4033787	<p>CG6.1 -</p> <p>1. That a report be presented on the development application process, particularly as it relates to residential and small business, regarding:</p> <p>(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.</p> <p>(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).</p> <p>2. That Council contact the NSW Business Chamber and the local Chambers of Commerce and report on their suggestions regarding:</p> <p>(i) How Council could streamline the DA process for small business.</p> <p>(ii) Any developments currently requiring approval which they believe would be appropriate to be made exempt.</p> <p><b>Comment:</b> Investigation continuing into this matter.</p>	PE (DS)	October 2016
27.10.15 GG 4526199	<p>PE5.2 - That Council's Public Notification Policy, in respect to Development Applications, be reviewed and a report provided back to Council recommending options for a more comprehensive community notification process.</p> <p><b>Comment:</b> Review of notification requirements being incorporated into further review of SCDCP.</p>	PE (EP)	November 2016
15.12.15 RK 4607896	<p>PE5.2 -</p> <p>1. That a full report be presented to Council outlining the cost of a pet giveaway and the likely implications for sales from the Animal Care Facility in the balance of the year.</p> <p>2. That the report include information about the potential for pets freely given from the Animal Care Facility to be abandoned by virtue of the fact that they were acquired at no cost.</p> <p><b>Comment:</b> Deferred by Executive for Briefing</p>	PE (CS)	November 2016
22.03.16 GG	<p>PE2.3 - Amendment to Campbelltown Local Environmental Plan 2015 to reflect the Re-alignment of the Campbelltown - Camden Local Government Boundary</p> <p>4. That at the conclusion of the public exhibition, a report be submitted to Council detailing any outcome of the exhibition and a "strategy" for finalising the planning proposal amendment.</p> <p><b>Comment:</b> Issued 11 May 2016, proposed to be placed on exhibition in July 2016.</p>	PE (EP)	December 2016
22.03.16 GG 4725155	<p>PE2.4 - Planning Proposal - Rezoning of the Glenfield Waste Site</p> <p>3. That a further report be submitted to Council on the outcome of the public consultation.</p> <p><b>Comment:</b> Planning Proposal to be placed on public exhibition from 6 April to 6 May 2016, submissions being considered.</p>	PE (EP)	November 2016

*Date of Decision *Mover *DocSet	Item/Comments	Div.Resp	Comp Date
19.04.16 MO 4770730	CS8.1- Old Clinton's development site That a report be presented outlining any action taken by Council with regards to the dead trees on the old Clinton's development site - Queen Street, Campbelltown. <b>Comment:</b> Works ongoing	PE (CS)	September 2016
21.6.16 RK 4884532	ORD6.5 - That a report be presented on the viability of Council preparing a planning proposal designed to protect the Scenic Hills from development.	PE (EP)	November 2016
21.6.16 RK 4884516	PE2.1 - 2. That at the conclusion of the public exhibition, a separate report be provided to Council on the outcome of the public exhibition of the Draft Amendment 2 to Campbelltown (Sustainable City) Development Control Plan 2015.	PE (EP)	November 2016
21.6.16 RK 4884516	PE2.6 - 2. That a report be provided identifying opportunities for Council to permanently honour the achievements of Dr Ivor G Thomas. <b>Comment:</b> Matter to be considered at the next Heritage Protection Sub Committee meeting to be held 18 August 2016.	PE (EP)	August 2016
<b>Strategy</b>			
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. <b>Comment:</b> scoping investigations proceeding under direction of the General Manager.	Strategy (DSt)	July 2016
29.7.14 GG 3939939	PE5.3 - Report investigating possible further partnerships with University Western Sydney, Campbelltown and Campbelltown TAFE. <b>Comment:</b> Awaiting outcome of further discussions with TAFE and UWS concerning potential economic development initiatives focused on the proposed Campbelltown Health and Education Precinct.	Strategy (DSt)	July 2016
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. <b>Comment:</b> Campbelltown CBD Parking nearing finalisation by Consultants in conjunction with CBD Traffic Strategy and Campbelltown Information Project.	Strategy (DSt)	July 2016
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. <b>Comment:</b> Continues to be under investigation.	Strategy (DSt)	July 2016
22.03.16 GB 4737423	Cnl10.2 - Western Sydney Rail Alliance 2. That a further report be presented to Council when the technical information from the Alliance's Submission is available, and make a recommendation concerning Council's own submission to the Federal and NSW Governments Joint Investigation.	Strategy (DSt)	July 2016

## **10. REPORT OF DIRECTOR CITY WORKS**

### **10.1 City Works Activity Report**

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#### **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 19 July 2016 (Chanthivong/Oates)**

That the Officer's Recommendation be adopted.

#### **Council Minute Resolution Number 120**

That the Officer's Recommendation be adopted.

# ATTACHMENT 1

## OPERATIONAL SERVICES SECTION (Reporting period 30 May – 26 June 2016)

### GRAFFITI

The Graffiti Action Team has for the period undertaken the following graffiti tasks to various Council assets.

Area	Jan to Mar 2015	Apr to June 2015	July to Sept 2015	Oct to Nov 2015	Jan to Mar 2016	April 2016	May 2016	June 2016
Area 1	2959	2212	2770	1864	2430	503	736	701
Area 2	3285	1534	3260	1285	1568	559	654	575
Area 3	1384	1122	1453	763	1110	174	553	422
Area 4	2730	1888	2429	1599	2534	728	389	417
Total	10358	6756	9912	5511	7642	1964	2332	2115

During the reporting period 2 Graffiti Removal Kits have been requested by the Community.

Jan to Mar 2015	Apr to June 2015	July to Sept 2015	Oct to Nov 2015	Jan to Mar 2016	April 2016	May 2016	June 2016
32	4	22	3	15	3	2	2

### OPEN SPACE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Servicing of Parks and Reserves (Sites)	17	11	17	12	50
Road Verges (Sites)	4	7	7	31	49
Community/Childcare Centre's (Sites)	5	7	7	9	28
Servicing Laneways (Sites)	56	7	65	64	192
Litter/Rubbish Pickup (hrs)	140	149	108	101	498
Herbicide Spraying (hrs)	0	0	0	0	0
Mulching (m <sup>3</sup> )	0	15	6	2	23
Garden Maintenance	0	13	8	2	23
Garden Refurbishment	0	0	0	0	0
Top Dressing (hrs)	0	0	0	2	2
Aeration of Fields	0	0	0	0	0
Sharps Pickup	0	0	0	0	0
Pathway Requests	0	0	0	0	0
Tractor Road Verge (Sites)	4	2	8	1	15
Tractor Servicing Parks and Reserves	18	5	19	11	53
Cemetery	0	0	0	0	0
Fire Hazard Reduction	0	1	0	0	1
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)	16	17	16	14	63
Road Verges (Sites)	12	12	14	8	46
Community/Childcare Centre's (Sites)	4	5	7	6	22
Cemetery	0	0	0	0	0
Tractors Servicing Sporting Fields	7	6	16	18	47
Litter/Rubbish Pickups (hrs)	6	7	5	7	25
Herbicide Spraying (hrs)	0	0	0	0	0
Mulching (m <sup>3</sup> )	12	12	14	8	46
Garden Maintenance (Sites)	14	14	16	14	58
Garden Refurbishment (Sites)	6	7	2	0	15
Top Dressing (tonne)	3	4	7	4	18
Aeration of Fields (Sites)	0	0	0	0	0
Refilling of Sandpits	0	0	0	0	0
Plumbing	10	9	7	7	33
Placing of goal posts (Sites)	0	0	0	0	0
Cricket Wicket Maintenance	20	20	20	20	80

## HORTICULTURE ACTIVITIES

### Planting Activities

**Quirk Reserve, Bradbury** - 3000 native shrubs, grasses and trees were used around stage 1 of the new drainage area.

**Gilchrist Drive, Campbelltown** - 1500 native grasses were used for additional planting along existing gardens.

**Blair Athol Project** - 38 advance native trees were planted in the area closest to Narellan Road (behind the community centre).

**City Entrance Median Project** – Mulching was undertaken and 22 advanced trees planted in the centre median area adjacent to Jackson Park.

### Mulching Activities

Mulching activities were undertaken at the following locations;

#### Roundabouts

- Raby Road on ramp
- Guernsey Avenue and Longhurst Road, Minto
- Guernsey and Grampian Avenues, Minto
- Raby Road and Strome ferry Crescent, St Andrews

#### Gardens

- Lalor Reserve, Glenfield
- Eucalyptus Reserve, Macquarie Fields
- Bradbury Oval, Bradbury
- Eschol Park Drive median gardens
- Campbelltown Stadium, Pembroke Road Leumeah
- Eschol Park Drive, Eschol Park
- Blaxland Road, Campbelltown service lanes
- Kabbarli Child Care Centre, Minto
- Campbelltown cycleway
- Gilchrist Drive, Campbelltown

**COUNCIL TREE INSPECTIONS**

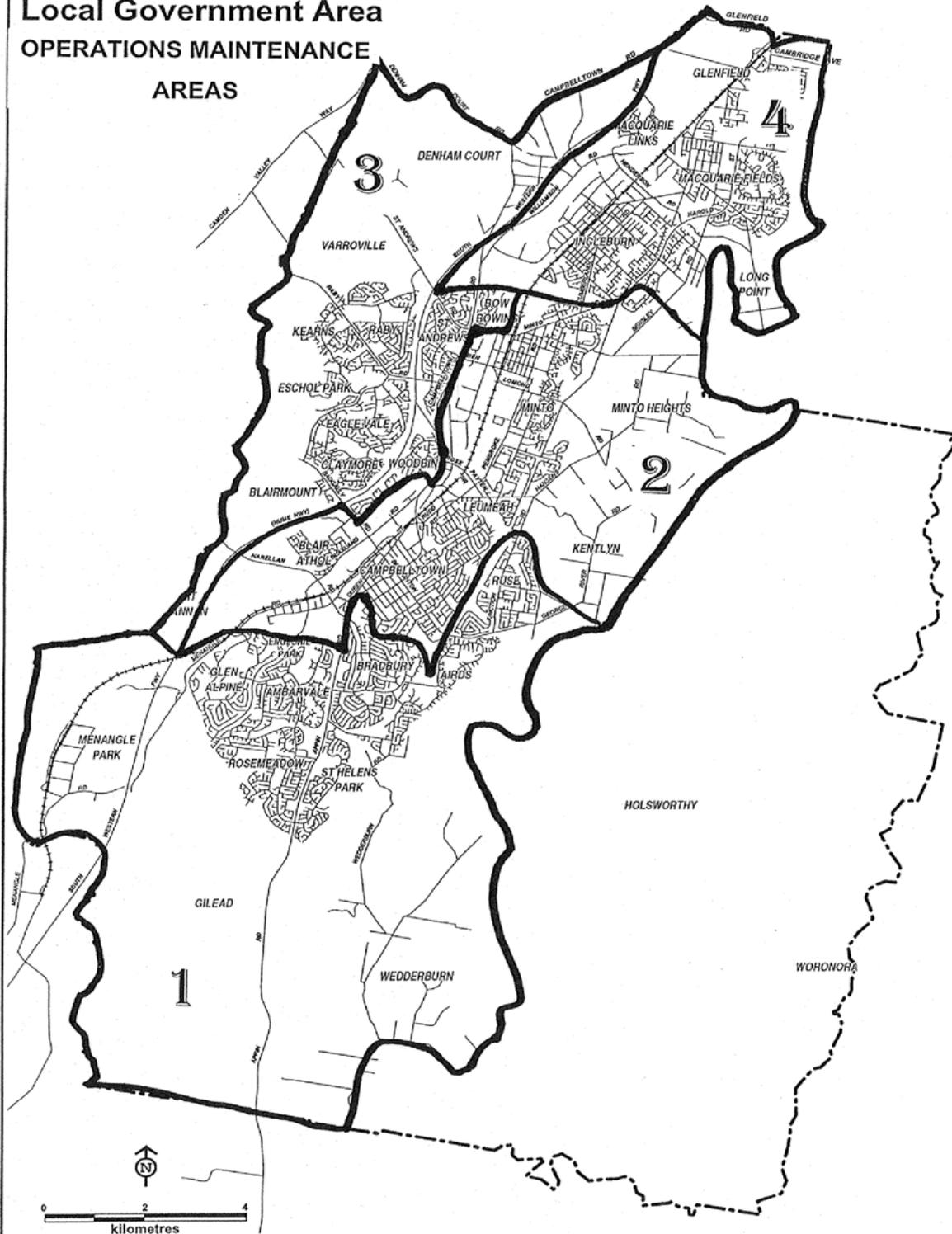
<b>Activity</b>	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Total</b>
Contract	14	15	12	20	61
Council	32	24	20	20	96
Termites	0	0	0	0	0
Plumber - Sewer Chokes	0	0	0	0	0
N/A	5	6	10	6	27
HOLD	2	0	2	2	6
<b>Total</b>	<b>53</b>	<b>45</b>	<b>44</b>	<b>48</b>	<b>190</b>

**PRIVATE PROPERTY TREE INSPECTIONS**

<b>Activity</b>	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Total</b>
Private Trees	10	10	8	12	40

# 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	60	81	159	84	384
Road restorations (sqm)	0	13	10	5	28
AC Base Course Total (T)	8	21	19	22	70

### B. MINOR PATCHING - Roads And Footpaths

Activity	Area 1	Area 2	Area 3	Area 4	Total
Pot holes (no.)	209	201	348	202	960
Edge breaks (LM)	0	20	7	0	27
Restorations (sqm)	0	0	0	0	0
Car parks pot holes (no.)	65	17	30	18	130
Trip Hazard Footpaths (no.)	0	0	30	0	30

### C. ROADS RESERVE OPENING & RESTORATIONS

Activity	Area 1	Area 2	Area 3	Area 4	Total
Vehicle crossings constructed	4	15	19	17	55
Telstra Inspections	1	2	1	2	6
Sydney Water inspections	9	5	6	17	37
Endeavour Energy Inspections	16	0	2	0	18
Jemena Gas Inspections	2	1	11	0	14
NBN	2	0	0	0	2
Customer & Road Opening	3	14	16	9	42

### D. MULTI FUNCTIONAL VERGE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Cleaning of gross pollutant trash	15	2	1	7	25
Pits cleaned by hand or suction	199	67	150	120	536
Tail out drains/headwalls	15	18	13	11	57
Removal of waste matter (m <sup>3</sup> )	125	52	12	66	255
Flushing of stormwater lines (LM)	2388	1157	1655	1300	6500
Underpass (drainage) cleaning	0	0	2	2	4
Trip hazards/footpath hazards	5	10	34	19	68
Dead animals removed	6	4	11	15	36
Parra webbing drainage	2	3	55	20	80
Sign retrievals and straightening	4	0	0	0	4
Syringes	19	2	22	6	49
Deliver and set up at venues	0	1	0	2	3
Paver repairs (sqm)	0	0	0	0	0
Oil/ paint spill/debris on road	3	2	3	9	17
Median cleaning/poisoning (LM)	52	107	97	121	377
Guide Posts	19	0	5	2	26

#### E. STREET ACCESSORIES - Sign Manufacturer

Activity	Area 1	Area 2	Area 3	Area 4	Total
Regulatory signs	0	4	0	0	4
Street signs	2	2	3	0	7
Ordinance signs	0	6	0	0	6
Directional signs	3	3	2	0	8
Warning signs	0	4	0	0	4
Community signs	0	10	0	0	10
Various council signs	0	0	0	0	0
Council special events	0	20	0	0	20
Banners/ Posters	0	0	0	0	0
Various Stickers / Labels	0	32	0	0	32
Total	5	81	5	0	91

#### Sign Erection

Activity	Area 1	Area 2	Area 3	Area 4	Total
Regulatory signs	55	57	18	10	140
Street signs	8	5	8	5	26
Ordinance signs	52	13	2	2	69
Directional signs	34	0	14	7	55
Warning signs	17	16	3	6	42
Community signs	6	2	8	18	34
Various council signs	0	0	0	0	0
Banner / Bin Installation	0	2	0	1	3
Graffiti Removal (sqm)	2	1	0	0	3
Works orders (traffic)	0	2	1	1	4
Bollard replacement/ repair	9	5	7	4	25
Line Marking/Car Park (sqm)	0	0	0	0	0

#### F. KERB AND GUTTER RECONSTRUCTION 2015 – 2016

Stage 1 - 100% complete.

Stage 2 - 100% complete.

Stage 3A - 100% complete.

Stage 3B - 100% complete.

Stage 4A - 39% complete. (2016 – 2017 program period)

Stage 4B - 66% complete. (2016 – 2017 program period)

#### G. ROADS PROGRAM 2015 – 2016

100% complete.

#### H. MINOR WORKS

**Farrow Road Pedestrian Crossing** – 100% complete.

**Brooks Road Traffic Satellites** – 80% complete. Delays due to inclement weather.

**Rudd Road Pedestrian Threshold** – 95% complete.

**Wetlands at Eaglevale and Rosemeadow** – 50% complete. Delays due to inclement weather.

**Main Street Parking Signage** – 100% complete.

**Stromeferry Reserve Grandstand Seating Structure** – 100% complete.

## I. CAPITAL WORKS

**Eagle Vale Drive Road Stage 3 (Widening and Roundabout)** - 90% complete. Street lighting and traffic signal installation in progress.

**Eagle Vale Drive Road (Wynn Street to Badgally Road)** – 90% complete.

**Raby Sports Complex Practice Cricket Pitches** – 95% complete. (Delays due to inclement weather).

**Victoria Park cricket pitch** – 60% 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

No vehicles, plant or equipment accrued abnormal downtime during the reporting period.

The following is a breakdown of the work performed since the last report **30 May – 27 June 2016**.

There has been no abnormal down time to machinery this month.

All previous reported repairs have been completed and vehicles/plant are back in service.

Tyre Repairs	33
Services carried out	21
Repairs to trucks	58
Repairs to heavy plant	23
Repairs to trailers	26
Tractors/implements	16
SES repairs	0
RFS repairs	4
Small plant repairs	45
Repair to cars	18
Repairs to mowers	22
Repairs to sweepers	7
Pathway requests (completed)	4

Of the reported repairs above 25 were out in the field.

The Workshops Solar panel main power switch was turned off. As a result the total amount remains at **66,088 kWh** back to the grid.

The Workshop has also carried out the following duties:

- Lock boxes and grates.
- Trailer repairs and modifications.

## HAZARD REDUCTION PROGRAM

**Hazard Reduction Burning** - No hazard reduction burning has been conducted in the reporting period.

**Asset Protection Zones Maintenance** - 4 hazard reduction treatments were completed in the reporting period, totalling an area of 5.262 hectares with 106 assets protected.

**Fire Trails** – Smiths Creek fire trail maintenance and upgrades have been completed as part of the NSW Rural Fire Service, Resilience Grant Funding Program. The improvements include, the construction of a new concrete causeway, embankment armouring and widening of a creek crossing, and improvement works to the trail surface.

**Fire Trail Gates** – No fire trail gate maintenance was undertaken during the reporting period.

## FACILITIES SUPPORT SERVICES

Customer Requests	
Sporting Clubs with overdue keys	47 clubs with 409 keys outstanding
Key access renewals, issues, alarm codes and access	315
Request for access to Council Reserves	7

## ASSETS AND SUPPLY SERVICES

### Procurement and Contract Management Services

#### Tenders/Quotes/Expressions of Interest and Agreements:

#### Tenders/Quotes/Expressions of Interest and Agreements being prepared:

- T16/05 Cleaning of Council Facilities and Depot
- T16/11 Sports Grounds Floodlight Installation, Upgrades and Repairs
- Q16/15 Forklift (Quotations to be sought through Local Government Procurement)
- Q16/18 Compactor (Quotations to be sought through Local Government Procurement)
- Q16/13 Wide Area Network (Quotations to be sought through Local Government Procurement)
- Q16/12 SAN (Quotations to be sought through Local Government Procurement)
- Q16/14 Maintenance of Cisco Equipment (Quotations to be sought through Local Government Procurement)
- Q16/08 Athletics Track Clean and Linemark
- T16/21 Hollylea Bridge
- Q16/16 Supply and Delivery Tractor (Quotations to be sought through Local Government Procurement)
- Q16/17 Supply and Deliver Backhoe (Quotations to be sought through Local Government Procurement)
- Q16/19 Supply and Deliver 5 Trucks (Quotations to be sought through Local Government Procurement)
- Q16/20 Cricket Wicket Mower

- Q16/21 Truck with Tipper (Quotations to be sought through Local Government Procurement)
- Q16/22 Supply and Deliver 5 Mowers (Quotations to be sought through Local Government Procurement)

**Tenders/Quotes currently advertised:**

- T16/20 Floor Coverings
- Q16/11 Photovoltaic System HJ Daley Library

**Tenders/Quotes currently under evaluation:**

- T16/19 Lift Maintenance
- T16/17 HVAC-Art Centre

**ASSET MANAGEMENT**

**Roads**

- The Quotations for the following 2016-2017's programs have been sent to Contractors for pricing as per panel tender T13/23:
  - Asphalt Re-sheeting Program
  - Stabilisation Program
  - Spray Sealing Program
  - Mill and Fill Program
  - Heavy Patching Program
  - Rejuvenation Program
  - Microsurfacing Program
- Road Renewal Program 2015-2016 Phase 2 is 100% completed.
- Works orders for Geotechnical Investigation for Road Rehabilitation Program 2016-2017 Phase 2 has been sent to SMEC Testing Services.

**Car Parks**

- Preparation of quotations for Car Park Micro-surfacing Program 2016-2017 is 20% completed.

**Bridge and Culvert**

- The bridge joint repair and protection angle replacement work for Railway Parade Road Bridge and Gilchrist Drive has been awarded.

### **Kerb and Gutter**

- The marking of Stage 1 Kerb and Gutter Reconstruction Program 2016-2007 is 100% completed.
- The marking of Stage 4 Kerb and Gutter Reconstruction Program 2016-2017 is 100% completed.
- 2015-2016 Kerb and Gutter Reconstruction Program Stage 4A and 4B is 56% completed.

### **Footpath**

- The marking of Stage 1 Footpath Reconstruction Program 2016-2017 is 100% completed.
- The marking of Stage 4 Footpath Reconstruction Program 2016-2017 is 100% completed.
- 2015-2016 Footpath Condition Inspection Program is 100% completed.

### **Parks and Public Spaces**

- 198 assets inspected throughout Raby and Leumeah between 30 May and 30 June, 2016.
- All reactive issues discovered have been reported and all conditions and actions have been updated in Council's Asset Management System.
- 25 Pathways requests have been forwarded to operations for auctioning.

### **Stormwater Assets:**

- Condition Inspection for 2015-2016 Program is 100% completed.
- 1,167 dedicated Assets have been loaded to Council's Asset Management System.

### **Building Inspections**

- Building inspections have been completed at two locations:
  - Davis Park Amenities
  - Macquarie Field Tennis Court Amenities
- All reactive issues discovered have been reported and all conditions and actions have been updated in Council's Asset Management System.

### **Playground Equipment**

- Playground Program Maintenance has been completed for the following locations. Works include repainting and addressing compliance issues:
  - Rizal Park, Rosemeadow
  - Leumeah Park, Leumeah
  - Peace Park, St Andrews
  - Redfern Park, Minto
  - John Rider Reserve, Minto

- Sofffall maintenance work has been completed at following locations:
  - Seddon Park, Glenfield
  - Murray Reserve, Minto
  - Peace Park, St Andrews

#### **Internal Assets– Electrical Testing and Tagging**

- 203 items of electrical equipment have been tested at locations throughout the Local Government Area.

#### **Asset Management System, Grants and Reports**

- Road and Maritime monthly progress report for the month of June, 2016 has been sent.
- Conquest III has been extended to capture capacity and function parameters. The information will be used to run valuation and/or preparing renewal program.

### **BUILDING MAINTENANCE/CONSTRUCTION PROGRAM**

#### **Reactive Maintenance**

There were 237 reactive maintenance requests during the months of May and June 2016.

#### **Building Program Maintenance**

- **Blinman Oval** – Demolition of the old amenities building is now complete.
- **Worrell Park Amenities** – Now complete.
- **Woodlands Baseball Complex** – New addition is now complete.
- **Eagle Vale Central Leisure Centre** – New air handling unit is now complete.
- **Oswald Reserve Amenities Facility** – New addition is now complete.
- **HJ Daley Library** – New upgrade to LED lighting throughout the building is now complete.
- **Koshigaya Park Amenities Refurbishment** – Refurbishment of the existing accessible toilet is complete. Further works include internal painting to all toilets and roofing. LED lighting has been upgraded through the building.
- **Menangle Park Toilet** – Refurbishment works have commenced and is approximately two weeks away from completion.
- **Eagle Vale Neighbourhood Centre** – Rear yard retaining wall, stairs and fencing is now complete. Minor topdressing will be required along with repairs to areas of synthetic grass.
- **Ingleburn Community Centre and Library** – A new chiller has been ordered to assist in the segregation of the two buildings air conditioning systems. This was due to four ruptured underground chilled and heated water pipes.

## **11. REPORT OF DIRECTOR COMMUNITY SERVICES**

**No reports this round**

## **12. REPORT OF DIRECTOR PLANNING AND ENVIRONMENT**

**No reports this round**

## **13. REPORT OF DIRECTOR STRATEGY**

### **13.1 Memorandum of Understanding - Greater Macarthur Priority Growth Area**

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#### **Attachments**

Greater Macarthur Priority Growth Area Memorandum of Understanding

#### **Report**

Council would be aware that the NSW Government and in particular the Department of Planning and Environment has been working collaboratively with Council over strategic planning work concerning the Greater Macarthur Urban Investigation project - Mt Gilead/Menangle Park precincts) and the Glenfield to Macarthur Corridor Priority Urban Renewal Corridor Strategy. The Draft Corridor Strategy is currently under review and Council understands it is scheduled to be released for re-exhibition in the near future.

The Department is now seeking to consolidate planning for these two areas into one large Priority Growth Area which attaches special significance and resourcing by the Government.

Council has received correspondence from the Secretary of the NSW Department of Planning and Environment seeking Council's agreement (execution) to enter into a Memorandum of Understanding (MOU) with the Department. The MOU addresses planning arrangements for a new "Greater Macarthur Priority Growth Area" and identifies the roles, tasks, and responsibilities of the Department and Council for the purposes of:

- preparing a Land Use and Infrastructure Strategy and Special Infrastructure Contributions Scheme for Mt Gilead and Menangle Park urban release areas
- finalising the Glenfield to Macarthur Urban Renewal Corridor Strategy and establishing Special Infrastructure Contributions Schemes across the corridor, including as a priority the Campbelltown-Macarthur Regional City Centre.

A copy of the correspondence from the Secretary and the MOU is shown as an attachment to this report.

The letter from the Secretary also notes that the NSW Government has allocated \$40m from its Housing Acceleration Fund to advance detailed design and costing for the Appin Road Upgrade and the Spring Farm Link Road.

Councillors may recall the MOU was raised in a recent briefing session undertaken by Mr Brendan Obrien, the Department's Executive Director Infrastructure, Housing and Employment, on Tuesday 5 July 2016.

Council's attention is drawn to the following key items included in the MOU:

1. Background
  - (c) To coordinate the planning of growth in and around the Campbelltown-Macarthur Regional City Centre, a Greater Macarthur Priority Growth Area will be declared. This incorporates the Glenfield to Macarthur urban renewal corridor and the Mt Gilead/Menangle Park land release area. It may also incorporate areas of Wollondilly Shire Council.
  - (d) The Department is working with Campbelltown City Council, Transport for NSW, and other agencies to prepare a Land Use and Infrastructure Strategy for the Menangle Park and Mount Gilead precincts of the Greater Macarthur Priority Growth Area. The strategies will integrate important elements of the precincts including transport, open space, housing, employment lands and environmental protection.
  - (e) A new Special Infrastructure Contribution (SIC) levy will be established to cover the cost of infrastructure to support the forecast growth in homes and jobs over the life of the strategies to 2036. The priority precincts for immediate implementation of a SIC will be, but not limited to:
    - Campbelltown-Macarthur Regional City Centre;
    - Menangle Park land release area; and
    - Mt Gilead land release area.
  - (f) Relevant infrastructure will include regional road and transport infrastructure, regional open space and recreation, district cultural facilities, schools, emergency services and health facilities, environmental protection measures and any associated administrative costs to meet the infrastructure requirements of the Priority Growth Area. The proposed levy will include upgrades to the regional road network as identified in the relevant transport studies, including as a minimum:
    - Appin Road;
    - Spring Farm Link Road; and
    - Badgally Road

## Comment

The MOU is a strategic document that articulates the NSW Government's and Council's recognition of the importance to support future urban growth earmarked for the Campbelltown Local Government Area (Local Government Area) with proper planning and financial/administrative arrangements dealing with the provision of critical infrastructure.

The declaration by the government of the establishment of the "Greater Macarthur Priority Growth Area" is due recognition and proper consolidation (in terms of planning and administration) of the extensive future urban growth capacity that is proposed for the Campbelltown Local Government Area. The declaration confirms the metropolitan level of significance that is attached to such growth potential, for the future sustainability of Sydney as a whole.

The formal commitment to the establishment of a Special Infrastructure Contributions Scheme(s) similar to schemes already in place in areas such as the South West Growth Centre, as a means to fund the critical and higher (regional) level infrastructure to support the development of the Mt Gilead and Menangle Park Urban Release Areas, and the Glenfield to Macarthur Priority Urban Renewal Project, is a major achievement and follows ongoing and extended advocacy by Campbelltown City Council.

The commitment to establish a SIC scheme for the Priority Growth Area is new in so far as the means to deal with addressing the costs of key regional infrastructure required to satisfy the emerging development needs along the Glenfield to Macarthur Corridor, and builds on earlier indications that the Government was contemplating a SIC scheme to fund regional level infrastructure associated with the roll out of the Greater Macarthur Urban Investigation Area project.

The specific commitment for the Special Infrastructure Contributions Levy to include upgrades to Appin Road, the Spring Farm Link Road and Badgally Road is both essential and welcomed, although it must be noted that the Transport Studies yet to be undertaken/finalised will determine the extent and nature of such upgrades. Council staff will ensure that Councillors are made aware of the outcomes of such technical investigations and the implications for the upgrades of major infrastructure, including matters of funding.

There is ongoing dialogue between the Department and Council concerning the need to ensure employment development strategies are put into place to deliver jobs to support the extent of urban growth proposed throughout the Priority Growth Area. Notably, the MOU makes a number of references to employment. (Please note text in bold made by report author).

The Strategy will:

- provide a cohesive framework to guide investment decisions and policy actions to **support growth of Campbelltown-Macarthur as a key regional centre**
- provide a whole of government and joint position with Council on growth and development to coordinate spending and implementation actions to **improve the supply of housing and jobs**
- Articulate the essential social and physical infrastructure and environmental improvements required to **ensure the Priority Growth Area is a great place to live and work.**

The strategies will integrate important elements of the precincts including transport, open space housing, employment lands and environmental protection.

The administrative provisions of the MOU have been reviewed by Council officers and are considered to be satisfactory.

It is also considered to be worthy of special mention that the covering letter signed by the Secretary includes the following:

"The Department will continue to develop the Land Use and Infrastructure Strategy and Special Contributions Framework for the Growth Area. This will include funding for regional roads and other transport, land for schools and bio-certification. In the interim, and prior to any rezoning being determined, the Department will ensure that satisfactory arrangements are in place to guarantee the staged delivery of critical infrastructure to support growth. The Department will continue to work with Council to mutually agree the relevant growth thresholds for roads and other key infrastructure."

This is an important matter for Council in any future consideration of planning proposals/rezoning proposals for land in the Mt Gilead and Menangle Park precincts in particular.

It is recommended that the Council seek to organise with the Department that the satisfactory arrangements to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction. On this basis and subject to Council resolving to execute the MOU, the current assessment of the planning proposals for the Mt Gilead urban land release and for the Menangle Park urban land release can now be progressed.

The MOU is commended to the Council for execution.

### **Officer's Recommendation**

1. That the Memorandum of Understanding between Campbelltown City Council and the NSW Department of Planning and Environment shown as the attachment to the above report be executed and the General Manager be authorised to sign the Memorandum on Councils behalf
2. That Council write to the Secretary of the Department of Planning and Environment seeking to organise with the Department that the "satisfactory arrangements" referred to in her letter to Council dated 14 July 2016, to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction.

### **Council Meeting 19 July 2016 (Lake/Lound)**

1. That the Memorandum of Understanding between Campbelltown City Council and the NSW Department of Planning and Environment shown as the attachment to the above report be executed and the General Manager be authorised to sign the Memorandum on Councils behalf
2. That Council write to the Secretary of the Department of Planning and Environment seeking to organise with the Department that the "satisfactory

arrangements" referred to in her letter to Council dated 14 July 2016, to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction.

## **LOST**

A **Division** was called in regard to the Motion moved Councillor Lake Seconded Councillor Lound for Item 13.1 - Memorandum of Understanding - Greater Macarthur Priority Growth Area with those voting for the Motion being Councillors Greiss, Lake, Matheson, Mead, Rowell and Thompson.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Dobson, Glynn, Hawker, Kolkman, Lound and Oates.

Councillor Dobson retired from the meeting during discussion on this item

## **Council Meeting 19 July 2016 (Brticevic/Oates)**

1. That the Memorandum of Understanding between Campbelltown City Council and the NSW Department of Planning and Environment shown as the attachment to the above report be executed and the General Manager be authorised to sign the Memorandum on Council's behalf with the exception of the Hurlstone Agricultural High School site.
2. That Council does not endorse the proposed plans resulting in the loss of valuable land at the Glenfield Precinct around Hurlstone Agricultural High School for increased excessive urbanisation, congestion and over development.
3. That Council writes to the Premier, the Minister for Planning and the Minister for Education, outlining our community's rejection of their proposed plans to overdevelop the land around Hurlstone and calls on the government to develop a new masterplan for the precinct to be used for educational purposes and accessible open space.
4. That Council write to the Secretary of the Department of Planning and Environment seeking to organise with the Department that the "satisfactory arrangements" referred to in her letter to Council dated 14 July 2016, to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction.

## **LOST**

A **Division** was called in regard to the Motion moved Councillor Brticevic seconded Councillor Oates for Item 13.1 - Memorandum of Understanding - Greater Macarthur Priority Growth Area with those voting for the Motion being Councillors Borg, Brticevic, Chanthivong, Glynn, Kolkman, Lound and Oates.

Voting against the Motion were Councillors Greiss, Hawker, Lake, Matheson, Mead, Rowell and Thompson.

**LOST** on the Casting Vote of the Mayor

# ATTACHMENT 1



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

16/08364

Dear Ms Deitz 

I write to request the execution of a Memorandum of Understanding between Campbelltown City Council and the Department of Planning and Environment.

The Memorandum has been developed in consultation with your officers and reflects the Department's intent to work collaboratively with Council to achieve planning and investment outcomes for the city of Campbelltown as part of the Greater Macarthur Priority Growth Area.

I am pleased to confirm that the NSW Government has allocated \$40 million in Housing Acceleration Funds to advance the detailed design and costings of Spring Farm Link Road and Appin Road. This will enable the proposed urban development of Menangle Park and Mount Gilead to progress.

The Department would like you to advance the planning proposals for these areas in parallel with the strategic planning the Department is undertaking for the Greater Macarthur Priority Growth Area.

The Department will continue to develop the Land Use and Infrastructure Strategy and Special Infrastructure Contributions Framework for the Growth Area. This will include funding for regional roads and other transport, land for schools and bio-certification. In the interim and prior to any rezoning being determined, the Department will ensure that satisfactory arrangements are in place to guarantee the staged delivery of critical infrastructure to support growth. The Department will continue to work with Council to mutually agree the relevant growth thresholds for roads and other key infrastructure.

If you are satisfied with the form of this agreement, please return both signed copies to my office, where countersignature of the agreement will be arranged and one copy returned to you.

Yours sincerely



**Carolyn McNally**  
Secretary

14.7.16

# **Greater Macarthur Priority Growth Area**

## **Memorandum of Understanding**

*between*

**Department of Planning and Environment (the Department)**

*and*

**Campbelltown City Council (Council)**

## Memorandum of Understanding

Dated this day .....

### Parties

Department of Planning and Environment of 23-33 Bridge Street Sydney, NSW 2000

and

Campbelltown City Council of Cnr Queen and Broughton Streets, Campbelltown, NSW 2560

### 1. Background

- (a) The NSW Government has identified opportunities for new jobs, homes and services in the south-west district. Studies of the Glenfield to Macarthur urban renewal corridor and Greater Macarthur Land Release Area confirmed the capability of these areas to provide urban development, new homes and employment opportunities for the district in the short to medium term.
- (b) *A Plan for Growing Sydney* identifies the Campbelltown-Macarthur Regional City as a major focus for housing, jobs and services for the south-west. Specific actions for the future development of the area include:
  - Work with Council to promote continued growth of the Campbelltown Macarthur region as a regional city centre to support the surrounding communities.
  - Work with Council to retain a supply of opportunities for retail and office development and supplemented by residential apartment development in the CBD core to encourage the activation of the centre and growth of employment in the Campbelltown Macarthur region.
  - Work with Council to concentrate capacity for additional mixed-use development around train stations, including retail, services and housing.
  - Support the development of a major health and education precinct Campbelltown Macarthur, capitalising on Campbelltown Hospital and the University of Western Sydney.
  - Work with Council to investigate business park opportunities on the western side of the train line.
  - Work with Council to improve walking, cycling and bus connections to train stations on the western side of the train line, and to Campbelltown Hospital and Queen Street.
- (c) To coordinate the planning of growth in and around the Campbelltown-Macarthur Regional City Centre, a Greater Macarthur Priority Growth Area will be declared. This incorporates the Glenfield to Macarthur urban renewal corridor and the Mt Gilead / Menangle Park land release area. It may also incorporate areas of Wollondilly Shire Council.
- (d) The Department is working with Campbelltown City Council, Transport for NSW, and other agencies to prepare a Land Use and Infrastructure Strategy for the Menangle Park and Mount Gilead precincts of the Greater Macarthur Priority Growth Area. The strategies will integrate important elements of the precincts including transport, open space, housing, employment lands and environmental protection.
- (e) A new Special Infrastructure Contribution (SIC) levy will be established to cover the cost of infrastructure to support the forecast growth in homes and jobs over the life of the strategies to 2036. The priority precincts for immediate implementation of a SIC will be, but not limited to:
  - Campbelltown-Macarthur Regional City Centre;
  - Menangle Park land release area; and
  - Mt Gilead land release area.

- (f) Relevant infrastructure will include regional road and transport infrastructure, regional open space and recreation, district cultural facilities, schools, emergency services and health facilities, environmental protection measures and any associated administrative costs to meet the infrastructure requirements of the Priority Growth Area. The proposed levy will include upgrades to the regional road network as identified in the relevant transport studies, including as a minimum:
- Appin Road;
  - Spring Farm Link Road; and
  - Badgally Road.

**2. Purpose**

- (a) This Agreement details the roles, tasks, and responsibilities of the Department and Council for the purposes of progressing the planning and implementation of growth opportunities within the Greater Macarthur Priority Growth Area as set out in Schedule A.

**3. Project program**

- (a) As outlined in Schedule A, the Project Steering Group and Project Team will agree to a Project Plan and Scope, with appropriate deliverables and timeframes.

Signed by the Secretary of the **Department  
Planning and Environment**



Date: 14.7.18

Signed on behalf of **Campbelltown City  
Council** by General Manager

.....  
Date:

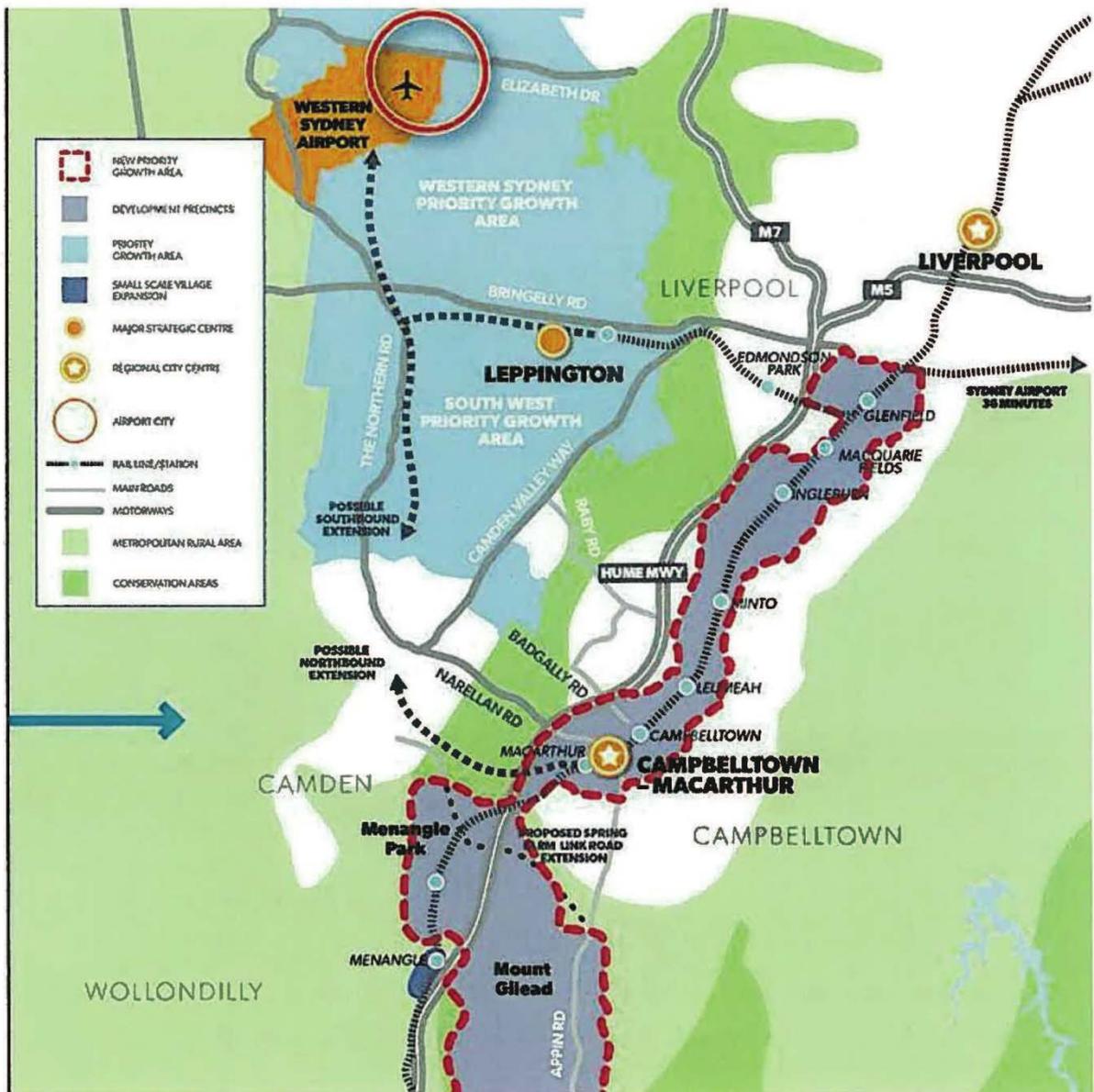
## Schedule A – Heads of Agreement

	Department of Planning and Environment (the Department)	Campbelltown City Council (Council)
<b>Purpose</b>	<p>To identify the roles, tasks and responsibilities of the Department and Council for the purposes of:</p> <ul style="list-style-type: none"> <li>• Preparing a Land Use and Infrastructure Strategy and Special Infrastructure Contributions Scheme for Mt Gilead and Menangle Park; and</li> <li>• Finalising the Glenfield to Macarthur Urban Renewal Corridor Strategy and establishing Special Infrastructure Contributions schemes across the corridor, including as a priority the Campbelltown-Macarthur Regional City Centre</li> </ul>	
<b>Outcomes and Guiding Principles</b>	<p>The Strategy will:</p> <ul style="list-style-type: none"> <li>- Take account of the planning studies and decisions of the NSW Government and Council to date.</li> <li>- Guide rezoning and detailed planning for each precinct of the Growth Areas.</li> <li>- Integrate important elements of the precincts including transport, open space, housing, employment lands and environmental protection.</li> <li>- Provide a cohesive framework to guide investment decisions and policy actions to support growth of Campbelltown-Macarthur as a key regional centre.</li> <li>- Provide a whole of government and joint position with Council on growth and development to coordinate spending and implementation actions to improve the supply of housing and jobs and to protect the environment.</li> <li>- Articulate the essential social and physical infrastructure and environmental improvements required to ensure the Priority Growth Area is a great place to live and work.</li> </ul> <p>The Special Infrastructure Contributions Schemes will:</p> <ul style="list-style-type: none"> <li>- Identify the timing, staging, scope and specification of infrastructure required to support development and growth including the cost of bringing forward any infrastructure that would not otherwise have been a high priority for Government funding in the planning horizon of the Area.</li> <li>- Identify the land acquisition, planning and capital costs associated with providing infrastructure in a timely fashion.</li> <li>- Outline delivery mechanisms including the relationship between any voluntary planning agreements and external funding mechanisms for infrastructure.</li> <li>- Provide an equitable basis for sharing costs between benefiting landowners or developers</li> <li>- Provide a transparent and achievable mechanism for sharing the cost of infrastructure provided in kind by developers and which benefits the development of other land beyond the developer's land for which the initial work was constructed.</li> <li>- Identify mechanisms for monitoring, reporting, evaluation, review and improvement.</li> <li>- Take proper account of economic analyses and the market's 'capacity to pay'.</li> </ul>	
<b>Governance</b>	<ul style="list-style-type: none"> <li>• A <b>Steering Group</b> will be established consisting of representatives from the Department, Transport for NSW, and the Council, to provide direction on the preparation of the Strategy at key milestones.</li> <li>• A <b>Project Team</b> consisting of planning staff from the Department, Council staff nominated by the General Manager of the Council, professional staff from Transport for NSW and technical</li> </ul>	

	<p>consultants, with involvement of steering group members or council staff, will be established to undertake the day to day delivery of the project and prepare the Strategy and associated procurement, technical studies and communication materials.</p> <p>The Steering Group and Project Team are to agree to a Project Plan and Scope, with appropriate deliverables and timeframes.</p>	
<b>Collaboration</b>	<p>The <b>Steering Group</b> will meet once per month, or at key milestones to:</p> <ul style="list-style-type: none"> <li>• provide advice, guidance and endorsement of the program and project deliverables.</li> <li>• identify, discuss and resolve any issues arising during the project.</li> <li>• to review and provide comment on project products, including scope of procurement, draft Strategy or products.</li> <li>• share information to support the planning task.</li> <li>• support achievement of the program.</li> </ul> <p>Matters to be presented to and discussed by the Steering Group shall remain confidential unless otherwise agreed by the Department and Council.</p> <p>The <b>Project Team</b> will meet regularly as required to:</p> <ul style="list-style-type: none"> <li>• share information and guide the planning task</li> <li>• provide an update of progress and work completed to date</li> <li>• identify, discuss and resolve any issues arising during the project</li> <li>• ensure achievement of program.</li> </ul> <p>The Steering Group will engage with the Greater Sydney Commission at key milestones to inform the strategy.</p>	
<b>Guiding Behaviours</b>	<p>The Steering Group and Project Team will:</p> <ul style="list-style-type: none"> <li>• work collaboratively and commit to deliver a Strategy which: <ul style="list-style-type: none"> <li>○ is contemporary, progressive and reflects best practice</li> <li>○ advances opportunity for employment and housing delivery</li> <li>○ reflects consideration of regional, subregional and local interests, and supports the achievement of a holistic vision for Western Sydney</li> </ul> </li> <li>• engage with each other with honesty, openness and transparency</li> <li>• treat each other with respect at all times and share an understanding that differing views may enrich the planning outcome</li> <li>• commit to the achievement of our roles and responsibilities throughout the project program.</li> </ul>	
<b>Agency Roles</b>	<p>The Department will:</p> <ul style="list-style-type: none"> <li>• lead coordination of the program</li> <li>• ensure specialist consultants are engaged, as required</li> <li>• lead the land use, transport and infrastructure planning analysis to inform the strategy</li> <li>• lead consultation with Commonwealth, State agencies, Greater Sydney Commission, service providers, and other stakeholders to consider their interests and inform the strategy</li> <li>• identify transport and infrastructure requirements to support the Strategy</li> <li>• lead stakeholder and community consultation of the strategy.</li> </ul>	<p>Council will:</p> <ul style="list-style-type: none"> <li>• partner with the Department to: <ul style="list-style-type: none"> <li>○ inform the scope and adequacy of technical investigations</li> <li>○ identify of constraints and opportunities</li> <li>○ inform appropriate land use and built form for the strategy, as well as transport and infrastructure requirements to support growth.</li> </ul> </li> <li>• ensure integration of their broader organisation with the project as and when required</li> <li>• support consultation with landowners, key stakeholders and the community throughout the planning process and exhibition.</li> </ul>
<b>Agency Tasks</b>	<p>The Department will:</p> <ul style="list-style-type: none"> <li>• prepare and execute a Project Plan and Communication Strategy for the project;</li> </ul>	<p>Council will:</p>

	<ul style="list-style-type: none"> <li>• coordinate the procurement and management of contracts for: <ul style="list-style-type: none"> <li>○ strategic land use planning and constraints analysis</li> <li>○ traffic, transport, and infrastructure</li> <li>○ economic and employment feasibility, and others.</li> </ul> </li> <li>• identify state infrastructure requirements, costs and funding arrangements</li> <li>• arrange and share the chairing of monthly steering group meetings, jointly with the Council</li> <li>• brief or support Council in briefing the full elected Council on key project milestones, on an as required basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Share the chairing of monthly steering group meetings, or milestone meetings, as required, jointly with the Department</li> <li>• advise on the scope and adequacy of technical investigations, as required</li> <li>• participate and provide direction at meetings and planning workshops to support development of the strategy</li> <li>• review and provide comment on draft project deliverables and coordinate the review of project deliverables throughout their broader organisation, as required</li> <li>• brief the elected Council on key project milestones, as required</li> <li>• support the Department in stakeholder and community consultation of the strategy.</li> </ul>
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## Schedule B – Greater Macarthur Priority Growth Area



## **14. QUESTIONS WITH NOTICE**

### **14.1 Questions With Notice**

Councillor Mead has given Notice in Writing of the following Questions.

1. Are there parts of development applications that are available for public viewing but not available online? If so, what parts?
2. What are the reasons for excluding such parts from online public access?
3. Does the Department of Planning, Joint Regional Planning Panels or other councils make similar parts of development applications available online which Campbelltown Council currently excluded from online public access?

**Answers:** Answers to these questions could not be provided at the meeting however the answers to the questions have since been made available.

1. Are there parts of development applications that are available for public viewing but not available online? If so, what parts?

#### **Answer**

Subject to privacy laws, most aspects of a development application are made available for public viewing/inspection at Council's offices. The parts of a development application that are not made available for public viewing online, are those parts that contain information that is subject to copyright. This includes architectural plans and technical reports.

2. What are the reasons for excluding such parts from online public access?

#### **Answer**

By excluding documents/plans that are subject to copyright from Council's website, the Council is protecting itself from breach of copyright and any subsequent compensation claims or legal action.

3. Does the Department of Planning, Joint Regional Planning Panels or other councils make similar parts of development applications available online which Campbelltown Council currently excluded from online public access?

#### **Answer**

Yes

## **15. ANSWERS TO QUESTIONS WITH NOTICE**

Nil at time of print.

## **16. RESCISSION MOTION**

### **16.1 Rescission Motion - Priority Investigation Areas (Campbelltown Local Environmental Plan 2015)**

---

Councillors Borg, Greiss and Thompson have given Notice in writing of their intention to move the following Motion at the next meeting of Council on 19 July 2016.

That the Council decision at the Ordinary Meeting of Council held 21 June 2016, Item 2.3 - Priority Investigation Areas (Campbelltown Local Environmental Plan 2015) - as detailed below:

1. That Council adopt the policy positions detailed in attachment 3 in respect of each priority investigation area.
2. That Council establish, in the event of any inconsistency with any other prevailing Council planning provisions, that the policy positions established in attachment 3 shall prevail.
3. That Council advise all property owners in the subject areas of the contents of this report.
4. That Council note the potential resourcing implications of serving potential future Proponent funded Planning Proposal Requests.

**be rescinded.**

### **Council Meeting 19 July 2016 (Borg/Greiss)**

That the Council decision at the Ordinary Meeting of Council held 21 June 2016, Item 2.3 - Priority Investigation Areas (Campbelltown Local Environmental Plan 2015) - as detailed below:

1. That Council adopt the policy positions detailed in attachment 3 in respect of each priority investigation area.
2. That Council establish, in the event of any inconsistency with any other prevailing Council planning provisions, that the policy positions established in attachment 3 shall prevail.
3. That Council advise all property owners in the subject areas of the contents of this report.
4. That Council note the potential resourcing implications of serving potential future Proponent funded Planning Proposal Requests.

## **LOST**

A **Division** was called in regard to the Resolution for Item 16.1 - Rescission Motion - Priority Investigation Areas (Campbelltown Local Environmental Plan 2015) with those voting for the Motion being Councillors Borg, Greiss, Lake, Matheson, Mead, Rowell and Thompson.

Voting against the Resolution were Councillors Brticevic, Chanthivong, Glynn, Hawker, Kolkman, Lound and Oates.

**LOST** on the Casting Vote of the Mayor

## **17. NOTICE OF MOTION**

### **17.1 Campbelltown Sports Stadium**

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Councillor Mead has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

That Council commits to retaining full strength beer at Campbelltown Sports Stadium.

#### **Council Meeting 19 July 2016 (Mead/Thompson)**

That the Officer's Recommendation be adopted.

#### **LOST**

A **Division** was called in regard to the Motion for Item 17.1 - Campbelltown Sports Stadium with those voting for the Motion being Councillor Mead.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Glynn, Greiss, Hawker, Kolkman, Lake, Lound, Matheson, Oates, Rowell and Thompson.

## 17.2 Declaration of Office

---

Councillor Lake has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

That all Councillors, who are elected in the forthcoming Local Government Elections on 10 September 2016 make the following Declaration of Office in the inaugural sitting of the new Council officiated by the General Manager and a framed certificate of the event be presented to Councillors at the next Ordinary meeting.

### **Declaration of Acceptance of Office of Councillor:**

I ..... having been elected to the office of Councillor for Campbelltown City Council, HEREBY DECLARE that I will duly and faithfully fulfil the duties and responsibilities of the Office for the community of Campbelltown to the best of my ability and judgement.

I also undertake to observe and comply with the Councils Code of Conduct.

Date:.....

Signature:.....

This declaration is made and declared before me

.....  
General Manager, Lindy Deitz

### **Council Meeting 19 July 2016 (Lake/Hawker)**

That the Recommendation be adopted.

### **Council Minute Resolution Number 121**

That the Recommendation be adopted.

### **17.3 Wedderburn Priority Investigation Area**

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

That Council undertakes further investigation and community consultation regarding the Wedderburn priority investigation area.

**LAPSED** as a result of the Rescission Motion Item 16.1 being lost.

## 17.4 Priority Investigation Areas

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

Subject to Rescission motion been carried:

1. That Council endorses the planning positions detailed in attachment 3 in respect of each priority investigation area with the exclusion of the Wedderburn priority investigation area.
2. That Council uses, in the event of any inconsistency with any other prevailing Council planning provisions, the planning positions endorsed in this motion as a guiding principle.
3. That Council acknowledges the endorsement of these planning positions does not prevent the lodgement of any future planning proposal requests or investigation being undertaken in respect of each priority investigation area.
4. That Council advises all property owners in the subject areas of the contents of this report, including the resolution.
5. That Council notes the potential resourcing implications of serving potential future Proponent funded Planning Proposal Requests.

**LAPSED** as a result of the Rescission Motion Item 16.1 being lost.

## **17.5 Independent Planning and Assessment Panel (IHAP)**

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 November 2016.

That Campbelltown city council establish an Independent Planning and Assessment Panel (IHAP) to provide an independent specialist peer review of the officers' assessment and recommendations to the Council/Councillors on development applications that are significant in size or complexity or have unresolved objections. The IHAP must include the following characteristics:

1. The IHAP to consist of five members, a chair, three professional members and one community member.
  - a. The chairperson should be a renowned expert in one of the specialist fields or with experience in the Land and Environment Court.
  - b. A pool of panel members of at least ten independent experts and four community members should be established to enable random selection.
  - c. The pool should include experts in the fields of planning, design, law and environmental science, traffic/engineering, heritage, land economics and social planning.
2. Expert members must not live or do business in the council area. Community representatives must live in the area, but not do business in the Campbelltown area.
3. Panel members' tenure should be limited to two years with an optional extension for another two years.
4. A selection committee should undertake the selection of panellists. The selection committee to include two councillors, two senior staff members and at two distinguished independent people with knowledge of the development assessment system. All members of the selection committee to be approved by a council resolution.
5. A Code of Conduct should be developed in line with ICAC recommendations to ensure the panel demonstrate highest ethical standards in the exercise of duties and responsibilities, maintain the integrity of the panel and to provide for fair dealings in making decisions.

### **Council Meeting 19 July 2016 (Greiss/Rowell)**

That the Recommendation be adopted.

**LOST**

A **Division** was called in regard to the Motion for Item 17.5 - Independent Planning And Assessment Panel (IHAP) with those voting for the Motion being Councillors Greiss, Matheson, Mead and Rowell.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Glynn, Hawker, Kolkman, Lake, Lound, Oates and Thompson.

## 17.6 Ordinary Council Meetings

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

1. That as of the 2016-2020 Council term, Council increase the frequency of its Ordinary Meetings to two per month, on a two-week cycle.
2. That as of the 2016-2020, Council allows members of the public to address the Ordinary Council Meetings.
3. That the Council Code of Conduct and Meeting Practice be urgently amended to reflect the above changes.
4. That Council advertises, through the appropriate channels, its intention to increase its meeting frequency and the allowance of the public to address the meetings from the start of the 2016-2020 term, as soon as possible to ensure that all interested local government election candidates can take the changes into account when considering their candidature.

### **Council Meeting 19 July 2016 (Greiss/Mead)**

That the Recommendation be adopted.

### **LOST**

A **Division** was called in regard to the Motion for Item 17.6 - Ordinary Council Meetings with those voting for the Motion being Councillors Greiss, Mead and Rowell.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Glynn, Hawker, Kolkman, Lake, Lound, Matheson, Oates and Thompson.

## 17.7 Campbelltown Local Environment Plan 2015 Review

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

1. That Council engages a reputable consultant/s in conducting a density review and economic viability of the Campbelltown Local Environment Plan 2015 to ensure that the intended outcomes are in line with council and community expectation.
2. That analysis should take into consideration all local and state planning controls, including the Glenfield to Macarthur and Macarthur South, investigation currently undertaken by the Department of Planning.
3. That a report detailing the outcomes, as well as the assumptions and exclusions of the analysis and the recommendations should be presented to council and the community.

### **Council Meeting 19 July 2016 (Greiss/Rowell)**

That the Recommendation be adopted.

#### **LOST**

A **Division** was called in regard to the Motion for Item 17.7 - Campbelltown Local Environment Plan 2015 Review with those voting for the Motion being Councillors Greiss, Matheson, Mead and Rowell.

Voting against the Motion were Councillors Borg, Brticevic, Glynn, Hawker, Kolkman, Lake, Lound, Oates and Thompson.

Councillor Chanthivong was not in the Chamber during the vote taken on this item.

## 17.8 Citizenship Gardens

---

Councillor Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

1. That Council officers identify two parks or reserves which may be used as Citizenship Gardens.
2. That participants of Campbelltown Council's citizenship ceremonies who are provided with a tree or shrub be given the option to have this planted in one of these Citizenship Gardens.
3. That the new citizen be provided with a letter detailing the planting date, location and species of their shrub or tree, with the opportunity to attend if desired.
4. That a plaque be erected at each of the gardens identifying it as a citizenship garden.

### **Council Meeting 19 July 2016 (Greiss/Rowell)**

That the Recommendation be adopted.

### **LOST**

A **Division** was called in regard to the Motion for Item 17.8 - Citizenship Gardens with those voting for the Motion being Councillors Greiss, Matheson and Rowell.

Voting against the Motion were Councillors Borg, Brticevic, Chanthivong, Glynn, Hawker, Kolkman, Lake, Lound, Mead, Oates and Thompson.

## **17.9 Animal Care Facility**

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Councillor Rowell has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 19 July 2016.

1. That Council upgrade the Animal Care Facility to meet NSW Government Companion Animal Standards by adding an additional three exercise pens to allow one exercise pen for each of the six kennel blocks.
2. That this upgrade be completed within a reasonable timeframe, preferably within four months to alleviate stress on animals that are not able to be exercised daily.
3. That a report be presented to Council outlining options to extend opening hours of the Animal Care Facility by looking at closing but not limited to, Thursday night at 8.00pm or Saturday afternoon at 4.00pm. The report should include the positive outcomes for better community access and also any associated costs or negative impacts if any on the Animal Care Facility, involving staff or any other aspects of the Animal Care Facility.

### **Council Meeting 19 July 2016**

This item was moved forward and dealt with in conjunction with Planning and Environment Item 5.5 - Animal Care Facility.

## **18. URGENT GENERAL BUSINESS**

It was **Moved** Councillor Greiss, **Seconded** Councillor Hawker that the following item of Urgent General Business be accepted.

- 1 The Motion on being Put was **CARRIED**.

### **18.1 Memorandum of Understanding Greater Macarthur Priority Growth Area**

It was **Moved** Councillor Greiss, **Seconded** Councillor Lake:

1. That the Memorandum of Understanding between Campbelltown City Council and the NSW Department of Planning and Environment shown as the attachment to the above report be executed and the General Manager be authorised to sign the Memorandum on Council's behalf.
2. That Council write to the Secretary of the Department of Planning and Environment seeking to organise with the Department that the "satisfactory arrangements" referred to in her letter to Council dated 14 July 2016, to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction.

**WON** and became the Motion

An **Amendment** was **Moved** Councillor Bricevic **Seconded** Councillor Glynn:

1. That the Memorandum of Understanding between Campbelltown City Council and the NSW Department of Planning and Environment shown as the attachment to the above report be executed and the General Manager be authorised to sign the Memorandum on Council's behalf.
2. That Council write to the Secretary of the Department of Planning and Environment seeking to organise with the Department that the "satisfactory arrangements" referred to in her letter to Council dated 14 July 2016, to be put into place for regional level infrastructure prior to rezoning being determined, meet with Council's satisfaction.
3. That Council writes to the Premier, Minister for Education and Minister for Planning seeking a new Masterplan for the Glenfield Hurlstone precinct providing for education and public open space only.

## **LOST**

- 2 The Motion on being Put was **CARRIED**.

## **19. PRESENTATIONS BY COUNCILLORS**

### **19.1 Presentations by Councillors**

1. Councillor Glynn advised that he represented Council at the Family and Friends of the First AIF 100th Anniversary Commemoration of the Battle of Fromelles held this morning and noted that the event was memorable.
2. Councillor Brticevic thanked Councillor Hawker for his contribution to Local Government and our community and wished him well with his impending retirement.
3. Councillor Lound also thanked Councillor Hawker for his ongoing commitment for the community of Campbelltown and all that he has done during his time on Council.
4. Councillor Greiss congratulated the newly appointed Director City Development, Mr Jim Baldwin and wished him well in his new role.
5. Councillor Matheson congratulated the new Federal Member for Macarthur Dr Michael Frelander MP on his appointment and wished him well in his new role.
6. Councillor Glynn noted that on Wednesday 20 July 2016, Mr Brendan Nelson will be addressing the National Press Club.
7. Councillor Brticevic congratulated the new Federal Member for Macarthur Dr Michael Frelander MP and also thanked Mr Russell Matheson for his contribution to the Macarthur area during his time as the Federal Member for Macarthur.
8. Councillor Hawker advised Councillors that a Civic Reception is being organised to welcome new Federal Members and thank outgoing Federal Members and that all Councillors will be invited to attend.

# RESOLUTIONS FROM THE CONFIDENTIAL SECTION OF THE ORDINARY MEETING OF COUNCIL HELD 19 JULY 2016

## Confidentiality Recommendation

It was **Moved** Councillor Hawker, **Seconded** Councillor Lound 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 21 June 2016 (Brticevic/Thompson)

That the information be noted.

#### Council Resolution Minute Number 126

That the information be noted.

**CARRIED**

## City Works Committee

### 22.1 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 21 June 2016 (Lound/Chanthivong)

That the information be noted.

#### Council Resolution Minute Number 126

That the information be noted.

**CARRIED**

## **22.2 Request for Extension of Sick Leave**

### **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: -

- (a) personnel matters concerning particular individuals (other than councillors).

### **Council Meeting 21 June 2016 (Oates/Rowell)**

That Council grant additional leave to a maximum of one month sick leave after all available sick leave has been exhausted and authorisation for the use of the extended sick leave be at the discretion of the General Manager.

### **Council Resolution Minute Number 126**

That Council grant additional leave to a maximum of one month sick leave after all available sick leave has been exhausted and authorisation for the use of the extended sick leave be at the discretion of the General Manager.

**CARRIED**

## **Community Services Committee**

**No reports this round**

## **Corporate Governance Committee**

### **24.1 Lease - 12 Browne Street, Campbelltown 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 21 June 2016 (Kolkman/Thompson)**

1. That approval be granted to enter into a new lease over the property at 12 Browne Street, Campbelltown on the terms and conditions outlined in this report.
2. That any documentation associated with the lease be executed under the Common Seal of Council, if required.

### **Council Resolution Minute Number 126**

1. That approval be granted to enter into a new lease over the property at 12 Browne Street, Campbelltown on the terms and conditions outlined in this report.
2. That any documentation associated with the lease be executed under the Common Seal of Council, if required.

**CARRIED**

## **24.2 EOI Café Opportunities at HJ Daley Library**

### **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 21 June 2016 (Kolkman/Hawker)**

1. That Council enter into a Licence Agreement with the applicant that provides the best return value arrangement for Council and is willing to enter into a Licence Agreement as outlined in the above report.
2. That Council provide owners consent for lodgement of the development application for the proposed use.
3. That the General Manager or her delegated representative be granted delegated authority to negotiate with prospective licensee for the café licence and any necessary conditions to finalise the licence and catering rights.
4. That any documentation associated with the Licence Agreement be executed under the Common Seal of Council, if required.

### **Council Resolution Minute Number 126**

1. That Council enter into a Licence Agreement with the applicant that provides the best return value arrangement for Council and is willing to enter into a Licence Agreement as outlined in the above report.
2. That Council provide owners consent for lodgement of the development application for the proposed use.
3. That the General Manager or her delegated representative be granted delegated authority to negotiate with prospective licensee for the café licence and any necessary conditions to finalise the licence and catering rights.
4. That any documentation associated with the Licence Agreement be executed under the Common Seal of Council, if required.

**CARRIED**

## CONFIRMATION OF COUNCIL'S ORDINARY MEETING MINUTES

At the Council Meeting held 19 July 2016 the following Council minutes were adopted:

There being no further business at the meeting of 16 August 2016, the meeting closed at 10.43pm.

A handwritten signature in black ink, appearing to read 'P. Hunter', is written over a light grey rectangular background.

Confirmed by the Chairperson: