



15 August 2017

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 22 August 2017 at 6.30pm.

Lindy Deitz
General Manager

Agenda Summary

ITEM	TITLE	PAGE
1.	ACKNOWLEDGEMENT OF LAND	3
2.	APOLOGIES	3
3.	CONFIRMATION OF MINUTES	4
3.1	Minutes of the Ordinary Meeting of Council held 8 August 2017	4
4.	DECLARATIONS OF INTEREST	15
	Pecuniary Interests	
	Non Pecuniary – Significant Interests	
	Non Pecuniary – Less than Significant Interests	
	Other Disclosures	
5.	MAYORAL MINUTE	15
6.	PETITIONS	15
7.	CORRESPONDENCE	16
7.1	Camden Council - Greater Priority Growth Area - Menangle	16
8.	REPORTS FROM OFFICERS	26
8.1	Quarterly Legal Status Report April to June 2017	26
8.2	Trial Summer Basketball Competition - Glenquarie Multi-Purpose Courts	43
8.3	Outcome of Exhibition of Code of Meeting Practice	46
8.4	Online Report	79

8.5	Reports and Letters Requested	88
8.6	Expenditure Allocation Revote	98
8.7	Six Monthly Progress Report against the Delivery Program	105
9.	QUESTIONS WITH NOTICE	145
	Nil	
10.	RESCISSION MOTION	145
	Nil	
11.	NOTICE OF MOTION	145
	Nil	
12.	URGENT GENERAL BUSINESS	145
13.	PRESENTATIONS BY COUNCILLORS	145
14.	CONFIDENTIAL REPORTS FROM OFFICERS	146
14.1	Channel 7 Weather Camera at the Civic Centre	146
14.2	Deed of Licence for Rosemeadow Sporting Complex	146

1. ACKNOWLEDGEMENT OF LAND

I would like to acknowledge the Traditional Custodians, the Dharawal people, whose Lands we are now meeting on. I would like to pay my respects to the Dharawal Elders, past and present and all other Aboriginal people who are here today.

2. APOLOGIES

Nil at time of print.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 8 August 2017

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 8 August 2017, copies of which have been circulated to each Councillor, be taken as read and confirmed.

Report

That the Minutes of the Ordinary Meeting of Council held 8 August 2017 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 8 August 2017 (contained within this report)

Minutes Summary

Ordinary Council Meeting held at 6.30pm on Tuesday, 8 August 2017.

ITEM	TITLE	PAGE
1.	ACKNOWLEDGEMENT OF LAND	3
2.	APOLOGIES	3
3.	CONFIRMATION OF MINUTES	3
3.1	Minutes of the Ordinary Meeting of Council held 25 July 2017	3
4.	DECLARATIONS OF INTEREST	4
	Pecuniary Interests	
	Non Pecuniary – Significant Interests	
	Non Pecuniary – Less than Significant Interests	
	Other Disclosures	
5.	MAYORAL MINUTE	4
6.	PETITIONS	4
7.	CORRESPONDENCE	4
7.1	Wollondilly Shire Council - Protection of the Koala Habitat in Appin	4
8.	REPORTS FROM OFFICERS	5
8.1	Request for Leave - Councillor Brticevic	5
8.2	Request for Leave - Councillor Rowell	5
8.3	Audit, Risk and Improvement Committee Update	5
8.4	Walkway Closure between Tarbert Place and Bannockburn Avenue, St Andrews	6
8.5	Investment and Revenue Report - June	6
8.6	2016-2017 General Purpose Financial Reports and 2016-2017 Special Purpose Financial Reports	6
8.7	Draft Grants, Sponsorship and Donations Policy	7
8.8	Outcome of Public Exhibition - Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors	7
9.	QUESTIONS WITH NOTICE	7
	Nil	

10.	RESCISSION MOTION	8
	Nil	
11.	NOTICE OF MOTION	8
	Nil	
12.	URGENT GENERAL BUSINESS	8
13.	PRESENTATIONS BY COUNCILLORS	8
14.	CONFIDENTIAL REPORTS FROM OFFICERS	9
14.1	Confidential Item relating to ownership of properties	9

Minutes of the Ordinary Meeting of the Campbelltown City Council held on 8 August 2017

Present

- Councillor M Chowdhury
- Councillor B Gilholme
- Councillor G Greiss
- Councillor K Hunt
- Councillor P Lake
- Councillor D Lound
- Councillor R Manoto
- Councillor B Moroney
- Councillor W Morrison
- Councillor B Thompson

In the absence of the Mayor, Councillor Lound was elected to Chair the meeting.

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the Acting General Manager.

2. APOLOGIES

It was **Moved** Councillor Greiss, **Seconded** Councillor Chowdhury:

That the apologies from Councillor G Brticevic, Councillor M Oates, Councillor M Chivers, Councillor R George and Councillor T Rowell be received and accepted.

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 25 July 2017

It was **Moved** Councillor Lake, **Seconded** Councillor Gilholme:

That the Minutes of the Ordinary Meeting held 25 July 2017 copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

4. 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 Morrison - Item 8.7 - Draft Grants, Sponsorship and Donations Policy - Councillor Morrison advised that he will leave the Chamber and not take part in debate nor vote on the matter.

Other Disclosures - Nil

5. MAYORAL MINUTE

Nil

6. PETITIONS

Nil

7. CORRESPONDENCE

7.1 Wollondilly Shire Council - Protection of the Koala Habitat in Appin

It was **Moved** Councillor Moroney, **Seconded** Councillor Lake:

1. That the letter be received and the information be noted.
2. That Council write to Wollondilly Council confirming its support in protecting the koala habitat
3. That Council specifically note in its letter of support that to protect the koala habitat along Appin Road, Campbelltown City Council earlier this year resolved to write to the Minister for Roads and Infrastructure for the immediate installation of fauna overpass crossings and flexi exclusion fencing similar to that erected on the Pacific Highway on the North Coast, and a requirement of all applicants of developments along Appin Road within the wildlife corridor to include the provision of the same protection by applicants.

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

8. REPORTS FROM OFFICERS

8.1 Request for Leave - Councillor Brticevic

It was **Moved** Councillor Gilholme, **Seconded** Councillor Manoto:

That Councillor George Brticevic be granted a leave of absence from Council for the meeting of 8 August 2017.

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

8.2 Request for Leave - Councillor Rowell

It was **Moved** Councillor Greiss, **Seconded** Councillor Lake:

That Councillor Ted Rowell be granted a leave of absence from incorporating all Council meetings from Tuesday 22 August until further notice and without pay from the 1 September 2017.

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

8.3 Audit, Risk and Improvement Committee Update

It was **Moved** Councillor Morrison, **Seconded** Councillor Gilholme:

1. That Council adopt the Audit, Risk and Improvement Committee meeting minutes of 27 June 2017.
2. That Council notes the information contained in the Annual Performance Report for Internal Audit and the Audit, Risk and Improvement Committee for the year ended 30 June 2017.
3. That Council endorse the extension of the tenure of the independent chair and inaugural independent member of the Audit, Risk and Improvement Committee for a further two year period ending 10 September 2019.

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

Meeting Note: Mr Betts and Mr Vanis addressed the meeting.

8.4 Walkway Closure between Tarbert Place and Bannockburn Avenue, St Andrews

It was **Moved** Councillor Hunt, **Seconded** Councillor Morrison:

1. That the walkway between Tarbert Place and Bannockburn Avenue, St Andrews remain open.
 2. That the four owners adjoining the subject walkway be notified of Councils decision.
-

An **Amendment** was **Moved** Councillor Lake, **Seconded** Councillor Gilholme:

That a decision in this matter be deferred to enable Councillors to inspect the area in question to assist in their decision.

WON and became the Motion

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

8.5 Investment and Revenue Report - June

It was **Moved** Councillor Manoto, **Seconded** Councillor Lake:

That the information be noted.

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

8.6 2016-2017 General Purpose Financial Reports and 2016-2017 Special Purpose Financial Reports

It was **Moved** Councillor Lake, **Seconded** Councillor Hunt:

1. That the 2016-2017 General Purpose Financial Reports and the 2016-2017 Special Purpose Financial Reports be referred to audit.
2. That the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer sign the statements as required by Section 413(2) of the *Local Government Act 1993* after completion of the audit.
3. That the audited results of the financial year be presented to Council at the Annual General Meeting on 10 October 2017.

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

Having declared an interest in regard to Item 8.7, Councillor Morrison left the Chamber and did not take part in debate nor vote on this item.

8.7 Draft Grants, Sponsorship and Donations Policy

It was **Moved** Councillor Thompson, **Seconded** Councillor Lake:

1. That Council adopt the Draft Grants, Sponsorship and Donations Policy.
2. That Council rescind the following policies:
 - a. Council Sponsorship of Community Activities and Facilities Policy
 - b. Donations to Individuals, Community Organisation, Sport, Cultural and Arts Representatives Policy
 - c. Community Grants under Section 356 in the *Local Government Act 1993* Policy
 - d. Disaster Relief Donation Policy.

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

At the conclusion of the discussion regarding Item 8.7, Councillor Morrison returned to the Chamber for the remainder of the meeting.

8.8 Outcome of Public Exhibition - Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors

It was **Moved** Councillor Lake, **Seconded** Councillor Manoto:

1. That the Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors shown as the attachment to this report be adopted.
2. That the review date be set at 30 September 2021.

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

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

Nil

12. URGENT GENERAL BUSINESS

Nil

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Hunt advised that she recently attended the South West Sydney Academy of Sport (SWSAS) Annual 20th Anniversary celebration and awards night which acknowledged the year's and Athletes best achievements.

Councillor Hunt acknowledged and congratulated the talented athletes that represent SWSAS.

2. Councillor Manoto advised that he recently represented the Mayor at the 175th Anniversary of the Campbelltown Presbyterian Church. Councillor Manoto acknowledged the great contribution to the history of Campbelltown. During the celebrations Councillor Manoto participated in a number of programs and noted that the highlight of the day was the showing of a historical narrative DVD which exhibited the pioneers of the church, existing structures and memorabilia.

3. Councillor Manoto advised that he recently represented the Mayor at the 53rd Communion Mass and Luncheon. Councillor Manoto noted that the celebrations commenced with a Mass at St Thomas More followed by a luncheon and formal proceedings at the Cube.

Councillor Manoto acknowledged the valuable contributions and donations made to the community on behalf of Campbelltown Catholic Club.

4. Councillor Gilholme advised that he recently attended a reception at Council for the Koshigaya Student delegation which was a fantastic evening. Councillor Gilholme noted that a number of students are learning english and this event provided them with an excellent opportunity to practice their skills and further strengthen our sister city relationship.

5. Councillor Lake advised that he recently attended the Macarthur Business Awards night at the Cube. This event was an opportunity to acknowledge local businesses and a number of well deserved recipients received awards. Councillor Lake acknowledged the work of the Chambers in the Macarthur region.

6. Councillor Moroney advised that he recently attended a branch meeting of the National Parks Association Australia (NPAA) where discussions took place regarding the movements of koalas around the area. Over a number of years, Koala data has been collated and transferred to a database, where now they are able to track the movements of Koala's in the area, through sitings. Councillor Moroney requested that consideration be given to inviting the NPAA to a future briefing evening to present their database so Councillors can see the thriving colony within the area.

7. Councillor Morrison advised that he recently attended the Macarthur Business Awards night and noted that as a local business person he is proud to represent Council and support local business.
8. Councillor Thompson thanked staff from Compliance Services for their efficiency and the service they provide.

Confidentiality Recommendation

It was **Moved** Councillor Lake, **Seconded** Councillor Gilholme:

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

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

The Ordinary Meeting of Council was adjourned at 7.23pm and reconvened as a meeting of the Confidential Committee at 7.24pm.

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Confidential Item relating to ownership of properties

It was **Moved** Councillor Lake, **Seconded** Councillor Morrison:

That the information be noted.

Motion

It was **Moved** Councillor Thompson, **Seconded** Councillor Gilholme:

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

At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 7.25pm.

Motion

It was **Moved** Councillor Thompson, **Seconded** Councillor Gilholme:

That the reports of the Confidential Committee and the recommendations contained therein be adopted.

There being no further business the meeting closed at 7.26pm.

Confirmed by Council on

..... General Manager Chairperson

4. DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

Other Disclosures

5. MAYORAL MINUTE

Nil

6. PETITIONS

Nil

7. CORRESPONDENCE

7.1 Camden Council - Greater Priority Growth Area - Menangle

Officer's Recommendation

That the letter be received and the information be noted.

Letter in response to Council's opposition to the Proposal by Mirvac to include land at Menangle within the Greater Macarthur Priority Growth Area.

Attachments

1. Copy of Letter to Council from Camden Council (contained within this report)

**Camden Council**

70 Central Avenue, Oran Park NSW 2570

PO Box 183, Camden 2570

Telephone: 02 4654 7777

Email: mail@camden.nsw.gov.au

DX 25807

ABN: 31 117 341 764

Fax: 02 4654 7829

Council Ref: SC5002

17/203243

10 July 2017

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

JUL14'17 08:08:43 R000

RE: Proposal by Mirvac to include land at Menangle within the Greater Macarthur Priority Growth Area

Dear Ms Deitz

I am writing to you with regard to the proposal by Mirvac to include land at Manangle within the Greater Macarthur Priority Growth Area (GMPGA).

At the Council meeting of 27 June 2017, Council resolved to support the position of Campbelltown and Wollondilly Councils in opposing the inclusion of the Mirvac land at Menangle within the GMPGA and to write to the Department of Planning & Environment (DPE) outlining Councils position on this matter.

Please find attached the Council report and resolution, and a copy of Council's letter to the DPE.

Should you require any further information on Council's position on this matter, please contact Mary-Anne Madden, Strategic Planner on 4654 7803.

Yours sincerely,

SIGNATURE HAS BEEN DELETED

Peter McKenna
Acting Manager Strategic Planning

Enclosure: Copy of Letter to the Department of Planning & Environment
Council Report and Resolution


www.camden.nsw.gov.au

**Camden Council**

70 Central Avenue, Oran Park NSW 2570

PO Box 183, Camden 2570

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TRIM: SC5002

TRIM No: 17/194564

6 July 2017

Mr Brett Whitworth
Executive Director Infrastructure, Housing and Employment
Department of Planning and Environment
GPO Box 39
SYDNEY NSW 2001

RE: Proposal by Mirvac to include land at Menangle within the Greater Macarthur Priority Growth Area

Dear Mr Whitworth

I refer to the earlier exhibition of the Greater Macarthur Priority Growth Area (GMPGA) (29 July to 7 September 2016) and the proposal by Mirvac (on behalf of Souwest Developments) requesting a 577ha site at Menangle to be included within the area.

Campbelltown City Council and Wollondilly Shire Council have provided submissions on the proposal by Mirvac opposing the inclusion of the land within the GMPGA.

Camden Council considered the position of both Councils at its meeting of 27 June 2017 and resolved to support Campbelltown and Wollondilly Councils opposition to the proposed inclusion of the Mirvac land.

Council's key objections to the proposal are:

- Potential road infrastructure impacts, particularly on local roads;
- Potential impacts on designated growth areas; and
- The proposals inconsistency with state strategic planning documents.

Please find enclosed a copy of the Council report and resolution which outlines Council's objections in detail. In accordance with Council's resolution, a copy of this letter has been forwarded to Campbelltown and Wollondilly Councils.

If you have any questions about this letter, please contact Council's Acting Director Planning & Environment, Tina Chappell on 4654 7995.

Yours sincerely,

SIGNATURE HAS BEEN DELETED

Tina Chappell
Acting Director Planning & Environment

Enclosure: Council Report and Resolution

cc: General Manager Campbelltown City Council
General Manager Wollondilly Shire Council


www.camden.nsw.gov.au



ORDINARY COUNCIL

ORD03

SUBJECT: PROPOSAL BY MIRVAC TO INCLUDE LAND AT MENANGLE INTO THE GREATER MACARTHUR PRIORITY GROWTH AREA

FROM: Acting Director Planning and Environmental Services

TRIM #: 17/182428

PREVIOUS ITEMS: ORD11 - Notice of Motion - Greater Macarthur Priority Growth Area - Ordinary Council - 13 Jun 2017 6.00pm

PURPOSE OF REPORT

This report is in response to the notice of motion considered by Council at its meeting of 13 June 2017 where it was resolved that:

"the General Manager liaise with Wollondilly and Campbelltown Council as to the content of their submission to the NSW Department of Planning and Environment, relating to the submission by Mirvac for the inclusion of land at Menangle within the Greater Macarthur Priority Growth Area boundary, with a view to bringing a brief report advising of the views of Wollondilly and Campbelltown Councils, for discussion and possible endorsement of Camden Councillors to the next meeting."

BACKGROUND

The Department of Planning and Environment (DPE) exhibited the proposed land release of the Greater Macarthur Priority Growth Area from 29 July 2016 to 7 September 2016.

Mirvac (on behalf of Souwest Developments) made a submission to the DPE in February 2017 requesting a 577ha site at Menangle (within Wollondilly Local Government Area) be included in the Greater Macarthur Priority Growth Area. **Figure 1** shows the extent of the Greater Macarthur Priority Growth Area and the approximate location of the land proposed to be included. A more detailed map showing the land proposed to be included is provided as **Figure 2**.

The Mirvac site was previously included within the Greater Macarthur Land Release Investigation Area (Menangle and Douglas Park Precinct) but was removed post exhibition due to a number of constraints such as heritage, servicing and mining restrictions. The Mirvac submission addresses these constraints but the submissions by Campbelltown City and Wollondilly Shire Councils identify a range of other constraints that have not been addressed (outlined below).

Mirvac Proposal

The Mirvac proposal comprises three stages of development. The first stage is the subject of a current Planning Proposal with Wollondilly Council and is located in Station Street, Menangle. The proposal is for 350 residential lots and a one hectare business zone adjoining the Menangle railway station.

This is the report submitted to the Ordinary Council held on 27 June 2017

Page 1



The second and third stages of the Mirvac proposal are for a further 5,000 residential lots.

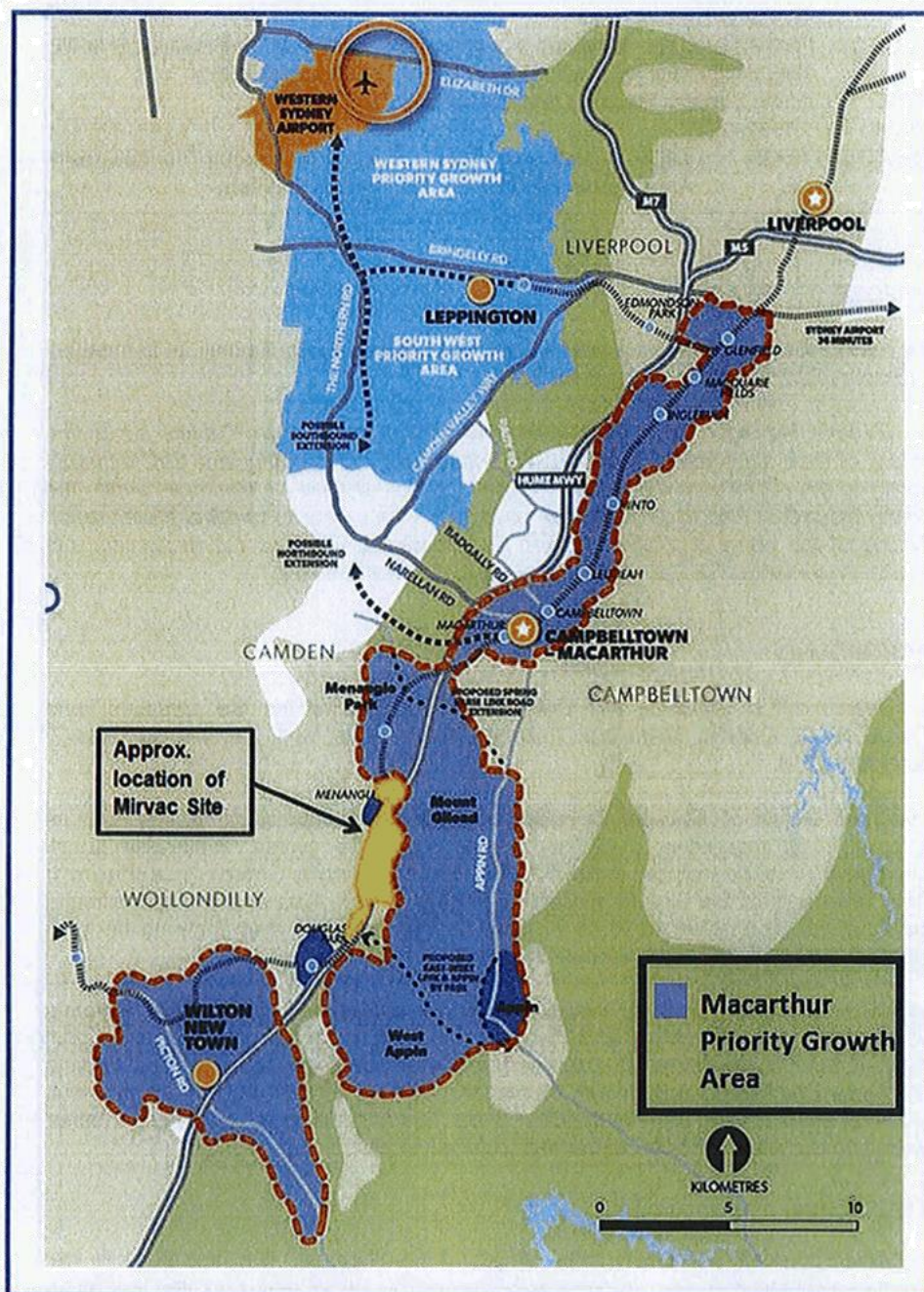


Figure 1: The Greater Macarthur Priority Growth Area and the approximate location of the Mirvac land proposed to be included shown in yellow

This is the report submitted to the Ordinary Council held on 27 June 2017 - Page 2

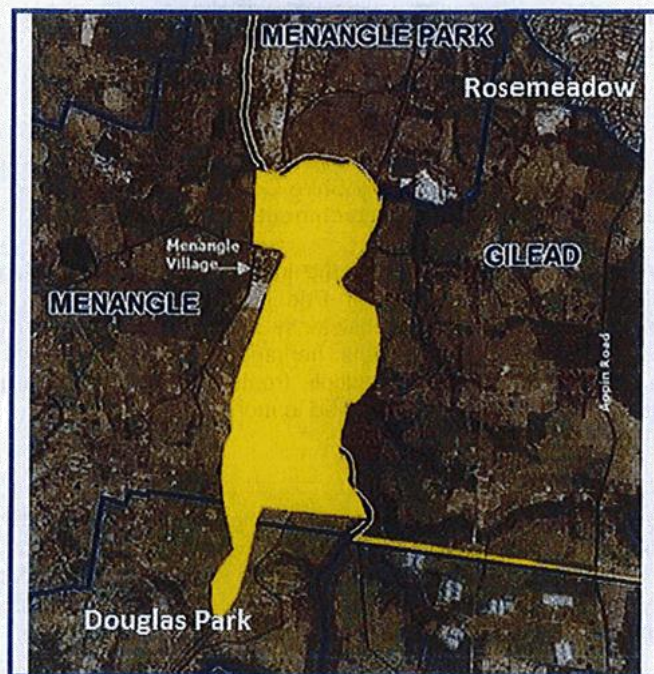


Figure 2: Detailed map of the Mirvac land

MAIN REPORT

Campbelltown City Council Submission

A report on the Mirvac submission in response to the exhibition of the Greater Macarthur Priority Growth Area was considered by Campbelltown City Council on 23 May 2017. A copy of the report and resolution is **provided as Attachment 1 to this report**.

Campbelltown City Council has indicated its opposition to the inclusion of the Mirvac land within the Greater Macarthur Priority Growth Area. The submission outlined a number of issues including insufficient information and a lack of commitment towards the provision of appropriate traffic infrastructure and employment strategies. The key issues are outlined in more detail below.

Traffic Impact

There is lack of detail on the potential impact the proposal will have on the local road network, in particular, the impact on Menangle Road south of the proposed intersection of the Hume Motorway and Menangle Road. There is also lack of detail on the potential impact of the additional traffic around the Macarthur Centre.

There is some concern that any additional development, with the associated required road infrastructure, will put in jeopardy any commitment and funding to road infrastructure currently under negotiation.

Employment strategies



There is also concern that there is no specific employment strategy in place to ensure a reasonable level of traffic self-containment.

Wollondilly Shire Council Submission

A report on the Mirvac submission to the exhibition of the Greater Macarthur Priority Growth Area was considered by Wollondilly Shire Council on 15 May 2017. A copy of the report and resolution is **provided as Attachment 2 to this report**.

Wollondilly Shire Council does not support the inclusion of the three stages of the Mirvac proposal in the Greater Macarthur Priority Growth Area. The submission outlined a range of issues including inconsistency in information, inconsistency with local and state strategies, policies and plans, heritage and scenic view impacts, road and rail infrastructure, development on multiple fronts and lack of investigation into other potential uses. The key issues are outlined in more detail below.

Housing Supply

The Draft South West District Plan outlines a housing target for Wollondilly. Already approved developments will exceed this target. Any new development would need to demonstrate significant strategic advantage, which has not already been identified in a planning strategy, for it to be considered. The Mirvac proposal fails to demonstrate this strategic advantage.

Scenic Protection

There is not sufficient information to determine if the Mirvac land along the Nepean River will be zoned appropriately.

The site is also highly visible from the M31 Hume Motorway and within the Menangle riverine scenic corridor and the landscape conservation area. This will mean that the proposal does not comply with the draft South West District Plan in respect of the preservation of the rural views and vistas of Wollondilly.

Draft South West District Plan

The draft South West District Plan discourages urban development within the Metropolitan Rural Area. While the site is entirely within the Metropolitan Rural Area, the proposal does not address this issue.

Rail Infrastructure

The Mirvac proposal identifies that the Menangle Railway Station is within close proximity to the site. However, much of the site is located more than 800m from the station (deemed to be the limit of an acceptable walking distance). Further, the heritage nature of the station would pose additional constraints for any future expansion of the station.

Road Infrastructure

The Mirvac proposal does not outline any potential impacts to local roads other than Menangle Road. It does not acknowledge the potential impact on other roads including:

- Woodbridge Road and Finns Road to gain access to Camden, Narellan and the South West Priority Growth Area;

This is the report submitted to the Ordinary Council held on 27 June 2017 - Page 4



- Menangle Road South to gain access to Douglas Park and the Southern Highlands via Picton Road; and
- Moreton Park Road and Douglas Park Drive, which is the shortest route to Wollongong.

Multiple Fronts to Development

Wollondilly Shire Council has supported large scale urban development at Wilton. The large scale development in other nearby locations, such as Menangle and Appin, may have a negative impact on the planned development at Wilton.

Other Potential Land Uses

There is no evidence to demonstrate that the best long term use of the land is for residential purposes. If the site is predominantly zoned for residential purposes, then it would preclude any future potential strategic employment uses.

Potential Regional and Camden specific issues

The inclusion of the Mirvac land (Menangle) within the Greater Macarthur Priority Growth Area may have regional and local impacts on the Camden LGA. The key issues are outlined below.

Road Infrastructure

The Mirvac proposal fails to address potential impacts on the local traffic network. The proposal has the potential to have a cumulative impact on the congestion of local roads in and around the Camden LGA.

It is also noted that additional large scale residential development such as this, in addition to that planned within identified growth areas, could compromise the commitment and funding of regional road infrastructure upgrades currently under negotiation.

Impact on Designated Growth Areas

There is already a commitment to deliver designated growth areas and associated infrastructure. Any significant growth outside of these areas will potentially impact uptake of development in these areas.

State Strategic Plans and Policies

The proposal fails to address a number of state strategic planning documents, including failing to address specific priorities of the draft South West District Plan in terms of protection of the Metropolitan Rural Area.

Summary of Regional and Local Impacts

The inclusion of the Mirvac land (Menangle) within the Greater Macarthur Priority Growth Area could have regional and local impacts, including:

- Impacts on road infrastructure;
- Impacts on designated growth areas; and
- Inconsistency with state strategic planning documents.

This is the report submitted to the Ordinary Council held on 27 June 2017 - Page 5



FINANCIAL IMPLICATIONS

There are no financial implications to Council as a result of this report.

CONCLUSION

Mirvac have made a submission to the DPE to include a 577ha site at Menangle within the Greater Macarthur Priority Growth Area.

In response to the notice of motion to the meeting of 13 June 2017, Council officers have reviewed the submissions made by both Campbelltown City and Wollondilly Shire Councils with regards to Mirvac's proposal.

Both Campbelltown City and Wollondilly Shire Councils submissions on the matter object to the sites inclusion in the Greater Macarthur Priority Growth Area.

The proposal has potential to have impacts regionally, particularly in regard to road infrastructure and uptake of development in growth areas that have already been planned for. The proposal is also inconsistent with state strategic plans and policies.

It is recommended that Council support the position of Campbelltown City Council and Wollondilly Shire Council in opposing the proposed inclusion of the Mirvac land at Menangle (as identified in this report) with the Greater Macarthur Priority Growth Area.

RECOMMENDED

That Council:

- i. support the position of Campbelltown City Council and Wollondilly Shire Council in opposing the proposed inclusion of the Mirvac land (as identified in this report) at Menangle within the Greater Macarthur Priority Growth Area;**
- ii. write to the Department of Planning and Environment outlining Council's position on this matter; and**
- iii. forward a copy of the letter to Campbelltown City Council and Wollondilly Shire Council.**

ATTACHMENTS

1. Campbelltown City Council Report and Resolution
2. Wollondilly Shire Council Report and Resolution

ORD02 DRAFT SUBMISSION - REVIEW OF COMPLYING DEVELOPMENT IN GREENFIELD AREAS

Resolution: Moved Councillor Fedeli, Seconded Councillor Farrow that Council:

- i. endorse the attached draft submission to be forwarded to the Department of Planning and Environment;
- ii. request a formal response from the Department of Planning and Environment regarding how the matters raised in Council's submission were addressed;
- iii. forward a copy of the submission to Mr Chris Patterson MP, State Member for Camden; and
- iv. forward a copy of the submission to the Greater Sydney Commission and South West Sydney District Commissioner.

ORD127/17 THE MOTION ON BEING PUT WAS **CARRIED**

(Councillors Sidgreaves, Symkowiak, Campbell, Fedeli, C Cagney, A Cagney, Farrow, Mills and Morrison voted in favour of the Motion. No Councillors voted against the Motion.)

ORD03 PROPOSAL BY MIRVAC TO INCLUDE LAND AT MENANGLE INTO THE GREATER MACARTHUR PRIORITY GROWTH AREA

Resolution: Moved Councillor C Cagney, Seconded Councillor Sidgreaves that Council:

- i. support the position of Campbelltown City Council and Wollondilly Shire Council in opposing the proposed inclusion of the Mirvac land (as identified in this report) at Menangle within the Greater Macarthur Priority Growth Area;
- ii. write to the Department of Planning and Environment outlining Council's position on this matter; and
- iii. forward a copy of the letter to Campbelltown City Council and Wollondilly Shire Council.

ORD128/17 THE MOTION ON BEING PUT WAS **CARRIED**

(Councillors Sidgreaves, Symkowiak, Campbell, Fedeli, C Cagney, A Cagney, Farrow, Mills and Morrison voted in favour of the Motion. No Councillors voted against the Motion.)

8. REPORTS FROM OFFICERS

8.1 Quarterly Legal Status Report April to June 2017

Reporting Officer

Manager City Standards and Compliance
City Development

Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.2 - Ensure that service provision supports the community to achieve and meets their needs

Officer's Recommendation

That the information be noted.

Purpose

To update Council on the current status of the City Development Division's legal matters.

Report

This report contains total costs to date for each matter and the status of the Division's current legal matters for the period of 1 April to 30 June 2017 period as they relate to:

- The Land and Environment Court
- The Supreme Court
- The District Court
- The Local Court
- Matters referred to Council's solicitor for advice.

A summary of year-to-date costs is also included.

Attachments

1. Legal Status April to June 2017 (contained within this report)

1. Land and Environment Court Class 1 Matters – Appeals Against Council's Determination of Development Applications
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Ongoing Class 1 DA appeal matters for the period (as at 21/07/2017)	4
Costs from 1 July 2016 for Class 1 DA appeal matters:	\$105,655.85

1 (a)	Samir ALZAIDI
Issue:	Appeal against Council's refusal of development application No. 1088/2015/DA-BH that sought consent for demolition of existing structure and construction of 19 room boarding house establishment.
Property:	Lot 913, DP 28119, 33 Colonial Street, Campbelltown
Property Owner:	Mr Samir Abdul Majid Alzaidi
Council File:	Development Application No: 1088/2015/DA-BH
Court Application:	Filed on 7 October 2016 - File No. 16/299387
Applicant:	Samir Alzaidi
Costs Estimate:	\$25,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
Progressive Costs:	\$31,842.95
Status:	Ongoing – listed for hearing on 7 and 8 August 2017.
Progress:	<p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 1088/2015/DA-BH that sought consent for demolition of existing structure and construction of 19 room boarding house establishment.</p> <p>The proceedings were before the Court for first callover on 4 November 2016. The Registrar made certain procedural directions and adjourned the proceedings for section 34 Conciliation Conference on site on 2 February 2017.</p> <p>Agreement at the conciliation conference was unable to be reached, accordingly the conciliation was terminated. The Commissioner made certain procedural directions and adjourned the proceedings to 7 and 8 August 2017 for hearing.</p>
1 (b)	PROPERTY GLENFIELD PTY LTD
Issue:	Appeal against Council's refusal of development application No. 530/2016/DA-RS that sought consent for subdivision of property into two allotments, construction of 47 dwellings, and roads and strata subdivision into 47 allotments.

Property:	Lot 16, DP 17859, 23 Glenfield Road, Glenfield
Property Owner:	Property Glenfield Pty Ltd
Council File:	Development Application No: 530/2016/DA-RS
Court Application:	Filed on 1 March 2017 - File No. 17/64537
Applicant:	Property Glenfield Pty Ltd
Costs Estimate:	\$25,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
Progressive Costs:	\$9,778.85
Status:	Ongoing - listed for conciliation conference mention/update on 4 August 2017.
Progress:	<p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 530/2016/DA-RS that sought consent for subdivision of property into two allotments, construction of 47 dwellings, and roads and strata subdivision into 47 allotments.</p> <p>The proceedings were before the Court for first callover on 29 March 2017 where the Registrar made certain procedural directions and adjourned the proceedings for section 34 Conciliation Conference commencing on 29 June 2017.</p> <p>The proceedings were before the Court for conciliation conference on 29 June 2017. The Commissioner made certain procedural directions concerning submission by the applicant of amended plans and review by Council. The Commissioner adjourned the conciliation conference to 6 July for mention. Subsequently the mention date was vacated and a new date on 18 July 2017 for mention was made.</p> <p>The proceedings were before the Court for conciliation conference / mention on 18 July 2017 where the applicant provided a timeline for submission of required details and plans intended to address Council's concerns in respect of the development. The Commissioner adjourned the conciliation conference to 4 August 2017 for mention/update.</p>

1 (c)	Samir ALZAIDI
Issue:	Appeal against Council's refusal of development application No. 2570/2015/DA-BH that sought consent for alterations to an existing dwelling for use as a boarding house establishment containing 9 separate occupancies.
Property:	Lot A, DP 401947, 21 Allman Street, Campbelltown
Property Owner:	Mr Samir Abdul Majid Alzaidi
Council File:	Development Application No: 2750/2015/DA-BH
Court Application:	Filed on 17 May 2017 - File No. 17/148053
Applicant:	Samir Alzaidi
Costs Estimate:	\$25,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
Progressive Costs:	\$2,825.66
Status:	Ongoing – listed for section 34 conciliation conference on 18 September 2017.
Progress:	<p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 2570/2015/DA-BH that sought consent for alterations to an existing dwelling for use as a boarding house establishment containing 9 separate occupancies.</p> <p>The proceedings were before the Court on 15 June 2017 for directions hearing, where the Registrar made certain procedural directions and adjourned the proceedings to 18 September 2017 before a commissioner of the Court for conciliation conference.</p>

1 (d)	ST JAMES ANGLICAN CHURCH, MINTO
Issue:	Appeal against Council's refusal of development application No. 2837/2016/DA-DEM that sought consent for demolition of an existing church building.
Property:	Lot 12 DP 712599 St James Anglican Church, 2 Kent Street, Minto
Property Owner:	Anglican Church Property Trust Diocese of Sydney
Council File:	Development Application No: 2837/2016/DA-DEM
Court Application:	Filed on 6 June 2017 - File No. 17/169152
Applicant:	St James Anglican Church, Minto

Costs Estimate:	\$25,000.00 (exclusive of Barristers, Court Appointed Experts or disbursement fees)
Progressive Costs:	\$0:00
Status:	Ongoing – listed for section 34 conciliation conference on 25 October 2017.
Progress:	<p>The Applicant filed an appeal in the Land and Environment Court of NSW against Council's refusal of development application No. 2837/2016/DA-DEM that sought consent for demolition of an existing church building.</p> <p>The proceedings were before the Court on 5 July 2017 for directions hearing, where the Registrar made certain procedural directions concerning the filing of facts and contentions with the Court. The Registrar adjourned the proceedings to 21 July 2017 for further directions hearing.</p> <p>The proceedings were before the Court on 21 July 2017 for directions hearing, where the Registrar adjourned the proceedings to 25 October 2017 for section 34 conciliation conference.</p>

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

Ongoing Class 1 & 2 appeal matters for the period (as at 21/07/2017)	0
Costs from 1 July 2016 for Class 1 & 2 appeal matters:	\$0.00

3. Land and Environment Court Class 4 Matters – Civil Enforcement in respect of non-compliance with Planning Law or Orders issued by Council

Ongoing Class 4 matters for the period (as at 21/07/2017)	0
Costs from 1 July 2016 for Class 4 matters	\$0.00

4. Land and Environment Court Class 5 - Criminal enforcement of development and environmental offences for breaches of planning and environment laws

Ongoing Class 5 matters for the period (as at 21/07/2017)	2
Costs from 1 July 2016 for Class 5 matters	\$22,187.28

4 (a)	Prosecution – Charge Matter
Court File No:	2017/166549
Offence:	Development without consent – importation and placement of unauthorised and uncertified fill materials within watercourse on property.
Act:	<i>Environmental Planning and Assessment Act 1979</i> sections 125(1) and 76A(1).
Progressive Costs:	\$11,093.64 – Matter being dealt with by Council's Legal and Policy Officer instructing an external solicitor.
Status:	Ongoing – listed for preliminary hearing on 25 August 2017.
Progress:	The matter was before the Court for directions hearing on 14 July 2017 where the judge made certain procedural directions concerning the filing and service by Council of a statement of facts and adjourned the proceedings to 25 August 2017 for preliminary hearing.
4 (b)	Prosecution – Charge Matter
Court File No:	2017/166550
Offence:	Pollute waters – unauthorised and uncertified fill materials placed within watercourse, were washed off the property during a heavy rain event causing pollution and damage to adjoining natural watercourse and properties.
Act:	<i>Protection of the Environment Operations Act</i> section 120.
Progressive Costs:	\$11,093.64 – Matter being dealt with by Council's Legal and Policy Officer instructing an external solicitor.
Status:	Ongoing – listed for preliminary hearing on 25 August 2017.
Progress:	The matter was before the Court for directions hearing on 14 July 2017 where the judge made certain procedural directions concerning the filing and service by Council of a statement of facts and adjourned the proceedings to 25 August 2017 for preliminary hearing.

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

Ongoing Class 6 matters for the period (as at 21/07/2017)	0
Costs from 1 July 2016 for Class 6 matters	\$0.00

6. Supreme Court of NSW – Appeals and Civil Enforcement in respect of Council's regulatory enforcement activities
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Ongoing Supreme Court matters for the period (as at 21/07/2017)	0
Costs from 1 July 2016 for Supreme Court matters	\$9,649.55

6 (a)	CAMPBELLTOWN CITY COUNCIL AND OTHERS -v- WSN ENVIRONMENTAL SOLUTIONS PTY LTD.
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Issue:	Civil commercial proceedings concerning the South West Sydney Councils Resource Recovery Project Contract T05/17 for Processing Waste, Recyclables and Garden Organics with WSN Environmental Solutions Pty Ltd (WSN).
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Court Case Number:	371801 of 2014
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Case name:	Campbelltown City Council and Others (other related Councils under the contract) -v- WSN Environmental Solutions Pty Ltd
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Status:	Appeal proceedings completed, cost recovery action ongoing.
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Progress:	Appeal proceedings considered before the Supreme Court NSW concerning contractual issues in respect of the South West Sydney Councils Resource Recovery Project Contract T05/17 between the joint party Councils of Campbelltown, Camden, Wollondilly and Wingecarribee for processing waste, recyclables and garden organics with the service contractor WSN Environmental Solutions Pty Ltd.
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Proceedings finalised before the Court of Appeal on 30 September 2015 with Councils' appeal allowed and orders made that WSN pay Councils' legal costs of the proceedings. Council's legal representative is in the process of action for cost recovery.

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

Ongoing District Court matters for the period (as at 21/07/2017)	2
Costs contribution from 1 July 2016 for District Court appeal matters	\$1,840.59

7 (a)	Della HANSEN
Issue:	Appeal against the severity of sentence orders made by the Local Court Magistrate on 28 February 2017.
Council File:	LP33/16 to LP42/16 & LP45/16 to LP49/15 (15 offences)
Legislation:	<i>Companion Animals Act 1998</i>
Costs Estimate:	\$2,000.00
Progressive Costs:	\$920.30
Status:	Ongoing – Listed for hearing on 11 August 2017
Progress:	<p>These matters were before the Local Court Campbelltown on 28 February 2017 where the defendant, Della Hansen, entered guilty pleas to all charges that related to offences under the Companion Animals Act 1998 of person in charge of a declared dangerous dog that attached persons and animal; and noncompliance with control requirements for the keeping of a dangerous dog.</p> <p>The Magistrate found the offences proved and imposed penalties and orders of:</p> <ul style="list-style-type: none"> • \$400.00 fine for each of the 15 offences (total \$6,000.00) • \$2,500.00 costs order in respect of Council's legal costs • \$273.00 costs order in respect of Court Attendance Notice filing <p>The Appeal application was before the District Court Campbelltown on 26 May 2017 for hearing where the solicitor for the appellant sought an adjournment to obtain further instructions indicating the possibility that the appeal may be withdrawn. The judge adjourned the proceedings to 2 June 2017 for mention.</p> <p>The Appeal application was before the District Court on 2 June 2017 for mention where the solicitor for the appellant sought a further adjournment in order to confirm instructions. The judge adjourned the proceedings to 11 August 2017 directing the appellants be notified in writing and be in a position to proceed on the next occasion.</p>

7 (b)	John LAWLER
Issue:	Appeal against the severity of sentence orders made by the Local Court Magistrate on 28 February 2017.
Council File:	LP43/16, LP44/16, LP50/16 & LP51/16 (4 offences)
Legislation:	<i>Companion Animals Act 1998</i>
Costs Estimate:	\$2,000.00
Progressive Costs:	\$920.29
Status:	Ongoing – Listed for hearing on 11 August 2017
Progress:	<p>These matters were before the Local Court Campbelltown on 28 February 2017 where the defendant, John Lawler, entered guilty pleas to all charges that related to offences, as the registered owner of a declared dangerous dog, under the <i>Companion Animals Act 1998</i> of noncompliance with control requirements for the keeping of a declared dangerous dog.</p> <p>The Magistrate found the offences proved and imposed penalties and orders of:</p> <ul style="list-style-type: none">• \$400.00 fine for each of the 4 offences (total \$1,600.00)• \$2,500.00 costs order in respect of Council's legal costs• \$364.00 costs order in respect of Court Attendance Notice filing fees <p>The Appeal application was before the District Court Campbelltown on 26 May 2017 for hearing where the solicitor for the appellant sought an adjournment to obtain further instructions indicating the possibility that the appeal may be withdrawn. The judge adjourned the proceedings to 2 June 2017 for mention.</p> <p>The Appeal application was before the District Court on 2 June 2017 for mention where the solicitor for the appellant sought a further adjournment in order to confirm instructions. The judge adjourned the proceedings to 11 August 2017 directing the appellants be notified in writing and be in a position to proceed on the next occasion.</p>

8. Local Court prosecution matters

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

Ongoing Local Court Matters for the period (as at 21/07/2017)	8
Costs from 1 July 2016 for Local Court Matters	\$10,532.92

File No:	LP56/16 – Penalty Notice Court Election
Offence:	Stand vehicle in area longer than allowed
Act:	<i>Local Government Act 1993</i>

Final Costs:	\$0.00 – Matter dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.
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Status:	Completed – withdrawn and dismissed
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Progress:	The matter was before the Court for first mention on 17 January 2017 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 30 May 2017 for hearing.
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The matter was before the Court for hearing on 30 May 2017 where Council made application to the court for the matter to be withdrawn and dismissed due to Council's principle witness not being available to give evidence. The Magistrate granted Council's application and marked the Court papers accordingly.

File No:	LP01/17 – Penalty Notice Court Election
Offence:	Stand vehicle in disabled persons parking space without authority displayed
Act:	<i>Local Government Act 1993</i>

Progressive Costs:	\$0.00 – Matter being dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.
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Status:	Ongoing – relisted for mention 15 August 2017
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Progress:	The matter was originally listed before the Court for first mention on 21 February 2017 but did not proceed.
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The matter was again before the Court for first mention on 4 July 2017 where the defendant sought and was granted an adjournment to the 15 August 2017 for mention.

File No:	LP02/17 – Penalty Notice Court Election
Offence:	Disobey no-stopping sign
Act:	<i>Road Rules 2014</i>
Final Costs:	\$0.00 – Matter dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.
Status:	Completed – withdrawn and dismissed
Progress:	<p>The matter was before the Court for first mention on 31 January 2017. The defendant entered a not guilty plea and the Registrar adjourned the proceedings to 5 May 2017 for hearing.</p> <p>The matter was before the Court for hearing on 5 May 2017 where Council made application to the court for the matter to be withdrawn and dismissed – the defendant brought to Council's attention that at the time of the offence the sign was misleading in respect of the restricted period, the sign has since been corrected. The Magistrate granted Council's application and marked the Court papers accordingly.</p>

File No:	LP07/17 – Penalty Notice Court Election
Offence:	Deposit litter (cigarette) from vehicle
Act:	<i>Protection of the Environment Operations Act 1997</i>
Final Costs:	Awaiting Council solicitors invoice – Matter dealt with by Council's Legal and Policy Officer instructing an external solicitor who represented Council.
Status:	
Progress:	<p>Completed – matter dismissed</p> <p>The matter was before the Court for first mention on 28 February 2017 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 23 June 2017 for hearing.</p> <p>The matter was before the Court for hearing on 23 June 2017 where the defendant maintained their not guilty plea. After hearing the evidence and submissions the Magistrate - having regard to the defendant's evidence of their habit of disposing of spent cigarette butts into a container within the car for that purpose, and despite the evidence of Council's officer - gave the defendant the benefit of the doubt raised and dismissed the proceedings.</p>

File No: LP09/17 – Penalty Notice Court Election
Offence: Stand vehicle in disabled persons parking space without authority displayed
Act: *Local Government Act 1993*
Progressive Costs: \$0.00 – Matter being dealt with by Council's Legal and Policy Officer in conjunction with the Police Prosecutor.
Status: Ongoing – hearing 25 August 2017
Progress: The matter was before the Court for first mention on 21 March 2017. The defendant entered a not guilty plea and the Registrar adjourned the proceedings to 25 August for hearing.

File No: LP12/17 – Penalty Notice Court Election
Offence: Transport waste to unlawful waste facility
Act: *Protection of the Environment Operations Act 1997*
Final Costs: Awaiting solicitor's final tax invoice – Matter dealt with by Council's Legal and Policy Officer instructing an external solicitor who represented Council.
Status: Completed – proved and convicted
Progress: The matter was before the Court for first mention on 28 March 2017 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 14 July 2017 for hearing.

The matter was before the Court for defended hearing on 14 July 2017 where the defendant Unique Machine Hire Pty Ltd t/as Georges Tipper Trucks maintained their not guilty plea. After hearing the evidence and submissions the parties concluded their case with the Magistrate adjourning the proceedings to 20 July 2017 for judgment to consider relevant case law.

The matter was before the Court for verbal judgment on 20 July 2017 where the Magistrate took the parties through the evidence presented in the proceedings and the relevant statutory provisions and case law, and detailed his reasoning in this regard. On completion, the Magistrate found the offence proved and convicted the defendant imposing a fine of \$10,000.00 (an increase of \$6,000.00 over the original penalty notice amount) and an order for Council's legal costs in the sum of \$6,712.10.

File No: LP13/17 – Penalty Notice Court Election
Offence: Stop on path/strip in built-up area
Act: *Road Rules 2014*

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

Status: Completed – proved, no conviction recorded.

Progress: The matter was before the Court for first mention on 2 May 2017 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions, the Magistrate found the offence proved and determined the matter without conviction or penalty.

File No: LP14/17 – Penalty Notice Court Election
Offence: Disobey no-stopping sign
Act: *Road Rules 2014*

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

Status: Completed – proved, no conviction recorded.

Progress: The matter was before the Court for first mention on 2 May 2017 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions, the Magistrate found the offence proved and determined the matter without conviction or penalty.

File No: LP15/17 – Penalty Notice Court Election
Offence: Stop in bus zone
Act: *Road Rules 2014*

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

Status: Ongoing – hearing 8 August 2017

Progress: The matter was before the Court for first mention on 9 May 2017, where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 8 August 2017 for hearing.

File No: LP16/17 – Penalty Notice Court Election
Offence: Companion Animal (cat) not registered
Act: *Companion Animals Act 1998*

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

Status: Completed – proved and convicted

Progress: The matter was before the Court for first mention on 13 June 2017 where the defendant Bishoy Eskander made no appearance. The Magistrate granted Council's application to proceed in the defendants absence and after considering the evidence and submissions the magistrate found the offence proved imposing a \$275 fine.

File No: LP17/17 – Penalty Notice Court Election
Offence: Disobey no-stopping sign (school zone)
Act: *Road Rules 2014*

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

Status: Completed – proved and convicted

Progress: The matter was before the Court for first mention on 30 May 2017 where the defendant Dean Dalipagic entered a guilty plea. After considering the evidence and submissions the Magistrate found the offence proved imposing a \$150 fine.

File No: LP18/17 – Penalty Notice Court Election
Offence: Stop on side of road contrary to continuous yellow edge line
Act: *Road Rules 2014*

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

Status: Completed – proved and convicted

Progress: The matter was before the Court for first mention on 6 June 2017 where the defendant Bradley Glenn Moore made no appearance. The Magistrate granted Council's application to proceed in the defendants absence and after considering the evidence and submissions the magistrate found the offence proved imposing a \$100 fine.

File No: LP19/17 – Penalty Notice Court Election
Offence: Stop in loading zone contrary to sign
Act: *Road Rules 2014*

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

Status: Completed – proved, no conviction recorded.

Progress: The matter was before the Court for first mention on 4 July 2017 where the defendant entered a guilty plea with explanation. After considering the evidence and submissions, the Magistrate found the offence proved and determined the matter without conviction or penalty.

File No: LP20/17 – Penalty Notice Court Election
Offence: Stop at or near bus stop
Act: *Road Rules 2014*

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

Status: Ongoing – hearing 24 August 2017

Progress: The matter was before the Court for first mention on 11 July 2017 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 24 August 2017 for hearing

File No: LP21/17 – Penalty Notice Court Election
Offence: Stand vehicle in disabled persons parking space without authority
Act: *Local Government Act 1993*

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

Status: New matter – mention 15 August 2017

Progress: The matter is listed before the Court for first mention on 15 August 2017.

File No: LP22/17 – Penalty Notice Court Election
Offence: Stop on path/strip in built up area
Act: *Road Rules 2014*

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

Status: Ongoing – hearing 14 September 2017

Progress: The matter was before the Court for first mention on 27 June 2017 where the defendant entered a not guilty plea. The Registrar adjourned the proceedings to 14 September 2017 for hearing.

File No: LP23/17 – Penalty Notice Court Election
Offence: Stop in loading zone
Act: *Road Rules 2014*

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

Status: New matter – mention 8 August 2017

Progress: The matter is listed before the Court for first mention on 8 August 2017.

File No: LP24/17 – Penalty Notice Court Election
Offence: Stop in disabled parking area without current permit displayed
Act: *Road Rules 2014*

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

Status: New matter – mention 15 August 2017

Progress: The matter is listed before the Court for first mention on 15 August 2017.

9. Matters referred to Council's solicitor for advice

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

Total of Advice Matters for the period (as at 21/07/2017)

13

Costs from 1 July 2016 for legal advice matters

\$52,562.52

10. Legal Costs Summary

The following summary lists the City Development Division's net legal costs for the 2016/2017 period.

Relevant attachments or tables	Costs Debit	Costs Credit
Class 1 Land and Environment Court - appeals against Council's determination of Development Applications	\$105,655.85	\$18,000.00
Class 1 and 2 Land and Environment Court - appeals against Orders or Notices issued by Council	\$0.00	\$0.00
Class 4 Land and Environment Court matters - non-compliance with Council Orders, Notices or prosecutions	\$0.00	\$0.00
Class 5 Land and Environment Court - pollution and planning prosecution matters	\$22,187.28	\$0.00
Class 6 Land and Environment Court - appeals from convictions relating to environmental matters	\$0.00	\$0.00
Supreme Court hearing and appeal matters	\$9,649.55	\$0.00
District Court appeal matters	\$1,840.59	\$0.00
Consumer, Trader and Tenancy Tribunal matters	\$0.00	\$0.00
Local Court prosecution matters	\$10,532.92	\$0.00
Matters referred to Council's solicitor for legal advice	\$52,562.52	\$0.00
Miscellaneous costs not shown elsewhere in this table	\$718.24	\$0.00
Costs Sub-Total	\$203,146.95	\$18,000.000
Overall Net Costs Total (GST exclusive)	\$185,146.95	

8.2 Trial Summer Basketball Competition - Glenquarie Multi-Purpose Courts

Reporting Officer

Executive Manager Sport, Recreation and Leisure
City Lifestyles

Community Strategic Plan

Objective	Strategy
4. A Safe, Healthy and Connected Community	4.3 The provision of activities that foster a sense of community spirit

Officer's Recommendation

1. That the information be noted.
2. That Council write to the Macarthur Basketball Association and thank them for their support and partnership in the trial Summer Basketball Competition.

Purpose

To advise Council of the outcome of the trial summer basketball competition at the Glenquarie multi-sport courts between 7 January 2017 and 25 February 2017.

History

Council at its meeting held 16 August 2016, resolved that a report be presented investigating the feasibility of holding a summer basketball competition at the new multipurpose courts located at Glenquarie.

Council subsequently resolved at its meeting held 13 December 2016 that Council support a competition for an eight week trial summer basketball competition which was to be undertaken between 7 January 2017 and 25 February 2017.

Report

The outdoor courts at Glenquarie are located adjacent to the skate park and were redeveloped from the underutilised tennis courts in September 2016. Since the transformation the multipurpose sport courts have experienced significant use. Following the decision of Council to conduct a trial, a program was developed in partnership with Macarthur Basketball Association (MBA) to administer, promote and organise the competition.

MBA conducted the competition on a Saturday evening from 6.00pm to 10.00pm.

After consultation with the association, Saturday night was considered the most appropriate night to conduct the competition. Friday nights were considered, however, the local Junior Competition, which has a large number of participants from the Macquarie Fields, Glenfield and Ingleburn areas is currently held on this night. The Association also identified the resourcing of officials on other weeknights including Friday night would be difficult.

All logistic arrangements such as security and the provision of officials was organised by the Association along with the structure of the competition. This provided a framework that was consistent with the Midnight Basketball program that was previously held at Minto Indoor Sports Centre. Council provided funds for the payment of security guards, basketball officials and marketing material.

Promotion of event

The trial Summer Basketball Competition was promoted using the following methods:

- posts on MBA Facebook page
- Macarthur Basketball Association distributed posters to local schools
- Council's website
- advertisement in local papers
- posts on Council Facebook pages: including Council's main page, youth page and the leisure page
- posters at local sites in Macquarie Fields such as Macquarie Fields Leisure Centre and Glenquarie Shopping centre.

Trial analysis

MBA reported that 15 young people attended on the first night on 7 January 2017. However, the numbers over the subsequent Saturday nights decreased. There were three regular attendees by the end of the program.

MBA reported that the hot weather experienced during the period appeared to have an effect on attendance, and that attendees generally arrived at approximately 9.00pm.

MBA further reported that those who did attend were less interested in entering formal competition, and that more young people appeared entertained playing unstructured informal games and moving between the courts, skate park, and the shopping centre on the opposite side of Harold Street. MBA continued to promote and encourage registration with young people within the precinct, however, participation in the program remained low.

Although participation in the trial program was much lower than expected, a positive following the trial was that three of the participants have now registered with the MBA to play in the regular youth competition at Minto Indoor Sports Stadium.

Stakeholder consultation

Consultation was conducted with the MBA to seek their feedback after the trial, this is set out below:

- participants did not want to engage in formal competition
- community awareness and knowledge of the competition was high, but it did not translate into registrations

- extreme weather events during the competition may have been a factor
- administration and organisation of the event was effective including; security, facility provision, lighting, location, marketing and Council support

The MBA also advised that they do not have the capacity to support future structured programs of this nature. However, they would seek a closer alignment with linking participants to competitions already operating.

The MBA sought feedback from the participants during the competition and the feedback reported was that the facility was great and there was preference for an unstructured environment. The majority of participants reported that they already used the courts at other times and days during the week.

Financial implications

The report of 13 December 2016 endorsed the provision of \$5,000 towards the costs of the event. Total costs were approximately \$1,000. The reduction in the costs was mainly contributed to the payment of officials only for the games conducted.

Summary

The MBA provided a well organised and well-structured event and provided significant resources to enable a positive environment for young people to participate. Council Officers provided support to the MBA in preparation, production and in post event activities.

That considering the feedback, low level of registration, and the observations of high utilisation of unstructured play, it is suggested that the competition not proceed as a regular event.

Attachments

Nil

8.3 Outcome of Exhibition of Code of Meeting Practice

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.8 - Provide strong governance for all Council activities

Officer's Recommendation

1. That the Code of Meeting Practice shown as an attachment to this report be adopted.
2. That the review date for the Code of Meeting Practice be set at 30 September 2021.
3. That Council rescind the Policy for the Recording of General Business Items at Council Committees.

Purpose

To advise Council of the outcome of the public exhibition of the revised Code of Meeting Practice, and to seek Council's endorsement of the policy.

History

Council at its meeting held 13 June 2017 resolved that the revised Code of Meeting Practice be publically exhibited for a period of not less than 28 days.

Report

The revised Code of Meeting Practice has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review. The review incorporated a briefing to Council on 4 April 2017.

The revised Code of Meeting Practice was placed on public exhibition from 19 June 2017 to 21 July 2017 with written submissions being received up until 4 August 2017. Copies of the revised Code were available for inspection at the Civic Centre, HJ Daley Central Library and on Council's Website.

The purpose of the Code of Meeting Practice is to set out the manner in which meetings of Campbelltown City Council are to be convened and conducted.

The objectives of the Code are to:

- set standards for the calling, conduct and recording of Council, so the public is aware of business to be conducted at all Council and the results of the Council's determination of those matters
- provide clear rules and procedures for the orderly conduct of Council
- provide practices to ensure that decisions made at Council have legal effect and are in scope within their powers
- to be an effective aid to good governance and ensure maximum transparency and openness of all Council and Committee meetings.

Section 360(2) of the Act provides that a Council may adopt a Code of Meeting Practice that incorporates the relevant legislation supplemented with further provisions that are not inconsistent with that legislation.

Sound meeting procedures contribute to good decision making and increase Council's transparency and accountability to its community. While legislation sets out certain procedures that must be followed in Council meetings, the Code of Meeting Practice sets out the standards for decision making and behaviour expected by the community.

In reviewing the Code of Meeting Practice, reference has been made to the provisions of the *Local Government Act 1993*, Local Government (General) Regulation 2005, the Office of Local Government Meeting Practice Note No 16 and consultation undertaken with Council's legal representatives.

The emphasis of the review was not only to ensure that the code complied with legislative requirements, but to provide Council with clear procedures to ensure that meetings are run effectively and aligned with current practice and meeting structure.

Council endorsed the revised Draft Code of Meeting Practice, and in accordance with the *Local Government Act 1993*, the Draft Code of Meeting Practice was placed on public exhibition for a period of 28 days, during which submissions were able to be made up until 42 days after the date on which the revised code was placed on public exhibition.

There were no submissions received during the public exhibition period of the revised Code of Meeting Practice.

Attachments

1. Draft Code of Meeting Practice (contained within this report)
2. Policy - Recording General Business Items at Council Committee Meetings (contained within this report)



Campbelltown City Council Code of Meeting Practice

DRAFT



Adopted by Council: **TBC**

Introduction

The Code of Meeting Practice describes how meetings of Council ~~and Standing Committees~~ are convened and conducted.

This Code of Meeting Practice has been prepared in accordance with the provisions of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005*. The Office of Local Government's Meeting Practice Note 16 has also been taken into account in preparing this code.

The section and clauses referred to in brackets under each heading of the code, refer to sections of the Act and clauses of the Regulation. Council protocol refers to those practices which are specific to Campbelltown City Council.

The aim of this code is to help you understand how our meetings are conducted. It can also be used as a reference document for ~~committees and sub~~ committees associated with Council.

The formal review date for this code is 30 September 2021, however Council may decide to review and adopt an amended Code prior to that date due to changing circumstances as they arise.

Preliminary information

Objectives

The objectives of this Code of Meeting Practice are to:

1. set standards for the calling, conduct and recording of Council, so the public is aware of business to be conducted at all Council and the results of the Council's determination of those matters
2. provide clear rules and procedures for the orderly conduct of Council
3. ~~to incorporate procedures to complement the Local Government (General) Regulation 2005 Part 9 – Committees, their members and functions –~~
3. provide practices to ensure that decisions made at Council have legal effect and are in scope within their powers
4. to be an effective aid to good governance and ensure maximum transparency and openness of all Council ~~and Committee~~ meetings.

Principles

In adopting a Code of Meeting Practice Campbelltown City Council commits itself to the following principles:

- To ensure good and open public decision-making processes are followed to increase Council's transparency and accountability to its community. Councillors are accountable to the community for the decisions they make. These decisions should be based on sound and adequate information and carried out with fairness, impartiality, objectivity and consideration of all the issues.

- Open decision-making helps achieve this, as well as preventing misunderstanding and unfounded criticisms from the public. Councillors should be prepared to state their views publicly on both controversial and routine issues. Informed voting by electors is best achieved when they can observe the speeches, debate and voting patterns of their Councillors.
- To promote open decision-making, affording Councillors the ability to state their views when required as long as they act with good intentions and behave with respect to all other Councillors, staff and community members.
- Open decision-making is an important part of Local Government and should be the rule rather than the exception. The ability of the public and media to attend and watch Council - seeing the deliberations and decisions of elected representatives - is essential for Councillor accountability. This is recognised by the legislation, which encourages open decision-making at Council meetings.
- Good governance. Well run meetings reflect an effective partnership and relationship between the governing body of Council and Council administration.

Definitions

Act means the *Local Government Act 1993*.

Amendment in relation to an original motion, means a motion moving an amendment to that motion.

Chairperson means:

a) for a meeting of the Council – the Mayor;

b) for a meeting of a Committee of the Council – the person presiding at the meeting

Committee in relation to the Council, means a Committee appointed or elected by the Council when it has resolved itself into a Committee of the Whole.

Foreshadowed Amendment - a proposed amendment foreshadowed by a Councillor during debate on the first amendment.

Foreshadowed Motion - a motion foreshadowed by a Councillor during discussion on an original motion that is predominately the opposite to that proposed in the motion or where it is proposed to alter the motion more drastically than that permissible in an amendment.

Motion - a proposal put forward by a Councillor or a Committee member calling for a specific action to be taken or a decision to be made on a particular matter before the meeting.

Ordinary day refers to the reckoning of time as set out in section 36 of the Interpretation Act 1987, which excludes a Saturday, a Sunday, a public holiday or a bank holiday being included in the calculation or the period of a day or a number of days in relation to notice being given under the provisions of the Code.

Record - a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by an Administrator or an employee of the Council and, in particular, includes the minutes of meetings of the Council or of a Committee of the Council.

Reg Local Government (General) Regulation 2005

Relative relative, in relation to a person, means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or the person's spouse or de facto partner;
- (b) the spouse or de facto partner of the person or of a person referred to in paragraph

Variation to a Motion is where a Councillor seeks to vary a motion by obtaining the consent of the mover of the motion and the consent of Council to have the proposed variation included in the motion.

Application of the Code

This Code has been adopted as required by section 360 (2) of the Act. This Code incorporates relevant provisions of the Regulation and the Act and established Council protocol. Where there is any inconsistency between the Code and the Act or the Regulation, the provisions of the Act prevail.

Conduct of Meetings of Council

- 1 The Regulations of the Local Government Act may make provisions with respect to the conduct of meetings of Councils and Committees of Councils of which all members are Councillors.
- 2 A Council may adopt a Code of Meeting Practice which incorporates the Regulations made for the purpose of this section and supplement those Regulations with provisions that are not inconsistent with them.
- 3 A Council and a Committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the Code of Meeting Practice adopted by it.

(Section 360)

Preparation, Public Notice and Exhibition of Draft Code

- 1 Before adopting a Code of Meeting Practice, a Council must prepare a draft Code.
- 2 The Council must give public notice of the draft Code after it is prepared.
- 3 The period of public exhibition must not be less than 28 days.
- 4 The public notice must also specify a period of not less than 42 days after the date on which the draft Code is placed on public exhibition during which submissions may be made by the public.
- 5 The Council must publicly exhibit the draft Code in accordance with its notice.

(Section 361)

Adoption of the Code

- 1 After considering all submissions received by it concerning the draft Code, the Council may decide:
 - a to amend those provisions of its draft Code that supplement the Regulations made for the purposes of this section of the Code; or
 - b to adopt the draft Code as its Code of Meeting Practice.
- 2 If the Council decides to amend its draft Code, it may publicly exhibit the amended draft in accordance with this section of the Code or, if the Council is of the opinion that the

amendments (arising from the public submissions only) are not substantial, it may adopt the amended draft Code, without public exhibition, as its Code of Meeting Practice.
(Section 362)

Public Availability of the Code

- 1 The Code of Meeting Practice adopted under this section by a Council must be available for public inspection free of charge at the office of the Council during ordinary office hours.
- 2 Copies of the Code will be available free of charge. Note - The Code is published on Council's website
(Section 364)

Part One - Before the meeting

1.1 Holding meetings

1.1.1 When and where are ordinary Council meetings held?

The Council is required to meet at least 10 times each year, each time in a different month.
(Section 365)

1. Ordinary Council meetings are held on the second and fourth Tuesday of each month in the Council Chambers starting at 6.30pm and conclude by 10.30pm with a possible 30 minute extension by resolution, on Tuesdays on a four weekly cycle in the Council Chambers starting at 7.00pm. Council may vary meeting dates and times at its discretion so long as it provides sufficient notice and it meets at least ten times each year, each time in a different month.
2. Meetings are held in the Council Chamber, Level 3, at the Council's Civic Centre, 93 Queen Street, Campbelltown unless otherwise advertised.
3. Council meetings may be held in different locations from time to time if circumstances deem it necessary provided that the venue:
 - a. is accessible for people with disabilities
 - b. is adequate in size
 - c. has adequate facilities for the convenience and comfort of Councillors, staff and members of the public.

(Council protocol)

~~1.1.2 When are standing committee meetings held?~~

~~Standing committee meetings are held on Tuesdays on a four weekly cycle, the week before the Council ordinary meeting, in the Council Chambers and Committee Room 3 starting at the following times:~~

~~| | |
|--------------------------|--------|
| Community Services | 5.30pm |
| Corporate Services | 5.30pm |
| City Works | 7.30pm |
| Planning and Environment | 7.30pm |~~

(Council protocol)

1.1.2 Extraordinary meetings

Extraordinary meetings are additional meetings to those in the adopted Council meeting cycle. The date and time for extraordinary meetings of Council will be determined as and when required.

(Council protocol)

1.1.3 When can Councillors call for an extraordinary meeting to be held?

If the Mayor receives a request in writing signed by at least two Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable but in any event, within 14 days after receipt of the request.

(Section 366)

1.2 Notice of meetings

1.2.1 What notice has to be given to the public of ordinary Council meetings?

1. A Council must give notice to the public of the times and places of its meetings.
2. A Council must have available for the public at its offices and at each meeting, copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.
3. In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
 - a. the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item)
 - b. the requirements of subsection 1.2.1 (2) with respect to the availability of business papers do not apply to the business papers for that item of business.
4. The copies are to be available to the public as nearly as possible to the time they are available to Councillors.
5. The copies are to be available free of charge.
6. A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.

(Section 9)

The notice must be published in a local newspaper prior to each Ordinary meeting, indicating the date, time and place of the meetings.

(Council protocol)

1.2.2 What notice has to be given to Councillors of ordinary Council meetings?

The General Manager of a Council must send to each Councillor, at least three days before each meeting of the Council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.

(Section 367(1))

1.2.3 What notice has to be given of extraordinary Council?

Notice of less than three days may be given of an extra-ordinary meeting called in an emergency.

(Section 367(2))

1.3 Agendas and business papers

1.3.1 What must be in a meeting agenda?

1. The General Manager must ensure that the agenda for a meeting of the Council states:
 - a. all matters to be dealt with arising out of the proceedings of former meetings of the Council
 - b. if the Mayor is the chairperson—any matter or topic that the chairperson proposes, at the time when the agenda is prepared,
 - c. subject to subclause 1.3.1(2), any business of which due notice has been given.
2. The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.
3. The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
4. The General Manager must ensure that the details of any item of business to which section 9(2A) of the Act applies are included in a business paper for the meeting concerned.
5. Nothing in this clause limits the powers of the chairperson under clause 243.
(Council protocol - refer to Regulation Clause 240)

1.3.2 Timeframe for including notice of motions and rescission motions in to the business paper

The deadline for inclusion of notice of motions and rescission motions in the business paper is ~~9.00am on the Friday~~ **9.00am on the Tuesday, one week** prior to the meeting, however rescission motions must be submitted before the item which is the subject of the rescission motion has been acted on.

(Council protocol)

1.4 Order of business

- 1.4.1 At a meeting of Council (other than an extra-ordinary or special meeting), the general order of business is as fixed by the Council's Code of Meeting Practice and by resolution of Council.

(Regulation Clause 239)

At a meeting of Council, the general order of business will be:

1. Acknowledgement of the Traditional Owners of the Land
Council Prayer
2. Attendance and Apologies
3. Confirmation of Minutes
4. Declarations of Interest
 - Pecuniary Interest
 - Non Pecuniary Interest - Significant Interests
 - Non Pecuniary Interest - Less than Significant Interests
 - Other Disclosures
5. Mayoral Minute
6. Petitions
7. Correspondence
~~Reports from Committees~~
 - ~~Planning and Environment~~
 - ~~City Works~~
 - ~~Community Services~~
 - ~~Corporate Governance~~
8. Reports from Officers
9. Questions with Notice
10. Rescission Motion
11. Notice of Motion
12. Urgent General Business
13. Presentations by Councillors
14. Confidential Reports from Officers.

(Council protocol)

- 1.4.2 The order of business fixed under subclause (1.4.1) may be altered if a motion to that effect is carried. Such a motion can be moved without notice.

- 1.4.3 Despite Regulation Clause 250, only the mover of a motion to alter the order of business referred to in subclause (1.4.2) may speak to the motion before it is put.

(Regulation Clause 239)

Part Two – At the meeting

2.1 Coming together

2.1.1 Presence at meetings

A Councillor cannot participate in a meeting of the Council unless personally present at the meeting.

(Regulation Clause 235)

A Councillor who is present at a meeting of a Council but who fails to vote on a motion put to the meeting, is taken to have voted against the motion.

(Regulation Clause 251(1))

If a Councillor is anywhere in the room where the Council meeting is being held ~~and they have voting rights~~, they are considered to be present for the purposes of voting. If the Councillor does not wish to vote on a particular matter they must leave the room. If they remain in the room but do not vote on the matter, they will be recorded as having voted in the negative.

~~Councillors who are non-members will be recorded as 'Also in Attendance' if they attend the meetings.~~

(Council protocol)

2.1.2 Attendance of the General Manager at meetings

1. The General Manager is entitled to attend, but not vote at, a meeting of Council of which all members are Councillors.
2. The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.
3. However, the General Manager may be excluded from a Council meeting or a committee while the Council or committee deals with a matter relating to the standard of performance or the terms of employment of the General Manager.

(Section 376)

2.1.3 Who presides at meetings of the Council?

1. The Mayor, or at the request of, or in the absence of the Mayor, the Deputy Mayor presides at the meetings of the Council.
2. If the Mayor and the Deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at the meeting.

(Section 369)

An election of a chairperson is to be conducted in accordance with subclause 2.1.3(2) of the Act by the General Manager or his/her nominee and the vote shall be recorded in the minutes.

If at an election of a chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot/draw.

(Council protocol)

2.1.4 Chairperson to have precedence

When the chairperson rises during a Council meeting:

- a. any Councillor then speaking or seeking to speak must, if standing, immediately resume his/her seat
- b. every Councillor present must be silent to enable the chairperson to be heard without interruption.

(Regulation Clause 237)

2.2 Business at Council meetings

2.2.1 Giving notice of business - ordinary meetings

1. A Council must not transact business at a meeting of the Council:

- a. unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by the Council's code of meeting practice or (if the Council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the Council
- b. unless notice of the business has been sent to the Councillors in accordance with section 367 of the Act.

(Regulation Clause 241)

2. Subclause 2.2.1(1) does not apply to the consideration of business at a meeting if the business:

- a. is already before, or directly relates to a matter that is already before, the Council
- b. is the election of a chairperson to preside at the meeting as provided by Clause 236 (1)
- c. is a matter or topic put to the meeting by the chairperson in accordance with Clause 243

3. Despite subclause 2.2.1(1), business may be transacted at a meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a. a motion is passed to have the business transacted at the meeting
- b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

4. Despite Clause 250, only the mover of a motion referred to in subclause 2.2.1(3) can speak to the motion before it is put.

(Regulation Clause 241)

2.2.2 What business can be discussed at extraordinary Council meetings?

1. The General Manager must ensure that the agenda for an extraordinary meeting of the Council deal only with the matters stated in the notice of the meeting.

2. Despite subclause 2.2.2(1), business may be transacted at an extraordinary meeting of Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- a. a motion is passed to have the business transacted at the meeting

- b. the business proposed to be brought forward is ruled by the chairperson to be of great urgency
 - c. the business notified in the agenda for the meeting has been disposed of.
- 3. Despite Clause (250), only the mover of a motion referred to in subclause 2.2.2(2) can speak to the motion before it is put.

(Regulation Clause 242)

2.2.3 Questions may be put to staff

1. A Councillor:
 - a. may, through the chairperson, put a question to another Councillor
 - b. may, through the General Manager, put a question to a Council employee.
2. However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question, and in particular, sufficient notice to enable reference to be made to other persons or to documents.
3. The Councillor must put every such question directly, succinctly and without argument.
4. The chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this clause.

(Regulation Clause 249)

2.2.4 Questions with Notice

1. Questions with Notice must be lodged in writing with the General Manager or specified delegate no later than 9.00am ~~on the Friday~~ **on the Tuesday, one week prior to the meeting** of Council at which the Questions with Notice are to be considered.
2. Questions with Notice must directly relate to the business of Council and must comply with the *Local Government (General) Regulation 2005* which provides at Clause 249 that a 'Councillor must put every such question directly, succinctly and without argument'.
3. Questions should not contain:
 - a. statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated
 - b. argument
 - c. inference
 - d. imputation.
4. The General Manager or specified delegate may exclude from the agenda any Question with Notice which may have the effect of exposing a Councillor, the council or a member of staff, to an action for defamation.
5. Where practicable, an answer to the questions contained in the business paper will be provided verbally at the Council meeting and documented in the minutes. Questions requiring a more detailed response will be provided at the next Ordinary meeting business paper.

(Council protocol)

2.2.5 Presentations by Councillors

1. Councillors may make a brief presentation regarding matters they believe to be of significant importance to Council or the community.
2. The total time allowed at any one meeting for presentations by any one Councillor shall be two minutes.

3. No debate shall be entered in to in regard to a matter presented in accordance with this clause.
4. No motions may be moved in relation to an item presented in accordance with this clause.
5. Presentations that do not strictly comply with this provision of this clause shall be ruled out of order by the Chairperson.

(Council protocol)

~~2.3 Pecuniary and non-pecuniary conflicts of interest~~ Moved to Part Nine

~~Detailed information regarding pecuniary and non-pecuniary conflicts of interests can be found in part 4 of Council's Code of Conduct.~~

2.4 Committee of the whole

2.4.1 What is the Committee of the Whole?

The Committee of the Whole is a Committee of Council comprised of all Councillors.

(Council protocol)

Council may resolve itself in to a Committee of the Whole to consider any matter before the Council.

(Section 373)

1. All the provisions of this Regulation relating to meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provision limiting the number and duration of speeches.
2. The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager is responsible for reporting to the Council proceedings in committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
3. The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

(Regulation Clause 259)

2.5 Mayoral minutes

1. If the Mayor is the chairperson at a meeting of a Council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
2. Such a minute, when put to the meeting, takes precedence over all substantive business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
3. A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.

(Council protocol - refer to Regulation Clause 243)

2.6 Voting

2.6.1 Voting entitlements

1. Each Councillor is entitled to one vote.
2. However, the person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

(Section 370)

The chairperson, if they choose, is entitled to use their casting vote in the opposite manner to their original vote.

The above section applies equally to Council and Council committee meetings.

(Council protocol)

2.6.2 How is voting conducted?

1. A Councillor who is present at a meeting of Council when the vote is taken but who fails to vote on a motion put to the meeting, is taken to have voted against the motion.
2. If a Councillor who has voted against a motion put at the Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the minutes.
3. The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and at least two Councillors demand a division.
4. When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the minutes.
5. Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

(Council protocol - refer to Regulation Clause 251)

When a division is called for, the chairperson must request a show of hands of those Councillors voting for the motion and then those Councillors voting against the motion to ensure that the vote is recorded accurately.

(Council protocol)

2.6.3 Recording of voting on planning decisions

Council is required to maintain a register of planning decisions.

1. In this section, planning decision means a decision made in the exercise of a function of a Council under the *Environmental Planning and Assessment Act 1979*:
 - a. including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act
 - b. not including the making of an order under Division 2A of Part 6 of that Act.
2. The General Manager is required to keep a register containing, for each planning decision made at a meeting of the Council, the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

3. For the purpose of maintaining the register, a division by a show of hands is required to be called whenever a motion for a planning decision is put at a meeting of the Council
4. Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
5. This section extends to a meeting that is closed to the public.
(Council protocol - refer to Section 375A)

2.7 Decisions of Council

2.7.1 What is a decision of Council?

An outcome supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

(Council protocol - refer to Section 371)

2.7.2 Do certain circumstances invalidate Council decisions?

Proceedings at a Council meeting are not invalidated because of:

- a. a vacancy in a civic office
- b. a failure to give notice of the meeting to any Councillor
- c. any defect in the election or appointment of a Councillor
- d. a failure of a Councillor to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council in accordance with section 451
- e. a failure to comply with the Code of Meeting Practice.

(Section 374)

2.8 Audio or visual recording of meetings

1. A person may not transmit or use an electronic recording device to record the proceedings of a meeting of a council
2. A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council for transmitting or having used an electronic recording device in contravention of this clause.
3. If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

(Council protocol - refer to Regulation Clause 273)

Part Three – Quorum and Attendance

3.1 Quorum

3.1.1 What is a quorum?

A quorum for a meeting of the Council is a majority of the Councillors who currently hold office and who are not suspended from office.

(Section 368(1))

1. A meeting of the Council must be adjourned if a quorum is not present:
 - a. within half an hour after the time designated for the holding of the meeting
 - b. at any time during the meeting.
2. In either case, the meeting must be adjourned to a time, date and place fixed:
 - a. by the chairperson
 - b. in his or her absence - by the majority of the Councillors present
 - c. failing that, by the General Manager.
3. The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

(Regulation Clause 233)

3.2 Adjourning meetings

3.2.1 What is an adjourned meeting?

1. A meeting may be adjourned if it cannot be held, for example a quorum is not present, and will be postponed to a new date or time. An adjourned meeting is a continuation of the same meeting, not a new meeting.
2. Council may resolve at any time to adjourn its meeting. Debate shall not be permitted on any motion for adjournment on a meeting of Council.
3. If a motion for adjournment is lost, the business of the meeting shall proceed, and a motion of adjournment cannot be moved within half an hour of the previous motion for adjournment being lost.

(Meeting Practice Note 4.3)

3.2.2 What notice should be given of an adjourned meeting?

If a meeting has been adjourned to a different date or time, each Councillor and the public should be notified of the new date or time as soon as practicable by way of a memo or email to Councillors, and advertising in the local papers (if practicable) and Council's website for the general public.

(Council protocol)

3.2.3 What business can be conducted at a meeting that has been adjourned?

As an adjourned meeting is a continuation of the same meeting, Council does not need to issue a new agenda and business papers. The agenda and business paper already issued would be the proper documents from which Council would work.

(Meeting Practice Note 4.3.3)

3.3 Leave of absence

3.3.1 Leave of absence

1. A Councillor must apply for a leave of absence to the Mayor, the General Manager or the Public Officer prior to the commencement of the meeting of Council.
2. A Councillor's application for leave of absence from Council meetings should, if practicable, identify the meetings from which the Councillor intends to be absent.
3. A Councillor who intends to attend a Council meeting despite having been granted leave of absence should, if practicable, give the General Manager at least two days notice of his or her intention to attend.
(Regulation Clause 235A)
4. For the purposes of subclause 3.3.1(1), a Councillor applying for a leave of absence does not need to make the application in person and the Council may grant such leave in the absence of that Councillor.
5. If a Councillor attends a Council meeting despite having been granted leave of absence, the leave of absence is taken to have been rescinded in regards to any future Council meetings.
6. Subclause 3.3.1(5) does not prevent Council from granting further leaves of absence in respect of any future Council meeting.
(Section 234(2,3,4))

Part Four – Motions and amendments

4.1 Motions

A motion is a proposal put forward by a Councillor calling for a specific action to be taken or a decision to be made on a particular matter at the meeting.

(Council protocol)

4.1.1 Do motions need to be seconded?

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to Clauses 243(2) and 250(5) of the *Local Government (General) Regulation*.

(Regulation Clause 246)

4.1.2 Limitation as to number of speeches

1. A Councillor who, during a debate at a Council meeting, moves an original motion has the right of general reply to all observations that are made by another Councillor in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
2. A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
3. A Councillor must not, without the consent of Council, speak more than once on a motion or an amendment, or for longer than five minutes at any one time. However, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five minutes to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

4. Despite subclauses 4.1.2(1) and (2), a Councillor may move that a motion or an amendment be now put:
 - a. if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it
 - b. if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
5. The chairperson must immediately put to the vote, without debate, a motion moved under subclause 4.1.2(4). A seconder is not required for such a motion.
6. If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause 4.1.2(1).
7. If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.
(Regulation Clause 250)

4.1.3 Point of order

1. A Councillor may draw the attention of the chairperson to some irregularity in the meeting proceedings by raising a point of order.
2. A Councillor must stand, call a point of order and the current speaker must cease talking and be seated.
3. A point of order does not require a seconder and must be dealt with immediately.
4. The chairperson must suspend business before the meeting to allow the Councillor raising the point of order to state the meeting procedure/s they believe have been infringed.
5. The chairperson will subsequently either uphold the point of order or overrule it and the business before the meeting can then continue.

(Council protocol)

4.1.4 Motions of dissent

1. A Councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
2. If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
3. Despite Regulation Clause 250 (which refers to the limitations as to the number of speeches), only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

(Regulation Clause 248)

4.1.5 Notice of motion - absence of mover

In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:

- a. any other Councillor may move the motion at the meeting
- b. the chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.

(Regulation Clause 245)

4.1.6 Chairperson's duty with respect to motions

1. It is the duty of the chairperson at a Council meeting to receive and put to the meeting any lawful motion that is brought before the meeting.
2. The chairperson must rule out of order, any motion that he or she believes is unlawful or the implementation of which would be unlawful.
3. Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

(Regulation Clause 238)

The chairperson is to ensure that motions and amendments are clearly stated for the benefit of all present and may request a Councillor to repeat the motion or amendment if unclear or inaudible.

(Council protocol)

4.1.7 Varying a motion/amendment

1. A Councillor may seek to vary a motion by:
 - a. obtaining the consent of the mover and seconder of the motion
 - b. proposing an amendment to the motion.
2. If a Councillor proposes a variation to a motion, the chairperson shall seek the consent of the mover and seconder of the motion to have the variation included in the motion. If there is no objection, the proposed variation is adopted into the motion and the mover and seconder's names remain unchanged. ~~Councillors that propose the variation/s will have their name/s and variation/s recorded in the minutes as a note/s.~~
3. If there is an objection, the proposed variation must be dealt with as an amendment and voted on accordingly.

(Council protocol)

4.2 Amendments

An amendment is a change to the motion before Council (the initial motion), and is moved while the initial motion is being debated.

(Council protocol)

4.2.1 Moving an amendment to a motion

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to Regulation Clauses 243(2) and 250(5).

(Regulation Clause 246)

The amendment must be dealt with before voting on the main motion takes place. Debate is only allowed in relation to the amendment and not the main motion, which is suspended while the amendment is being considered.

(Meeting Practice Note 5.3.1)

4.2.2 How subsequent amendments may be moved

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

(Regulation Clause 247)

If during discussions one motion and one amendment are already before Council, any further amendments can only be foreshadowed and cannot be considered by the Council until the amendment has been determined.

(Council protocol)

4.2.3 Foreshadowed Motions and Foreshadowed Amendments

1. a. Foreshadowed Amendments - once an amendment has been moved and seconded, during debate, a Councillor member may foreshadow an amendment, without a seconder, proposed to be moved following consideration of the first amendment.

There is no limit to the number of foreshadowed amendments before Council at any one time. However, no discussion on foreshadowed amendments can take place until the previous amendment has been dealt with.

- b. Foreshadowed Motions (predominately the opposite to that proposed in the motion or where it is proposed to alter the motion more drastically than that permissible in an amendment) ~~(a direct negative to the original motion)~~ - a foreshadowed motion can be proposed by a Councillor, without a seconder, during debate on the original motion. The foreshadowed motion will only be considered if the original motion is lost or withdrawn and once moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
2. Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they were notified however foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

(Council protocol)

Part Five – Rescission motions

5.1 Rescinding or altering resolutions

1. A resolution passed by a Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under Section 360 and, if applicable, the Council's Code of Meeting Practice.
2. If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
3. If a motion has been negatived by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Council's code of meeting practice.
4. A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Council, must be signed by three Councillors if less than three months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
5. If a motion to alter or rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be

brought forward within three months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.

6. A motion to which this section applies may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.
7. The provisions of this section concerning negatived motions do not apply to motions of adjournment.

(Section 372)

Rescission motions must be submitted in writing to the General Manager who will ensure, as soon as practicable, that all Councillors are advised that a rescission motion has been lodged.

A rescission motion will be ruled out of order if Council has already given effect to the original motion the rescission motion seeks to rescind.

(Council protocol)

Part Six – Closed parts of the meeting

6.1 Closure of meetings to the public

6.1.1 Attendance of media and public

There is nothing in the Act or Regulation to limit public attendance at closed parts of meetings if invited by the Council. However, the non-disclosure provisions of section 664 of the Act would apply to a person attending a closed part of a meeting.

Similarly, there does not appear to be any direct breach of the Model Code, although such invitations may affect a Council's appearance of impartiality and proper conduct in a matter. The better practice would be to invite only those people whose presence at the meeting is necessary for the provision of advice, such as Council's solicitor.

(Meeting Practice Note 7.3.5)

6.1.2 Exclusion of media and public

1. A Council or a committee of the council of which all the members are Councillors, may close to the public so much of its meeting as comprises:
 - a. the discussion of any of the matters listed in subclause 6.1.3(2)
 - b. the receipt or discussion of any of the information so listed.

(Section 10A(1))

6.1.3 Grounds to close a meeting or part of a meeting

1. The matters and information as referred to in Section 10A(1) are the following:
 - a. personnel matters concerning particular individuals (other than Councillors)
 - b. the personal hardship of any resident or ratepayer
 - c. information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
 - d. commercial information of a confidential nature that would, if disclosed:
 - i. prejudice the commercial position of the person who supplied it
 - ii. confer a commercial advantage on a competitor of the Council
 - iii. reveal a trade secret
 - e. information that would, if disclosed, prejudice the maintenance of law
 - f. matters affecting the security of the Council, Councillors, Council staff or Council property

- g. advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege
 - h. information concerning the nature and location of a place or an item of Aboriginal significance on community land
 - i. alleged contraventions of any code of conduct requirements applicable under section 440.
2. A Council or a committee of the council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
 3. A Council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
 4. Speakers making representations regarding the closure of a meeting to the public are limited to five minutes and may be asked by the Chairperson to nominate speakers on their behalf.

(Section 10A(2,3 and 4))

6.1.4 Confidential matters not to be disclosed

In particular, if part of a meeting of a Council is closed to the public in accordance with section 10A(1), a person must not, without the authority of the Council, disclose (otherwise than to the Council or a Councillor of the Council) information with respect to the discussion at, or the business of, the meeting.

(Section 664(1A))

6.1.5 Closing parts of meetings in urgent cases

Part of a meeting of a Council of which all the members are Councillors, may be closed to the public while the Council considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- a. it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A(2)
- b. the Council or committee, after considering any representations made under section 10A(4), resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter)
 - ii. should take place in a part of the meeting that is closed to the public.

(Section 10C)

6.1.6 Specifying reasons for closing part of a meeting

1. The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
2. The grounds must specify the following:
 - a. the relevant provision of section 10A(2)
 - b. the matter that is to be discussed during the closed part of the meeting
 - c. the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

(Section 10D)

Part Seven – Order at meetings

7.1 Conduct at meetings

Council's Code of Conduct also provides standards for appropriate behaviour and sanctions for misbehaviour at meetings. Councillors should also be aware of the provisions of the Code of Conduct in regard to these matters.

7.2 Questions of order

1. The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
2. A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
3. The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
4. The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

(Regulation Clause 255)

7.3 Acts of disorder

1. A Councillor commits an act of disorder if the Councillor, at a Council meeting:
 - a. contravenes the *Local Government Act 1993* or any regulation in force under the *Local Government Act 1993*
 - b. assaults or threatens to assault another Councillor or person present at the meeting
 - c. moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of Council or addresses or attempts to address Council on such a motion, amendment or matter
 - d. insults or makes personal reflections on or imputes improper motives to any other Councillor
 - e. says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
2. The chairperson may require a Councillor:
 - a. to apologise without reservation for an act of disorder referred to in subclause 7.3(1)(a) or (b)
 - b. to withdraw a motion or an amendment referred to in subclause 7.3(1)(c) and, where appropriate, to apologise without reservation
 - c. to retract and apologise for an act of disorder referred to in subclause 7.3(1)(d) or (e).
3. A Councillor may, as provided by section 10(2)(A) or (B) of the Act, be expelled from a Council meeting for having failed to comply with a requirement under subclause 7.3(2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

(Regulation Clause 256)

7.4 How disorder at a meeting may be dealt with

1. If disorder occurs at a Council meeting the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This subclause applies to disorder arising from the conduct of members of the public, as well as disorder arising from the conduct of Councillors.
2. A member of the public may, as provided by section 10(2)(A) or (B) of the Act, be expelled from a Council meeting for engaging in or having engaged in disorderly conduct at the meeting.

(Regulation Clause 257)

7.5 Power to remove persons from meeting after expulsion resolution

If a Councillor or a member of the public fails to leave the place where a meeting of Council is being held:

- a. immediately after the Council has passed a resolution expelling the Councillor or member of the public from the meeting
- b. where the Council has authorised the person presiding at the meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the meeting

a police officer, or any person authorised for the purpose by Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member from re-entering that place.

(Council protocol - refer to Regulation Clause 258)

~~Part Eight – Committees, their members and functions~~

~~8.1 Council may establish committees~~

- ~~1. Council may, by resolution, establish such committees as it considers necessary.~~
- ~~2. A committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.~~
- ~~3. The quorum for a meeting of a committee is to be~~
 - ~~a. such number of members as the Council decides~~
 - ~~b. if the Council has not decided a number, a majority of the members of the committee.~~

(Regulation Clause 260)

~~8.2 Functions of committees~~

~~Council must specify the functions of each of its committees when the committee is established, but may from time to time, amend those functions.~~

(Regulations Clause 261)

~~8.3 Notice of committee meetings~~

- ~~1. The General Manager of a Council must send to each Councillor, at least three days before each meeting of the committee, a notice specifying:~~
 - ~~a. the time and place at which and the date on which the meeting is to be held~~
 - ~~b. the business proposed to be transacted at the meeting.~~
- ~~2. However, notice of less than three days may be given of a committee meeting called in an emergency.~~

~~-(Regulation Clause 262)~~

~~8.4 Non-member entitled to attend committee meetings~~

- ~~1. A Councillor who is not a member of a committee of a Council is entitled to attend, and to speak at, a meeting of the committee.~~
- ~~2. However, the Councillor is not entitled:~~
 - ~~a. to give notice of business for inclusion in the agenda for the meeting~~
 - ~~b. to move or second a motion at the meeting~~
 - ~~c. to vote at the meeting.~~

~~(Regulation Clause 263)~~

~~Non-members will be recorded in 'Also in Attendance' if they attend the meetings.~~

~~(Council protocol)~~

~~8.5 Procedures in Council committee meetings~~

~~Council committees will operate within the provisions as outlined in this Code of Meeting Practice.~~

~~(Council protocol)~~

~~8.6 Procedures in sub committee meetings~~

~~Each committee of Council will operate within the sub committee guidelines and this Code of Meeting Practice as set down by Council.~~

~~(Council protocol)~~

~~8.7 Chairperson and deputy chairperson of Council committees~~

- ~~1. The chairperson of each committee of the Council must be:~~
 - ~~a. the Mayor~~
 - ~~b. if the Mayor does not wish to be the chairperson of a committee - a member of the committee elected by the Council~~
 - ~~c. if the Council does not elect such a member - a member of the committee elected by the committee.~~
- ~~2. A Council may elect a member of a committee of the Council as deputy chairperson of the committee. If the Council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.~~

~~3. If neither the chairperson nor the deputy chairperson of a committee of a Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.~~

~~4. The chairperson is to preside at a meeting of a committee of a Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.~~

~~(Regulation Clause 267)~~

~~8.8 Absence from committee meetings~~

~~1. A member (other than the Mayor) ceases to be a member of a committee if the member:~~

- ~~a. has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences~~
- ~~b. has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~2. Subclause 8.8(1) does not apply in respect of a committee that consists of all of the members of the Council.~~

~~(Regulation Clause 268)~~

~~8.9 Reports of committees~~

~~1. If in a report of a committee of the Council distinct recommendations are made, the decision of Council may be made separately on each recommendation.~~

~~2. The recommendations of a committee of the Council are, so far as adopted by the Council, they become resolutions of the Council.~~

~~3. If a committee of a Council passes a resolution, or makes a recommendation, during a meeting, or part of the meeting that is closed to the public, the chairperson must:~~

- ~~a. make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended~~
- ~~b. report the resolution or recommendation to the next meeting of the Council.~~

~~(Regulation Clause 269)~~

~~8.10 Chairperson's role in presenting the committees recommendations to Council~~

~~When the chairperson presents the reports of the standing committees, they will move all the recommendations of the standing committee with the exception of any item that they have personally declared an interest in. In this instance, another member of the standing committee should move the particular item in question.~~

~~(Council protocol)~~

~~8.11 Chairperson's role in advising community members of meeting procedure~~

~~The chairperson should at the beginning of each committee meeting advise members of the gallery that he/she will present the recommendations of the committee to the full Council meeting which is held the following Tuesday.~~

~~Members of the gallery should also be advised that the committee's recommendation may be endorsed or amended by the full Council, or it may be referred back to the committee for further consideration.~~

~~In items where there is significant interest by members of the gallery the chairperson should at the conclusion of debate on that particular item advise all those present of the committee's decision.~~

~~(Council protocol)~~

Part Eight – Public Addresses

8.1 Public Addresses

Community participation and contribution to the decision making of Council is encouraged to enhance the quality and inclusiveness of its decisions. Residents, ratepayers or other eligible representatives may apply to address the Council on matters listed on the Council meeting agenda in accordance with the following provisions.

8.2 Applications to address Council

- 8.2.1. An application to address the Council on matters included on the Council meeting agenda, must be made to Council no later than 12pm on the day of the Council meeting, unless the Chairperson determines that circumstances justify otherwise.

The application may be made by phone, letter, email or fax to the Manager, Governance and Risk.

- 8.2.2. An application must relate to a matter which is currently before Council for determination with the exclusion of the following -

- a. Notices of Rescission
- b. Questions with Notice
- c. All representations in respect of formal tenders and/or quotations.
- d. All staff related matters.

- 8.2.3. So as to improve transparency and accountability to the public, each speaker making an application to address the Council must provide the following details:

- a. Name
- b. The organisation or group that he or she is representing (if applicable)
- c. Eligibility in accordance with the criteria above
- d. Details of the issue addressed and the item number of the report in the Business Paper
- e. Whether opposing or supporting the issue or matter (if applicable)
- f. The interest of the speaker (for example, affected person, neighbour, applicant, applicant's spokesperson etc.).

8.3 Eligibility to address Council

- 8.3.1 Applicants seeking to address Council or a Committee of Council must meet one of the following eligibility criteria:

- a. a resident or owner of land within the City of Campbelltown Local Government Area
- b. a person or entity entitled to vote in the City of Campbelltown under the Local Government Act

- c. the representative of an entity owning land, conducting a business or providing a service in the Campbelltown Local Government Area
- d. a duly appointed person including the legal, financial or town planning representative of any person or entity listed above with a matter before Council
- e. a local community organisation representative
- f. any representative of a State or Federal Government Agency with a matter before Council.

8.4 Public Address procedures

- a. Addresses shall be limited to three speakers for and three speakers against the recommendation of any one item listed on the agenda unless the Council resolves that circumstances justify otherwise.
- b. An address shall not exceed five minutes in duration. At the expiration of four minutes, the speaker will be given a warning that one minute of time remains to conclude his or her address.
- c. Speakers shall observe proper meeting procedure and be subject to the same rules of decorum and order as the Councillors. In this regard personal allegations against Councillors, the Mayor, Council staff or any other persons shall not be made.
- d. The Chairperson may, at any time in the Chairperson's absolute discretion, withdraw the permission to speak of any member of the public if the Chairperson considers that the conduct of that member of the public disrupts the meeting or is inconsistent with the good order of the meeting or is in breach of Council's Code of Meeting Practice.
- e. Upon withdrawal by the Chairperson of the permission to speak of a member of the public the Chairperson may direct the member of the public to cease speaking and resume his or her position in the public gallery.
- f. The failure of a member of the public to comply with the Chairperson's direction shall constitute disorderly conduct.

(Council protocol)

Part Nine – Pecuniary and non-pecuniary conflicts of interest

Detailed information regarding pecuniary and non-pecuniary conflicts of interests can be found in part 4 of Council's Code of Conduct.

9.1 Pecuniary Interest

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in section 443 of the Act.

[Act - section 442]

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of the Act (clause 55 of the Code).

[Act - section 442]

9.2 Persons who have a Pecuniary Interest

For the purposes of this Part, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- (a) the person; or
- (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person; or
- (c) a company or other body of which the person, or a nominee, partner or employer of the person is, a member. [Act - section 443]

However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (1)(b) or (1)(c):

- (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body; or
- (b) just because the person is a member of, or employed by, a council or a statutory body or is employed by the Crown; or
- (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body. [Act - section 443]

9.3 Disclosure and Participation in Meetings

A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.

[Act - section 451]

The Councillor or member must not be present at, or in sight of, the meeting of Council or the Committee:

- (a) at any time during which the matter is being considered or discussed by the Council or the Committee, or
- (b) at any time during which the Council or the Committee is voting on any question in relation to the matter.

[Act - section 451]

9.4 Disclosures to be Recorded

Disclosures must be recorded in the minutes] A disclosure made at a meeting of Council or a Council Committee must be recorded in the minutes of the meeting.

[Act – section 453]

9.5 Non-pecuniary interests

Non-pecuniary interests are private or personal interests a Councillor has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

9.6 Disclosing and Managing Non-Pecuniary Conflicts of Interest

Non-pecuniary conflicts of interest must be disclosed and managed in accordance with the relevant provisions of Council's Code of Conduct.

Part Ten – Minutes

10.1 What must be recorded in the minutes?

1. The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.
2. The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.

(Section 375)

The General Manager is required to keep a register containing, for each planning decision made at a meeting of the Council, the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

(Section 375A(2))

The General Manager must ensure that the following matters are recorded in the Council's minutes:

- a. details of each motion moved at a Council meeting and of any amendments ~~and variations moved to it~~
- b. the names of the mover and seconder of the motion or amendment
- c. whether the motion or amendment is passed or lost.

(Regulation Clause 254)

A disclosure made at a meeting of a Council must be recorded in the minutes of the meeting.

(Section 453)

The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

(Regulation Clause 233(3))

If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

(Regulation Clause 251(2))

If a Councillor who has voted for a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's vote is recorded in the Council's minutes.

(Council protocol)

The General Manager must ensure that details of Councillor attendance and apologies are recorded in Council's minutes.

The items detailed above should also be recorded.

(Council protocol)

10.2 Minutes for closed meetings

Any person is entitled to inspect the minutes containing resolutions or recommendations from the closed parts of meetings. While Council cannot keep its decisions confidential, it is possible to discuss matters in the minutes in such a way as to not reveal confidential details.


(Meeting Practice Note 7.3.2)

10.3 Inspection of the minutes of Council

An inspection of the minutes of a Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.

The General Manager must ensure that the minutes of the Council and any minutes of a committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

(Regulation Clause 272)

 campbelltown city council	POLICY
Policy Title	Recording of General Business Items at Council Committee Meeting
Related Documentation	Councillor's Access to Information and Interaction with Staff Policy. Council's Code of Meeting Practice
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>
Responsible Officer	Manager Governance and Administration

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

Objectives

To ensure that all questions asked by Councillors in General Business at Council Committee Meetings are recorded and acted upon expediently.

Policy Statement

To formalise the procedure for the recording of questions at a Council Committee Meeting and to provide a quality level of service to Councillors by allowing minor matters to be dealt with without delay.

Scope

This Policy relates to questions asked in the General Business Section of all Council's Standing Committees.

Legislative Context

The *Local Government Act 1993* and the *Local Government (General) Regulation 2005* concerning meeting practice.

Principles

- That any matter raised in the General Business Section of a Committee Meeting that requires a report to be prepared, will be dealt with as a recommendation of the Committee to Council. The recommendation will require a Mover and a Seconder.
- That the Executive Assistant records all questions raised during the General Business section of a Committee meeting.

- That where practicable the Councillor should provide the Executive Assistant with a copy of the question in writing.

Responsibility

- That the Executive Assistant registers the questions in Council's Minutes Manager System and forward the questions in memo form to the relevant Director for response or action and that a copy of the memo be also forwarded to the appropriate Councillor.
- That the relevant Director be responsible for ensuring that a reply is forwarded to the Councillor within seven days and prior to the next Council meeting.
- That should satisfactory action not be taken prior to the Council meeting, the question be formally raised and recorded as "Questions Without Notice" at that meeting.

Effectiveness of the Policy

That the Manager Executive Services monitor the responses to Councillors to ensure that all questions are answered in an appropriate time frame.

END OF POLICY STATEMENT

8.4 Online Report

Reporting Officer

Business Solutions Coordinator
City Governance

Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.2 - Ensure that service provision supports the community to achieve and meets their needs

Officer's Recommendation

That the information be noted.

Purpose

To provide information on Council's overall online presence during the period 1 January 2017 to 30 June 2017.

Report

Online statistics

Council use Google Analytics and the reporting capabilities within each of our online tools to identify online usage patterns and trends. This report provides insights into Council's overall online presence, with information and statistics on:

- Council's website and other websites
- eServices
- Social media – Facebook, Google Pins
- eNewsletters.

Each Online Report highlights the activity of a particular online service/tool and this reporting period focuses on Google Business Map Pins.

Feature: Google Business Map Pins

As part of Council's Online Strategy, the Online Advisory Group identified that Google map pins would be a great way to showcase, promote and/or increase awareness of the many Council services and facilities across Campbelltown City. The Google Pin project objectives were to create more than 350 new map pins and transfer the ownership of existing pins to one centralised Council account. We now have a total of 390 pins for our services and facilities. Having one centralised account enables centralised reporting and allows our Communications team to monitor and respond to customer reviews.

During the reporting period, 1,427,094 people viewed Council services and facilities in Google Search and Google Maps.

Of these:

- 76,322 people requested directions to Council services and facilities
- 30,523 people visited our website for more information
- 11,472 people called Council for more information.

Since the pins were created, Council's key services and facilities have received 127 customer reviews, with an average Google rating of 4.2 out of 5.

These figures show that the adoption of this social media tool has significantly increased our online presence and reach. We now have the ability to attract more customers and potentially increase revenue; as well as increase awareness of Council services and/or facilities.

Online feedback

This report includes a sample of feedback received via Google Pins and also the Council website 'Was this page helpful' feature. This feature allows our website users to rate a page as being helpful or not helpful. During the reporting period, 476 website feedback responses were received, with 58 per cent (274 respondents) rating pages as helpful, and 42 per cent (202 respondents) rating pages as unhelpful. Feedback is forwarded on to the relevant section of Council for further action, including updating information on the web page.

Council website update

During the reporting period, Council's website sessions totalled 458,883, with a monthly average of 76,480. Website traffic peaked in March at 97,901 sessions, which was likely a result of significant events including the annual Challenge Walk event and the Council By-Election.

Smart phones continue to be the preferred device for our website users, with smart phone device usage now making up 50 per cent of all site visits, up by 2 per cent on the previous reporting period.

Our community spent a total of 17,590 hours on Council's website during the reporting period. These statistics highlight the ongoing trend that our community want to be able to self-service 24/7, so its important that we continue to ensure the website content is accurate.

ReadSpeaker usage

ReadSpeaker is Council's website text to speech converter. It was used 1,662 times during the reporting period, and is proving to be a useful accessibility tool.

Additional websites

Council has two additional websites, Visit Macarthur and C-A-C (Campbelltown Arts Centre).

During the reporting period:

- Visit Macarthur website attracted 89,845 visits with 73.1 per cent of these being new visitors to the site.

- Campbelltown Arts Centre website attracted 64,719 visits, with 373,938 page views.

eServices

Council set a target of 30,000 customer requests to be lodged online by community members in 2017. To meet this, we have been advertising eServices in the quarterly Compass newsletter and via Council's monthly eNewsletter. Our Customer Service team are also telling the community about eServices at the end of a call. The target is on track, with a total of 16,059 requests lodged during the reporting period. This equates to 16,059 less calls to Customer Service, as well as an \$11,000 reduction in print and postage costs for Kerbside Clean Up bookings and eCertificate eServices.

eNewsletters

Council's eNewsletters complement the quarterly Council residential newsletter Compass which is delivered to residents, as well as Council's Facebook pages.

Council's corporate eNewsletter is distributed via email and informs subscribers on events, Council initiatives, and things to do and places to visit, as well as directing traffic to Council's website through links to further information.

There are currently 981 subscribers to Council's eNewsletter, an increase of 67 since the previous reporting period.

Council's Visitor Information Centre's monthly eNewsletter (What's On in Macarthur) provides information about What's On across the Macarthur region for residents, local tourism operators and visitor information centres across NSW. This eNewsletter currently has a subscription base of 1,752, an increase of 108 since the previous reporting period.

The Campbelltown Arts Centre eFlyers provide up-to-date information about the Centre's programs and has a current subscription base of 6,187, an increase of 253 since the previous reporting period.

Facebook

Utilising Facebook to engage with the community continues to be an effective tool for Council. Popular community posts such as smart bench at Mawson Park prompt much commentary, post clicks and likes from the community.

Popular paid posts include Campbelltown winter sports health check reminder and Animal Care Facility Open Day, with a total reach of 26,401 and 11,000 respectively. The investment for paid posts ranged from \$5 to \$100 making them a cost-effective way of sharing information to a wider audience.

How insights are introducing change

One of the key online strategy projects for 2016-2017 was to create a quarterly/half-yearly website section review report template and process.

The website section review report includes insights into page visits, usage patterns, device usage, top and failed keywords, referral sources/links and a summary of customer website feedback. In order to enhance our website users' experience, evidence-based recommendations are provided to improve the website section navigation and content.

A pilot program was successfully conducted and well received. Section reviews are now being progressively rolled out for all website sections.

Attachments

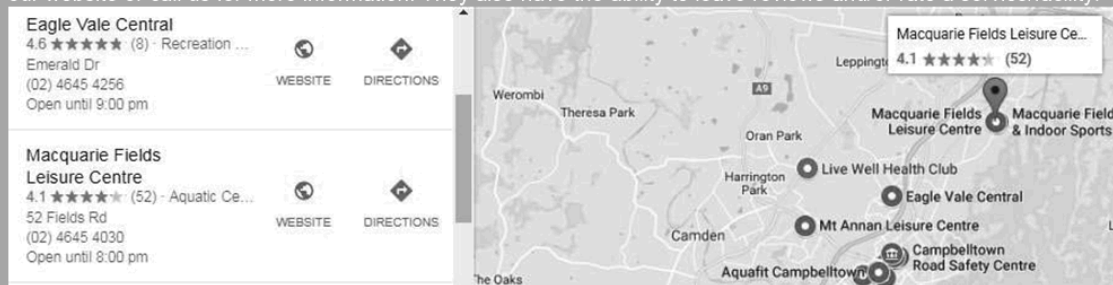
1. Online Report 1 January to 30 June 2017 (contained within this report)

Online Reporting January – June 2017

Feature: Google Business Map Pins



We now have a total of 390 **Google Business Map Pins**. They're a great way to showcase, promote and/or increase awareness of our services and facilities. In Google Search and Maps, people can view pins and get directions, visit our website or call us for more information. They also have the ability to leave reviews and/or rate a service/facility.



Google Pin usage summary^{3,4}

1,427,094	people viewed Council services and facilities in Google Search and Maps
76,322	people requested directions to Council services and facilities
30,253	people visited our website from Google for more information
11,472	people called Council for more information

The figures show that the adoption of this social media tool has significantly increased our online presence and reach. We now have the ability to attract more customers and potentially increase revenue; as well as increase awareness of Council services and/or facilities.

Google Pin rating and reviews^{1,2,4}

	4.2/5 is the average rating for KEY Council services and facilities.
	127 reviews received for KEY Council services and facilities.

¹Council key services and facilities include all Library Services, Leisure Services, Visitor Information Centre, Council's Civic Centre, Bicycle Education Centre and Animal Care Facility.

²Stats are from pin creation date and not just the Jan-Jun 2017 period.

Top 10 Google Pins^{3,4}

Services and facilities

1. Campbelltown Sports Stadium
2. Campbelltown Animal Care Facility
3. Macquarie Fields Leisure Centre
4. Campbelltown City Council
5. HJ Daley Library
6. The Gordon Fetterplace Aquatic Centre
7. Eagle Vale Central
8. Macquarie Fields Fitness and Indoor Sports Centre
9. Greg Percival Library
10. Glenquarie Library

Parks and reserves

1. Simmo's Beach
2. Koshigaya Park
3. Macquarie Fields Skate Park
4. Koorunga Reserve
5. Mawson Park
6. Keith Longhurst Reserve
7. Apex Park Bradbury
8. Ingleburn Reserve
9. Lynwood Park
10. Milton Park

³Based on the total views, including views on Google Search and Google Maps. ⁴Arts Centre excluded.

Online feedback

Google pin reviews

[Koshigaya Park] I found this park to be one of the best parks in Macarthur area. It has everything you need - drinking water, toilets, shaded areas, park for kids, paths for bikes and barbecue areas. It is well maintained.

[Eagle Vale Central] Wonderful venue for swimming as well as visiting the library.

[HJ Daley Library] I love it, been going there since I was 8 or 9. Books were all I had and I've always felt welcome there. And it has great accessibility.

[Mawson Park] Very nice place right in centre of city. It is ideal for family to hang out there and then have lunch/dinner in street.

[Bicycle Education Centre] Course was great. Learnt heaps. Right balance of theory and practice. Teacher was very clear, understanding and encouraging.

[Eagle Vale Library] Eagle Vale Library has an excellent collection, staff and facilities.

[Ingleburn Reserve] Best Park - secluded, clean, perfect equipment, plenty of space - great for parties!

[Macquarie Fields Leisure Centre] Complete sports centre with Badminton and swimming facility. You can celebrate your dear ones birthday here by booking ahead. Ideal place for summer.

Website feedback

We received a total of **476** positive and constructive feedback responses from customers in the last six months.



274



202

[Mobile Toy and Book Library] I have gathered the needed information quickly. The attachments /link/flyers provided are also very easy to understand and informative.

[Campbelltown City By-Election Event] It's great - concise, relevant information that could be distributed as a reminder throughout local shopping malls etc. Many locals often forget voting day and then face fines.

[Library] It would have been good to know what day and times the book club meets at each library rather than just listing the libraries that have book clubs. Thanks!

[Stallholder applicant] In one go we can show our expression of interest for all the event / festivals which really saves a lot of time. It's great.

[Animals for sale] I am interested in this dog. Am browsing on an iPad - this website is really easy to browse, loads fast and is appealing in layout. Well done to designers.

[Simmos Beach] My partner and I are moving to the area and love being outside! We will definitely be visiting Simmo's Beach after looking at this website :)

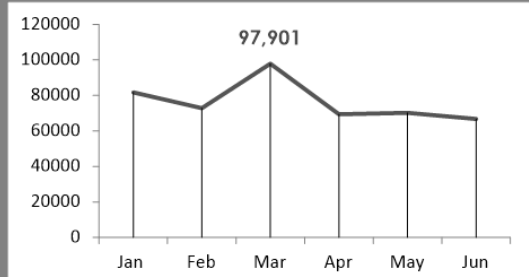
[Kerbside collection] Have to do a house clean-up in the next couple months - checked the website and found this information; it's clear and most informative in advising what can and can't be collected and how to go about booking same. Excellent!

[Recycling collection] We were wanting to know what sort of plastics can be put into recycling and the information was very clear what can and cannot be put in...

Website insights

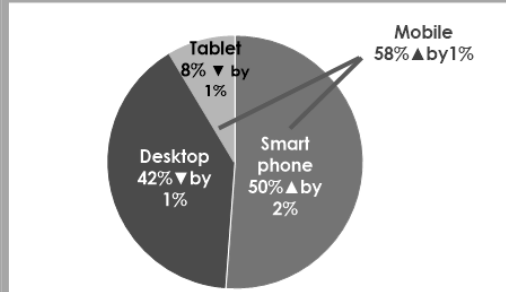
Council website⁵

User traffic



Sessions peaked in March due to the Challenge Walk event and Council by-election.

Device usage breakdown



Smart phone usage grew by 2% and continues to be the preferred device.

Self-service hours



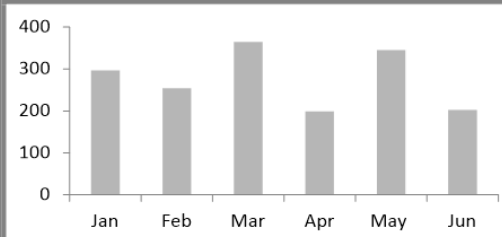
Our community spent a total of

17,590 hours

on our website between January and June.

These statistics highlight the importance of ensuring that our website content is accurate.

ReadSpeaker



The text to speech tool was used by our community 1,662 times and is proving to be a useful accessibility tool.

Top 10⁵

Have your say

1. Development Online
2. Campbelltown City Council By-Election
3. Community Strategic Plan
4. Library Strategic Plan Survey
5. Flood Study
6. CSP Corporate Documents Public Exhibition
7. Sport and Recreation Strategy
8. Draft District Plans
9. Community Facilities Strategy
10. Inclusive Public Library

Events

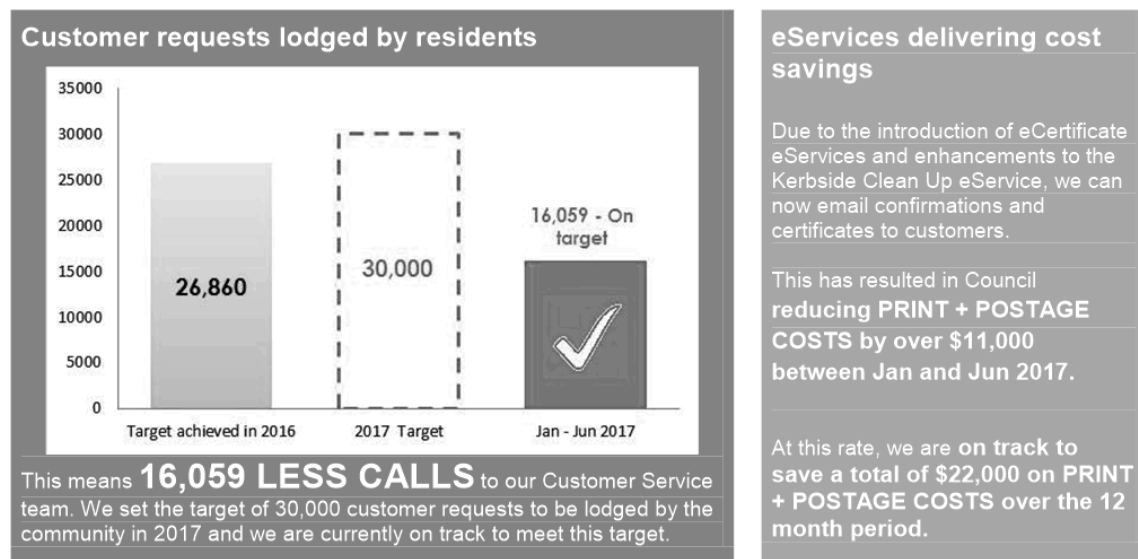
1. Australia Day
2. Ingleburn Alive
3. Macarthur Night Markets
4. NRL Pacific Test
5. Another Day in Paradise
6. Chemical Clean Out
7. Free Recyclables Drop Off Day
8. Animal Care Facility Open Day
9. Catch a Carp
10. Campbelltown City Challenge Walk

News

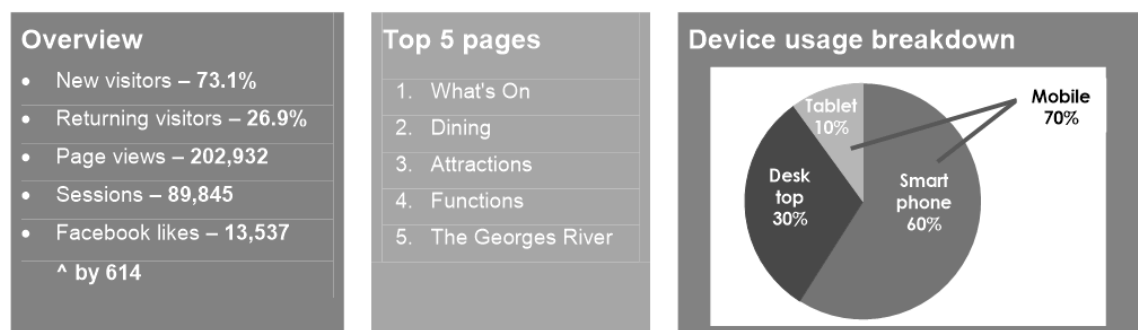
1. Sports ground closures
2. Temporary ban of cats at Animal Care Facility
3. Public holiday operating hours for Easter
4. Campbelltown City Council By-Election
5. Festive season operating hours
6. Alkalizer Café opening
7. Back to Business Week 2017
8. Campbelltown City Challenge Walk
9. Public holiday operating hours for Queen's Birthday
10. Need a cleanup - jump the queue

⁵ All Council website stats exclude internal traffic.

eServices insights



Visit Macarthur website⁶



⁶Visit Macarthur website stats include both internal and external traffic. ^Based on increase since 01 Jan 2017.

Arts Centre website⁷



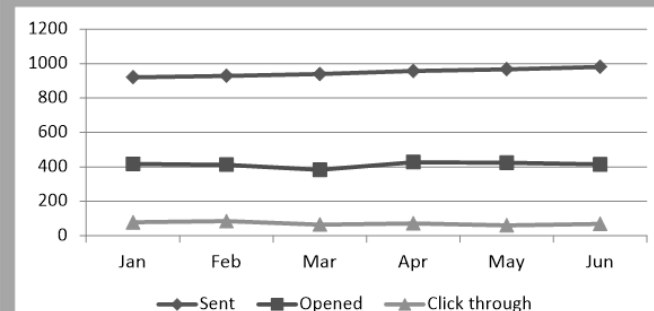
⁷Arts Centre website stats include both internal and external traffic. ^Based on increase since 01 Jan 2017.

eNewsletter insights

Total number of subscribers

- Council's corporate eNewsletter = 981 ^ by 67
- Visit Macarthur eNewsletter = 1,752 ^ by 108
- Arts Centre eFlyers = 6,187 ^ by 253

Council's Corporate eNewsletter



^Based on increase in number of subscriptions since 01 Jan 2017.

Social media insights

Council's corporate Facebook page: Post highlights

During the reporting period, more than 190 posts were published on Council's corporate Facebook page with a total reach of almost **610,000** Facebook users.

Top Organic (non-paid) posts	Total reach	Reactions	Comments	Shares	Post clicks	Cost
Smart bench at Mawson Park	38,498	562	218	144	7,069	-
Mayor's Charity Gala Dinner	21,018	699	88	144	2,582	-
Council positions vacant	16,428	43	59	21	2,551	-
Macarthur Night Markets	13,372	252	105	78	717	-
Macquarie Fields Leisure Centre summer activities	12,404	167	60	37	1,868	-

Top boosted (paid) posts	Total reach	Reactions	Comments	Shares	Post clicks	Cost
Campbelltown winter sports health check reminder (video)	26,401	466	55	88	1,758	\$50
Animal Care Facility Open day (video)	11,000	174	22	30	653	\$10
Small Business Capacity Building program	5,908	54	15	13	173	\$70
Animal Care Facility pets available for adoption	3,365	22	5	8	277	\$5
Macarthur Centre for Sustainable Living workshops	3,216	42	2	11	172	\$15

8.5 Reports and Letters Requested

Reporting Officer

Director City Governance
City Governance

Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.3 - Ensure that Campbelltown is an inclusive city

Officer's Recommendation

That the information be noted.

Report

Attached for the information of Councillors is a status list of reports and letters requested from Council as at 25 July 2017.

Attachments

1. Reports and Letters Requested (contained within this report)

Reports Requested as at 25 July 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Lifestyles			
29.7.14 PL 3934158	CG3.3 - Report identifying alternative methods for managing the hire of Council's sporting fields. Comment: To be considered following the adoption of the Sport and Recreation Strategy	CL	Nov 2017
16.08.16 GB 4976615	NM17.3 - That Council prepare a feasibility report into a possible Vivid Lighting Event or similar event during the Fishers Ghost Festival, with a ghost theme, to assist in promoting a night time economy/entertainment for Campbelltown. Comment: To be considered in 2017 upon the appointment of the Executive Manager Community Life to ensure that the investigation of all options is undertaken prior to presenting to Council for consideration.	CL	Nov 2017
16.08.16 RK 4962373	PE5.2 - That Council be provided with a report outlining how the 200th anniversary of Campbelltown's founding in 1820 will be celebrated.	CL (CG)	Nov 2017
08.11.16 M Chivers 5095789	ORD - 11.4 That Council officers investigate and report on how to provide a program that could be trialled through Library Services that caters for children on the autism spectrum, which includes but is not limited to: a. considering timing options for the program (eg opening a library one hour earlier on a Saturday to run the trial program) as well as how best to promote such a program to targeted audiences b. obtaining advice from experts in programming for children on the autism spectrum on how this can be best delivered (including programs involving therapy dogs and shadow puppet shows) and c. providing a collection of resources for parents and carers of children on the autism spectrum (if Council does not already have same) to supplement such a program. Comment: The matter was deferred by Council at its meeting held 18 April 2017 in order to gain more information for consideration. Further meetings have been held with agencies to support the implementation of the project which will now be rolled out in 4th term.	CL	Sept 2017
22.11.16 GB 5116854	ORD - 11.1 - That Council seeks a report on the feasibility of creating a BMX track at the St Helens Park skate park and other sites, taking into consideration using the soil from the civil works creating the car park at that location.	CL	Sept 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
22.11.16 PL 5116854	<p>ORD - 11.2</p> <p>That a report be presented to Council investigating financial incentives to encourage sporting teams and other events to utilise Campbelltown Sports Stadium and with the funds to be included in future budgets. The report should address how to build the Region's competitive advantage to host major events at Campbelltown Sports Stadium (CSS) and how this would boost the reputation of the City and its' economy. It should also include and not be limited to:</p> <ul style="list-style-type: none"> i) ways which funds could be used to attract major events ii) benefits to the residents of Campbelltown and the region iii) employment benefits iv) benefits to the local business community v) potential sponsorship with private partners vi) the potential for value capture and revenue generation. <p>Comment: An initial confidential report was provided to Council at its meeting held 27 June 2017, with a further report to be provided in September.</p>	CL	Sept 2017
14.02.17	3. That a further report be provided to council when the outcomes of the Asian cup applications are known for further consideration and confirmation of council's contribution	CL	Sept 2017
14.03.17	<p>2. That a further report be provided to Council once advice is received from the NSW Department of Education in relation to the Start Strong program outlining impacts on Council's services.</p> <p>Comment: Information has now been received from the Department and is currently being assessed and will be presented to Council in October.</p>	CL	October 2017
14.03.17 MO	NM11.3 - That a report be presented investigating the feasibility and funding options to commission a suitably qualified muralist artist to create portraits of local Aboriginal and colonial residents on the historic silos located on Appin Road.	CL	Sept 2017
28.03.17 BM	That a report be presented to Council outlining the costs and benefits/disadvantages of incorporating gender-inclusive language options (for example: Male, Female, Neither, Other) as choices in all future surveys, community consultation documents, records and data collection and incorporation of gender-neutral language options into existing records and systems as they are updated.	CL	Sept 2017
11.07.17 MO	That a report be presented on practical ways to include local Indigenous cultural perspectives into Council's Citizenship ceremonies.	CL	Oct 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Delivery			
21.06.16 FB 4851108	CW1.3 - 3. - That following completion of the Floodplain Risk Management Study and Plan, a further report be tabled for Council's consideration.	CD	August 2018
08.11.16 MO 5095792	ORD - NM - 11.1 1. That a report be presented to Council investigating the potential to establish a Georges River Bush Cycle Track from Glenfield to Wedderburn. 2. That this report include: <ul style="list-style-type: none"> possible route and various access points potential and existing sources of funding - Local, State, Federal and Non-Governmental Organisation estimated initial construction costs and ongoing maintenance costs suggested time frame and schedule potential impediments to the development an assessment of environmental issues. 	CD	October 2017
18.04.17 GB 5311171	ORD - NM - 11.1 1. That a report be presented on the implementation of a roundabout beautification program, which would include at least one large tree and other lower level plantings, on larger roundabouts within the Campbelltown Local Government Area. 2. That the report include costings and timeframes.	CD	October 2017
18.04.17 KH 5311169	ORD - NM - 11.3 1. That Council identify appropriate park spaces in all sections of the Local Government Area that are suitable for the installation of accessible perimeter pathways for use by residents of all ages. 2. That a report be presented on the costs and possible time frame for providing such pathways.	CD	October 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
18.04.17 RM 5311168	<p>ORD - NM - 11.4</p> <ol style="list-style-type: none"> That Council investigate and review the Campbelltown Boundary Signs/Markers on all roads going into the City entry/exit points e.g. <ul style="list-style-type: none"> Welcome to Campbelltown - landscaping or entry statement Thank you for visiting or Campbelltown Exit Statement. That Council provide alternative designs, perspective layout/blueprints, appropriate entry and exit wordings, list of specific locations and cost estimates. That a comprehensive report be presented at a future Briefing evening for consideration. 	CD	Sept 2017
18.04.17 DL 5311167	ORD - NM - 11.5 - That a report be presented on the feasibility of providing a footpath along St Andrews Road from Ballantrae Drive to Midlothian Road, St Andrews.	CD	Sept 2017
18.04.17 GB 5311166	ORD - NM - 11.6 - That Council seek a report establishing a request line/email for use by residents who wish to have an appropriate tree planted by Council on their immediate nature strip.	CD	August 2017
18.04.17 GB 5311165	ORD - NM - 11.7 - That Council seek to create further avenues of trees in significant locations such as Emerald Drive, Eaglevale Drive, Eagle Vale and Campbelltown Road, Woodbine. That a report be provided on the costs and benefits of Council's annual tree planting program.	CD	October 2017
23.05.17 MO	<p>NM11.3</p> <p>That a report be presented outlining the feasibility and costs involved in formalising the unused roadside space in Pembroke Road, opposite the Leumeah Hotel, to provide angled commuter car parking places.</p>	CD	October 2017
23.05.17 GB	<p>NM11.4</p> <ol style="list-style-type: none"> That a report be presented to Council outlining the feasibility of trialling Steora Smart Benches or any similar type product in our recreation areas such as skate parks and dog parks. That Council encourages any Councillor who has the opportunity to investigate and interact with the technology (or any other that can be used for the benefits of our community) to do so at their own cost and responsibilities and report back to Council on their findings. <p>Comment: A Steora bench was installed on 9 June as part of the night markets in Mawson Park a report will be presented to Council.</p>	CD	August 2017
25.07.17 BG	8.3 - That a more detailed report be presented on the feasibility of wheelchair accessible picnic tables and to provide an update of the various parks across the City that have these tables installed as part of the assets renewal program.	CD	Nov 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Governance			
14.10.14 RK 4033794	CG2.3 - 4. That a further report will be submitted to Council once a draft VPA/Infrastructure Services Delivery Plan (ISDP) have been finalised which will deal with the compulsory acquisition/land transfer issues concerning the whole of the Claymore Urban Renewal Project. Comment: Still in the process of finalising the VPA/ISDP with Urban Growth.	CG	Sept 2017
23.05.17 BM	NM11.1 1. That a report be presented to Council detailing a procedure for Councillors to request that a delegated decision be called up to a meeting of Council. 2. That a report be presented to Council detailing the procedures for: a. Councillors right and responsibility regarding access to administrative information. b. Councillors right and responsibilities regarding the ability to communicate with staff. c. Councillors right and responsibility to review decisions undertaken under delegated authority and the process to call the decisions to be reviewed. Comment: Briefing date requested (possibly late August, awaiting Exec confirmation)	CG	Sept 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Development			
19.04.16 MO 4770730	CS8.1- Old Clinton's development site That a report be presented outlining any action taken by Council with regards to the dead trees on the old Clinton's development site - Queen Street, Campbelltown. Comment: Meeting held with development representatives to discuss financial contribution for street tree damage. Estimate of financial contribution prepared for further consideration and consultation.	CDVP (CS)	Sept 2017
08.11.16 GG 5095788	ORD - 11.5 1. That a report and a briefing be presented to Council detailing the cost associated with establishing and running a Design Excellence Panel (DEP) to encourage high quality urban design within the Campbelltown Local Government Area (LGA) including any honorariums, and the feasibility of any other options to ensure the best practice function of the panel. 2. That the report consider establishing a panel to provide an independent and transparent specialist peer review of major urban development and high density dwellings within the Local Government Area based on the following criteria: a. The Design Excellence Panel be comprised of five members consisting of, four professionals and one community representative, with membership open to: o well-known and respected professionals who are involved in the design of major projects and have extensive expertise in areas of architecture, urban design and/or landscape architecture; and o a community representative with a demonstrated understanding and experience in architecture, urban design, landscape architecture or a related field. o to ensure the panel's independence, a panel member cannot be a Councillor or council employee. b. Expert members must not live or do business in the council area in a related field. Community representatives must live in the area, but not do business in the Campbelltown area in a related field. c. That the panel members' tenure should be limited to two years with an optional extension for another two years. d. That a selection committee be established to undertake the selection of panellists. The selection committee should include the Mayor or his/her Councillor, representative and one other Councillor. Two senior staff members and two distinguished independent people with knowledge of the development assessment system. All members of the selection committee to be approved by a council resolution. e. That the appropriate Policy and Procedure and Code of Conduct be developed in line with ICAC recommendations to ensure the panel demonstrate the highest ethical standards in the exercise of their duties and responsibilities, maintain the integrity of the panel and to provide for fair and transparent dealings in making decisions. Comment: Information currently being compiled.	CDVP	Sept 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
08.11.16 GG 5095787	<p>ORD - 11.6</p> <p>1. That a report and briefing be presented to Council detailing the cost associated with the establishing and running an Independent Hearing and Assessment Panel (IHAP) including any honorariums, and the feasibility of any other options to ensure the best practice function of the panel.</p> <p>2. That based on the following points, the report also consider the establishing of a IHAP to provide an independent and transparent specialist peer review of the officers' assessment and recommendations to the Council/Councillors on development applications within the Local Government Area that are significant in size or complexity or have unresolved objections.</p> <p>a. A IHAP consisting of five members including the chair of the design panel, two professional members and one community member.</p> <p>b. The chairperson should be a renowned expert in one of the specialist fields or with experience in the Land and Environment Court</p> <p>c. A pool of panel members of at least ten independent experts and four community members should be established to enable random selection</p> <p>d. The pool should include experts in the fields of planning, design, law and environmental science, traffic/engineering, heritage, land economics and social planning</p> <p>e. To ensure the panel's independence and transparency, a panel member cannot be a Councillor or council employee</p> <p>f. That an expert members must not live or do business in the council area in a related field. Community representatives must live in the area, but not do business in the Campbelltown area in a related field</p> <p>g. That the panel members' tenure should be limited to two years with an optional extension for another two years</p> <p>h. That a selection committee be established to undertake the selection of panellists. The selection committee should include the Mayor or his/her Councillor representative, and one other Councillor, two senior staff members and two distinguished independent people with knowledge of the development assessment system. All members of the selection committee to be approved by a council resolution</p> <p>i. That the appropriate Policy and Procedure and Code of Conduct be developed in line with ICAC recommendations to ensure the panel demonstrate the highest ethical standards in the exercise of their duties and responsibilities, maintain the integrity and transparency of the panel and to provide for fair dealings in making decisions.</p> <p>Comment: Information currently being compiled.</p>	CDVP	Sept 2017
13.12.16 PL 5146315	<p>ORD 8.5 - That a report be provided investigating the use of a drone with heat detecting cameras to track and monitor Koala movement in the Local Government Area.</p> <p>Comment: Report is currently being compiled.</p>	CDVP	sept 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
18.04.17 KH 5311170	ORD - NM - 11.2 - That a report be presented to Council that as part of the planning process involving all development applications relating to Appin Road and Gilead, Council include a requirement for Fauna Exclusion Fencing and appropriate tunnels and high crossing points to be provided by the applicant, to enable safe access for fauna through the wildlife corridors. Comment: Awaiting response from Minister for Transport and Infrastructure.	CDVP	October 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Growth and Economy			

Letters Requested as at 25 July 2017

*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Lifestyles			
*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Delivery			
*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Governance			
11.07.17 RT	ORD 7.2 - 2. That a letter of thanks be forwarded to Dr Freeland. Comment: Letter sent 28/07/17, DocSet 5466939	CG	27/07/17
11.07.17 BM	NM 11.1 1. That Council extends its sincere sympathy to the victims of the Grenfell Tower fire in Kensington, UK. 2. That Council notes the cladding which contributed to the terrible fire has been in use in Australian medium and high-density developments. Comment: Item 1. Noted, Item 2. Noted, Item 3. - transferred to City Development	CG	28/07/17
*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Development			
13.06.17 K.H	NM 11.2 - 4. That Council write to the Member for Campbelltown, Mr Greg Warren, seeking his support for additional funding to be allocated for the immediate installation of such fencing and crossing	DVP	
11.07.17 BM	NM 11.1 3. That Council write to the local members requesting an urgent state government investigation into the use of similar or same cladding in multi-storey developments across NSW and options available to mitigate potential risks.	DVP	
*Date of Decision *Mover *DocSet	Item/Comments	Div. Resp	Comp Date
City Growth and Economy			

8.6 Expenditure Allocation Revote

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.7 - Public funds and assets are managed strategically, transparently and efficiently

Officer's Recommendation

That the projects listed in the attachment be reallocated for expenditure during 2017-2018.

Purpose

To advise Council of the revote of funds from the 2016-2017 financial year for programs and projects to be completed in 2017-2018. These programs and projects require carry forward due to grants being received late in the financial year, reallocation of identified savings and projects spanning over multiple years.

Report

In accordance with the *Local Government Act 1993*, expenditure authorisations lapse at the end of each financial year. There were a number of projects where contracts had been let, or where Council staff had commenced the work prior to the end of June 2017. These projects were within Council's budget for 2016-2017 and require a revote of funds to enable completion in 2017-2018.

Attached to this report is the list of projects where a funding revote has been requested following discussions with senior staff from each division and is now submitted for Council's consideration.

The total funds required from 2016-2017 are \$22,340,416. This compares to the previous two years where \$17,640,388 was revoted from 2015-2016 and \$30,636,946 was revoted from 2014-2015. This year's revote request is higher than the average mainly due to several significant projects which are underway, though due to the scale of the project are required to be completed over two financial years.

The circumstances of the revoted funds this year are detailed below.

Major projects which require completion in 2017-2018:

- regional promotion and destination management plan projects
- Animal Care Facility capital improvements
- sustainability projects
- Leisure Centre capital projects
- Asset Services road and bridge works
- building refurbishment works
- Security upgrade project
- playground renewal projects
- stormwater management projects
- major/minor works program.

In addition, a number of funding bodies provided grants/contributions late in the year or where the grant allocation was secured towards the end of the financial year:

- environmental/planning studies/plans of management
- waste performance improvement program
- Education and Care programs
- Community development projects
- Arts Centre programs
- sport and recreation projects.

Projects which have yet to commence or fully take up available funds:

- land acquisition
- flood mitigation works.

The sources of funding for the revoted funds are as follows:

• revenue (committed works reserve)	\$10,360,559
• other reserve funds	\$3,720,853
• loans	\$3,134,428
• grants	\$4,244,131
• contributions (inc developer, government)	\$880,445

All funds will be expended on the project that they were originally allocated to, according to the terms and conditions of the source of funding. A number of minor projects were not completed at the end of the financial year, however have now been finalised or are nearing completion.

Details of the major projects are outlined below.

Animal Care Facility capital improvements - \$155k

During the 2016-2017 financial year funds were allocated to the refurbishment of the Animal Care Facility for various works. Some works were not able to be completed during last financial year and further works have been identified. The remaining works include construction of exercise yards and CCTV upgrade for the facility. The funds have been allocated from unspent funds from the previous year and a favourable result in the Compliance Section budget.

Environmental projects - \$301k

A number of environmental studies are continuing or yet to commence due to funding being allocated over a number of years or the funds being received late in the financial year. Some of these studies include: Cumberland Plain Golf Course, Biodiversity Strategy, Mitigating Threats to Wildlife, Parks, Koala and Flying Fox Plans of Management, Reserve Rehabilitation and Aquatic Weeds Treatment.

Sustainability projects - \$140k

The sustainability reserve was established in 2008-2009 as a funding source for environmentally sustainable projects. Operational savings from these projects are transferred into the reserve to repay the project costs. Two projects have recently commenced and require the revote of funds to complete the works. These projects include installing solar panels at the Eagle Vale Leisure Centre and the Works Depot at Minto.

Waste performance improvement program - \$655k

Council has received funding from the NSW Government's Waste and Sustainability Improvement Payments (WaSIP) Scheme in previous years. The funding is conditional on the approval of an action plan of works by the Office of Environment and Heritage which has been approved. These funds are for the heating, ventilation and air conditioning system at the Arts Centre due for completion in late 2017.

Better waste and recycling program - \$801k

Grant funds were received during the year under the Better Waste Recycling fund (Waste Less Recycle More), which will be expended on projects which aim to reduce the amount of waste going to landfill. This is an ongoing program with works to continue over several years. Funds have also been received to fund the construction of a Community Recycling Facility. This project is currently underway.

Education and Care programs - \$188k

There is an ongoing grant funded program within the Education and Care Services Section which had unexpended funds at the end of the financial year. This is the Campbelltown Child and Family Centre. Revoted funds will be expended on the operations of the program.

Education and Care Services also received grant funding for a long day care professional development program. This is year three of a three year program and funds will be expended over this period.

Community development projects - \$175k

A number of community development projects are continuing or yet to commence due to funding being allocated over a number of years or the funds being received late in the financial year. Some of these projects include: Aboriginal Co-design planning, Place Management Project, BMS and Scooter Coaching project and the White Ribbon program (which was requested by Council).

Arts Centre programs - \$742k

The Arts Centre receives much of its grant funding on a calendar year basis, and depending on the timing of their expenditure there will be unspent funds that will need to be expended in the first half of the following financial year. These grant funded programs include the music, education, exhibition, theatre and dance programs.

Leisure Services projects - \$419k

The Leisure Services section has several projects either underway or yet to commence. These include refurbishment works at the Macquarie Fields Swimming Centre, minor equipment purchases at the pools, as well as funds revoted for various strategic master plans.

Sport and recreation projects - \$2.145m

In the last financial year Council was successful in applying for (or partnering with other sporting organisations) Sport and Recreation grants. Several are committed or underway and are due for completion in the 2017-2018 financial year.

Projects resolved by Council in quarter three of the 2016-2017 financial year include floodlighting at sporting fields, Ingleburn Tennis Club, Minto Indoor Sports Complex, Rosemeadow Tennis Courts and Woodlands Road Baseball Complex and require carry forward to 2017-2018.

Campbelltown Sports Ground - \$270k

In the last financial year Council approved the revote of funds towards the establishment of temporary additional positions within the Sports Stadium.

In addition, funds have been allocated to the LED signage installation at the stadium.

Building assets maintenance projects - \$4.897m

There were a number of works that were delayed, deferred or incomplete for various reasons during the 2016-2017 financial year. These works include:

- Eagle Vale Leisure Centre refurbishment
- Rosemeadow Playing Fields Amenities refurbishment
- Raby Sports Complex refurbishment
- Civic Centre office refurbishments

The majority of these works have either been completed or will be completed later in 2017.

Assets Services projects - \$638k

There were a number of works that were delayed or deferred for various reasons during the 2016-2017 financial year. These works include:

- bridge maintenance program
- culvert maintenance program
- parks maintenance program

- floodlight maintenance program
- footpath reconstruction program
- kerb and gutter reconstruction program
- urban road reconstruction program.

The majority of these works have either been completed or will be completed later in 2017.

Playground renewal projects - \$855k

Funds were allocated as part of the Renew Connect Revitalise program for the rejuvenation of the playground facilities in the Campbelltown area. The rollout of the program includes extensive consultation with the community and design works. A number of sites were put on hold to ensure compliance with the incoming Play Space Strategy. The sites have now been approved and are on track to be completed mid 2017-2018.

Security upgrade project - \$774k

Council's security system is being upgraded to enable a single integrated system across all of Council's buildings and sites. Works on the access control/alarms had commenced last financial year, however Councils CCTV equipment also requires updating to be utilised for this purpose and to meet the current community and law enforcement expectations. The section has taken advantage of a favourable result in the Property Management function to allocate these funds for revote.

In addition unspent funds for lone worker investigation and fire trail maintenance are requested to be revoted to finalise the projects.

Flood mitigation study and works/drainage - \$801k

Council is in the process of implementing the outcomes from the flood mitigation study. An amount of \$386k has been revoted to continue the works. Also a surplus has been achieved from prior flood mitigation projects that have come in under budget. These funds will be incorporated and expended with the flood mitigation works.

Stormwater management projects - \$1.809m

Funds are for the completion of various stormwater re-use and recycling schemes. A works program is in place for the balance of funds which were received in 2016-2017 and will be spent in accordance with Council's Management Plan. Some of the funds will also be spent on outcomes from the flood study.

Major works program - \$2.673m

The majority of surplus funds from within the major works program are for the completion of the following projects:

- Wedderburn Road Bridge (reserve funded)
- Raby Precinct Traffic Study (grant funded)

Minor works program - \$618k

Funds are for a variety of safety and amenity projects, including footpath baulks, solar lighting upgrades, bus shelter program, city signage programs and traffic facilities.

Land acquisition - \$1.988m

These funds have been included in previous budgets for various land purchases. The funds will be expended as opportunities arise. Council is currently negotiating with land owners regarding various acquisition opportunities, including Badgally Road widening and Campbelltown Showground.

Information Management and Technology software and projects - \$518k


There are various projects commenced and yet to be completed in the Business Solutions and Network Administration areas. These works are funded from the enterprise software reserve. In addition funds have been revoted to finalise the Customer Service ticketing machine implementation.

Regional promotion and destination management program - \$178k

Following the Council restructure, there is a renewed focus on economic development and high-level promotion of Campbelltown City with significant marketing opportunities arising in the near future. This amount will enable the progression of plans and strategies that were unable to be commenced in the previous year.

Attachments

1. Listing of recommended revotes (contained within this report)

		Listing of Recommended Revote of Funds from 2016-2017 Financial Year					
Cost Centre	Description	Funding Source					TOTAL
		Loans	Grants	Contribs	Reserves	Revenue	
1112	Economic Development	0	0	13,240	0	0	13,240
1125	Animal Care Facility	0	0	0	0	155,000	155,000
1155	Land Use - Site Assessment	0	0	0	0	30,000	30,000
1200	Development Services - Recruitment	0	0	0	0	80,000	80,000
1243	Environmental Projects	0	144,859	0	0	155,671	300,530
1359	Sustainability Projects	0	0	0	140,341	0	140,341
1361	Waste Performance Improvement Prog	0	0	154,505	0	500,000	654,505
1362	Waste Recycling Projects	0	801,290	0	0	0	801,290
1530	Children's Services Projects	0	185,687	0	0	2,704	188,391
1730	Community Services Projects	0	125,089	0	0	20,000	145,089
1735	Youth Services Projects	0	29,786	0	0	0	29,786
1801	Arts Centre Programs	0	742,157	0	0	0	742,157
1920	Leisure Services Projects	0	0	0	0	418,750	418,750
1935	Department Sport & Recreation Projects	328,662	723,755	5,700	0	1,086,416	2,144,533
1991	Library Strategic Plan/Special Projects	0	23,654	0	0	10,100	33,754
2240	Building Maintenance Projects	0	14,961	0	0	4,882,400	4,897,361
2235	Assets Services Projects	0	5,310	0	0	632,400	637,710
2310	Fire Trail Maintenance	0	25,000	0	0	0	25,000
2505	Campbelltown Sports Ground	0	0	0	0	270,000	270,000
2915	Playground Equipment	0	0	0	0	855,000	855,000
2920	Emergency Services Project	68,900	195,800	0	0	484,257	748,957
2989	Land Acquisition	1,690,120	0	0	0	298,256	1,988,376
3010	Flood Mitigation Study	0	257,310	0	0	128,655	385,965
3025	Flood Mitigation & Drainage	339,008	76,249	0	0	0	415,257
3027	Stormwater Management	0	0	650,000	1,159,002	0	1,809,002
3040	Footpath Construction Program	56,804	0	0	0	0	56,804
3050	Major Works Program	288,082	440,051	0	1,920,000	25,300	2,673,433
3055	Minor Works Program	362,852	173,706	0	16,810	64,200	617,568
3063	Road Safety Officer Projects	0	0	57,000	0	0	57,000
3265	Regional Promotion	0	0	0	0	178,000	178,000
3335	Corporate Support	0	0	0	0	20,000	20,000
3720	HR Project	0	0	0	0	20,000	20,000
3917	IT&T Software and Projects	0	0	0	484,700	33,450	518,150
4030	Internal Audit Project	0	0	0	0	10,000	10,000
4150	Macro-Regional Waste Strategy	0	279,467	0	0	0	279,467
		3,134,428	4,244,131	880,445	3,720,853	10,360,559	22,340,416

8.7 Six Monthly Progress Report against the Delivery Program

Reporting Officer

Executive Manager City Growth and Strategy
City Growth and Economy

Community Strategic Plan

Objective	Strategy
5. Responsible Leadership	5.2 The smooth running of Council's operations

Officer's Recommendation

That the information be noted.

Purpose

To advise Council of the progress in undertaking the principle activities outlined in the 2013-2017 Delivery Program for the period of January 2017 to June 2017.

History

It is a requirement of the *Local Government Act 1993*, that Council receive a progress report on the principle activities outlined in the 2013-2017 Delivery Program. The report replaces the Management Plan Quarterly Report.

Report

In 2012, Council adopted the 2013-2017 Delivery Program. The Delivery Program outlines the objectives, strategies, services and functions, programs of work and activities that Council will undertake during 2013-2017.

This report provides the last update on the progress of the principle activities outlined in the Delivery Program. The principle activities of Council are defined as the services and functions it provides to the community. It is required to indicate Council's progress towards meeting the community vision.

The actions within each strategy are contributing to Council moving towards the community vision in its operations.

Please note this is the last progress report on the 2013-2017 Delivery Program. Councillors can expect an update against the recently adopted Integrated Planning and Reporting suite of documents, later in the year.

Attachments

1. 2013-2017 Delivery Program Six Monthly Progress Report January to June 2017
(contained within this report)



2013-2017 Delivery Program
Six Monthly Progress Report
January to June 2017



Introduction

In June 2013, Council adopted the Integrated Planning and Reporting (IPR) framework. As a requirement of the *Local Government Act 1993*, a bi-annual progress report is to be submitted to Council, highlighting the key achievements of the principle activities, as well as any exceptions. Council's principle activities are defined as its services and functions as outlined in the Delivery Program. Council provides 27 services and nine functions as part of its operations.

Services

- Provision of environmental education
- Management of natural resources
- Regulation of environmental compliance
- Management of natural waterways
- Land use planning for the City
- Completion of Development Application assessments
- Support of MACROC
- Encouraging tourism to the Campbelltown region
- Promotion of City centres
- Provision of the road network
- Provision of a stormwater and drainage network
- Management of City traffic network
- Provision of the footpath and cycleway network
- Provision of education and care for children
- Provision of library services
- Provision of sport and recreational services
- Provision of services to targeted community groups
- Operation of the Campbelltown Arts Centre
- Provision of waste management
- Provision of community safety programs
- Provision of animal care services
- Provision of public health information and services
- Emergency bushland management
- Maintain the public spaces of the City
- Community events
- Community access to Council information
- Provision of customer service





Functions

- Governance
- Business management
- Work with State and Federal Governments
- Human resources
- Information technology
- Management of activities to support organisational sustainability
- Asset management
- The management of Council's property assets
- Financial management

This progress report identifies whether we, as a community, are moving towards the vision

“a connected community with opportunities to grow in a safe and sustainable environment”


The legend below describes if the principle activity (service or function) is moving towards or away from delivering on the community vision.

	Strongly progressing towards the vision
	Making progress towards the vision
	Shifting away from the vision
	Rapidly moving away from the vision



A sustainable environment

Strategy - 1.1 Promotion of sustainability

Service - 1.1.1 Management of activities to support organisational sustainability	Status
<p>Council commenced implementation of its Sustainability Strategy focusing on policy development, organisational improvement and reduction of natural resource consumption.</p> <p>Council continued to monitor its progress towards a sustainable organisation through the use of a Sustainability Accounting Tool (SAT). The SAT offers cost and consumption information on six key areas – electricity, gas, water, paper, waste and vehicle fleet.</p> <p>Council's Sustainability Committee continued to meet regularly to discuss and facilitate a diverse range of sustainable initiatives. These initiatives involved the development of policies, the design and implementation of on-ground works, the expenditure of funds and project accounting.</p> <p>Quarterly health check reports were prepared on Council's electricity and paper consumption.</p> <p>Council commenced upgrades to the HVAC system for the Campbelltown Arts Centre. It is anticipated that the works will reduce the Centre's greenhouse gas emissions by 30 per cent and cost by 20 per cent .</p> <p>Council continued to implement its Sustainable Paper Authorised statement.</p> <p>Council continued to implement its Sustainable Events Policy.</p> <p>We commenced a procurement process for a company to install 99KWh and 60KWh solar systems on the Eagle Vale Leisure Centre and Council's Works Depot respectively.</p>	
Service - 1.1.2 Provision of environmental education	Status
<p>Thirty two workshops were provided to the community in cooperation with the Macarthur Centre for Sustainable Living with approximately 608 residents attending. Workshop topics included:</p> <ul style="list-style-type: none"> • green cleaning • worm farming and composting • garden to table cooking • simple and easy native gardening • keeping chickens at home • no dig gardens and mulching • winter vegetable gardens • microwave cooking. <p>Council released its bi-annual environmental calendar – 'Your connection to our natural environment'. The calendar is a one-stop shop for anyone seeking information on environmental events and initiatives happening in the community, and how to get involved.</p> <p>Council delivered waste, recycling, food avoidance to seven Council early learning centres.</p> <p>Council staff delivered 15 environmental education workshops to over 1,000 local school students on a range of topics including recycling,</p>	



A sustainable environment

composting, storm water education, stewardship through art and environmental engineering.

Council conducted a two day high school sustainability forum that attracted eight local high school students to partake. The program is called Schools for Sustainability and won the 2016 Local Government Excellence Award for Excellence in Environmental Leadership and Sustainability for LGA's over 100,000 people.

Council provided an interactive education and information stall at the Ingleburn Alive festival that allowed residents to learn about what environmental initiatives Council offers to the community.

In celebration of Earth Hour 2017 Council held 'caring for our future' a free event featuring aboriginal stories and dance paying homage to the local environment and its connection to aboriginal people. The event was attended by around 80 people.

The 2017 Catch a carp fishing competition was held at Eagle Farm Reserve in March. The event was held in partnership with the Dharawal Men's Aboriginal Corporation and saw over 500 residents participate in helping to rid the pond of the invasive species, carp.

Council worked in collaboration with the Georges River Combined Councils Committee and the Georges River Environmental Education Centre and Council's Engineering team to develop and deliver a comprehensive water and waste education program with Sarah Redfern High School that focused on the installation of the Rose Park GPT. Students learned how litter moves through the community, the design and purpose of a GPT and best practice stormwater treatment through a number of excursions. Excursion locations included Simmo's Beach Reserve, Cataract Dam and Sydney Olympic Park Authority. Through this program, students developed a sense of ownership for their community and a first-hand visual experience of the damage litter can cause to the natural environment.


We completed a review of Campbelltown's bushwalking tracks was initiated which aims to identify and promote Campbelltown's bushwalking opportunities.

Council continued to work closely with the Macarthur Centre for Sustainable Living. The MCSL hosted a number of community workshops on Council's behalf, with topics including worm-farming, composting, no-dig gardens, making the most of your left-overs, and garden-to-table. In addition, the MCSL conducted recycling and composting workshops for schools and child care centres, as well as providing an exhibition stand at Ingleburn Alive.



A sustainable environment

Strategy - 1.2 Protection of the natural environment

Service 1.2 1 - Management of natural resources	Status
<ul style="list-style-type: none"> • Council continued to undertake inspections for noxious weeds focusing on high risk pathways and priority weed species. • Control and management activities for Australian White Ibis (AWI) were undertaken at Lake Mandurama and Eagle Farm Reserve under Council's adopted AWI Management Plans. • The implementation of the Tree Swap Program continued. • Council completed bush regeneration and ecosystem enhancement projects at Noorumba Reserve based on funding from Greater Sydney Local Land Services. • Council obtained funding from Greater Sydney Local Land Services for bush regeneration at Kentlyn and St Helens Park. • Council coordinated bush regeneration works at four key sites through the federal government's Green Army Program: Varroville Reserve, Fishers Ghost Creek, Cook Park and Smiths Creek. • The Georges River Combined Council's Committee in partnership with Council's along the Georges River completed the aboriginal riverkeeper team biodiversity fund grant project at: Spring Creek, Mansfield Creek and Eagle Farm Reserve. • Three workshops were delivered under the Indian Myna Bird Action Program partnership with local men's sheds; to educate residents about the pest bird species and reduce their impacts on human health and the environment. • Council was awarded grant funding from Greater Sydney Local Land Services for a biodiversity conservation project to reduce the impacts of road fatalities, dog attacks and habitat loss on the local Koala population. • The Weed Action Program continued to be implemented. • We continued bush regeneration works and revegetation activities at Campbelltown Golf Course through our Bushcare Program following funding from Greater Sydney Local Land Services. • Council participated in the South West Regional Weeds Committee. • Quarterly population counts of Grey-headed Flying Foxes were undertaken at known camp sites. • Council staff begun monitoring using remote sensing cameras for the presence of pest animal species in the LGA to influence to development of a pest animal strategy. • Council staff continued to provide strategic advice on the environmental impact of development applications for Campbelltown. • A biobanking agreement for Noorumba Reserve was drafted and submitted to the NSW Minister for the preparation of the document. • Work continued on the Draft Campbelltown Biodiversity Conservation Plan including a desktop assessment of Campbelltown's biodiversity 	



A sustainable environment


<p>values and identification of key corridors and conservation areas.</p> <ul style="list-style-type: none"> • Council are partnering with Greater Sydney Local Land Services (GSLLS) the Barragal Landcare Group, the NSW Department of Primary Industries and Wollondilly and Camden Councils under the Menangle Fox Control program which aims to educate landowners and managers on best practice methods to reduce fox numbers. • A submission was provided to the NSW Government on the draft biodiversity reforms. • Council was awarded funding from the NSW Office of Heritage through the Saving Our Species Program for a project aimed at identifying priority strategic koala habitat corridors throughout the Local Government Area. The results of the project will guide future revegetation efforts on both public and private lands for improved koala habitat. • Council was also awarded funding from the Greater Sydney Local Land Services (GSLLS) through the Biodiversity Conservation program for a project aimed at rehabilitation and increasing community stewardship within the reserve. The outcomes of this project are: <ul style="list-style-type: none"> - restoring compacted areas within the western part of the reserve - preferentially investing funds into one of the identified Cumberland Plain Priority Conservation lands - undertaking works in accordance with best practice standards for bushland management on the Cumberland Plain - educating the community particularly local students about the biodiversity values of Simmo's Beach Reserve and management issues - getting local students to develop a community education program about the reserves biodiversity values and management issues. This program will be distributed to members of the public - rehabilitating threatened species habitat. 	
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Service – 1.2.2 – Regulation of environmental compliance	Status
<p>Council received and investigated 344 Customer Requests relating to illegal construction/development (144), pollution (139) and rubbish dumping (61).</p> <p>Council issued 120 notices/orders under the <i>Environmental Planning and Assessment Act</i> (88) and the <i>Protection of the Environment Operations Act</i> (32).</p> <p>A total of 51 penalty notices were issued in relation to Environmental (41) and Land Use (10).</p>	➡



A sustainable environment


Strategy - 1.3 Care for natural waterways

Service 1.3.1- Management of natural waterways	Status
<p>Council undertook mapping and control of aquatic weeds along 51km of waterway within the LGA.</p> <p>In partnership with Wollondilly and Camden Councils we continued to treat aquatic weeds on the Nepean River.</p> <p>Council coordinated works by the Georges River Combined Councils Committee Corrective Services teams to remove rubbish from 26 key sites within the LGA.</p> <p>Waterway improvement works were undertaken within Fishers Ghost Creek, Quirk Reserve, Bradbury.</p> <p>Council also coordinated works by the Georges River Combined Council Committee's Green Army Teams to remove rubbish and weeds from Quirk Reserve, Redfern Creek and Panorama estate.</p> <p>Continuation of a Water Quality Monitoring program involving the sampling and monitoring of 13 strategically selected sites within the Georges River and Nepean River catchments (against National Guidelines for Fresh and Marine Water Quality, developed by the Australian and New Zealand Environment and Conservation Council, ANZECC, 2000).</p>	



A strong local economy

Strategy - 2.1 Encourage balanced development within the City

Service 2.1.1 - Land use planning for the City	Status
<p>Council has continued to engage with the Department of Planning and Environment in the planning for the Greater Macarthur Priority Growth Area, including the Glenfield to Macarthur Urban Renewal corridor and the Campbelltown South proposed "greenfield" release areas.</p> <p>Planning for the Menangle Park and Mount Gilead (Stage 1) "greenfield" release areas has been finalised and is awaiting final Government endorsement.</p> <p>Planning Proposals for rezoning for residential purposes at Amundsen Street, Leumeah; Caledonia Bensley Road, Ingleburn; Goodsell Street/Eagleview Road, South Minto; Evelyn Street, Macquarie Fields have been progressed.</p> <p>Planning Proposals for rezoning for employment purposes and mixed use precincts at Glenfield Waste Services, Glenfield; Glenlee; Maryfields, Narellan Road have been advanced.</p> <p>Progressed Voluntary Planning Agreements for Edmondson Park South, East Leppington, Mount Gilead 1.</p> <p>A draft planning framework to facilitate implementation of Council's evolving natural assets management framework has been prepared.</p> <p>Assisted with LGA demographic projections.</p> <p>Formative/background stage for Section 94A review has been drafted.</p> <p>Specialist heritage advice provided for diverse development applications in respect of curtilage issues, building fabric, landscape issues and adaptive reuse.</p> <p>A new place focussed Divisional Structure has been prepared and is being progressed incrementally.</p> <p>Multi-disciplinary place focused initiatives have been supported.</p> <p>A draft Comprehensive Koala Plan of Management was amended following public exhibition and submitted to the NSW Department of Planning for consideration.</p>	



A strong local economy

Strategy - 2.2 Attraction of business to the local area to create jobs

Service 2.2.1 - Completion of Development Application assessments

Status

Council continued to provide advice on development related matters assisting with the transition of development ideas into sustainable job generating pursuits. It also undertook the assessment and certification of development related applications and works, delivering:


Reporting Period – 1 January 2017 – 30 June 2017

The net median Development Applications assessment/determination time frame was 56 days.

Application Type	Total number of applications	Total Capital works
Development Applications	412	\$115,226,872.00
Construction Certificates	345	\$372,923,506.00
Complying Development	542	\$108,152,719.00
Value during Reporting period -1 January 2017 – 30 June 2017	Total number of Development applications	Total Capital works
Value between 1-5 million	6	\$12,963,285.00
Value greater than >5 – 20 million	1	\$7,902,356.00
Value greater than > 20 million	Nil	Nil



A strong local economy

Service 2.2.2 – Economic Development	Status
<p>Council's new organisational structure places more emphasis on strategic planning for urban growth and transport, good city design, infrastructure that drives investment, and the design and provision of key infrastructure such as open space, community and cultural facilities.</p> <p>It demonstrates to the community, existing businesses and potential investors that Council is serious about attracting and delivering on new jobs and wealth for Campbelltown.</p> <p>A focus for Council is to continue to develop and take leverage from strategic partnerships with a range of key stakeholders.</p> <p>During the reporting period, Council continued its range of high level partnerships with organisations including Western Sydney Business Connection (WSBC), Sydney Business Chamber, South West Business Enterprise Centre (SWBEC), as well as the Campbelltown and Ingleburn Chambers of Commerce.</p> <p>In partnership with the SWBEC, Council offers a free business advisory service. The sessions are held every Thursday morning at the Civic Centre and provide advice and training support to aspiring and existing business owners.</p> <p>A State of the Cities event was held in May 2017, a joint event with the Sydney Business Chamber, which highlighted opportunities for growth and transformation in Campbelltown to high level investors, developers and interested businesses.</p> <p>A draft economic profile of the city was developed with profile id.the population experts, which will be finalised in the next reporting period and used to provide a greater understanding of economic and demographic processes in Campbelltown, along with key points of the city's economy for future planning:</p> <ul style="list-style-type: none"> • promoting and raising the profile of Campbelltown as a key strategic centre within the framework of planning for south west Sydney via the Western Sydney Airport and its associated aerotropolis, public transport, employment and economic opportunities • active membership of the National Growth Areas Alliance • working with Deloitte to deliver project aimed at enhancing collaboration with major stakeholders to articulate a vision strategy and preliminary shaping of the emerging Health and Education precinct • preparation of a car parking demand analysis for the Campbelltown CBD • preparation of a draft report with consultants APP and Council's Executive to develop the parameters for the transformational planning for the Campbelltown CBD • promote and represent Council at the 2017 Urban Development Institute of Australia (UDIA) National Congress • promote and represent Council at the 2017 Ingham Showcase • provision of high level strategic planning advice on various potential economic development opportunities and various potential development sites 	



A strong local economy


<ul style="list-style-type: none"> • provision of accurate and up-to-date population, housing and economic statistical data for internal and external users and stakeholders. • coordinate the provision of training in the use and interpretation of this data for internal users • preparation of a new population forecast for the Campbelltown LGA to 2036 • provision of up-to-date aerial photography and videography of key strategic sites within the LGA. 	
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Strategy - 2.3 Promote Campbelltown as a regional City through the growth of the City's major business centres

Service 2.3.1 - Encouraging tourism to the Campbelltown region	Status
<p>The strategy embedded in the Macarthur Destination Management Plan (DMP) outlines ways in which to build on the visitor opportunities that Campbelltown City currently has to offer, but also identifies opportunities for future growth and development. It leverages against the distinctive assets of Campbelltown – both natural and man-made – as opportunities to identify and develop as tangible visitor experiences, with an economic and community value.</p> <p>Work continues to progress on a number of the major projects highlighted in the DMP which began in the previous period including:</p> <ul style="list-style-type: none"> • an audit of bushwalking tracks across the LGA to identify opportunities for enhancement and recommendations for complementary tourism opportunities such as orienteering, zip lining and high ropes courses • undertaking an accommodation feasibility study to assess market demand for additional accommodation opportunities • undertaking a feasibility to assess the market demand for a haunted attraction experience which could leverage off the marketing profile of the Festival of Fisher's Ghost. <p>The demand for the tours has seen an increase from the previous reporting period, there are now two tours held every month, instead of one tour. Additionally, two new tours have also been added to the program for parents with small children and people with limited mobility.</p> <p>Council continues to liaise with the National Parks and Wildlife Service on the development of further recreational experiences within Dharawal National Park for both the local community and visitors to Campbelltown to enjoy.</p>	




A strong local economy


Service 2.3.2 - Promotion of City centres	Status
<p>Council has been taking leverage from its strategic alliances to drive a greater metropolitan, state-wide and national recognition of Campbelltown as a place for business to invest. This strategic 'profiling' of Campbelltown City has been showcased at major conferences during the period, including the Urban Developers Institute of Australia (UDIA) national conference in Perth in April, and the 2017 Health Beyond Research and Innovation Showcase in Campbelltown in June, which was coordinated by the Ingham Institute for Applied Medical Research.</p> <p>City marketing continues to be a centrepiece of Council's efforts to promote the city as a place to invest and do business, as well challenge traditionally held – often negative – perceptions of Campbelltown. Marketing collateral created in this period included an updated city prospectus which promotes the city's new vision of 'ambition, innovation, opportunity'. A feature in the high-end business magazine, Business First, will be available in the next period of reporting.</p> <p>For the first time, Council received grant funding to participate in Back to Business Week, a NSW Government initiative in February. Three small business workshops were held which looked at social media marketing for businesses; sales and marketing; and developing a website – all of which proved extremely popular.</p> <p>Plans are underway to expand on the training and networking offerings for local business into the next reporting period.</p> <p>Ongoing regular parking enforcement of public parking areas continued to encourage fair and convenient access to restricted public parking spaces.</p>	




Strategy - 3.1 The development and implementation of infrastructure plans to support efficient movement around the City


Service 3.1.1 - Provision of the road network	Status
<ul style="list-style-type: none"> • The annual roads renewal program 2016-2017 was successfully implemented which included more than 286 segments, equivalent to 415,000sqm of roads. The high profile road projects include asphalt resheeting work at Cumberland Road of Ingleburn, Somerset Street of Minto, pavement stabilisation at Kellerman Drive of St Helens Park, Pavement Reconstruction work at Westmoreland Road of Minto. • Renewal works were completed for six car parks which included Nepean Reserve Car Park Access, Ambarvale Sport Complex Car Park and Kennett Park Car Park. • The annual bridge/culvert program 2016-2017 which include concrete repair, steel repair, and timber replacement at 35 bridges/culverts is completed. The high profile bridge program includes Mandurama Pedestrian Bridges Deck and Handrail Replacement and Pile Repair, Expansion Joint Resealing at four Bridges, Fascia Repair at Rose Payten Drive over Railway. • More than 2,049m of kerb and gutter was reconstructed, these included kerb and gutter on Wattle Avenue of Macquarie Fields and Epping Forest Drive of Kearns. • Operations has successfully completed 100 per cent of the annual Roads Rehabilitation Program with works carried out across various suburbs of the local government area (LGA) consisting of asphalt overlay, mill and fill, stabilisation, spray seals, microsurfacing and crack sealing. • The annual kerb and gutter reconstruction program consisting of 2,050 linear metres of kerb and gutter is 100 per cent complete. • The annual linemarking and street signage program is 100 per cent complete. • The new suburb entry signs program is 100 per cent complete. • Reactive heavy and minor patching program completed with over 7,000sqm of pavement repaired across the LGA. • Implementation of the 40km/h High Pedestrian Activity Area (HPAA) within the Ingleburn CBD is 60 per cent complete. • New bus shelters have been installed at Eagle Vale and Kentlyn. • Kerbside bin replacement in the Minto CBD, Leumeah and East Campbelltown locations is completed. • The annual Car Park program completed with pavement upgrades to Kennett Park, Worrell Park, Waminda Avenue Campbelltown and Minto Depot. • The annual Bridge program consisted of repairs at Rose Payten Drive, Mandurama Reserve and Marsden Park. 	



Service 3.1.2 - Provision of a stormwater and drainage network	Status
<ul style="list-style-type: none"> The stormwater pit and lintel program were completed for 40 locations. The annual stormwater program consisting of stormwater pit reconstruction and maintenance to urban areas of the LGA commenced in February 2017 and is 100 per cent complete. Ongoing cleaning and maintenance of the Georges River, Smiths Creek, Bunbury Curran Creek, Bow Bowing Creek, stormwater pits and pipes and gross pollutant devices. 	

Service 3.1.3 - Management of city traffic network	Status
<ul style="list-style-type: none"> Council completed a traffic study of the Ingleburn CBD and the Raby Road Precinct. Design commenced for the Raby Road, Eagle Vale Drive intersection upgrade. A regional traffic model for the whole of the LGA commenced. This model will link into similar models in Camden, Wollondilly and the south coast, as well as the RMS Sydney traffic model. 	

Strategy 3.2 The encouragement of the use of alternative transportation in, out and around the City

Service 3.2.1 - Provision of the footpath and cycleway network	Status
<p>More than 620sqm of footpaths has been reconstructed. These include footpath on O'Sullivan Road, Middleton Road, and Woolwash Reserve etc.</p> <p>Operations have completed 100 per cent of the annual Footpath Reconstruction program consisting of 3,950sqm across various suburbs of the LGA.</p> <p>The New Footpath and Cycleway program is 100 per cent complete. Works were undertaken at Glenfield Road, Eagle Vale Drive, Minto Basin, Cumberland Road, Airds Road, Swaftham Road, Williamson Road and Copperfield Drive.</p> <p>The annual Pedestrian Assistance Management program (PAMPS) has been completed in various areas of Campbelltown, Leumeah, Macquarie</p>	




A safe, healthy and connected community

Strategy - 4.1 The provision of a balanced range of services to the community


Service 4.1.1 - Provision of education and care for children	Status
<p>Family, Education and Community Services (FECS) have provided care for an average of 1,069 children per week over the past six months, with an average utilisation of 85 per cent.</p> <p>Each week this includes an average attendance in the following services:</p> <ul style="list-style-type: none"> • long day care: 419 children attending • outside school hours care: 139 children attending • family day care: 511 children attending. <p>Out of School Hours Care (OSHC) was offered for all school terms as well as school holidays. There has been an increase in utilisation in after school care.</p> <p>The Mobile Toy Book Library (MTBL) secured additional funding through the Benevolent Society's, Communities for Children (C4C) program. A further two year grant of \$129,000 will support further access to early intervention services, including child protection services.</p> <p>FECS was recognised in the local small business awards with the following five services nominated as finalists:</p> <ul style="list-style-type: none"> • Namut Early Learning Centre • Waratah Early Learning Centre • Amarina Early Learning Centre • Family Day Care Service • Family Day Care Educator Gulnaz. <p>Family Day Care Nominated Supervisor Justeene Durban was nominated in the Australian Family Education and Care for Director of the year. Our Family Day Care service was also nominated as Service of the Year and Educator Gulnaz Perveen, as Educator of the Year. The Family Day Care was commended for their contribution to their sector.</p> <p>Kabbarli Early Learning Centre and Raby Outside School Hours Care were rated Exceeding under the National Quality Standards, with Council's services continuing to be recognised as a high quality provider. All services have now been assessed by the NSW Department of Education and Communities.</p> <p>A variety of specialist and community focussed programs were delivered through Education and Care services including:</p> <ul style="list-style-type: none"> • Little Scientists • ELLA program • Let's Count • Healthy Lunch box sessions • PALs program, • Munch 'N' Move • Language and Literacy program • visiting Dentist • Cook with me • Children Citizen project • Steps, Eyesight program 	

	A safe, healthy and connected community
<ul style="list-style-type: none"> • Participation in community activities and events for example Ingleburn Alive and National Simultaneous Story time. <p>These programs are additional to our daily activities and allow for further development opportunities for the children of Campbelltown.</p> <p>Extensive professional development and further educational studies were offered to all staff. These programs strengthened skills and further enhanced innovation and quality of services provided.</p>	

Service 4.1.2 - Provision of library services	Status
<p>Library Services continue to develop and deliver a wide range of services, resources and programs to the community. Over the past six months this included:</p> <ul style="list-style-type: none"> • technology training provided through IT & Biscuits, and Tech Savvy Seniors (both in English and Cantonese), which have continued to grow in response to demand • Let's Talk Legal, English Conversation Groups, Book Clubs and Chess Club • literacy programs such as Preschool Storytime, Baby Read n Rhyme and PJ Storytime. <p>Highlights include:</p> <ul style="list-style-type: none"> • the hugely successful author visits by Peter Fitzsimons at the Greg Percival Library and Amanda Howard at the HJ Daley Library, which saw record crowds attending of 100 and 80 people respectively • Comic Book Day held on Saturday 6 May 2017, with over 1,000 people participating on the day at the HJ Daley Library. Visitors dressed as cartoon or comic book heroes and joined in on a range of great activities and were able to access free comic books. <p>In March the development of the Library Services Strategic Plan commenced, Our Future Libraries. The Strategic Plan will provide a vision for our library service for the next 10 years. In this six month period highlights included:</p> <ul style="list-style-type: none"> • establishment of a Community Advisory Group with Councillor, industry and community representation • broad consultation including surveys, community meetings, community forums and video feedback in a variety of locations within the city - over 850 people provided feedback during this phase. 	



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Service 4.1.3 - Provision of sport and recreational services	Status
<p>Campbelltown Sports Stadium hosted a myriad of nationally and internationally significant events including:</p> <ul style="list-style-type: none"> • A-League: Western Sydney Wanderers v Newcastle Jets • two National Rugby League trial matches for Wests Tigers and South Sydney Rabbitohs • three Asian Champions League matches : Western Sydney Wanderers v Urawa Reds, FC Seoul and Shanghai SIPG • three National Rugby League Wests Tigers matches (Sydney Roosters, Gold Coast Titans and Penrith Panthers) • Pacific Island Invitational Rugby League Tests matches including teams from England, Fiji, Samoa, Tonga, Cook Islands and Papua New Guinea. <p>Planning commenced on the new \$25m Sports and Health Centre of Excellence which will provide the community opportunities to access high level sports training, health and community facilities. This is due to be completed in 2019-2020.</p> <p>The Sport and Recreation Strategic Plan and the Play Space Strategy were adopted, providing a 20 year framework for the City as we continue to grow.</p> <p>Support to local sporting clubs continues to be provided including:</p> <ul style="list-style-type: none"> • assistance with the preparation of eight Asian Cup funding applications submitted early 2017 • provision of facilities and services with the 2017 winter sports season • delivery of 18 sport and recreation infrastructure projects along with the grant requirements • assisting six clubs with further grant applications for a range of works which includes field works and spectator seating at Mary Brooks Park Baseball, irrigation works at Woodlands Road; baseball and a new batting cage at Gilchrist Oval • promotion of the Community Building Partnerships Program 2017 and assistance with applications and project scoping. <p>In addition to recreation planning and support to sporting clubs a range of direct services are also provided to the community. This includes aquatic, sporting and fitness services and programs to the community.</p> <p>The Swim School reached 3,700 enrolments in Term One and 2,800 enrolments in Term Two.</p> <p>The Gordon Fetterplace Aquatic Centre and Macquarie Fields Leisure Centre hosted 61 swimming carnivals inclusive school, club, zone and regional carnivals.</p> <p>The fitness program continued to deliver a wide range of programs with a total swim and fitness membership base of 1,500 members and over 1,000 visit passes.</p> <p>Leisure Services partnered with Campbelltown Mall to deliver the 'Dive In' Community Program in which the team delivered resuscitation classes and</p>	




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<p>provided water safety talks and tips.</p> <p>Leisure Services and Library Services teamed up to deliver a Men's Health Week initiative with profile guest speakers presenting on the importance of keeping the balance between a healthy body and healthy mind.</p> <p>Other community focussed activities included:</p> <ul style="list-style-type: none"> • swimming lessons provided to the Koori Community, in partnership with Swimming NSW • stalls and activities at community events including Challenge Walk, Ingleburn Alive and West Tigers games. 	
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Service 4.1.4 - Provision of services to targeted community groups	Status
<ul style="list-style-type: none"> • Cook It! Macarthur to teach residents food waste avoidance skills through a series of free cooking clinics. • Three Orientation to Campbelltown Tours provide newly arrived CALD residents (80) information about Council services. • One Cultural Food Walking Tour to celebrate Harmony Day and Multicultural month -15 participants. • Youth education program in partnership with TAFE to provide accreditation to eight participants on Skate, Scooter and BMX. • Youth week activities in partnership with other service providers – just nominated for Youth Week Award. • Disability Inclusion Action Plan adopted by Council, published in three different formats for accessibility. <p>Council has drafted a combined and consolidated Grants, Sponsorship and Donations Policy. The draft policy has been developed with reference to best practice principles of grant making and grants administration as outlined by the Australian Institute of Grants Management and NSW Government. The policy describes the key elements and proposed improvements to Council's Grants and Donations Program to develop a more effective, coordinated and transparent suite of grants and donations programs that deliver positive outcomes for individuals and communities of Campbelltown.</p>	



A safe, healthy and connected community

Service 4.1.5 - Operation of the Campbelltown Arts Centre	Status
<p>The Arts Centre continues to deliver a high quality, community engaged contemporary artistic program including visual arts, dance, music and performance. More than 16 major projects were delivered during the reporting period, including:</p> <p>Visual Arts</p> <p>Another Day in Paradise was the first major exhibition by artist Myuran Sukumaran along with a series of newly commissioned artworks by six leading Australian artists. The works respond to the death penalty and profile human rights.</p> <p>Curated by Ben Quilty and Michael Dagostino, Another Day In Paradise presented a vast and sobering series of powerful portraits by Sukumaran, painted during his incarceration at Bali's Kerobokan jail and from his final incarceration on Nusa Kambangan Island. This exhibition, which also formed part of the Sydney Festival, included three sold out public forums, and was attended by 38,000 people.</p> <p>Somewhere Between Sky and Earth reflections on the Australian landscape by artists from across the country. All works included in this exhibition are from Council's permanent collection.</p> <p>Friends Annual and Focus Exhibition offered the best art the region has to offer, with works from members of the Friends of Campbelltown Arts Centre on exhibition. The artists are also provided with the opportunity to sell works. The focus wall featured illustration works by local artist and author, Julie Robertson.</p> <p>ARTEXPRESS is a joint partnership of NSW Education Standards Authority and NSW Department of Education. The 2017 exhibition, provided exemplar artworks by NSW visual arts students for the Higher School Certificate practical examination. Featuring the works of 42 students from the 2016 NSW HSC practical examination in Visual Arts, the exhibition presented an ambitious and inspiring display of works.</p> <p>In addition to the exhibition, a comprehensive education kit was developed with more than 30 school and community groups participating in tours of the exhibition with Campbelltown Art Centre educators. In addition to this, two sold out workshops were held for students and teachers in partnership with the NSW Department of Education and the NSW Education Standards Authority. A mentorship program was also developed that saw five students whose work was included in the exhibition, participate in a mentorship program that offered professional development and education opportunities for participants.</p> <p>Looking At Me Through You saw 12 Australian artists create a responsive socially-engaged artwork, engaging with real issues of today directly with the community of Campbelltown through their perspective. This project was in partnership with Deloitte Australia, who provided comprehensive statistics that informed each of the works. The exhibition specifically considers Campbelltown as a region, urban development (and underdevelopment), the diversity of culture and community, the shifting political debate, the collective representation of voice and the uniqueness of place.</p> <p>Alongside the opening weekend of looking at me through you, the Knafeh Bakery operated across four nights in the amphitheatre until late. The</p>	



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Knafeh Bakery operates from a repurposed shipping container adorned in street art, this mobile bakery pops up in locations all over Sydney bringing with it a large following of visitors who come for their middle eastern dessert, energetic dancing and singing. More than 5,000 people attended this event.

They Came By Boat was curated by guest curator, Ruth Banfield with works from the permanent collection and works loaned from the Campbelltown Airds Historical Society. The exhibition includes nineteenth century portraits, landscapes and scientific illustrations relating to the Macarthur region, drawing focus to early settler families who journeyed over oceans, arriving to Australia and eventually settling in what is now known as Macarthur; the houses they built and the landscape they inhabited.

Music

Summer Somedays, held as part of our Sydney Festival program, saw the transformation of the courtyard into a pop-up bar and music venue. Held across four nights, Summer Somedays, included music from DJ Gemma, Maddison Collier and Mark Peagham, Karleigh Smith and DJ Sir Robbo. Each night was well attended, with visitors also making the most of extended exhibition hours and café dinner menu.

Australian drummer, composer, sound designer and instrument designer Alon Ilisar completed a two week development residency working on the The Hour, a new audio-visual live performance work that melded sound and visuals and stretching time in all directions through morphing rhythms. This unique 3D music experience premiered at the Sydney Conservatorium of music as part of Vivid Sydney.

Pixel Sounds is only event of its kind in New South Wales and brings together the best in chip music and provides an opportunity to experience a unique and exciting music form. This performance included the best chip tune creators from Australia and Internationally and also included a public workshop that saw participants learn how to create music and visuals using a Nintendo Game Boy.

Jessie Lloyd is an Aboriginal and Torres Strait Islander award winning composer, performer and creative entrepreneur who worked on the development of Mission Songs Project – Palm Island Strike of 1957 at Campbelltown Arts Centre. Mission Songs Project is an initiative to revive contemporary Australian Indigenous songs from 1900 to 1999, focusing on the Christian missions, state run settlements and native camps where Aboriginal and Torres Strait Islander people were relocated. Lloyd has travelled Australia in search of hidden songs to present this rare Indigenous narrative. This work will premiere at Campbelltown Arts Centre in 2018.

Kiddies Cushion Concert is aimed at children aged two to five years, the perfect introduction to the instruments and sounds of a live orchestra in action. David Griffin and the Fisher's Ghost Youth Orchestra presented their new concert, Around the World with the Orchestra across two performances to more than 140 children and their parents/carers.

Performance

Ich Nibber Dibber, premiered as part of Sydney Festival, was a performance by all female theatre company, post. The work, developed over two years at Campbelltown Arts Centre, was a script developed from 10 years of recorded personal conversations, mapping the lives and



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practices of three women coming of age in the 21st Century. The season included six shows and was attended by more than 190 people.

One The Bear is hip hop theatre performance for young people that has been in development at Campbelltown Arts Centre since 2015. This show was written and created by theatre maker Candy Bowers. Candy grew up in Campbelltown, attending St Patricks College, and has gone on to create award winning theatre productions around the world.

As part of the One The Bear's development, Candy worked with high schools to share her skills and passion with students, teaching them about theatre and her creative process. In addition to four public performances, One the Bear was also performed at five sold out shows for schools, attended by more than 500 students. These school workshops and performances are supported by a comprehensive online education resource, written for schools to use as part of the drama curriculum.

One The Bear will be presented at Brisbane's La Boite Theatre Company in October.

Dance

Ratnamohan Former professional footballer and Australian dance choreographer Ahil Ratnamohan (NSW) has partnered with Indonesian choreographer Eko Supriyanto and Campbelltown Arts Centre in the development of a new collaborative dance work that directly engages young, untrained dancers from the Campbelltown community and Sydney based early career dance artists. This two week development led to the mentorship of local emerging dance artist, Feras Sheheen and the collaboration with Reiby Juvenile Justice to present works in 2018 and 2019.

Campbelltown Arts Centre NAISDA Indigenous Dance Project is a masterclass opportunity for enthusiastic and committed Indigenous students in Years 9 to 12 studying or interested in dance. This annual partnership project between Campbelltown Arts Centre and NAISDA Dance College offers students from the Macarthur region the opportunity to participate in an arts and cultural program that develops professional pathways for young people, and strengthens their connections with local community and peers.

This project was promoted within schools, and included 12 in-school workshops with Campbelltown Arts Centre's Curator Contemporary Dance and an Indigenous dance artist. Following the workshops, and expressions of interest from students, 12 young people from across the Campbelltown region were selected to participate in the program which concludes in October with a performance development and presentation. Other opportunities include an On Country visit at the Dharawal National Park with local Indigenous Elders and participation in a three day intensive dance camp at NAISDA college in Gosford.

This project is tailored to complement students' high school studies, giving them the chance to explore their creative voice through artistic mentorship in dance, cultural knowledge and performance skills, led by some of the most promising young contemporary Indigenous dancers in Australia.

Angela Goh is a Sydney-based, emerging dance artist and choreographer who recently completed the first stage development of a new dance work at Campbelltown Arts Centre. The spawn of a 19th century romantic ballet and sixties New York, Scum Ballet tempts a new fate by fictionalising a dead history. Future development will be accompanied by a series of



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workshops for high school dance students from Campbelltown. Incorporating an all-female cast, *Scum Ballet* will undertake a final development in November followed by three public performances.

The Education and Creative Learning programs included workshops during school terms and school holiday.


Other community activities included:


- events and workshops for community groups including Seniors Dance Club, Wirritjiribin Dance Group and the Aboriginal Women's Weaving Group to name a few
- Little Orange Studio program supporting emerging artists living with disability and providing them with opportunities to meet and learn from established artists as well as showcasing their work to their friends, family and the public.

Operations of the Arts Centre included more than ten external hires per week and the continued operation of the Arts Centre café.

Service 4.1.6 - Provision of waste management	Status
<p>Council continued to provide one of the most economical domestic waste collection services in the Sydney metropolitan area. Booked kerbside clean-up services remained popular with residents.</p> <p>The ninth annual Free Recyclables Drop-Off Day was held on Saturday 7 January 2017. This popular event saw the highest participation rate to date, with a 23 per cent increase on the previous year. This award-winning event was an initiative created by Council staff and remains unique to Local Government.</p> <p>In conjunction with the NSW EPA, the annual Chemical CleanOut event was held on 22-24 April 2017. Over that weekend 1,324 residents dropped off almost 18 tonnes of problem wastes, the most common of which included water-based paints and motor oil.</p> <p>Project 24 was commenced during the reporting period. This major project, managed by Campbelltown City Council on behalf of five neighbouring councils, will secure the next south-western Sydney regional domestic waste processing contract, which is scheduled to be awarded in 2019.</p> <p>Council continued to operate its Effluent Disposal Facility, which provides a convenient discharge point for liquid waste companies that provide septic tank pump-out services for properties that are not connected to sewer.</p>	





Service 4.1.7 - Provision of community safety programs	Status
<p>Road Safety Program:</p> <ul style="list-style-type: none"> • Three child restraint inspection and fitting days were held on a bi-monthly basis starting in February, with a minimum of 45 child seats inspected and/or fitted at each day. • Three log book run events were held - a maximum of 50 participants for day events and 20 for night events. Night event participants are sourced from the previous day event attendees. <ul style="list-style-type: none"> - March Day Event - 36 learner drivers attended - May Night Event - 12 learner drivers attended - June Day Event - 41 learner drivers attended • Nine Driver Safety presentations were given to year 11 students at high schools across the LGA. Over 1,000 students received this program. • Four Traffic Offender presentations were given at PCYC Minto. • Four road safety information stalls were provided at separate Council events. • Three School P&C meetings were attended to provide information about road safety. • Eighteen audits/inspections for road safety and community safety issues were undertaken in response to resident concerns. • Promotion of Road Safety Awareness Week and Fatality Free Friday. • A number of school zones were patrolled to encourage safe and lawful parking as part of Council's School Zone Compliance Program. • Rangers continue to undertake patrols of known trail bike riding hot spots in response to community complaints and to deter illegal trail bike riding. • Council conducted after hours truck parking patrols to ensure safe and lawful parking of long/heavy vehicles in residential areas. 	

Service 4.1.8 - Provision of animal care services	Status
<p>Council's Animal Care Facility continued to operate with:</p> <ul style="list-style-type: none"> • 393 dogs seized, surrendered, abandoned and impounded • 672 dogs were sold or released • 230 cats were seized, surrendered or abandoned and impounded • 212 impounded cats were sold or released. 	




A safe, healthy and connected community

Service 4.1.9 - Provision of public health information and services	Status
A total of 667 Regulated Health Premise inspections were conducted during the reporting period, incorporating inspections of food premises (523), public health premises including cooling towers, hairdressers, beauty salons and body/ear piercing establishments (87) and domestic/commercial wastewater management systems (57).	

Service 4.1.10 - Emergency bushland management	Status
Hazard reduction works are ongoing in line with the Macarthur Bush Fire Risk Management Plan.	

Strategy - 4.2 The provision of clean and safe public spaces

Service 4.2.1 - Maintain the public spaces of the City	Status
<p>Play Space renewals have been completed at two locations. Quirk Reserve and Memorial Oval.</p> <p>Play Space Renewals at six locations to be completed by end of August</p> <p>Playground Program Maintenance carried out at 16 locations. Works include painting and major repairs to maintain equipment safety and maintain asset life.</p> <p>Playground Softfall Maintenance carried out at 18 locations. Works include mulch softfall replenishment and rubber softfall repairs.</p> <p>Repainting and rejuvenation of park furniture has been carried out at 30 locations to maintain asset life and usability of area.</p> <p>Operations continued with its street cleaning program consisting of sweeping and cleaning of roads, footpaths, car parks, bins and removal of illegal dumped waste and litter.</p> <p>Council is experiencing a high level of illegal dumped rubbish and is currently reviewing strategies to combat the issue.</p> <p>Following a litter bin review in the Ingleburn and Campbelltown CBD areas, a number of bins were replaced with enclosed style bins offering larger capacity, a bird deterrent and providing an improved aesthetical value.</p> <p>The bins replacement program within all parks and reserves is complete.</p> <p>Councils annual mowing and horticulture programs are underway, including additional new suburbs within the LGA. These programs consist of mowing and garden maintenance within road reserves, open space areas, parks, reserves and sporting facilities.</p> <p>Maintenance of furniture and other auxiliaries of these areas are carried out through asset renewal programs and proactive and reactive programs.</p> <p>Graffiti vandalism is being addressed through efficient removal response times and strategic proactive programs across the LGA.</p>	



A safe, healthy and connected community


The Annual City Entrance program is 100 per cent complete with garden refurbishments carried out at Apex Park, Raby Road, Eagle Vale Cambridge Avenue, Canterbury Road, Appin Road, Menangle Road and Gilchrist Drive.

A review of community halls for hire has commenced to determine what facilities are required to meet current and future needs of the Community. Usage levels for 2016-2017 are on trend with previous years.



A safe, healthy and connected community

Strategy - 4.3 The provision of activities that foster a sense of community

Service 4.3.1 - Community events	Status
<p>High quality festivals and events for the local community continued to be delivered with most activities associated with the events free to attend.</p> <p>Major events during this period included:</p> <ul style="list-style-type: none"> • New Year's Eve celebrations • Australia Day Awards and celebrations Ingleburn Alive • Challenge Walk. <p>New Year's Eve saw Koshigaya Park transformed into an urban beach party with sand play, a family friendly summer music line up, carnival rides, fireworks displays and a variety of foods from across the globe. The event attracted around 15,000 people.</p> <p>Council consults with the community through a variety of means to get feedback on events, including social media, and staff regularly research for ideas to improve event offerings and appeal to a broad audience. The focus for the next period will be to review and revitalise the events calendar to ensure it remains relevant to the community.</p> <p>A number of new activations were successfully introduced to Mawson Park including an Easter egg hunt, and the Macarthur Night Market pilot project. The Easter egg hunt saw more than 300 children and families visit Mawson Park on a Saturday morning to participate in the Easter egg hunt and family friendly activities including story time and old fashion games including egg and spoon and sack races. The event was a cross council partnership delivered by Events, Education and Care and Library Services teams.</p> <p>The Macarthur Night Market pilot was launched on 2 June 2017 and will run fortnightly until 15 December 2017. The project will be utilised as a feasibility study to gauge potential</p> <p>A NRL Pacific Test Match activation and media call was held at Macarthur Square to support the engagement and promotion of the Pacific Test Match series held at Campbelltown City Stadium on 6 May 2017. Council worked with NRL, Lend Lease Macarthur Square and the local Pacific Island community to deliver an exciting program showcasing local Pacific performers that included Cook Island Dancers, Samoan Drummers, Singers and Fitness Groups. Media were on site to film the interviews that took place on stage with the Captains and Coaches of the teams that were competing and it was aired on news channels that night. Around 500 attended across the activation period.</p> <p>During this period, 11 civic functions were successfully delivered including:</p> <ul style="list-style-type: none"> • Anzac Memorial Unveiling at Milton Park Ingleburn • Mayor's Charity Gala Dinner held in the gallery space of Campbelltown Arts Centre, the Gala Dinner sold out in advance of the evening and rose over \$52,000 in donations for Beverly Park School. • Six citizenship ceremonies were held between January and June with 479 candidates receiving naturalization. Ceremonies were held in partnership with Campbelltown Scouts, vocalist Michelle Fox and Ingleburn Drums and Pipe band and the Australian Electoral Commission welcoming new citizens to the City of Campbelltown. Over 800 guests attended across the ceremonies. 	



Responsible leadership

Strategy - 5.1 The encouragement of a collaborative approach across all levels of Government

Function 5.1.1 - Work with State and Federal Governments	Status
<ul style="list-style-type: none"> • Operations have been successful in confirming an agreement to carry out mowing services of RMS roads within the Campbelltown region. • Council is continuing close relations with Sydney Water with the current historic memorandum of understanding for restorations in place. • Council is also working with the NBN organisation and its various contractors in the delivery of the new network. • Council has been working with the Department of Planning to develop a customer portal that will benefit Council and our community. • The Emergency Management Plan for Campbelltown was rewritten in early 2017. • Continuing to actively promote the Arts Centre and advocating for funding to support the arts within the Region. Ongoing liaison with state and federal government agencies, submission of funding applications and contributing to reviews and discussions around arts and cultural policy to impact positively on our services and the region. • Advice was received that the Community Safety Plan was endorsed by the NSW Department of Justice as a community safety compact. • Other partnership projects include: <ul style="list-style-type: none"> - Childhood Obesity Project with South West Sydney Local Area Health - Claymore Connects • FECS has been an active participant at children's services local government meetings (meeting for managers across NSW to advocate for the provision of children's services by local government providers). • Advocacy and contribution through this forum has included: <ul style="list-style-type: none"> - feedback on the changes to the National Quality System, extending to assessment and rating - review of the National Childcare package including Childcare Benefit (CCB) and Childcare Rebate (CCR) - feedback on the impact of proposed changes to historical legacy funding. • Exploration of Start Strong funding was commenced. This funding is to support children that are four years of age and in the year before school. This will be a focus over the coming six months. • The State Library was engaged as part of the Library Services Strategic Plan Community Advisory Group, providing valuable input into current benchmarks and future trends. • The Growth and Strategy team (or Growth and Economy team) provide a high level of advocacy representing Council and the 	



Responsible leadership

communities interests in a range of forums/ working groups/ collaboration meetings involving State and Federal Government Departments and Agencies. A selection of works undertaken in this time period include:


- work with the Greater Sydney Commission to deliver the new metropolitan strategy for Greater Sydney (the Regional Plan) and the revised South West District Plan
- secondment of the Executive Planner, City Growth and Strategy, to provide high level strategic planning services to the Greater Sydney Commission
- working collaboratively with relevant stakeholders on finalising the Draft South West District Plan
- comprehensive submission on the Draft South West District Plan
- work with Federal and State Governments to deliver the Western Sydney City Deal, including opportunities for enhanced transport, infrastructure and employment
- secondment of the Director City Growth and Economy to play a lead role, in terms of coordination and strategic planning, in the development of the Western Sydney City Deal
- work collaboratively with government to deliver major government initiatives
- prepare comments and submissions in response to major government initiatives, proposals, draft legislation and policy changes, including proposed amendments to the *Environmental Planning and Assessment Act 1979* and associated regulation
- represent Council on various technical working groups (TWGs) and at various workshops, seminars and events hosted by the Greater Sydney Commission and the NSW Department of Planning and Environment, including those relating to finalising the South West District Plan, place making and affordable housing
- assisting the NSW Department of Planning and Environment with preparing Sydney's Housing Supply Forecast
- assisted the Greater Sydney Commission in facilitating the South West Sydney Dialogue
- represent councils interests in high level discussions with infrastructure and service providers regarding future growth and servicing requirements.
- During the period January to July 2017 MACROC:
 - Coordinated meetings of the MACROC Regional Directors of Planning and Strategy. Working on increasing collaboration and information sharing it was resolved to invite senior officers from the Department of Planning to attend the next meeting. Three senior Planning officers attended the second meeting of the group and have agreed to attend each meeting.
 - MACROC made a regional submission to the Draft South West District Plan released by the Greater Sydney Commission. The MACROC submission sought assurance from Government that there would be a firm commitment to establishing infrastructure and investment to provide economic drivers that would assist the




Responsible leadership

successful delivery of the vision articulated in the Draft Plan.

- MACROC also participated in the Western Sydney Rail Needs Study Stakeholder Reference Group, looking at analysis of various route options including cost, connectivity to housing and good connection to employment. MACROC submitted a regional submission to the Western Sydney Rail Needs Scoping Study Discussion Paper which presented a number of options for expanding rail services in Western Sydney. The MACROC submission stressed the importance of a North South rail line with an extended connection to Campbelltown - Macarthur.
- MACROC continued to organise business networking functions. The first for 2017 was held at Oran Park with guest speaker Helen Nesbitt, Social Commission for the Greater Sydney Commission. The event attracted a capacity audience of 120 guests.
- MACROC was Regional Sponsor for the third year of the Macarthur Business Awards and continued to support the regions chambers of commerce by promoting their events where possible.
- MACROC established the MACARO Economic Development Professional Officers Group. The Group have met twice during the period and assisted in a assessing the draft Macarthur Business Survey. The survey commissioned by MACROC and conducted by IRIS Research is a follow up of a survey commissioned in 2014 and is designed to measure and monitor business performance and confidence Macarthur and provide comparative analysis between the two surveys.
- MACROC also commissions regional statistical data and now subscribes to a regional economic package to assist the Councils' economic development officers as well as business and the general public. This information is available on the MACROC website.
- MACROC employs a Regional Environmental Development Officer (funded by a grant from the NSW Environment Protection Authority) who is responsible for working with Member Councils to ensure that the projects identified in the MACROC Waste Avoidance and Resource Recovery Action Plan are on track.
- Council's Revenue Accountant established a close working relationship with State Government in advising impacts of the Fire and Emergency Services Levy (FESL) on local councils including software development, rating methodologies and a communication strategy. State Government has advised the deferral of the introduction of the FESL.
- Worked collaboratively with the Department of Planning and Environment on planning for the Greater Macarthur Priority Growth Area.
- Contributed to Greater Sydney Commission South West District issue specific forums in respect of housing, metropolitan rural area and the like.
- Responded to multiplicity of proposed legislative changes to planning and environmental legislation
- District level impacts of development in adjoining local government

	Responsible leadership
<p>areas pursued.</p> <ul style="list-style-type: none"> • Council continued to work in collaboration with the State Government on key planning strategies including: Greater Macarthur Land Release Investigation; Glenfield to Macarthur Urban Renewal Corridor Strategy and the Greater Sydney Commission in developing the South-West District Plan. • Council continued to work with the NSW Environment Protection Authority on the impending Container Deposit Scheme, providing advice on the potential impacts, both positive and negative, on Local Government. • Ongoing renewal of public housing estates and delivery of relevant projects – Minto, Airds/Bradbury, Rosemeadow, Macquarie Fields and Claymore. • Council continues to work collaboratively with the State Government, attending collaborative workshops/forums and making submissions on behalf of the community in relation to the drafting or amending of planning policy, and/or the impact that State Government planning policies are having on the Campbelltown area. 	

Strategy - 5.2 The smooth running of Council's operations

Function 5.2.1 - Business management	Status
<p>Internal Audit - Since 1 January 2017, Council's Audit, Risk and Improvement Committee has met twice and reported on project management, ethical conduct and culture, section 149 certificates, sundry debtors, change management and restructure activities, probity assurance, RMS Drives Access, Contract management governance, and progress towards implementation of prior recommendations for improvement.</p> <p>The Growth and Strategy Department is responsible for Councils Corporate Planning and Strategy. This includes the ins includes Integrated Planning and Reporting (IPR) suite of documents. The major highlights for this area of work includes:</p> <ul style="list-style-type: none"> • coordinated and completed the review of the 2016-2026 IPR Integrated Planning and Reporting (IPR) suite of documents including the Community Strategic Plan, the Delivery Program and the Operational Plan • formulation of the new 2017-2027 Integrated Planning and Reporting (IPR) suite of documents. This includes the Community Strategic Plan 2017-2027, the Delivery Program 2017 and the Operational Plan 2017-2018 • managed the Internal and external stakeholder engagement process associated with the formulation of a new suite of IPR documents • complied with all legislative reporting requirements for the PR documents • provided updates to Council on the Delivery Program. • develop a community engagement strategy and toolkit. <p>Corporate Planning and reporting:</p>	



Responsible leadership

- coordinate divisional and sectional business planning review process
- maintain integrated planning and reporting documents
- facilitate initial elements of strategic corporate planning review.

Business Excellence has been recognised as a new function of Council. Job descriptions have been finalised in order to resource the new function as part of Council's Financial Services team.

Council's Executive have conducted a strategic risk profiling exercise resulting in the creation of a Strategic Risk Register/Each identified risk has a complementary action plan.

Council remains protected from claims as a result of public liability, professional indemnity and property disputes through the procurement of a comprehensive insurance program with Statewide Mutual – Australia's largest Local Government insurance mutual.

Council remains committed to improving risk management practices via the Continuous Improvement Program and Risk Management Action Plan, sponsored by Statewide Mutual. In the 2016/2017 financial year Council committed to and complete works around:

- Enterprise Risk Management
- Improving 149 Certificate processes
- Business Continuity and
- Community Strategic Planning.

Further, the organisation has commenced an operational risk profiling exercise. All sections of Council have identified risks pertaining to their operations and services. Actions arising from the operational risk profiling will be linked to action plans.

A By-election was conducted on 18 March 2017 to fill a vacant seat. The newly elected Councillor completed the Induction Program.

A new professional development program was developed for Councillors which saw the commencement of Australian Institute of Company Directors course.

Provision of appropriate facilities and support to Councillors.

May 2017 saw the introduction of a new software package, InfoCouncil for the purposes of streamlining Council's business paper process including minutes, action items and reports.

Function 5.2.2 - Human resources	Status
<p>Work has continued on improving frontline safety for workers. There has been an increased focus on assessing hazards within the work environment to ensure controls are adequate. Particular attention has been paid to monitoring airborne contaminants, workplace noise, and hazardous chemicals.</p> <p>The Workers Compensation Department has continued to process claims management, workers compensation reviewed and updated where needed. Participation in the Self Assurers Association has been undertaken by attending a number of educational sessions.</p>	



Responsible leadership

<p>The Actuarial Report was completed in June, by Council's external consultant.</p> <p>The HR Business Plan is currently being developed, in line with the CSP and Workforce Plan. This will inform the work of the People and Performance team for the next 12 months.</p> <p>Recruitment is underway to engage a temporary resource to undertake a review of the recruitment and selection process and make recommendations for improvement. This will ensure Council's recruitment and selection process is best practise and attracts and retains quality employees.</p> <p>Recruitment is also underway for the Organisational Development Coordinator. This person will lead the OD team to undertake activities in line with the Business Plan to ensure employees are developed to their potential. This role will also focus on developing an employee retention strategy.</p>	
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Function 5.2.3 - Information technology	Status
<ul style="list-style-type: none"> Upgraded our Leisure and Aquatic facility management software suite to provide one transaction for different items to reduce wait times and improve customer experience, as well as enable mobile capabilities and a more intuitive interface for Leisure centre staff. Completed two phases of transitioning Council's copper based phone/fax/broadband services to the NBN platform. Numerous back of house system upgrades and enhancements undertaken to improve reliability of IT services. Higher bandwidth internet links introduced at two major Libraries to cater for increased technology consumption. Implementation of mobile customer requests have allowed Rangers to complete inspections in the field and has increased efficiencies. Implementation and pilot of email friendly templates to be directly emailed from our corporate system. This is the first project phase completed as we move towards offering email or post communication preferences to our community. 	

Function 5.2.4 - Governance	Status
<ul style="list-style-type: none"> The General Manager's delegations were reviewed, revised and endorsed by Council. Code of Meeting Practice was reviewed, revised and endorsed by Council for public exhibition. Among the amendments of the revised Code of Meeting Practice was the increased frequency of Ordinary Council meetings and removal of the committee structure of Council. Contract governance and management project has focused on the WH&S contractor management procedure, templates, forms supported by a project control group. Council's Executive team are currently 	



Responsible leadership

reviewing the contract management delegations with a view for implementation in July 2017. The extensive contract management procedure has been drafted and will be available for staff consultation.


- Managed disclosures under *Public Interest Disclosures Act 1994*.

Strategy 5.3 – The transparent provision of information to the community to encourage participation in decision making

Service 5.3.1 - Community access to Council information	Status
<ul style="list-style-type: none"> • Autumn and winter editions of seasonal community newsletter (Campbelltown Compass) distributed to more than 58,500 households in February and May. • Preparation and distribution of 68 media releases to promote Council events, programs and initiatives to the wider community via local papers, online media and radio. • Monthly eNewsletter distributed to almost 1,000 subscribers on the first Wednesday of each month. • More than 190 posts on Council's corporate Facebook page (facebook.com/campbelltowncity), with a total reach of more than 609,700 followers. • Weekly radio message on C91.3 to promote Council initiatives. • Monthly Council Hour program on community radio 2MCR, featuring Council staff and highlighting upcoming events and key initiatives. • Our mobile friendly website turned one on the 26 April 2017. During this first year our site had 2,770,458 page views! With an average visit duration of two minutes and 20 seconds. Our community spent 34,120 hours self-servicing on our site. Our Was this page helpful form which appears on the bottom of every page has been popular. Since the site was launched we've had 1,160 responses, 63 per cent of those were positive. We have 60+ online editors keeping our content up to date. • We revamped the Parks, Sports and Recreation section on the Council Website to improve the user experience. • Develop and piloted a Website Section Online Report to provide business units with online usage insights, as well as improvement recommendations. • Developed a Council Website Content Framework to establish good practices in content creation, publishing and governance. • Council have 34 online applications and are continuing to move all our applications online to make it easier for our community to do business with Council. • Council have a total of 389 Google Business Map Pins. The pins have been viewed 1,311,695 times, 69,738 people requested directions, 28,014 visited our website and 10,602 people called Council for more information. Our average pin rating for key Council services and facilities is 4.2 out of 5. 	




Responsible leadership

Service 5.3.2 - Provision of customer service	Status
<ul style="list-style-type: none"> • The Customer Service team has continued to provide assistance and support to the community through its centralised customer service centre through phones, counter and online services. • Temporary introduction of a Customer Service Team Leader and Project Officer positions to assist with delivery of customer service initiatives. • Improved the Customer Service Knowledge Portal to include procedure documents, training manuals and frequent links to improve our service delivery. • Develop and implement a standardised training program for the Customer Service team to improve and provide a consistent service. • Introduction of a new community/volunteer rate to regular hall hirers. • Council expanded our online customer requests to 33. Our community lodged 16,059 customers' requests online, which lead to 16,059 less calls to customer service team, as well as \$11,000 reduction in print and postage cost for some customer requests. • Transitioned the Bicycle Education Centre Bookings to Pathway to streamline the booking process and increase internal efficiencies. • Council developed dedicated access to information page on Council's website. Council publishes a range of information under the <i>Government Information (Public Access) Act 2009</i> on the website along with an online application for the request of information not readily accessible on the website. 	



Responsible leadership

Strategy - 5.4 The sound management of public assets and funds

Function 5.4.1 - The management of Council's property assets	Status
<p>The following new buildings and major renovation works were completed or commenced during the reporting period:</p> <ul style="list-style-type: none"> • Raby Sports Complex, works have commenced to construct a new amenities facility • Depot Recreation Building, refurbishment works of the upstairs meeting room and kitchenette has commenced • Art Centre, Replacement of the existing air conditioning system throughout has commenced • Civic Centre, Repointing of the east facing wall • Old Town Hall, electrical upgrade to entire centre • Briar Cottage, re-stain all timer decking around building • Old Town hall, replacement of air conditioning in auditorium • Dredges Cottage, replace and improve exiting lighting throughout entire building • Campbelltown OHSC, replace all skylights and extraction fans • Campbelltown Art Centre, replacement of large box guttering and replace all front skylights • Eaglevale Leisure Centre Crèche, repaint all walls and doors, replace all ceiling tiles and replace existing air conditioning. Replace all box guttering and back flashing throughout roof area • The Greg Percival Community Hall, re-sand and varnish all hall flooring • delivery of a Property Strategy providing a blueprint and guidelines for the management and activation of all Council's Property Assets • acquisitions of land for open space and infrastructure purposes • targeted divestments of property no longer meeting Council's needs • public tenders for lease of land earmarked for retention and development • ongoing reviews of VPA and other documents where land is intended to be granted to Council • ongoing management of lease obligations – including renewal of commercial leases and community agreements • enhancing the efficiency with which existing assets are used and re-cycling capital for ongoing property needs • removing waste and duplication, targeting unproductive property assets • sale of Bio Banking credits for reinvestment in environmental property initiatives. 	



Responsible leadership

Function 5.4.2 - Asset management	Status
<p>A review of the maintenance service of Council's passenger fleet was undertaken and resulted in the implementation of post warranty period services being carried out by Council's mechanical workshop.</p> <p>The following new buildings and major renovation works were completed or commenced during the reporting period:</p> <ul style="list-style-type: none"> • Raby Sports Complex, works have commenced to construct a new amenities facility • Depot Recreation Building, refurbishment works of the upstairs meeting room and kitchenette has commenced • Art Centre, Replacement of the existing air conditioning system throughout has commenced • Civic Centre, Repointing of the east facing wall • Old Town Hall, electrical upgrade to entire centre • Briar Cottage, re-stain all timer decking around building • Old Town hall, replacement of air conditioning in auditorium • Dredges Cottage, replace and improve exiting lighting throughout entire building • Campbelltown OHSC, replace all skylights and extraction fans • Campbelltown Art Centre, replacement of large box guttering and replace all front skylights • Eaglevale Leisure Centre Creche, repaint all walls and doors, replace all ceiling tiles and replace existing air conditioning. Replace all box guttering and back flashing throughout roof area • the Greg Percival Community Hall, re-sand and varnish all hall flooring • more than 3,393 works orders have been issued for reactive, preventative and programed maintenance • approximately 13,017 assets were inspected for condition assessment • 2,594 new assets were captured and mapped in the system. 	



Responsible leadership

Function 5.4.3 - Financial management	Status
<ul style="list-style-type: none"> • The NSW Audit Office was appointed as Council's external independent auditor. In March 2017, the Audit Office and Council signed off on a detailed audit plan and progressed via an initial interim audit. • All financial reporting deadlines were met in accordance with legislative requirements. • Council's investment portfolio continued to outperform benchmarks. The final weighted average return exceeded the AusBond Bank Bill Index by 100 basis points (1 per cent) as at 30 June 2017. • Monitor scenarios modelled using the Long Term Financial Plan to analyse borrowing strategies, i.e. Internal vs. external borrowings to facilitate alternative funding arrangements for Council's long term budget decisions. • Direct monitoring of special rate variation funded renewal and maintenance projects to ensure delivery within appropriate timeframes and achievement of planned outcomes to reduce Council's asset renewal and maintenance backlog. Allocate any growth income from infrastructure levy directly to renewal and maintenance projects. • Modelled the rating strategy using new land valuations provided by the Valuer General. 	

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

Nil

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Channel 7 Weather Camera at the Civic Centre

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

14.2 Deed of Licence for Rosemeadow Sporting Complex

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