

# **Reports of the Community Services Committee Meeting held at 5.30pm on Tuesday, 24 June 2014.**

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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>COMMUNICATIONS AND MARKETING</b>	<b>4</b>
<b>1.1</b>	<b>2014 Mayor's Charity Race Night Post Event Report</b>	<b>4</b>
<b>1.2</b>	<b>Revised Policy - Media</b>	<b>6</b>
<b>2.</b>	<b>COMMUNITY RESOURCES AND DEVELOPMENT</b>	<b>10</b>
<b>2.1</b>	<b>Midnight Basketball Tournament 11 Evaluation</b>	<b>10</b>
<b>3.</b>	<b>CULTURAL SERVICES</b>	<b>13</b>
<b>3.1</b>	<b>Campbelltown Arts Centre - 2014 Contemporary Dance Program Event</b>	<b>13</b>
<b>3.2</b>	<b>Campbelltown Arts Centre - 2014 Contemporary Performance Program Event</b>	<b>15</b>
<b>3.3</b>	<b>Revised Policy - Campbelltown Arts Centre Collection</b>	<b>17</b>
<b>4.</b>	<b>CUSTOMER SERVICE</b>	<b>21</b>
	<b>No reports this round</b>	<b>21</b>
<b>5.</b>	<b>EDUCATION AND CARE SERVICES</b>	<b>21</b>
<b>5.1</b>	<b>Revised Policy - Children's Services</b>	<b>21</b>
<b>6.</b>	<b>HEALTHY LIFESTYLES</b>	<b>25</b>
<b>6.1</b>	<b>2014 Sport Education Program</b>	<b>25</b>
<b>6.2</b>	<b>Campbelltown Sports Stadium - A-League Trial Matches v Macarthur Rams</b>	<b>27</b>
<b>6.3</b>	<b>NSW Footy Facilities Fund Applications</b>	<b>29</b>
<b>6.4</b>	<b>Revised Policy - Coaches Attendance at Significant Competitions</b>	<b>31</b>
<b>6.5</b>	<b>Revised Policy - Booking of Swimming Centre for School Carnivals</b>	<b>35</b>
<b>6.6</b>	<b>Revised Policy - Professional Service Provider Use of Council Recreation Facilities</b>	<b>39</b>
<b>6.7</b>	<b>Rescind Policy - Operation of Classes in Extreme Temperatures</b>	<b>43</b>
<b>7.</b>	<b>LIBRARY SERVICES</b>	<b>48</b>

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ITEM	TITLE	PAGE
7.1	History Week 2014	48
8.	GENERAL BUSINESS	50
20.	CONFIDENTIAL ITEMS	50
	No reports this round	50

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**Minutes of the Community Services Committee held on 24 June 2014**

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**Present**

Councillor T Rowell (Chairperson)  
Councillor D Lound  
Councillor M Oates  
Councillor R Thompson  
General Manager - Mr P Tosi  
Director Community Services - Mrs L Deitz  
Director Planning and Environment - Mr J Lawrence  
Acting Manager Assets and Supply Services – Mr W Miller  
Manager Communications and Marketing - Mrs B Naylor  
Manager Community Resources and Development - Mr B McCausland  
Manager Cultural Services - Mr M Dagostino  
Acting Manager Customer Service - Mrs J Uluibau  
Acting Manager Education and Care Services - Ms G Vickers  
Manager Healthy Lifestyles - Mr M Berriman  
Manager Library Services - Mr G White  
Policy and Governance Coordinator – Ms J Warner  
Executive Assistant - Mrs K Peters

**Apology**

**(Oates/Lound)**

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

**CARRIED**

**Acknowledgement of Land**

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

**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 Lound - Item 6.2 - Campbelltown Sports Stadium - A-League Trial Matches v Macarthur Rams - Councillor Lound advised that he is the president of Macarthur Rams F.C Inc.

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## **1. COMMUNICATIONS AND MARKETING**

### **1.1 2014 Mayor's Charity Race Night Post Event Report**

#### **Reporting Officer**

Manager Communications and Marketing

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#### **Attachments**

Nil

#### **Purpose**

To report on the outcome of the 2014 Mayor's Charity Race Night which was held in the newly constructed Chairman's Lounge at Tabcorp Park, Menangle Park on Saturday 12 April.

#### **Report**

This year's charity recipient was Passfield Park School based in Minto, a school for students aged from four to 18 years of age with a moderate or severe intellectual disability. The school aims to provide a program based on individual student needs, with a focus on enabling independence.

The event raised \$18,854, with all proceeds donated to Passfield Park School, who will use the funds to purchase a wheelchair accessible bus for the school. The bus will broaden students' opportunities and enable them to participate in a range of new experiences, including excursions and activities, as well as assist them in travelling safely to school.

Commencing at 6.00pm and concluding at 10.30pm, the night was hosted by Rob Doorey from Campbelltown's C91.3FM and included speeches by the Mayor, Passfield Park's School Captain, Keeghan Mills and the Principal of Passfield Park School, Julie Raciborska.

This year's sponsors included Mir Group, Marsdens Law Group, Campbelltown Catholic Club, Ultimate Air Conditioning, Australian Pacing Gold, Tabcorp Park Menangle, NewsLocal Macarthur Chronicle and Lend Lease Macarthur Square.

The event featured 10 races, lucky door prizes, raffle draws and auctions and was attended by more than 180 people.

Auctions on the night included a framed signed Parramatta Eels legends jersey, \$1000 Macarthur Square gift card, \$1000 worth of floral arrangements from Flowers A Bunch, a mobile barrier ride and three signed motor racing caps. There were also 19 raffles, which featured prizes donated by a range of businesses.

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The night was a great success and positive feedback has been received by a number of event attendees.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

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

That the Officer's Recommendation be adopted.

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## **1.2 Revised Policy - Media**

### **Reporting Officer**

Manager Communications and Marketing

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### **Attachments**

Media Policy (contained within this report)

### **Purpose**

To seek Council's endorsement on the Media Policy.

### **History**

The abovementioned policy was adopted by Council on 15 November 2005, was last reviewed on 3 July 2012, and is now due for review in accordance with the Records and Document Management Policy.

### **Report**

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

The Media Policy ensures the provision of accurate, timely and consistent Council information to the media and gives staff clear direction on how to respond to media enquiries.

A minor amendment has been made to the policy that reflects the Mayor will give final approval for all media releases, which quote him/her directly.

It is recommended that the policy be adopted and a new review date set.

### **Officer's Recommendation**

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

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

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Media Policy	
Related Documentation	Media Enquiries Procedure	
Relevant Legislation/ Corporate Plan	Nil	
Responsible Officer	Manager Communications and Marketing	

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

### Objectives

1. To encourage effective relationships with media representatives and ensure the provision of accurate, timely and consistent information regarding Council to the media.
2. To provide staff with clear direction for how to respond if they are contacted by a media representative.

### Policy Statement

Campbelltown City Council relies on the support of the media to help communicate information to residents about its initiatives, programs and services. Likewise, the media rely on Council for information about matters of community interest.

This policy in no way limits or attempts to limit media relations between elected representatives and the media. However, it does outline the appropriate processes for responding to media enquiries by Council staff.

It is vital that information provided to the media presents an organisational view that is consistent and accurate. While Council will always seek to provide good news stories for the media, it is equally important that media enquiries from a journalist or reporter are responded to in an appropriate and timely manner, and within the required deadline wherever possible and reasonable.

Council requires positive relationships with the media for many reasons - how Council and Campbelltown is portrayed in the media impacts greatly on how the organisation and the City are perceived; the media are a strong ally in many situations, including to assist with the promotion of Council programs, events and initiatives; in times of crisis when information needs to be conveyed to the public, such as during severe storms and bushfires.

### Scope

This Policy applies to all staff members of Campbelltown City Council.



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**Principles**

1. The only staff members who can provide comment to the media regarding Council business are the General Manager, Directors and Manager Communications and Marketing. The Mayor will also make comment on Council issues as required/recommended.
2. Council staff must only comment on matters of fact, and must not enter political debate or discussion.
3. If staff other than those listed above, receive media enquiries, they must be directed to the Manager Communications and Marketing, Communications Coordinator or Communications Officer immediately. These staff will assist with the enquiry and discuss with the General Manager and/or appropriate Director to determine a suitable response. All media responses must be approved by the appropriate Director and the General Manager prior to issue.

Where possible, media enquiries are to be emailed to the above staff so the exact nature of the enquiry can be established.

4. Positive media opportunities will be arranged by the Communications and Marketing Section, with all information to be approved by the appropriate Director.
5. Wherever possible and appropriate, the Mayor will represent Council in media opportunities organised by Communications and Marketing. If the Mayor is not available, he/she can nominate a Councillor or staff member to take part.
6. In some circumstances, including if a specific request is made by the media, Council staff such as Directors, Managers and specialist staff, may participate in photographs and media articles or interviews. Prior approval must be granted from the General Manager or the appropriate Director.
7. The Mayor will give final approval for all media releases, which quote him/her directly.
8. All Council staff asked to provide background information to the General Manager, Directors or Communications and Marketing staff to assist with media enquiries must treat such requests with the appropriate degree of priority. This is to ensure media deadlines are met wherever possible.

**Responsibility**

The Manager Communications and Marketing is responsible for the implementation and monitoring of the Media Policy.

**Effectiveness of this Policy**

The Policy will be reviewed in accordance with Council's adopted procedure for Policy development and review to ensure the guidelines to manage effective relationships with media representatives are appropriate.

**END OF POLICY STATEMENT**

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## **2. COMMUNITY RESOURCES AND DEVELOPMENT**

### **2.1 Midnight Basketball Tournament 11 Evaluation**

#### **Reporting Officer**

Manager Community Resources and Development

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#### **Attachments**

Nil

#### **Purpose**

To provide Council with an evaluation report on the Midnight Basketball Tournament 11 held on Friday night over eight weeks from 21 February to 11 April 2014 at the Minto Indoor Sports Centre.

#### **History**

Council at the meeting of 11 February 2014, Community Services Committee Item 2.1 – Midnight Basketball Tournament 11 was informed of the eleventh Midnight Basketball Campbelltown Tournament.

Midnight Basketball is a program that focuses in crime reduction through a combination of life skills education and competitive basketball. At the core of the concept is the notion of life skills education of young people through carefully designed and delivered workshops. Each night in order to play, participants must attend a workshop dealing with topics such as drugs and alcohol, getting a job, staying healthy and anger management. The slogan, 'No Workshop, No Jumpshot' is used.

#### **Report**

Campbelltown's eleventh Midnight Basketball program has followed on from the success of previous tournaments. The program received a positive response by the community with high number of players, volunteers and spectators present each night.

#### **Registration**

As with previous tournaments, registrations for the tournament were capped due to the large number of registrations initially received, as the program is only able to cater for 66 players, remaining players were placed on a waiting list.

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The program has attracted local young people from a variety of cultural backgrounds and geographical areas within the Campbelltown Local Government Area (LGA). Tournament 11 received a total of 107 player registrations, with an average of 80 young people attending each night. Six teams of eleven players were formed taking into account age, height, gender, skill level, geographical area and cultural background. This ensured the teams created would allow participants to interact in a positive environment with a range of other young people from across the LGA with whom they may not have had contact with previously, while ensuring fairness across the teams.

### **Community partners**

A number of community organisations were involved with the development and implementation of the program, including YMCA, Youth Solutions, Uniting Care Burnside, Macarthur Diversity Services Initiative, The Benevolent Society and the University of Western Sydney.

### **Volunteers**

Council received 43 volunteer registrations from community members for Tournament 11. An average of 22 volunteers assisted each night of the tournament. Volunteers assisted with the program in a number of roles including team managers, scorers, score board operators, catering assistants, workshop assistants, bus assistants and general event assistance.

Volunteers came from a number of sources including local high schools, youth organisations, Campbelltown City Council, TAFE and interested community members. Volunteers expressed their gratitude and positive stories gained from the experience of working with the young people.

### **Spectators**

The program averaged 25 spectators per night, with the Grand Final night attracting a total of 45 spectators. The high level of community participation in the program contributed to the success of the tournament. This enhanced the experience for the players by providing positive role models from the local community.

### **Workshop program**

Participants attended compulsory life skill workshops over the eight week period. Workshops covered a range of areas relevant for local young people including team building, goal setting, disability awareness and anger management.

### **Funding**

Tournament 11 was supported by contributions from Midnight Basketball Australia as well as significant in-kind support from partner organisations. Future tournaments will be funded through a combination of government grants, Midnight Basketball Australia funding and local sponsorship, in addition to in-kind support from local partners.

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### **Evaluation**

Evaluation of the program included ongoing weekly player surveys, end of tournament survey for player and volunteers, as well as evaluation reports from the community partners. An external research body organised by Midnight Basketball Australia will collate the results of the evaluations.

Certificates of appreciation have been forwarded to participating players, volunteers and partner organisations.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

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

That the Officer's Recommendation be adopted.

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### **3. CULTURAL SERVICES**

#### **3.1 Campbelltown Arts Centre - 2014 Contemporary Dance Program Event**

##### **Reporting Officer**

Manager Cultural Services

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##### **Attachments**

Nil

##### **Purpose**

To inform Council of two performance events, 'Not About Face' and 'Cheerleader of Europe', which will be held on 1 and 2 August 2014 at Campbelltown Arts Centre as part of the Intercultural 2014 Contemporary Dance Program.

##### **Report**

###### **Not About Face**

'Not About Face' by Luke George will be a Sydney Premiere at Campbelltown Arts Centre. This new work had its World Premiere in Melbourne for Dancehouse in 2013. The work explores the performer's relationship with audience and the nature of the unseen and unspoken agreement/tradition between performer and audience.

George's work, 'NOW NOW NOW' was presented in the 2013 Campbelltown Arts Centre Dance Program to create awareness amongst local and national audiences, leading up to the commission of a new collaborative dance work by Luke George and Singapore-based choreographer Daniel Kok, through the Centre's Intercultural Dance Program in 2014.

###### **Cheerleader of Europe**

'Cheerleader of Europe' is a brand new solo work for Daniel Kok and the performance a premiere for Australia. This work has recently been presented in Berlin and will be presented in Vienna as part of the illustrious Impulztanz Festival.

The two works will be presented together on Friday 1 August and Saturday 2 August.

The artists will then proceed to work collaboratively on a new work commission with an open studio event planned for Saturday 16 August, at 2.00pm.

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**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## **3.2 Campbelltown Arts Centre - 2014 Contemporary Performance Program Event**

### **Reporting Officer**

Manager Cultural Services

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### **Attachments**

Nil

### **Purpose**

To advise Council of a public performance, 'Mantle' to be held at Campbelltown Arts Centre on 12 and 13 September 2014 as part of the 2014 Contemporary Performance Program.

### **History**

Campbelltown Arts Centre has been working with theatre group, My Darling Patricia, to co-produce 'Mantle' since 2010. Over a series of development stages between 2011-2013, Campbelltown Arts Centre has supported the development of this new work in preparation for its premiere performance season in 2014.

### **Report**

'Mantle' is an adventurous new Australian work which explores geology and metaphors of surfacing. Working in low light with an incremental increase in light from total black out, it explores our relationship with the Earth's crust and creates a dream-like space that tests ideas of memory and the power of suggestion.

My Darling Patricia, with the support of Campbelltown Arts Centre, have secured additional project funding from Australia Council for the Arts to support the final development and presentation of Mantle at Campbelltown Arts Centre in August – September 2014.

Over a three week period commencing 18 August, the artists, led by Clare Britton and Halcyon Macleod will undertake final stage development and rehearsal at Campbelltown Arts Centre. The work will premiere to Campbelltown audiences over two performances on 12-13 September as part of Campbelltown Arts Centre's Contemporary Performance program. This presentation creates an exceptional opportunity for Macarthur residents to engage with contemporary theatre practices. A range of community engagement opportunities are being pursued during the development process.

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**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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### **3.3 Revised Policy - Campbelltown Arts Centre Collection**

#### **Reporting Officer**

Manager Cultural Services

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#### **Attachments**

Campbelltown Arts Centre Collection Policy (contained within this report)

#### **Purpose**

To seek Council's endorsement on the Campbelltown Arts Centre Collection Policy.

#### **History**

The abovementioned policy was adopted by Council on 26 May 1992, was last reviewed on 31 June 2010 and is now due for review in accordance with the Records and Document Management Policy.

#### **Report**

The abovementioned policy was reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The Campbelltown Arts Centre Collection Policy has been reviewed and found that no changes were required. It is recommended that the policy be adopted and a new review date set.

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

1. That the Campbelltown Arts Centre Collection Policy as shown in the Attachment be adopted.
2. That the Policy review date be set at 30 June 2017.

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

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Campbelltown Arts Centre Collection	
Related Documentation		
Relevant Legislation/ Corporate Plan		
Responsible Officer	Manager Cultural Services	

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

### Objectives

1. To develop a permanent collection, to be housed at the Campbelltown Arts Centre, of post 1950 original works of art. The collection will include paintings, original prints, drawings, sculptures and ceramics, of the highest professional standard, and of national significance. The Manager Cultural Services shall determine additions to the collection.
2. To collect and represent historical art works of regional significance to the exploration and settlement of Campbelltown and South-West Sydney.
3. To collect and represent outstanding contemporary art works of regional significance to Campbelltown and South-West Sydney, including works by professional artists associated with the area, through teaching or working in the region.
4. To develop as unique collections, examples of Aboriginal art, contemporary Australia ceramics and contemporary Australian works on papers, which by their quality and completeness have national significance.
5. To collect and represent the work of contemporary artists, who have made a significant and recognised contribution to the development of Australian art.

### Policy Statement

1. All art works acquired for the Campbelltown Arts Centre's collection whether by gift, bequest, purchase or loan, involve a considerable investment by the Art Centre in the care, maintenance, conservation and protection of such art works. Therefore only art works of the highest artistic standard, which satisfy the objectives of the Campbelltown Arts Centre's collection, shall be accepted by purchase, gift or loan into the permanent collection of the Arts Centre.
2. Art works offered, on loan or as a gift, which do not meet the quality criteria or meet the Collection Policy objectives, should not be recommended for acquisition into the permanent

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collection of the Arts Centre. Such art works may be offered to Council if suitable for acceptance and display in Council's Administration Centre.

3. Art works, which by their size or characteristics, are considered to be permanent fixtures requiring considerable attachment to part of the structure of the building, shall not be accepted for the permanent collection at the Arts Centre unless such art works are considered to be of outstanding artistic merit and recognised as valuable to the development of Australian art.
4. All moral, legal and ethical implications of proposed acquisitions must be considered prior to approval of new art works for the permanent collection.

**Responsibility**

Manager Cultural Services

**END OF POLICY STATEMENT**

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## **4. CUSTOMER SERVICE**

**No reports this round**

## **5. EDUCATION AND CARE SERVICES**

### **5.1 Revised Policy - Children's Services**

#### **Reporting Officer**

Manager Education and Care Services

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#### **Attachments**

Children's Services Policy (contained within this report)

#### **Purpose**

To seek Council's endorsement of the revised Children's Services Policy.

#### **History**

The abovementioned policy was adopted by Council on 4 March 1986, was last reviewed on 10 May 2011 and is now due for review in accordance with the Records and Document Management Policy.

#### **Report**

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

Council at its meeting of 1 May 2012 adopted the recommendation that the Children's Services Section name be changed to Education and Care Services. This is reflected in the edits made to this policy; including the updating of the title. Other edits made are also highlighted on the attached document and relate to relevant legislation/corporate plan and change to definitions.

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### **Officer's Recommendation**

1. That the revised Children's Services Policy as attached to this report be adopted and the title updated to Education and Care Services Policy.
2. That the policy review date be set at 30 June 2017.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

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

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 campbelltown city council		<b>POLICY</b>
Policy Title	Education and Care Services	
Related Documentation	National Competition Policy	
Relevant Legislation/ Corporate Plan	Education and Care Services National Regulations 2011 Child Protection Act Australian Children's Education and Care Quality Authority Department of Education and Communities Department of Family and Community Services NSW Ombudsman Department The Ombudsman Amendment (Child Protection and Community Service) Act 1988 Child Protection (Prohibited Employment) Act 1998 The Commission for Children and Young People Act 1998 The Children and Young Person (Care Protection) Amendment (Children's Services) Bill 2010 Children (Education and Care Services) Supplementary Provisions Regulation 2012	
Responsible Officer	Manager Education and Care Services	

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

### Objectives

To ensure Council provides a variety of education and care services for children aged 0-12 years, including the provision of child development and family support.

### Policy Statement

That Council foster and support the overall coordination, development and implementation of education and care services within the community.

#### Scope

This policy covers all of Council's Education and Care Services, Education and Care Services educators and ancillary staff, and other Education and Care Services provided by local community groups within the Campbelltown Local Government Area.

#### Definitions

This includes Playgroups, Preschools, Long Day Care, Family Day Care, In Home Care, Occasional Care, Outside School Hours Care, School Holiday Care, Outreach, Emergency Care and Services for children with diverse needs.



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**Legislative Context**

Council's Education and Care Services operate under the Education and Care Services National Regulations 2011 and the Child Protection Act.

**Principles**

1. That Council's Education and Care Services management team continue to deliver affordable, sustainable, quality, resource efficient Education and Care Services that meet customer needs through ongoing evaluation and operational reviews.
2. That Council encourage and support local community groups to develop and manage Education and Care Services, which address identified child and family needs.
3. That Council's development and provision of new community facilities considers Education and Care Services requirements in order to meet community needs and/or demand.
4. That Council encourage the awareness and support of children with diverse needs, children from culturally and linguistically diverse backgrounds, Aboriginal/Torres Strait Islanders, South Sea Islanders, children who are refugees and children who have suffered trauma and torture.
5. That Council include support of families within their Education and Care Services, where possible, through partnerships with other local non Government organisations.

**Responsibility**

That the Manager Education and Care Services be responsible for ensuring the information outlined in this policy.

**Effectiveness of this Policy**

Council will continue to foster and support the overall coordination and delivery of Education and Care Services.

Council's Education and Care Services maintain high quality standards at all times and comply with all Licensing and Regulation requirements.

Council will continue to support local community groups to develop and manage Education and Care Services, which address identified needs.

Council's Education and Care Services management team will continue to deliver sustainable and resource efficient children's services that meet customer needs through ongoing evaluation and operational review.

The Manager Education and Care Services will review policy on a regular basis to ensure this policy remains relevant.

**END OF POLICY STATEMENT**

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## **6. HEALTHY LIFESTYLES**

### **6.1 2014 Sport Education Program**

#### **Reporting Officer**

Manager Healthy Lifestyles

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#### **Attachments**

Nil

#### **Purpose**

To advise Council of sport education workshops available to sporting clubs and associations in the Campbelltown Local Government Area.

#### **History**

The Sports Liaison Sub Committee at its meeting on 12 March 2014 was presented with options for sport education workshops by a representative from the Office of Communities, Sport and Recreation. Council's Manager Healthy Lifestyles advised that a survey would be developed for local clubs and associations to seek information regarding which workshops would be beneficial to conduct.

#### **Report**

Council officers have been liaising with the Office of Communities, Sport and Recreation regarding the sport education programs that are designed to assist and develop sporting clubs and associations.

An online survey to gather feedback and interest in a range of topics relevant to Campbelltown's local sporting clubs was conducted and the following training courses have been promoted to clubs.

21 May 2014	Running your Club
11 June 2014	Sponsorship, Fundraising and Grants
	Recruiting and Retaining Volunteers
16 July 2014	Get that Grant
13 August 2014	Introduction to Social Media / Web Management for Sports
10 September 2014	Working Better with Parents
15 October 2014	Child Safe Sporting Environment
12 November 2014	Work, Healthy and Safety in a Sports Club Environment.

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Council is working in partnership with the Office of Communities, Sport and Recreation to make the education workshops accessible for local clubs and associations by providing appropriate venues.

The development of strategic partnerships for the delivery of education and skills development that build the capacity of community based organisations is an identified priority within Council's Delivery Plan 2014-2017.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

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

That the Officer's Recommendation be adopted.

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## **6.2 Campbelltown Sports Stadium - A-League Trial Matches v Macarthur Rams**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Nil

### **Purpose**

To provide Council with details of two A-League pre-season trial matches to be played against the Macarthur Rams on the 16 July and 23 July 2014 at Campbelltown Sports Stadium.

### **History**

Since 2010 Campbelltown Sports Stadium has hosted Sydney FC in pre-season trial matches against the Macarthur Rams. These matches were jointly organised by Council and Macarthur Football Association. In 2013 Campbelltown Sports Stadium also hosted the Western Sydney Wanderers in a trial match against the Macarthur Rams.

### **Report**

Campbelltown City Council officers and representatives of the Macarthur Football Association have been in contact with Western Sydney Wanderers and Sydney FC to examine interest in trial matches against the Macarthur Rams in the A-League pre-season.

Sydney FC and the Western Sydney Wanderers both play in the A-League, the premier football competition in Australia. In February 2013, Campbelltown Sports Stadium hosted an A-League match between the Western Sydney Wanderers and the Newcastle Jets as part of the community round of the A-League competition. The Stadium also hosted Sydney FC and Perth Glory in January 2012 in an A-League community match.

Macarthur Rams have been offered the opportunity to play against both Sydney based A-League teams as part of their respective pre-season preparation. These matches will be jointly arranged by Council and the Macarthur Football Association. Sydney FC will play the Macarthur Rams on 16 July 2014 and the Western Sydney Wanderers will play the Macarthur Rams the following week on 23 July 2014 at Campbelltown Sports Stadium.

Council officers are meeting with representatives from the Western Sydney Wanderers in the coming weeks to discuss opportunities for Campbelltown Sports Stadium to host another community round of the A-League. Campbelltown Sports Stadium will continue to be the home venue for the Western Sydney Wanderers W-League team for the 2014/15 season.

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These annual events continue to strengthen the relationship that Campbelltown Sports Stadium has with these sporting clubs.

**Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## **6.3 NSW Footy Facilities Fund Applications**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Nil

### **Purpose**

To advise Council of the two projects that have been applied for under the 2014 NSW Footy Facilities Fund program, an initiative of the National Rugby League and the NSW Government to assist rugby league clubs to improve the quality, availability and standard of their facilities.

### **History**

Council at the meeting of 29 April 2014, Community Services Committee Item 4.1 - NSW Footy Facilities Fund, resolved that a further report be presented to Council once the projects had been confirmed and applications submitted to the NSW Government through the Office of Communities - Sport and Recreation.

### **Report**

The NSW Footy Facilities Fund application process closed on Friday 30 May and Council officers had been liaising with the local rugby league clubs to assist in the development of projects and the applications for grants.

Council officers have identified projects eligible for the NSW Footy Facility Fund program and supported two applications:

#### **Campbelltown City Kangaroos Junior Rugby League Club Stromeferry Reserve**

Construction of new storage area

Project Cost:	\$50,000
Club Contribution:	nil
Council contribution:	\$25,000
Grant applied for:	\$25,000

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**Eaglevale St Andrews Junior Rugby League Club  
Eschol Park No 1**

Construction of tiered concrete seating and awning

Project Cost:	\$80,000
Club Contribution:	\$10,000
Council contribution:	\$30,000
Grant applied for:	\$40,000

One application has been submitted without notification to Council nor any financial contribution required from Council.

**East Campbelltown Junior Rugby League Club  
Waminda Oval**

Construction of a new clubhouse

Project Cost:	\$150,000
Club Contribution:	\$75,000
Council contribution:	Nil
Grant applied for:	\$75,000

The total cost of the projects applied for under the NSW Footy Facilities Fund is \$280,000. If successful with both applications, Council's contribution to the projects is \$55,000 with the clubs contributing \$85,000 and the NSW Government and the NRL \$140,000.

Council's contribution of \$55,000 can be met within current budget allocations in the Healthy Lifestyles sport and recreation capital project reserves. The final acceptance of any grant is subject to Council signing the funding agreement.

**Officer's Recommendation**

That a further report be presented to Council once successful projects have been announced.

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

That the Officer's Recommendation be adopted.

**CARRIED**

**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## **6.4 Revised Policy - Coaches Attendance at Significant Competitions**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Coaches Attendance at Significant Competitions Policy (contained within this report)

### **Purpose**

To seek Council's endorsement of the revised Coaches Attendance at Significant Competitions Policy.

### **History**

The abovementioned policy was adopted by Council on 3 September 2002, was last reviewed on 15 November 2005 and is now due for review in accordance with the Record Management Policy.

### **Report**

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

The amendments made reflect clearer definitions of the types of championships held and the increase in the number of events held throughout the year. Additional changes further reflect the increase in the minimum number of swimmers required to justify the coach's attendance.

### **Officer's Recommendation**

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

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

That the Officer's Recommendation be adopted.

### **CARRIED**

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**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

		<b>POLICY</b>
Policy Title	Coaches Attendance at Significant Competitions 6.2.07	
Related Documentation	Form - Application to Attend Program Competitions	
Relevant Legislation/ Corporate Plan	Section 356 Local Government Act	
Responsible Officer	Manager Healthy Lifestyles	

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

### Objectives

To determine the parameters within Council's sports coaches can receive Council assistance to accompany their athletes at significant competitions whilst balancing their commitments to the overall supervision and implementation of their respective programs.

### Policy Statement

Campbelltown City Council is committed to supporting our squad program and their athletes.

#### Scope

This policy applies to coaches employed by Campbelltown City Council.

#### Definitions

For the purpose of this Policy a National event is an Australian Championship competition conducted by the Australian governing body- Swimming Australia.

State event refers to NSW State Titles event and Metropolitan Championships.

Regional event refers to Metro South West Sydney Championships.

#### Legislative Context

Section 356 of the Local Government Act (as amended).

#### Principles

1. Significant championships to be identified as metropolitan championships, age and open championships at state and national level.
2. Coaches attend four national, four state and two regional championship with costs for the attendance to be allocated to Council subject to policy statements.

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**Campbelltown City Council**

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3. The number of significant championships in any one financial year will not exceed 10 and attendance not to exceed a total of 5 working weeks.
4. Coaches will be supported only on days and events that Council coached or trained athletes are participating.
5. The total cost to Council of coaches attending competitions is not to exceed \$1,250 per program per centre in any financial year, excluding the coaches' salary. Application for additional support is subject to approval by the Director Community Services. This amount shall be reviewed annually.
6. All attendances are to be included as part of the normal working week and is not to exceed 38 hours per week.
7. Coaches must have coached sufficient qualifiers to justify attendance and a minimum number be determined as 10 swimmers at any event. Coach to swimmer ratios is one coach to 30 swimmers.
8. Preference is given to long course swimming events dependent on athlete selection and the number of athletes attending and therefore consideration will be given to varied state championship attendances where appropriate.
9. Council's provision of financial support to coaches for attendance at competitions within the Greater Sydney area is limited to an allocation for transportation costs only based on Council's Travel Allowance on a per kilometre basis. Application for additional support is subject to approval by the Director Community Services.
10. One week's leave with pay will be provided for an additional national or state championship at the coach's cost or club's cost.
11. Leave without pay will be granted for other championships coaches choose to attend.

**Responsibility**

Manager Healthy Lifestyles

**Effectiveness of this Policy**

The Policy will be reviewed on a three-year basis to ensure the appropriate level of recognition.

**END OF POLICY STATEMENT**

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## **6.5 Revised Policy - Booking of Swimming Centre for School Carnivals**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Booking of Swimming Centre for School Carnivals Policy (contained within this report)

### **Purpose**

To seek Council's endorsement on the Booking of Swimming Centre for School Carnivals Policy.

### **History**

The abovementioned policy was adopted by Council on 11 February 1992, was last reviewed on 8 March 2011 and is now due for review in accordance with the Records and Document Management Policy.

### **Report**

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

The Booking of Swimming Centre for School Carnivals Policy has been reviewed and amendments made to provide clarity in the fees that are due and payable following the confirmation of the booking.

Over the past years swimming carnival season is generally first term of each school year and concludes at the end of March prior to the Sydney South West Regional Carnival and the NSW State School Championships.

Each of Council's outdoor pools are fully booked and generally do not have the capacity for wet weather days to reschedule events. The policy sets out clear expectations that local schools have the opportunity for priority in booking carnivals prior to any school outside the Campbelltown local government area.

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### **Officer's Recommendation**

1. That the revised Booking of Swimming Centre for School Carnivals Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2017.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.


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

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Booking of Swimming Centre for School Carnivals	
Related Documentation	7.1 – Facility Hire Information 7.3 – Group / School Carnival Booking Procedures Form – Group Booking Application Form	
Relevant Legislation/ Corporate Plan	Section 356 Local Government Act	
Responsible Officer	Manager Healthy Lifestyles	

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

### Objectives

1. To ensure that local schools have priority in booking swimming carnivals.
2. To establish a method for taking such bookings.
3. To outline terms and conditions and payment of applicable fees and charges

### Policy Statement

Campbelltown City Council is committed to giving schools in the Local Government area priority for carnival bookings. The policy will ensure that steps to be taken in order to make a booking for a school swimming carnival at Council's Leisure Centres, including booking timeframes, and the payment and cancellation process are clear and concise.

#### Scope

This policy applies to schools in the Local government Area.

#### Definitions

Local School refers to schools in the local Government Area- Campbelltown City Council

#### Legislative Context

Section 356 of the Local Government Act (as amended)

#### Principles

1. Applications to conduct a swimming carnival must be in writing and addressed to the relevant facility.
2. Applications between 1 July and 28 July each year will only be taken for local schools.
3. Applications received after 28 July will be considered in date order of receipt for both local and out of area schools.
4. All booking fees are to be paid within 30 days of confirmation of booking. If there are fewer than 30 days between the date of booking and the carnival date, then all such booking fees shall be paid within the next two (2) business days.
5. Failure to pay fees in accordance with the above will lead to cancellation of the booking.

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Policy 6.2.04 continued

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6. Booking fees will only be refunded if cancellation is advised 14 days prior to carnival date.
7. Entry fees are payable on the booking day, or alternatively invoiced to the responsible booking organisation.

**Responsibility**

Manager Healthy Lifestyles

**Effectiveness of this Policy**

The Policy will be reviewed on a three-year basis to ensure the appropriate level of recognition.

**END OF POLICY STATEMENT**

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## **6.6 Revised Policy - Professional Service Provider Use of Council Recreation Facilities**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Professional Service Provider Use of Council Recreation Facilities Policy (contained within this report)

### **Purpose**

To seek Council's endorsement on the Professional Service Provider Use of Council Recreation Facilities Policy.

### **History**

The abovementioned policy was adopted by Council on 4 November 1997, was last reviewed on 31 May 2011 and is now due for review in accordance with the Records and Document Management Policy.

### **Report**

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

The Professional Service Provider Use of Council Recreation Facilities Policy has been reviewed and amendment made to the public liability insurance figure to \$20,000,000 to reflect current requirements.

It is recommended that the policy be adopted and a new review date set.

### **Officer's Recommendation**

1. That the revised Professional Service Provider Use of Council Recreation Facilities Policy as attached to this report be adopted.
2. That the Policy review date be set at 30 June 2017.

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

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 campbelltown city council		<b>POLICY</b>
Policy Title	Professional Service Provider Use of Council Recreation Facilities	
Related Documentation	Fees and Charges	
Relevant Legislation/ Corporate Plan	Section 356 Local Government Act	
Responsible Officer	Manager Healthy Lifestyles	

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

### Objectives

1. To formalise access to Campbelltown City Councils Leisure and Indoor Sports Centres by Professional Service Providers.
2. To outline applicable payment of fees and charges.
3. To outline booking and insurance requirements for Professional Service Providers.

### Policy Statement

This policy will ensure an appropriate process is followed to allow Professional Service Providers access to Campbelltown City Councils swimming, indoor sports and fitness facilities as an extension of their business premises or for activities within the operation of their business.

### Scope

This policy applies to Professional Services Providers wishing to utilise Campbelltown City Councils Leisure and Indoor Sports facilities as an extension of their business premises or for activities within the operation of their business.

### Definitions

Professional Service Provider refers to person/s or business/s that provides a service such as Rehabilitation, Physiotherapy and other personal health improvement programs in a professional capacity.

### Legislative Context

Section 356 of the Local Government Act (as amended).

**Principles**

1. Professional Service Providers fall outside of Council's general fee structure due to the nature of their visit.
2. The client or clients of the Professional Service Provider fall under Council's general fee structure unless visits are made on a per visit basis. Clients may purchase a general membership under Council's fee structure. All payments for clients on a per visits basis will attract the standard Professional Service Provider fee.
3. The Professional Service Provider fee is outlined in Council's Fees and Charges document. The Provider fee will cover one visit for the provider on the day of purchase and there is no limit on time or client number.
4. Where the client uses the facility for the purpose of a program or general use without the supervision of the Professional Service Provider, all normal membership or casual entry fees shall apply and appropriate health screening conducted by Centre staff.
5. The appropriate fee for both Professional Service Provider and client entry shall be determined annually in Council's Fees and Charges document.
6. Payments by Professional Service Providers are to be made on a casual basis or where arrangements have been negotiated on a monthly basis by tax invoice. Late payments will incur the current administration fee.
7. The Professional Service Provider must, at its own expense, maintain the following policies of insurance during the period of facility use:
  - a) Public Liability Insurance for an amount not less than \$20,000,000 for a single event providing indemnity against third party personal injury or property damage arising out of actions of the Professional Service Provider, its employees or defects in the equipment supplied under use.
  - b) Workers Compensation Insurance for all employees with a licensed Fund Manager, regardless of full, casual or part time employment. If the Professional Service Provider is a sole trader, a certificate of Personal Accident / Injury must be provided.
  - c) Professional Indemnity, for an amount not less than \$2,000,000.
  - d) A copy of all related current policies of insurance are to be supplied to Campbelltown City Council prior to use of its facilities.
8. Activities undertaken by a Professional Service Provider that are of a competing nature to a Council activity or program will be considered a conflict and will therefore not be permitted to operate within a Council facility.

**Responsibility**

Manager Healthy Lifestyles

**Effectiveness of this Policy**

The policy will be reviewed on a three-year basis to ensure the appropriate level of recognition.

**END OF POLICY STATEMENT**

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## **6.7 Rescind Policy - Operation of Classes in Extreme Temperatures**

### **Reporting Officer**

Manager Healthy Lifestyles

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### **Attachments**

Operation of Classes in Extreme Temperatures Policy (contained within this report)

### **Purpose**

To rescind the Operation of Classes in Extreme Temperatures Policy that has been identified as being redundant in light of the Authorised Statement - Working in Hot or Cold Conditions.

### **History**

The abovementioned policy was adopted by Council on 27 May 2003, was last reviewed on 20 October 2009 and is now due for review in accordance with the Records and Document Management Policy.

### **Report**

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

The Operation of Classes in Extreme Temperatures Policy is no longer required as the detail provided in the Policy is covered in the Authorised Statement - Working in Hot and Cold Conditions as well as Leisure Services Terms and Conditions.

### **Officer's Recommendation**

That the Operation of Classes in Extreme Temperatures Policy be rescinded.

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

That the Officer's Recommendation be adopted.

**CARRIED**

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**Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.


**Council Resolution Minute Number 113**

That the Officer's Recommendation be adopted.

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## ATTACHMENT 1

 <b>POLICY</b>	
Policy Title	Operation of Classes in Extreme Temperatures
Related Documentation	808060- Working in hot conditions WorkCover Policy– Occupational Health and Safety Policy Authorised Statement – OHS Consultation Authorised Statement – Dissemination of OHS information Authorised Statement – Accident, Injury, Incident, Hazard Reporting Authorised Statement – OHS Records
Relevant Legislation/ Corporate Plan	Occupational Health and Safety Act 2000 Occupational Health and Safety Regulation 2001 State Records Act WorkCover Code of Practice – Working in Hot and Cold Environments
Responsible Officer	Manager Healthy Lifestyles

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

### Objectives

To determine the actions to be taken by staff when temperatures and humidity become excessive during the conducting of fitness and gymnastic classes, in non air-conditioned environments.

### Policy Statement

Campbelltown City Council is committed to: -

1. Ensuring staff are aware of the health effects that may arise from working in hot conditions.
2. Ensuring consultation with relevant staff regarding changes to work conditions and the controls implemented.
3. Informing and training employees to recognise symptoms of heat-related illness.

### Scope

This policy relates to employees of Council who instruct Classes and includes patrons who participate in activities at Council's Leisure Centres.

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**Campbelltown City Council**

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**Definitions**

- Hot conditions include hot climatic conditions including high levels of humidity.
- Classes include but are not limited to Gymnastics, fitness and group activities.

**Legislative Context**

Campbelltown City Council must comply with legislation, policy and standards, which relate to Occupational Health and Safety and recognises its obligations under the Occupational Health and Safety Act and Regulation to be transparent and openly accountable for its actions.

**Principles**

If extreme temperatures and humidity are present, fitness and gymnastics classes will be altered to the following:

If the ambient (dry) temperature exceeds 36 degrees classes are to be cancelled and patrons provided with a free pass for another day.

On hot, humid days if the WBGT (Wet Bulb Globe Temperature) exceeds 30, the class will be cancelled and patrons provided with a free pass for another day.

**Responsibility**

**Managers**

The Manager has the primary responsibility for the implementation of the Policy 4.5.01 Operation of Classes in Extreme Temperatures.

**Coordinators/Supervisors**

The Coordinator/Supervisor has direct responsibility for the safety of the employees and the public to determine extreme temperatures:

- Evaluation of the work to be performed.
- Providing ready access to drinking water.
- Ensuring workers are familiar with the signs and symptoms of heat related disorders.
- Providing training for employees.
- Assess conditions to determine when they are unsuitable for activities in consultation with Manager/s.
- Cancellation of public programs.

**Employees**

Are responsible for:

- Attending training and following the instructions given.
  - advising patrons about the supply of drinking water and educating them on the importance of rehydration.
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**Campbelltown City Council**

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- Monitoring themselves and patrons for signs and symptoms of heat stress.

**Effectiveness of this Policy**

Campbelltown City Council documentation shall be reviewed at regular appropriate intervals to ensure their continuing suitability and effectiveness.

**END OF POLICY STATEMENT**

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## **7. LIBRARY SERVICES**

### **7.1 History Week 2014**

#### **Reporting Officer**

Manager Library Services

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#### **Attachments**

Nil

#### **Purpose**

To advise Council of events planned by Campbelltown Library Service to celebrate History Week which will be held from 6-14 September 2014.

#### **History**

History Week was initiated by the History Council of New South Wales in 1997 to showcase the rich, diverse history being produced by organisations and individuals across the state. With over 100 events across NSW, History Week is about celebrating the best in community and professional history, highlighting its role in our cultural life and inviting people to get involved.

During History Week, community groups, local councils, libraries, archives, museums, universities, cultural institutions, professional and amateur historians across NSW open their doors to present the latest in today's historical research – fascinating stories, artifacts and experiences about both our past and ourselves today.

#### **Report**

In celebration of this year's History Week theme 'The Great War' Council's Library Service has a number of events and activities planned.

A major display is being developed to feature the home front of Campbelltown during the war years from 1914 to 1918. The exhibition will feature photographs of Campbelltown during the First World War years as well as personal letters, diaries and other war related memorabilia from the Library's collections and from members of the community. The display will capture what life was like for those on the home front.

Library staff are appealing to anyone who has any World War I related diaries, letters, photographs or any other war related memorabilia or artefacts for the exhibition.

The exhibition will run from September 6 to 14 at the H.J. Daley Library.

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A history trivia night will also be held at the HJ Daley Library on Wednesday, September 10 at 6pm. Teams of a maximum of 4 members can compete against each other and the 'history master' for the History trivia crown. A variety of subjects will be covered during the evening and light refreshments will be served.

### **Officer's Recommendation**

That the information be noted.

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

That the Officer's Recommendation be adopted.

### **CARRIED**

### **Council Meeting 1 July 2014 (Rowell/Lound)**

That the Officer's Recommendation be adopted.

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

That the Officer's Recommendation be adopted.

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**8. GENERAL BUSINESS**

Nil.

**20. CONFIDENTIAL ITEMS**

**No reports this round**

There being no further business the meeting closed at 5.43pm.

T Rowell  
CHAIRPERSON

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