

# 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**

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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.

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### **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.

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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 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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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.
-

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.
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**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.

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## **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

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#### **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.

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### **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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