

## **REPORTS FROM OFFICERS**

### **8. REPORT OF GENERAL MANAGER**

**No reports this round**

### **9. REPORT OF DIRECTOR BUSINESS SERVICES**

#### **9.1 The up and coming Finance Professional of the year**

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#### **Attachments**

Nil

#### **Report**

The NSW Local Government Finance Professionals have a Memorial Award for Mr Dick Cahill who was a very well regarded and respected Finance Manager throughout New South Wales.

The Dick Cahill Memorial Award for an up and coming finance professional has been presented for more than 10 years. On Monday 28 May 2012 at the NSW Finance Professionals annual conference, Rebecca Clapham Council's Accounting Cadet was presented with the Dick Cahill Memorial Award.

Rebecca Clapham has been with Council since 3 March 2008 and is employed in the capacity of Accounting Cadet. Rebecca is currently studying a Bachelor of Business majoring in Accounting.

Rebecca is one of a number of young staff who continue to add strength to the organisation and this prestigious award and an achievement for this Council staff member.

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

That the information be noted.

## 9.2 National eGovernment Award

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### Attachments

Nil

### Report

The Information Management & Technology Infrastructure and Service Desk Team were successful in winning a national award at the CeBIT conference as 'ICT Professional of the Year'. Other finalists included the Federal Department of Immigration and Citizenship and Department of Defence.

Council received the award at the gala evening held at the CeBIT conference for its delivery of a world-class, integrated voice over IP (VoIP) system that provides a more unified, modern and cost-effective tool for interacting with its customers.

The VoIP solution has replaced multiple hardware-based PABX systems, as well as a number of direct telephone lines, operating across 35 different sites.

The new VoIP solution is fully integrated with Council's Sharepoint intranet and Outlook, enabling a range of special features, such as indicating from one staff member to another when they are available.

Council's ability to continue service to the public in the event of a disaster is also enhanced, through the easy activation of offsite call centres and provision of phone services.

The Australian Government ICT Professional of the Year Award recognises outstanding achievement by a team or an individual in any Information and Communication Technology discipline from all spheres of Government across Australia. This is an outstanding achievement for the Infrastructure and Service Desk Team.

The CeBIT Australia exhibition was anticipated to accommodate over 500 exhibitors catering for 30,000 visitors from over 30 countries.

### Officer's Recommendation

That Council acknowledge the National Award presented to the Infrastructure and Service Desk Team.

## 9.3 2011-2012 Loan Borrowing Allocation

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### Attachments

Nil

### Purpose

To seek Council's endorsement to enter into a loan contract with a recommended financial institution in accordance with the borrowing limit as adopted in Council's Management Plan.

### History

Council borrows funds in accordance with the *Local Government Act 1993* to provide funding for the capital works program as determined by the budget process. Councils are required to advise the Chief Executive, Local Government of amounts borrowed in accordance with Clause 230 of the *Local Government (General) Regulation 2005*.

### Report

Council, in adopting the 2011-2012 Budget, requested a loan allocation of \$2.5m with the associated repayments provided for in Council's 2012-2013 Budget. This allocation was requested for the projects listed below:

Road Construction	\$1,550,000
Cycleway Construction	\$100,000
Footpath Construction	\$250,000
Recreation/Playground Equipment	\$400,000
Buildings/Equipment	\$200,000

Council, through its financial advisor, Spectra Financial Services, prepared the tender for financial institutions to respond both on a fixed and variable rate basis. Four responses were received from the following banks and were considered on the basis of tender compliance and pricing:

- Australia and New Zealand Banking Corporation (ANZ)
- Commonwealth Bank of Australia (CBA)
- National Australia Bank (NAB)
- Westpac Banking Corporation (WBC)

Details of the responses were as follows:

<b>Fixed Rate</b>	<b>ANZ</b>	<b>CBA</b>	<b>NAB</b>	<b>WBC</b>
5 Year (60% bullet)	4.93%	5.70%	5.453%	Response Discounted
7 Year (20% bullet)	5.24%	6.11%	5.573%	Response Discounted
10 Year	5.56%	6.41%	5.821%	Response Discounted

<b>Variable Rate</b>	<b>ANZ</b>	<b>CBA</b>	<b>NAB</b>	<b>WBC</b>
5 Year	180 day BBSW + 145bp	180 day BBSY + 210bp	180 day BBSW + 152bp	Response Discounted
7 Year	180 day BBSW + 165bp	180 day BBSY + 238bp	180 day BBSW + 154bp	Response Discounted
10 Year	180 day BBSW + 183bp	180 day BBSY + 254bp	180 day BBSW + 156bp	Response Discounted

Note: The Bank Bill Swap Rate (BBSW) or the Bank Bill Swap Bid Rate (BBSY) are commonly used market reference rates for Australian dollar bills of exchange. At the time of the tender evaluation, the indicative 180 day BBSY was 3.3983% and the 180 day BBSW was 3.45%.

Rates quoted are indicative and are based on pricing as at 25 May 2012. It is anticipated that interest rates may remain fairly stable until funds are drawn down in the last week of June 2012.

Historically Council has sought loans with a fixed interest rate for the ten year life of the loan. In recent years however, as a result of economic conditions, lending authorities were reluctant to lend at a fixed rate for traditional periods and included a larger lending margin for periods in excess of five years.

Of the four banks that did respond to the tender, all banks, other than Westpac Banking Corporation, have quoted for terms up to ten years either fully amortising or fixed for a period up to seven years with a bullet payment, and on both a fixed and variable rate basis. Westpac Banking Corporation provided very limited information with no transparent pricing benchmark being quoted and presented the highest pricing across all funding options. As such this response has been discounted from the funding evaluation.

Australia & New Zealand Banking Corporation offered a very competitive 10 year fully amortising fixed indicative rate of 5.56%. In comparison the most competitive variable rate was offered by the National Australia Bank, which at the time of pricing was 3.45% BBSW plus a margin of 156 basis points, totalling 5.01%. Whilst economic conditions have seen a lowering of official interest rates, economists are not predicting a bias towards interest rates being lowered significantly more in the near future and if in fact interest rates were to be raised by 50 basis points back to levels more consistent of recent times, would result in increases in the BBSW and bank margins resulting in the interest rate potentially at a level equivalent to or higher than the current indicative fixed rate over the term of the loan.

Based on the responses received, and in advocating a prudent view of Council knowing the exact cost of the debt over the term of the loan, it is recommended that Council adopt to borrow on a fully amortising fixed rate for a ten year period.

Of the rates offered on this basis, Australia & New Banking Corporation is the most competitive with an indicative rate of 5.56%.

### **Officer's Recommendation**

1. That Council accept the quote from Australia & New Zealand Banking Corporation for an amount of \$2.5m for a ten year fixed term and source a final quote on this basis prior to drawdown of the funds.
2. That Council delegate the Mayor and General Manager to authorise the necessary documentation.
3. That the Mortgage Deed and security documents be executed under the Common Seal of Council if required.

## 9.4 Progress Report: Amounts Expended on Providing Facilities and Payment of Expenses - Mayor, Deputy Mayor and Councillors May 2012

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### Attachments

Nil

### Report

On 19 October 2010, Council reviewed its policy concerning payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors.

Section 217 (a1) of the *Local Government (General) Regulation 2005* requires councils to include additional information for inclusion in annual report:

- (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
- (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
  - (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
  - (iii) the attendance of councillors at conferences and seminars,
  - (iv) the training of councillors and the provision of skill development for councillors,
  - (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
  - (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
  - (vii) the expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time,

(viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions,

These expenses are calculated on a monthly basis and reported to Council. Expenses as at May 2012 were as follows:

### **Expenses**

1.	<b>Training Seminars and Conferences</b> Cost for May 2012.	\$383
2.	<b>Staff</b> Personal Secretary for the Mayor on a shared basis with the General Manager, together with Receptionist shared with Corporate Services. Apportioned cost for May 2012.	\$4,821
3.	<b>Stationery and Postage</b> Cost of Mayoral and Councillors' stationery, business cards and postage expenses. Approximate cost for May 2012.	\$146
4.	<b>Periodicals</b> Cost of annual subscriptions. Cost for May 2012.	\$272
5.	<b>Meals</b> Provision of meals in conjunction with Council and Committee Meetings and Inspections. Cost for May 2012.	\$1,946
6.	<b>Refreshments</b> Provision of refreshments in the Mayor's Suite and Councillors' Lounge and Civic Receptions. Cost for May 2012.	\$3,062
7.	<b>Insignia of Office</b> Replacement costs Mayoral robes, chain, badge and name plates. Cost for May 2012.	Nil
8.	<b>Travelling Expenses for Use of Private Vehicle</b> Reimbursement of travelling expenses on authorised Council business. Claims submitted for May 2012.	\$80

### **Provision of Facilities**

1.	<b>Accommodation</b> Office located on the Third Floor of the Administration Building - costs are included in total maintenance and operating expenses of the Administration Building and apportioned on an area basis (3.5%). Cost for May 2012.	\$3,207
2.	<b>Communication System</b> Mobile telephone, personal computer or a laptop, personal digital assistant and combined printer, copier, scanner, facsimile machine and telephone answering machine provided for the Mayor and Councillors.	\$1,475

Cost of equipment for May 2012 in accordance with Councillors Policy.

- |    |  |       |
|----|--|-------|
| 3. | <b>Office Equipment</b><br>Facsimile machines, photocopier and telephone facilities for the Mayor and Councillors at the Civic Centre. Cost for May 2012.  | \$443 |
| 4. | <b>Council Vehicle</b><br>Costs associated with the use of Council vehicles by the Mayor and Councillors on authorised Council business. All usage is subject to the prior approval of the Mayor. Cost for May 2012. | \$664 |
| 5. | <b>Internet Facilities</b><br>Costs associated with the provision of internet facilities in accordance with Council's Policy. Cost for May 2012.   | \$927 |
| 6. | <b>Care Expenses</b><br>Costs associated with care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members. Cost for May 2012.                              | \$40  |

The total cost for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors for May 2012 amounted to \$17,466.

### **Officer's Recommendation**

That the information be noted.



## **9.5 Reports Requested**

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### **Attachments**

Status list of reports requested

### **Report**

Attached for the information of Councillors is a status list of reports requested of Council as at 8 May 2012.

### **Officer's Recommendation**

That the information be noted.

## ATTACHMENT 1

### Reports Requested as at 8 May 2012

<b>*Date of Decision *Mover *Doc No</b>	<b>Item/Comments</b>	<b>Div.Resp</b>	<b>Comp Date</b>
13.11.08 MO 1648358	CS6.1 - Report on the establishment of a piece of public art or landscape that celebrates and values the contribution of volunteers.	CS	July 2012
14.12.10 JB 2935569	CS6.1 - Report on the feasibility of local artists occupying vacant shop fronts in the Campbelltown and Ingleburn CBDs until suitable tenants are found.	CS	July 2012
31.5.11 PH 3144615	PE2.6 - Report including full costings and potential liabilities of conducting a community fishing event in the Campbelltown Local Government Area.	CS	July 2012
28.6.11 AR 3170294	CW5.1 - Report on feasibility of holding a fishing day event at Macquarie Fields Leisure Centre.	CS	July 2012
14.2.12 RK 3494184	SF20.1 - Report on the proposal to establish a Trust to facilitate future bequests and donations to the Campbelltown Arts Centre.	CS	July 2012

*Date of Decision *Mover *DocNo	Item/Comments	Div.Resp	Comp Date
12.4.11 RM 3070700	CW3.2 - Report on the development of 'Superparks' in the Local Government Area.  <b>Comment:</b> Report to be prepared following the completion of the Open Space Review.	CW	TBA
18.10.11 BT 3351074	PE5.1 - Report examining potential for improving car parking for shoppers and business activity within the Campbelltown, Ingleburn and Park Central Business Districts	CW	August 2012
13.12.11 SD 3422090	CW5.1 - Report examining appropriate ways in which Council can memorialise the landscaping works of Mr Lilleman.	CW	August 2012
13.3.12 PL 3532019	CW5.2 - report investigating possible access options to the development in the UWS site via Narellan Road, F5 and Gilchrist Drive, and that an estimate of costs also be included in the report. Comment: Briefing provided 24 April 2012	CW	July 2012
10.4.12 MT 3562790	CW1.7 - Report on the establishment of a Leash Free Dog Area at Milton park Macquarie Fields. The report should include concept designs, costings and information on the outcome of a formal public consultation process.	CW	October 2012
10.4.12 RM 3562944	CG8.2 - Report on the viability of establishing a skate park within Airds.	CW	November 2012

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
19.10.10 AR 2843272	SF21.1 - Further report regarding construction of a culvert bridge between Hollylea Road and Council's Lot A DP 14782 situated on the southern side of the drainage channel - RailCorp Acquisitions. <b>Comment:</b> Reported Item 21.1 Corporate Governance Committee 29 May 2012.	BS	
8.3.11 PH 3025714	CG3.3 - Further report upon completion of the road closure and creation of title in Council's name in respect of future use of the land - Hollylea Road. <b>Comment:</b> Reported Item 21.1 Corporate Governance Committee 29 May 2012.	BS	
10.5.11 RM 3102591	PE5.4 - Report outlining the feasibility of establishing a Sub Committee to coordinate celebrations and identify a suitable memorial for the 100 years of Anzac Day celebrations in 2015.	BS	Jan 2013
15.11.11 AR 3386717	CG5.2 - Report on any submissions received in regards to the Draft Community Strategic Plan prior to the formal adoption of the document.	BS	June 2012
14.2.12 AR 3494010	SF21.1 - Further report on the future use of funds generated from the sale of Farrow Road. <b>Comment:</b> Reported Item 21.2 Corporate Governance Committee 29 May 2012.	BS	
13.3.12 PH 3531917	CG3.2 - Further report upon completion of the road closure process and creation of title in Council's name in respect to the future use of the land - Culverston Road Minto.	BS	October 2012
13.3.12 SD 3531989	CW5.1 - Report investigating various issues of concern raised within the Airds community.	BS/PE	July 2012
10.4.12 SD 3562988	CCG21.6 - Report on completion of Expression of Interest process prior to any sale of Bradbury Community Hall being negotiated.	BS	October 2012

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
12.12.06 JB 1327990	PE 2.4 - Report presenting the Draft Local Environment Study LES and Preliminary Draft Local Environmental Plan LEP - Glenlee.  <b>Comment:</b> Briefing to Councillors held 17 May 2011. Awaiting further advice from Department of Planning and Infrastructure.	PE (EP)	July 2012
4.5.10 RM 2655408	CG9.2 -That a report be presented on the Memorandum of Understanding between Council and Macquarie Fields Local Area Command concerning the patrolling of Council reserves.	PE (CS)	July 2012
19.10.10 GG 2868479	PE2.3 - Report detailing outcomes of 2010-2011 Stage 2 Aquatic Weed Mapping following completion and evaluation. <b>Comment:</b> Reported Item 2.2 Planning and Environment Committee 29 May 2012	PE (EP)	
15.11.11 JB 3387586	PE5.1 - Report outlining details (including costs) of obtaining an independent assessment of ground water flows and aquifer behaviour in the area proposed for the expansion of the Camden Gas Project and that the report cover whether State and Federal Government funding may be available for this project. <b>Comment:</b> Deferred for briefing to Council	PE (EP)	July 2012
13.12.11 BT 3421776	2.4PE - Further Report detailing the outcome of all submissions received as a result of the public exhibition of all Menangle Park documentation.	PE (EP)	July 2012
13.12.11 RK 3421767	2.5PE - Report following the exhibition period detailing all submissions and the outcomes of the exhibition - Draft Macarthur Precinct DCP.	PE (EP)	July 2012
13.12.11 JB 3421758	3.3PE - Further report on the terms and conditions of the Draft Voluntary Planning Agreement on the Airds/Bradbury Renewal Project.	PE (DS)	July 2012
13.12.11 MT 3421466	6.1CS - Urgent report in February 2012 detailing the current and future status of Bambi Kindergarten in Edmondson Park	PE (DPE)	June 2012
14.2.12 GG 3494342	PE2.4 - Further report evaluating the effectiveness of the Tree Swap program following the 6 month trial	PE (EP)	October 2012

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
14.2.12 GG 3494352	PE2.5 - Report on the proposed budget of the 2012 Macarthur Nature Photography competition.	PE (EP)	July 2012
13.3.12 BT 3532501	<p>PE1.1 - Report if objection is received to proposed changes of Fees and Charges in relation to New Recycling Product.</p> <p><b>Comment:</b> As noted on the April Outstanding Report List. The exhibition period closed on 30.4.12 and W&amp;RS was advised on 2.5.12 by Finance that no submissions had been received. Council will now adopt the amended fees and charges for the 2011-2012 financial years. No report required as no objections were received.</p>	PE (WS)	
13.3.12 MO 3532509	PE2.6 - Report at the conclusion of the 6 month trial period evaluating the efficiency and performance of the new Bushcare Program	PE (EP)	November 2012
13.3.12 AR 3531914	CG3.3 - Further report on the Draft Glenalvon Plan of Management upon completion of the public consultation and submission process.	PE (EP)	August 2012

## **10. REPORT OF DIRECTOR CITY WORKS**

### **10.1 City Works Activity Report**

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#### **Attachments**

City Works Activity Report

#### **Report**

Works activities are proceeding to program and on demand and are outlined in the activity report. Statistics on graffiti are also presented in the activity report. It should be noted that the activity report continues to be reviewed to better reflect the areas and program/projects being undertaken by Council.

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

That the information be noted.

# ATTACHMENT 1

## GRAFFITI

The schedule below provides details of the number of square metres of graffiti removed from Council's public facilities in the various suburbs by Council's contractor.

Facility	Jan to Mar 2010	Apr to Jun 2010	Jul to Sep 2010	Oct to Dec 2010	Jan to Mar 2011	Apr to Jun 2011	Jul to Sep 2011	Oct to Dec 2011	Jan to Mar 2012	April 2012	May 2012
Campbelltown	529	267	178	200	250	9.5	242	172	263	22	14
Ruse	6	101	93	0	103	133.5	22	0	154	87	9
Kentlyn	0	0	0	0	0	0	0	0	0	0	0
Airds	78	539	347	163	253	172	281	347	243	5	400
St Helens Park	35	51	40	6	73	8	17	43	31	0	0
Rosemeadow	102	111	96	25	67	10	70	0	11	0	0
Ambarvale	178	109	17	10	4	16.5	0	88	0	0	0
Woodbine	77	0	0	0	27	6	0	0	0	0	1
Claymore	37	54	11	17	2	53.5	34	94	70	10	64
Eschol Park	171	110	28	0	177	29	0	0	36	20	0
Kearns	21	0	50	17	65	2	0	0	0	0	0
Raby	334	84	413	286	223	41	36	105	1	0	0
St Andrews	30	32	122	49	38	4.5	0	0	0	0	0
Bow Bowling	124	71	0	5	14	0	0	0	0	0	0
Minto	510	295	302	75	235	101	275	188	40	0	0
Ingleburn	211	184	189	25	176	150	20	300	459	46	9
Macquarie Fields	75	181	292	169	210	39	40	160	145	23	136
Glenfield	75	25	203	462	243	117	91	126	274	144	5
Blair Athol	0	0	0	1	4	0	0	0	0	0	0
Bradbury	47	124	47	6	74	7	31	4	78	0	0
Total m <sup>2</sup>	2640	2338	2428	1516	2228	895	1159	1627	1805	357	638

During the reporting period, Council received no additional requests for removal of graffiti. Four Graffiti Removal Kits have been requested by the Community.

Jan to Mar 2010	Apr to Jun 2010	Jul to Sep 2010	Oct to Dec 2010	Jan to Mar 2011	Apr to Jun 2011	Jul to Sep 2011	Oct to Dec 2011	Jan to Mar 2012	April 2012	May 2012
95	77	52	32	27	28	36	26	37	12	4

Council's Graffiti Action Teams have undertaken a number of tasks in addition to the above activity information. In reference to the Operational Maintenance Area map in this report, the Graffiti Action Team has for the period undertaken the following graffiti tasks to various Council assets. These statistics demonstrate a reduction in graffiti incidents by vandals in selected high profile areas.

Area	Jan to Mar 2010	Apr to Jun 2010	Jul to Sep 2010	Oct to Dec 2010	Jan to Mar 2011	Apr to Jun 2011	Jul to Sep 2011	Oct to Dec 2011	Jan to Mar 2012	Apr 2012	May 2012
Area 1	461	1778	2077	1710	944	965	851	897	1382	644	245
Area 2	454	1055	961	905	939	1275	875	797	917	443	435
Area 3	546	1410	1084	1184	674	1097	864	856	647	569	324
Area 4	490	1314	1172	1039	990	920	650	717	1965	310	627
Total	1951	5557	5294	4838	3547	4257	3240	3267	4911	1966	1631



**OPERATIONAL SERVICES SECTION (Reporting period 23 April – 20 May 2012)**

**OPEN SPACE**

<b>Activity</b>	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>
Servicing of Parks and Reserves Sites	0	0	0	0
Road Verges – Sites	32	28	12	30
Community/Childcare Centre's - Sites	10	3	7	1
Servicing Laneways – Sites	75	22	22	0
Litter/Rubbish Pickup	50.5	25	8	3.5
Herbicide Spraying (hrs)	12	26	0	0
Mulching (cm <sup>3</sup> )	0	0	0	0
Garden Maintenance	0	0	0	0
Garden Refurbishment	0	0	0	0
Top Dressing (hrs)	0	0	0	0
Aeration of Fields	0	0	0	0
Sharps Pickup	0	0	0	0
Pathway Requests	17	12	0	0
Tractor Road Verge (Sites)	13	15	3	18
Tractor Servicing Parks & Reserves (Sites)	24	24	48	26
Cemetery	0	0	0	0
Fire Hazard Reduction	0	6	1	0
Road Crews Servicing Parks	12	0	0	0
Refilling of Sandpits	0	0	0	0

**HORTICULTURE**

<b>Activity</b>	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>
Servicing of Parks and Reserves Sites	29	41	25	26
Road Verges – Sites	29	16	18	9
Community/Childcare Centre's – Sites	11	9	8	8
Cemetery	0	0	0	0
Tractors Servicing Sporting Fields	43	28	44	38
Litter/Rubbish Pickups (hrs)	26	43	23	21
Herbicide Spraying (hrs)	42.5	20	23	20
Mulching – Quantity M <sup>3</sup>	380	0	840	0
Garden Maintenance – Sites	37	20	31	34
Garden Refurbishment – Sites	3	2	2	0
Top Dressing – Sites (tonne)	9	0	0	30
Aeration of Fields – Sites	0	0	0	0
Sharps Pickups – Quantity	0	0	0	0
Miscellaneous Requests (hrs)	0	0	0	0
Refilling of Sandpits	0	0	0	0
Plumbing	25	8	13	7
Fit Goal post sleeves	0	0	0	0
Cricket Wicket Maintenance	26	21	26	18

### Weed Control

Council's weed control contractor has been involved with the spraying of weed infestations on the City Entrance on both Campbelltown Road and Cambridge Avenue at Glenfield.

### National Tree Day

Approximately 4500 assorted native seedlings have been ordered for National Tree Day to be conducted in late July. 3000 seedlings will be for giveaways to schools throughout the City area and 1500 Cumberland Plain species for Council nominated planting sites.

### Englorie Park Drive

Ongoing mulching and weeding of the landscaped median situated on Englorie Park Drive is in progress.

### City Entrance Campbelltown Road

Weeding and mulching of the median situated on Campbelltown Road north of Rose Payten Drive has been carried out.

### Council Tree Inspections

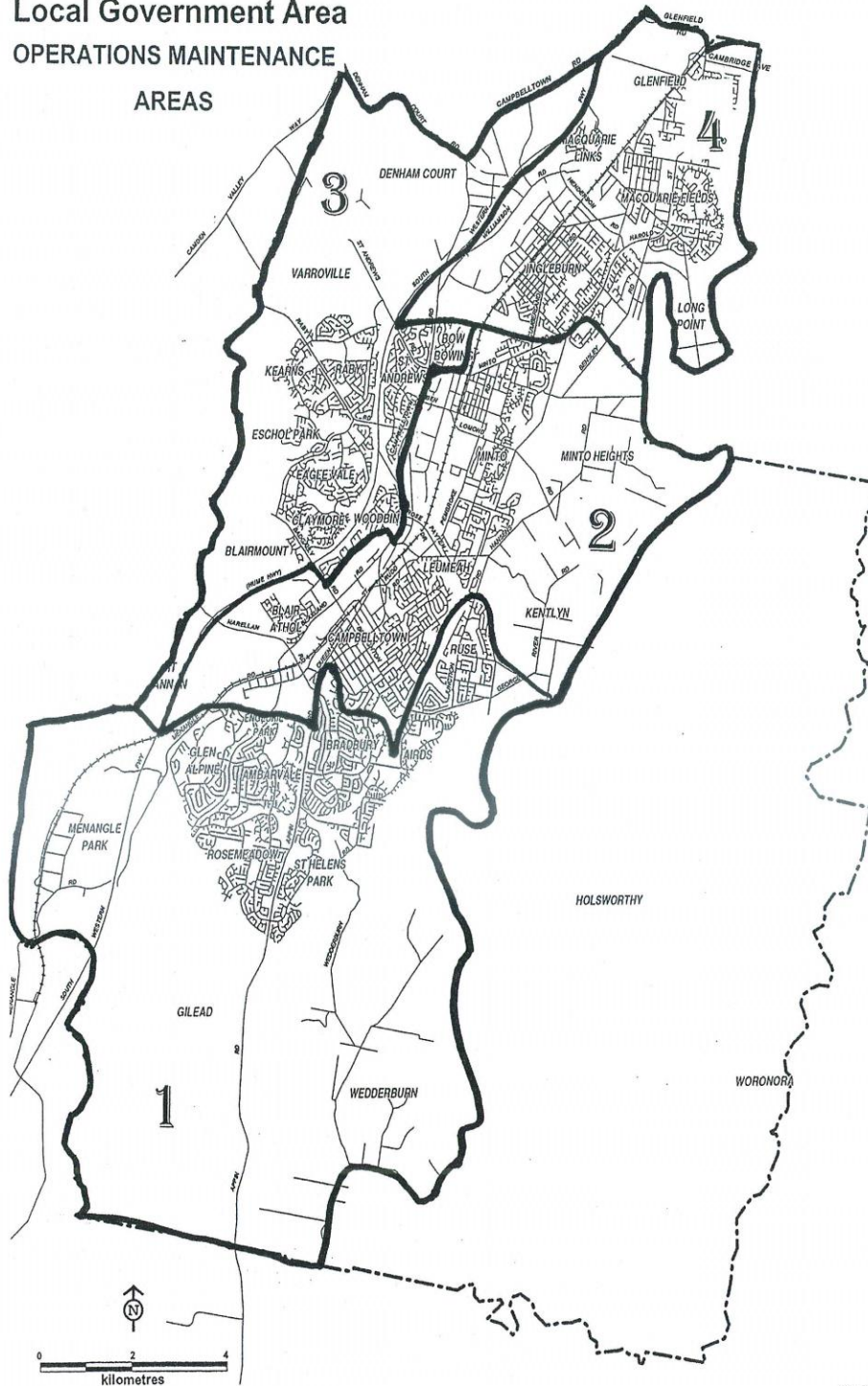
Activity	Area 1	Area 2	Area 3	Area 4	Total
Contract	9	5	10	10	34
Council	56	55	44	46	201
Termites	0	1	0	0	1
Plumber - Sewer Chokes	0	0	1	0	1
N/A	7	2	2	2	13
HOLD	1	1	2	0	4
<b>Area Totals</b>	73	64	59	58	254

### Private Property Tree Inspections

Activity	Area 1	Area 2	Area 3	Area 4	Total
Private Trees	20	21	12	16	69
Council Trees – Program	0	0	0	0	0
<b>Area Totals</b>	20	21	12	16	69

Campbelltown City Council  
Local Government Area  
OPERATIONS MAINTENANCE

AREAS



Date: 7/5/2003



## ROADS AND DRAINAGE

### A. ROADS AND FOOTPATHS – Areas 1 to 4

Due to the demand the Heavy Patching crew have provided additional resources for Pothole Patching during this period.

Activity	Area 1	Area 2	Area 3	Area 4	Total
Road repairs (heavy patching) m <sup>2</sup>	0	6.5	69	15	90.5
Road restorations m <sup>2</sup>	0	0	0	0	0
AC Base Course Total (tonne)	0	34	1.5	0	35.5

### B. ROADS RESERVE OPENING & RESTORATIONS – Areas 1 to 4

Activity	Area 1	Area 2	Area 3	Area 4	Total
Vehicle crossings constructed	6	7	8	12	33
Telstra Inspections	6	10	8	1	25
Sydney Water inspections	10	2	8	6	26
Integral inspections	1	4	2	10	17
Gas Inspections	4	0	7	2	13
Customer requests	1	1	0	3	5

### C. COMMUNITY RESPONSE – Areas 1 to 4

Activity	Area 1	Area 2	Area 3	Area 4	Total
Cleaning of gross pollutant trash racks / tail out drains	0	5	4	4	13
Pits cleaned by hand or suction	60	80	124	66	330
Tail out drains / headwalls	0	18	0	0	18
Removal of waste matter (cubic metres)	4.5	4.5	8	3	20
Flushing of stormwater lines (linear metres)	400	300	500	300	1500
Underpass (drainage) cleaning	3	0	0	0	3
Trip hazards/footpath hazards attended	6	8	4	2	20
Dead animals removed	7	4	3	19	33
Parra webbing drainage, drains/grates/pits secured	5	5	11	6	27
Sign retrievals and straightening	2	9	0	6	17
Syringes	200	30	2	4	236
Deliver and set up at venues	2	6	2	14	24
Paver repairs	0	30	2	0	32
Oil/ Paint Spill / Debris on Road	1	4	0	0	5
Median Cleaning / Poisoning	60	20	177	25	282
Guide Posts	0	14	0	0	14
<b>TOTAL</b>	<b>750.5</b>	<b>537.5</b>	<b>837</b>	<b>449</b>	<b>2574</b>

**D. STREET ACCESSORIES****Sign Manufacturer Areas 1 to 4**

Activity	Area 1	Area 2	Area 3	Area 4	Total
Regulatory	15	61	16	16	108
Street signs	4	10	9	26	49
Community signs	0	2	2	0	4
Ordinance signs	0	20	0	18	38
Various council signs	0	0	0	0	0
Various council stickers	0	219	0	0	219
Warning signs	2	8	1	0	11
Council special events	0	6	0	0	6
Directional	0	5	1	0	6
Banners	0	7	0	2	9
Various Stickers	0	219	0	0	219
<b>TOTAL</b>	<b>21</b>	<b>557</b>	<b>29</b>	<b>62</b>	<b>669</b>

**Sign Erection Areas 1 to 4**

Activity	Area 1	Area 2	Area 3	Area 4	Total
Works orders (traffic)	2	5	2	0	9
Bollards replacement and repair	17	16	0	0	33
Street signs	12	29	27	10	78
Community signs	9	29	0	0	38
Ordinance	5	12	8	2	27
Regulatory	59	88	72	65	284
Graffiti Removal m <sup>2</sup>	7	3	1	4	15
Warning Signs	35	11	1	18	65
Install various banners	3	7	0	0	10
Line Marking / Car Park	1	3	1	2	7
Directional	23	28	4	0	55
<b>Total</b>	<b>173</b>	<b>231</b>	<b>116</b>	<b>101</b>	<b>621</b>

**Minor Patching**

Activity	Area 1	Area 2	Area 3	Area 4	Total
Pot holes (number)	220	240	120	150	730
Edge breaks m <sup>2</sup>	0	0	0	2	2
Restorations m <sup>2</sup>	0	2	0	3	5
Car parks pot holes	2	4	2	0	8
Trip Hazard Footpaths	0	2	2	0	4
<b>Total</b>	<b>222</b>	<b>248</b>	<b>124</b>	<b>155</b>	<b>749</b>

**E. KERB AND GUTTER RECONSTRUCTION**

2011-2012 program 75% complete

**F. PIT LID RECONSTRUCTION**

93% complete

**G. NEW FOOTPATH CONSTRUCTION PROGRAM**

Stage 1 – 2011-2012 program 95% complete

Stage 2 – 2011-2012 program 70% complete

#### **H. FOOTPATH RECONSTRUCTION PROGRAM**

2011-2012 program 89% complete

#### **I. ROAD REHABILITATION PROGRAM**

Rehabilitation Program – Extension of program underway 98% complete  
Micro Sealing – Complete

#### **J. OPERATIONS MINOR WORKS**

**Campbelltown Golf Club** – 75% complete. De-silting of ponds and creek complete, removal of gabions complete, installation of creek rocks commenced.

##### **Child Care Centre Restoration**

Family Day Care Broughton Street – Complete

**Eagles Nest Child Care Detention Tank** – 30% complete, Drainage pipes installed, footings for retaining complete, 25,000 litre tank in manufacture.

##### **Wood Park, Ingleburn Flood Light Replacement**

Replacement of existing flood lights on eastern side of Wood Park Ingleburn. – 20% complete.

##### **Footpath Hazard Reduction – Campbelltown area**

Concrete footpath grinding, to eliminate trip hazards. Throughout Campbelltown council area.- 25% complete.

#### **K. CAPITAL WORKS**

##### **Farrow Road Extension**

- Culvert and chamber eastern side – 90% complete
- Bridge Construction – 82% complete
- Western alignment – 80% complete

##### **John Kidd Reserve Footpath Extension Stage 2**

40% complete, excavation complete culverts in manufacture, installation of pipes in progress

**Simmos Beach Stairs** – Site preparation 15% complete, staircase in manufacture 15% Complete.

**Apex Park Car Park** – 25% complete, Excavation and sub base completed.

##### **Koshigaya Park – Flood Mitigation**

Improvement to drainage system at Koshigaya Park, box culverts and wing walls. Extension of stormwater tributary drainage structures and associated landscaping. – 20% complete.

##### **Storm water Channels – Flood Mitigation**

Resealing of joints in concrete channels in Minto, Ingleburn and Macquarie Links. – 85%Complete.

**Mawson Park Lighting Upgrade** – 10% complete



## PLUMBERS ACTIVITIES REPORT

Irrigation Works - Council's irrigation team has been involved in maintenance activities and system checks across the LGA, works have involved changing sprinkler heads, repairing leaks, pump systems, damaged pipes, and wiring problems and testing of systems.

## WORKSHOP ACTIVITIES REPORT

Vehicles/Plant and Equipment, reported here, are items that have accrued abnormal downtime due to awaiting parts/service from suppliers or priorities.

Plant No	Item	Reason - Area of Repair	Repairer	Down Time Hrs
9424	Road roller	Major engine fault	CCC Workshops and Supplier	40hrs
9803	Flocon truck	Brakes	CCC Workshops and Supplier	40hrs

The following is a breakdown of the work performed since the last report **23 April 2012 – 20 May 2012**

9424	The roller snapped a timing belt causing the valves to hit the top of the pistons. Parts have been sourced and fitted and roller is back in service.
9803	Flocon tar truck required a front and rear brake reline. Abnormal downtime was due to parts availability and priorities. Vehicle has been repaired and is back in service

All previous reported repairs have been completed and vehicles/plant are back in service.

Tyre Repairs	85
Services carried out	39
Repairs to trucks	84
Repairs to heavy plant	23
Repairs to trailers	25
Tractors/implements	42
SES repairs	2
RFS repairs	22
Small plant repairs	76
Repair to cars	11
Repairs to mowers	87
Repairs to sweepers	8
Pathway requests (completed)	19

Of the reported repairs above 58 were out in the field.

The Workshop has also carried out the following duties:

- Manufacturing and repair of various gates, locks and lock boxes around Campbelltown
- Drain cover repairs
- Repair fire trail gates at various sites within Campbelltown
- Various bus shelter repairs
- Fence repairs
- Bridge repairs – Blair Athol
- 12 monthly RFS Scheduled Servicing

## **HAZARD REDUCTION PROGRAM**

### **Hazard Reduction Burning**

A 14.63 hectare hazard reduction burn was successfully conducted by the Rural Fire Service (RFS) at Boronia Reserve, Kentyln within the reporting period.

### **Fire Management Plans**

Environmental consultants have completed the first draft flora and fauna assessment of Smiths Creek Reserve for the preparation of the Smiths Creek Reserve Fire Management Plan.

### **Asset Protection Zones (APZ)**

APZ projects at Freeman Circuit, Wilkinson Crescent, Hopping Road and Bicentenary Reserve, Ingleburn have been completed.

### **Fire Trails and Signage**

Council Rangers have completed a new fire trail gate audit with works identified and prioritised for maintenance.

### **Mechanical Works**

30 hazard reduction slashing sites were completed in the last 4 weeks, totalling an area of 27 hectares with over 572 assets protected.

## **ASSETS AND SUPPLY SERVICES**

### **Procurement and Contract Management Services**

#### **Tenders/Quotes/Expressions of Interest and Agreements:**

##### **Currently being prepared**

- T11/20 Grounds Maintenance
- T12/01 Domestic Waste Collection

##### **Currently Advertised**

- T12/03 Design and Print Services

##### **Currently Under Evaluation**

- T12/13 Road Pavement Program 2012-2013
- T12/14 Concrete Works Reconstruction Program 2012-2013
- EOI 12/01 Print/Copy Charge System
- Q12/12 Emerging Leaders Program
- T12/06 In Home Care Services
- T12/10 Supply of Multi Functional Devices



- T12/09 Cleaning Services
- T12/05 Bulk Materials
- Q11/25 Supply of Street Sweeper (Local Government Procurement Contract)
- Q12/02 Supply of Backhoe (Local Government Procurement Contract)

## ASSET MANAGEMENT

### Roads

Asphalt works for the following road sections have been completed:

- Raby Road, Varroville, section near Council's boundary.
  - Angus Place between Aberfeldy Crescent and end of cul de sac, St Andrews.
  - Ingleburn Road between Chester Road and Suffolk Street, Ingleburn.
- All road projects have been completed under a Special Tender T11/26.
  - Special Tender for Road Program Maintenance 2012-2013 is under evaluation. The public tender includes three categories of works, Resealing, Interlayer Seal and Asphalt Re-sheeting and Stabilisation Works.

The following approved Roads to Recovery for 2012-2013 is currently under structural and geotechnical investigation.

Road Name	Section From	Section To	Suburb
Harrow Road	Aroa Place	Canterbury Road	Glenfield
Harrow Road	Canterbury Road	Oro Place	Glenfield
Saywell Road	Brooks Street	Harold Street	Macquarie Fields
Hurricane Drive	Whitworth Avenue	Spitfire Drive	Raby
Epping Forest Drive	Eschol Park Drive	Kearns Avenue	Kearns
Sackville Street	Ivanhoe Street	Cumberland Road	Ingleburn
St Helens Park Drive	Woodland Road	Greenwood Place	St Helens Park

- Works commenced for Falling Weight Deflectometer testing for 2012-2013 programs. The results will be used to design asphalt thickness for the Works Program 2012-2013.
- Crack sealing for selected roads in Minto and Macquarie Fields has been completed. This project is funded by Department of Housing and Landcom.

### Kerb and Gutter

- Kerb and Gutter re-inspection for 100% assets has been completed. All defects and actions have been entered into Council's Asset Management System including Mapping.
- Kerb and Gutter Reconstruction Program for Bradbury areas has started, with 75% of reconstruction work completed throughout the Local Government Area.

### **Bridges and Culverts**

- Awaiting Specialist Consultant report for Level 3 Inspection for Gilchrist Drive Bridge Finger Joints and Bearings.
- Repair Works for Bridges and Culverts under Maintenance Program 2011-2012 have been completed.
- Awaiting quotation for Level 3 Inspection by a Specialist Consultant for the following Metallic Armco Arch Culverts and Campbellfield Avenue Pipe Culvert for the location listed in the following table:

<b>Asset Description</b>	<b>Suburb</b>
C0085 - Woodhouse Drive - Woodhouse Drive Culvert	Ambarvale
C0021 - Blaxland Road (South)- Blaxland Road Culvert	Campbelltown
C0045 - Epping Forest Drive (West)- Epping Forest Drive Culvert	Kearns
C0001 – Townson Avenue - Townson Avenue Culvert over McBarron Creek	Minto
C0047 – Hurricane Drive - Hurricane Drive Culvert	Raby
C0048 - Spitfire Drive (South)- Spitfire Drive Culvert	Raby
C0006 – Aberfeldy Crescent (North)- Aberfeldy Crescent Culvert 2	St Andrews
C0008 - Raby Road (East) - Raby Road Culvert 1 at the intersection with Stranraer Drive	St Andrews
C0043 - Spitfire Drive (North)- Spitfire Drive Culvert near Koorunga Reserve	St Andrews
C0027 - Campbellfield Avenue - Campbellfield Avenue Culvert	Campbelltown

### **Parks and Public Spaces**

- Simmo's Beach Lookout Stairway has been manufactured and ready to be installed early June 2012.
- Koshigaya Park – Landscaping and shade sail installation and new turf areas complete.

### **Playground Equipment**

- Playground equipment repairs have been carried out at Eschol Park Sports Complex, Raby Sports Complex, Hallinan Park and Mawson Park.
- Koshigaya Park Playground and rubber softfall refurbishment is complete.

### **Internal Assets – Electrical Testing and Tagging**

- Council's electrical contractor has completed the electrical testing and tagging at Macquarie Fields Swimming Pool and Raby Sports Complex Irrigation Shed.

### Footpath Reconstruction Program

- Footpath Reconstruction Program is 70% completed throughout LGA.
- Footpath inspections have recommenced at Ingleburn. All defects have been mapped and actions entered into Council's Asset Management System.

### Building Inspections

- No Building Inspections carried out in past 3 weeks.

### Stormwater

- Channel Joint Sealing Work for Macquarie Fields Railway Parade has commenced with 10% of work completed.

### Asset Management System, Grants and Reports

- Monthly Reports for May 2012 Roads and Maritime Services (RMS) Grant Projects have been submitted.

### BUILDING MAINTENANCE/CONSTRUCTION PROGRAM

- Kentlyn Bush Fire Facility – All works are progressing in accordance with the schedule. Practical completion has been issued with defects being addressed. The new building is due for hand over to the Rural Fire Service by the end of May.
- Benham Reserve – Construction of a new sporting amenity has commenced. Brickwork has commenced and is 50% complete. Delivery of roof trusses and their construction is expected early June 2012. All works are progressing as scheduled.
- Civic Centre – As part of the building maintenance program the buildings fire protection system is being brought up to current BCA standards. Works include replacement of fire detection equipment and the fire panel. Work is expected to be completed end July 2012.

### Reactive Building Maintenance Program

- 276 Building reactive works requests were processed during the month of May. All works are either completed or near completion.

### FACILITIES SUPPORT

Customer Requests	
Sporting Clubs with overdue keys	28 clubs with 142 key outstanding
Key extension, issues, alarm codes and access	680
Request for access to Council Reserves	4

## **11. REPORT OF DIRECTOR COMMUNITY SERVICES**

### **11.1 2012 Heart Foundation Healthy Community Awards**

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#### **Attachments**

Nil

#### **Report**

The Heart Foundation Healthy Community Awards provide an opportunity for Local Governments to celebrate their achievements and receive recognition for their commitment to creating healthier communities. The Heart Foundation are offering \$38,000 in awards and the chance of receiving a high level of recognition for local government initiatives that encourage healthy community work.

The awards recognise a range of areas such as:

- Opportunities for recreational and incidental physical activity
- Safe, connected walkable catchments
- Accessible, safe and appealing environments and facilities that encourage healthy lifestyles
- Access to affordable healthy foods
- Smoke-free environments
- Opportunities for community members to lead interactive and socially connected lives
- Appropriate, well designed and maintained infrastructure that supports recreation, social interaction and active transport options.

Council has submitted an application, comprising of programs and projects that address these important elements of a healthy community.

#### **The Good Old Days - Healthy Living for Less Project**

This project provided an opportunity for seniors to participate in a variety of activities which included community greening and permaculture workshops, pampering and jewellery making workshops, healthy eating cooking demonstrations and gentle exercise classes. A diverse range of government and non-government organisations provided information stalls and resources. Services were available to discuss and promote opportunities for seniors to participate in local activities and services. Seniors presented talks in positive ageing covering a range of health topics.

## **The Campbelltown City Challenge Walk**

The Campbelltown City Challenge Walk is an annual community event, held at the Australian Botanic Garden Mount Annan, that encourages walking for general health and wellbeing. It is a fun event for the competitive and not so competitive, with 2 categories - the 6km and 12 km walks.

This event is supported by various health professionals and with teams entered by schools, gyms, fitness centres, families, social groups, businesses and sporting groups.

## **Elders on the Go**

The Elders on the Go Project, an exercise and nutrition program for Aboriginal and/or Torres Strait Islanders (ATSI) aged 45 years and over aimed to improve health outcomes for the ATSI community by working with local Elders. A DVD, *Feeling Alive and Looking Deadly*, focusing on graded exercises for the Aboriginal community to do at home was produced.

## **The Positive Ageing Project**

The Positive Ageing Project delivered six free health training sessions by health services for seniors that provided them the opportunity to share the information as peer educators back to their community groups. A Positive Ageing Calendar was also produced featuring photos of local seniors including men, women, Aboriginal and multicultural groups. Each month includes a health tip and dates of Campbelltown City Council and national events.

NSW highly commended entries and category winners will be announced at the NSW Local Government Week Awards Evening on Wednesday 15 August 2012. All NSW category winners will be entered into National judging, with National winners to be announced in October 2012.

These initiatives have been identified as part of the draft Campbelltown Community Strategic Plan 2012-2022 that describes a vision of *"A connected community with opportunities to grow in a safe and natural environment"* with five objectives including 'A safe, healthy and connected community', that provides a balanced range of services to the community and activities that foster a sense of community.

## **Officer's Recommendation**

That the information be noted.

## **12. REPORT OF DIRECTOR PLANNING AND ENVIRONMENT**

**No reports this round**