

REPORTS FROM OFFICERS

8. REPORT OF GENERAL MANAGER

No reports this round

9. REPORT OF DIRECTOR BUSINESS SERVICES

9.1 Reports Requested

Attachments

Status list of reports requested (contained within this report)

Report

Attached for the information of Councillors is a status list of reports requested of Council as at 10 December 2013.

Officer's Recommendation

That the information be noted.

Council Meeting 11 February 2014 (Oates/Thompson)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 10

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Reports Requested as at 10 December 2013

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
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. Comment: A briefing was held on 19.11.13. Awaiting advice from Council's Solicitors.	CS	March 2014
26.2.13 PH 3326065	CG8.2 - Report on the feasibility of renaming the Macquarie Fields Swimming Centre (when all works are complete) or other places of significance in honour of Kevin Wheatley VC or Ray Simpson VC.	CS	March 2014
26.3.13 BT 3355998	CS6.3 - Report investigating the feasibility of providing an alternative drop off point closer to the main entrance of the Campbelltown Arts Centre to accommodate the elderly and disabled.	CS	March 2014
26.3.13 PL 3356012	CS6.4 - That a detailed report be presented outlining the quality and possible need for an upgrade on the current lighting (including current environmental lighting) of all sporting fields in the Campbelltown LGA and that the report include total costing.	CS	March 2014
18.6.13 GB 3450837	CS6.1 - report on the Poseidon Drowning Detection System (currently in use by Blacktown Council at the Stanhope Gardens Leisure Centre) in relation to its cost, benefits for saving lives and the possibility of fitting/retrofitting the system in Councils leisure facilities	CS	March 2014
16.7.13 MO 3483181	CS3.1 - Further report analysing the impact of the changes to the Arts Funding Program when information becomes available.	CS	November 2014
13.8.13 PH 3512590	CG8.1 - Report outlining feasibility of renaming Campbelltown showground.	CS	April 2014
10.9.13 MO 3547252	CS6.1 - Report updating the status for the installation of No Smoking signage at sporting and public places where smoking is prohibited and also include other educational initiatives that Council could undertake.	CS	March 2014

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
13.8.13 TR 3512711	CS4.2 - Report exploring the feasibility of alternate models of temporary fencing that are more robust yet removable within 24 Hours which may present a compromise to address the concerns of both sporting groups and the local community.	CS	March 2014
15.10.13 BT	CS4.5 - Further report on 2013-14 Sport and recreation Participation and Facility Program Round 1 once successful projects have been announced by the Office of Communities - Sport and Recreation	CS	March 2014
12.11.13 GB 3560252	CCS20.1 - Further report within 12 months reviewing progress and advising Council of further means of adapting to the new funding agreements for Aged and Disability funding.	CS	November 2014
10.12.13 WG 3650256	CS3.4 - Further report analysing the impact of the 'Arts and Cultural Policy' when information becomes available in 2014.	CS	November 2014
10.12.13 CM 3650066	CG8.1 - Report regarding the possibility of a naming rights sponsorship for Campbelltown Sports Stadium.	CS	May 2014

*Date of Decision *Mover *DocNo	Item/Comments	Div.Resp	Comp Date
16.10.12 PL 3197155	CG8.4 - Report examining the feasibility of installing CCTV capabilities in the Campbelltown CBD, with installation locations to be determined in conjunction with Campbelltown Police. The report to also outline the costs associated with the installation, maintenance and monitoring of the system and detail any government grants available to assist in the installation of a CCTV system. Comment: Council has been successful in obtaining a grant for the funding of CCTV in the Campbelltown/Ingleburn CBD areas. The grant will not be provided until the 2014-15 financial year	CW	April 2014
21.5.13 WG	CW5.2 - Report investigating the implementation of new signage detailing Council contact telephone numbers and incorporating area reference numbers for its parks and recreation areas along with the cost and timeframe to implement it.	CW	March 2014
13.8.13 MO 3512874	PE5.1 - Report regarding the location/condition of the current suburb signage and investigating the potential of extending the program to other suburbs that were not included in the initial program.	CW	May 2014
12.11.13 WG 3563387	CW1.2 - Further report on the findings of the Expressions of Interest for footpath reconstruction in Queen St Campbelltown.	CW	March 2014

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
26.2.13 PL 3326067	CCG21.2 - Report in regard to a Licence Agreement with the Town Hall Theatre Group Incorporated for the use of the Town Hall Theatre.	BS	March 2014
26.3.13 GB 3349952	NofM15.1 - Report providing options for a review of MACROC's functions, responsibilities, key performance indicators and Charter.	BS	March 2014
18.6.13 PL 3450946	CG3.1 - Further report following expressions of interest on the ground lease in Blaxland road.	BS	May 2014
10.9.13 FB 3547400	CG2.1 - Further report outlining final projects and associated costings regarding commemoration of the First World War and the Centenary ANZAC Day.	BS	March 2014
10.9.13 PH 3547390	CG8.1 - Report investigating the feasibility of establishing a Civil Engineering Scholarship at UWS for students who reside in the Campbelltown LGA called the JE Hely Scholarship.	BS	March 2014
15.10.13 CM	CG2.2 - Further report on alternatives for the conduct of the 2016 Local Government Election.	BS	March 2014
10.12.13 CM 3650065	CG8.2 - Report regarding the potential of opening a café or similar outlet at the HJ Daley Library premises and more broadly any other potential commercial ventures which could be collocated within existing Council services.	BS	April 2014

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
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)	April 2014
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)	May 2014
5.6.12 RK 3068270	PE5.2 - Report outlining the role, procedures and limits of authority of the Land and Environment Court in so far as they affect amendments to development applications made as part of the Court proceedings.	PE (DS)	March 2014
20.11.12 TR 3211517	PE2.10 - Further report detailing the administrative and assessment procedures associated with Pre-Gateway and Gateway Reviews - re amendments to the Local Environment Plan making process.	PE (EP)	March 2014
18.12.12 AM	PE2.5 - Further report on outcome of the public exhibition of proposal to name reserve within the 'Vista' development, Glenfield.	PE (EP)	April 2014
18.6.13 RK 3451045	PE2.4 - Report identifying what impact the creation of the Local Land Services will have on the Campbelltown LGA.	PE (EP)	April 2014
16.7.13 RK 3483315	PE4.1 - Further report to review implementation of the draft Swimming Pool Barrier Inspection Program including the cost and resourcing implications after 12 months of the programs implementation.	PE (CS)	December 2014
15.10.13 BT	PE5.1 - Report outlining the step by step procedure and appropriate methods for house demolition within the LGA. Comment: reported Item 3.2 Planning and Environment Committee on 3.12.13	PE (DS)	
15.10.13 TR	PE5.2 - Report examining the success of the Main Street Committee and options for Council's future involvement.	PE (DPE)	March 2014
12.11.13 RK 3598138	PE4.3 - Further report on establishment of the Alcohol Free Zones in Glen Alpine and Minto (Zone 2) following receipt of submissions.	PE (CS)	April 2014
10.12.13TT TR 3650360	PE2.6 - Further report re proposed amendment to LEP 2002 re No 194 Campbelltown Road Denham Court.	PE (EP)	May 2014

*Date of Decision *Mover *Doc No	Item/Comments	Div.Resp	Comp Date
10.12.13 GG 3650347	PE4.2 - Further report to consider the adoption of the Second Hand Clothing Bin Policy following Public Exhibition.	PE (CS)	April 2014
10.12.13 BT 3650346	PE4.6 - Further report examining matters including the legal liability for Council staff, financial details outlining provision of full cost recovery and detail relating to Councils existing parking enforcement activities on private property	PE (CS)	March 2014

9.2 Progress Report: Amounts Expended on Providing Facilities and Payment of Expenses - Mayor, Deputy Mayor and Councillors December 2013 and January 2014

Attachments

Nil

Report

On 19 February 2013, 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 December 2013 and January 2014 were as follows:

Expenses

- | | | |
|----|--|------------|
| 1. | Training Seminars and Conferences
Cost for December 2013 and January 2014. | \$0.00 |
| 2. | Staff
Personal Secretary for the Mayor on a shared basis with the General Manager, together with Receptionist shared with Corporate Services. Apportioned cost for December 2013 and January 2014. | \$8,360.00 |
| 3. | Stationery and Postage
Cost of Mayoral and Councillors' stationery, business cards and postage expenses. Approximate cost for December 2013 and January 2014. | \$706.52 |
| 4. | Periodicals
Cost of annual subscriptions. Cost for December 2013 and January 2014. | \$594.00 |
| 5. | Meals
Provision of meals in conjunction with Council and Committee Meetings and Inspections. Cost for December 2013 and January 2014. | \$1,665.00 |
| 6. | Refreshments
Provision of refreshments in the Mayor's Suite and Councillors' Lounge and Civic Receptions. Cost for December 2013 and January 2014. | \$2,790.00 |
| 7. | Insignia of Office
Replacement costs Mayoral robes, chain, badge and name plates. Cost for December 2013 and January 2014. | \$60.00 |
| 8. | Travelling Expenses for Use of Private Vehicle
Reimbursement of travelling expenses on authorised Council business. Claims submitted for December 2013 and January 2014. | \$491.02 |

Provision of Facilities

- | | | |
|----|--|----------|
| 1. | Accommodation
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 December 2013 and January 2014. | \$12,680 |
|----|--|----------|

- | | | |
|----|---|------------|
| 2. | Communication System
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. Cost of equipment for December 2013 and January 2014 in accordance with Councillors Policy. | \$4,027.49 |
| 3. | Office Equipment
Facsimile machines, photocopier and telephone facilities for the Mayor and Councillors at the Civic Centre. Cost for December 2013 and January 2014. | \$1,766.26 |
| 4. | Council Vehicle
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 December 2013 and January 2014. | \$0.00 |
| 5. | Internet Facilities
Costs associated with the provision of internet facilities in accordance with Council's Policy. Cost for December 2013 and January 2014. | \$2,044.26 |
| 6. | Care Expenses
Costs associated with care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members. Cost for December 2013 and January 2014. | \$158.63 |

The total cost for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors for December 2013 and January 2014 amounted to \$35,343.

Officer's Recommendation

That the information be noted.

Council Meeting 11 February 2014 (Oates/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 11

That the Officer's Recommendation be adopted.

10. REPORT OF DIRECTOR CITY WORKS

10.1 City Works Activity Report

Attachments

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.

Council Meeting 11 February 2014 (Lake/Borg)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 12

That the Officer's Recommendation be adopted.

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 2012	Apr to June 2012	Jul to Sept 2012	Oct to Dec 2012	Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014
Campbelltown	263	225	138	211	137	219	232	14	111	34	63
Ruse	154	96	114	5	169	3	21	34	31	21	40
Kentlyn	0	0	0	0	0	0	0	0	0	0	0
Airds	243	618	902	724	851	347	1230	775	504	262	213
St Helens Park	31	0	0	56	0	12	60	0	0	0	0
Rosemeadow	11	0	293	37	45	16	37	4	49	67	0
Ambarvale	0	5	0	58	23	34	39	0	42	80	115
Woodbine	0	1	0	0	70	0	0	0	0	0	0
Claymore	70	74	16	38	12	59	22	35	114	22	0
Eschol Park	36	20	7	8	59	13	10	22	0	36	10
Kearns	0	0	0	0	0	0	0	0	0	0	0
Raby	1	1	159	0	116	0	0	49	16	0	0
St Andrews	0	23	1	0	22	0	49	0	143	0	0
Bow Bowling	0	0	0	0	0	0	0	0	0	0	0
Minto	40	114	44	190	766	309	176	154	521	157	36
Ingleburn	459	200	207	229	738	702	648	166	0	270	112
Macquarie Fields	145	171	124	186	253	215	213	381	92	57	38
Glenfield	274	310	289	361	397	498	310	110	25	80	103
Blair Athol	0	0	0	0	0	0	0	0	0	0	0
Bradbury	78	6	166	0	0	82	45	0	0	40	0
Total m ²	1805	1864	2460	2110	3658	2510	3092	1744	1648	1126	730

During the reporting period, Council received no additional requests for removal of graffiti. 3 Graffiti Removal Kits have been requested by the Community.

Jan to Mar 2012	Apr to June 2012	Jul to Sept 2012	Oct to Dec 2012	Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014
37	17	25	16	26	22	11	6	8	1	3

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 2012	Apr to June 2012	Jul to Sept 2012	Oct to Dec 2012	Jan to Mar 2013	Apr to Jun 2013	Jul to Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014
Area 1	1382	1118	1422	1139	1290	1830	1860	1412	742	212	145
Area 2	917	1281	1463	790	1254	2155	2064	973	575	97	170
Area 3	647	1364	1081	671	585	617	487	272	245	35	75
Area 4	1965	1407	1967	1422	1660	1836	2142	622	493	84	161
Total	4911	5240	5933	4022	4789	6438	6553	3279	2055	448	531

OPERATIONAL SERVICES SECTION (Reporting period 25 November 2013 to 26 January 2014)

OPEN SPACE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Servicing of Parks and Reserves Sites	116	101	45	75	337
Road Verges – Sites	97	68	19	58	242
Community/Childcare Centre's - Sites	26	22	24	0	72
Servicing Laneways – Sites	181	55	148	33	417
Litter/Rubbish Pickup	115	208	138.5	130	591.5
Herbicide Spraying (hrs)	90	50.5	36	8.5	185
Mulching (cm ³)	4	3	0	0	7
Garden Maintenance	0	0	0	0	0
Garden Refurbishment	0	0	0	0	0
Top Dressing (hrs)	0	0	0	0	0
Aeration of Fields	0	0	0	0	0
Sharps Pickup	0	0	0	0	0
Pathway Requests	24	9	0	0	33
Tractor Road Verge (Sites)	22	8	14	41	85
Tractor Servicing Parks & Reserves (Sites)	60	46	59	56	221
Cemetery	0	0	0	0	0
Fire Hazard Reduction	0	19	0	0	019
Road Crews Servicing Parks	0	0	0	0	0
Refilling of Sandpits	1	0	0	0	01

HORTICULTURE

Activity	Area 1	Area 2	Area 3	Area 4	Total
Servicing of Parks and Reserves Sites	54	63	46	43	206
Road Verges – Sites	57	53	42	39	191
Community/Childcare Centre's – Sites	20	26	21	24	91
Cemetery	0	0	0	0	0
Tractors Servicing Sporting Fields	62	52	86	50	250
Litter/Rubbish Pickups (hrs)	71	92	67	65	295
Herbicide Spraying (hrs)	42	53	51	48	194
Mulching – Quantity M ³	260	200	420	60	940
Garden Maintenance – Sites	69	69	70	73	281
Garden Refurbishment – Sites	15	5	3	2	25
Top Dressing – Sites (tonne)	3	2	8	2	15
Aeration of Fields – Sites	4	1	4	0	99
Sharps Pickups – Quantity	0	0	0	0	00
Miscellaneous Requests (hrs)	0	0	0	0	00
Refilling of Sandpits	0	0	0	0	00
Plumbing	64	27	32	63	186
Fit Goal post sleeves	0	0	12	0	1212
Cricket Wicket Maintenance	66	63	103	72	304

HORTICULTURE ACTIVITIES

Marsden Park

Horticulture staff have been involved in the planting out of the landscape areas adjacent to the newly constructed car parks situated in Marsden Park fronting Parkside Crescent. The planting of approximately 40 super advanced native trees and 400 assorted native shrubs were used in the project.

The planting out of 22 super advanced Ornamental Pears was recently carried out at the rear of the newly constructed car park located adjacent to Centennial Drive. These trees were planted to replace the larger established trees that were removed to allow for the construction of the above car park.

The delivery of four, 100 litre Ornamental Pear trees and 60 advanced Lilly Pilli shrubs has been received in readiness for the planting out of the yet to be constructed car park area opposite Campbelltown Private Hospital located on Parkside Crescent.

Weed Control City Entrances

Council's weed control contractor has completed the spraying of the garden areas located at the city entrances at Glenfield, Campbelltown Road and Appin Road near Rosemeadow Sports Complex.

OPEN SPACE ACTIVITIES

Aeration of playing fields at both Lynwood Park Soccer and Eschol Park have recently been carried out.

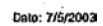
Council Tree Inspections

Activity	Area 1	Area 2	Area 3	Area 4	Total
Contract	20	12	19	12	63
Council	70	55	34	50	209
Termites	0	0	0	0	0
Plumber - Sewer Chokes	0	0	0	0	0
N/A	12	6	10	9	37
HOLD	2	0	0	0	2
Total	104	73	63	71	311

Private Property Tree Inspections

Activity	Area 1	Area 2	Area 3	Area 4	Total
Private Trees	38	17	17	25	97

AREAS



ROADS AND DRAINAGE

A. ROADS AND FOOTPATHS – Areas 1 to 4

This resource has been Heavy Patching for the month of December and January 2013/2014. Note that 20 days were lost due to annual leave. During this period 10 tonnes of road base were used on various road works and tar patching crew were combined with heavy patching crew over January.

Activity	Area 1	Area 2	Area 3	Area 4	Total
Road repairs (heavy patching) m ²	123	409	338	186	1056
Road restorations m ²	0	0	0	0	0
AC Base Course Total (tonne)	19	79	38	33	169

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

Activity	Area 1	Area 2	Area 3	Area 4	Total
Vehicle crossings constructed	6	4	4	16	30
Telstra Inspections	1	7	9	1	18
Sydney Water inspections	6	2	6	4	18
Integral inspections	1	12	2	3	18
Gas Inspections	4	0	2	8	14
Customer requests	1	1	0	1	3

C. COMMUNITY RESPONSE – Areas 1 to 4

Activity	Area 1	Area 2	Area 3	Area 4	Total
Cleaning of gross pollutant trash racks	2	28	0	4	34
Pits cleaned by hand or suction	290	245	142	103	780
Tail out drains/headwalls	0	40	0	0	40
Removal of waste matter (cubic)	1	32	3	2	38
Flushing of stormwater lines(linear)	2050	2630	750	440	5870
Underpass (drainage) cleaning	4	6	0	0	10
Trip hazards/footpath hazards	8	32	18	19	77
Dead animals removed	10	9	27	21	67
Parra webbing drainage,	1	16	7	12	36
Sign retrievals and straightening	2	19	4	5	30
Syringes	14	74	5	16	109
Deliver and set up at venues	0	0	3	11	14
Paver repairs	0	8	0	0	8
Oil/ Paint Spill/Debris on Road	3	22.5	27	13	65.5
Median Cleaning/Poisoning	260	192	177	2913	3542
Guide Posts	0	0	0	0	0
Total	2645	3353.5	1163	3559	10720.5

D. STREET ACCESSORIES - Sign Manufacturer Areas 1 to 4

Activity	Area 1	Area 2	Area 3	Area 4	Total
Regulatory	4	10	3	10	27
Street signs	23	26	24	24	97
Community signs	0	62	3	9	74
Ordinance signs	10	11	0	14	35
Various council signs	6	72	10	6	94
Various council stickers	0	0	0	0	0
Warning signs	2	3	4	3	12
Council special events	0	35	0	0	35
Directional	0	4	23	0	27
Banners	0	11	4	3	18
Various Stickers	65	110	20	4	199
Total	110	344	91	73	618

Sign Erection Areas 1 to 4

Activity	Area 1	Area 2	Area 3	Area 4	Total
Works orders (traffic)	0	9	0	0	9
Bollards replacement and repair	27	18	2	7	54
Street signs	24	31	29	22	106
Community signs	33	22	1	0	56
Ordinance	3	2	8	8	21
Regulatory	118	128	71	119	436
Graffiti Removal m ²	6	3	6	2	17
Warning Signs	25	16	7	10	58
Install various banners	1	5	4	2	12
Line Marking/Car Park	0	0	20	10	30
Directional	32	28	4	0	64
Total	269	262	152	180	863

Minor Patching

Activity	Area 1	Area 2	Area 3	Area 4	Total
Pot holes (number)	321	596	107	302	1326
Edge breaks m ²	38	25	8	26	97
Restorations m ²	0	0	0	0	0
Car parks pot holes	10	70	0	35	115
Trip Hazard Footpaths	0	20	0	0	20
Total	369	711	115	363	1558

E. FOOTPATH RECONSTRUCTION PROGRAM 2013 – 2014

Stage 2 - 99% complete

Stage 3 – 5% complete

F. NEW FOOTPATH CONTRUCTION PROGRAM 2013- 2014

40% complete

G. KERB AND GUTTER RECONSTRUCTION 2013 – 2014

50% complete

H. PIT AND LINTEL REPLACEMENT PROGRAM

Completed

I. ANNUAL BAULKES PROGRAM

60% complete

J. ROAD REHABILITATION PROGRAM 2013 - 2014

Rehabilitation - Completed

Sealing - 97% complete

Stabilisation - Completed

Micro-sealing – 20% complete

Rejuvenation – pending

K. OPERATIONS MINOR WORKS**Koorunga Reserve Water Way Clearing and Creek Stabilization**

Completed

Retaining Wall Extension and Associated Landscaping Campbelltown Road

Construction of block wall complete, clean and sealing of wall in progress, planting pending

Thunderbolt Drive - Cycleway and Footpath

90% complete

Thomas Rose Drive - Cycleway and Footpath
Works in progress

St Helens Park - Fire Trail Maintenance
50% complete

St Johns Road - Traffic Island
Works in progress

Broughton Street - Youth Centre Basket Ball and Hand Ball Courts and Gardens
Works in progress

Japanese Garden - Brick Wall Extension
40% complete

L. CAPITAL WORKS

Parkside Crescent Car Park
Stage 3 - Completed
Stage 4 – Works in progress

Fields Road - Street Parking
Completed

Eagle Vale Drive - Road Widening Stage 2
99% complete, planting of median pending

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
9203.01	Reach Mower	Damage to boom arms	CCC Workshops and supplier	160Hrs
9630.02	Hydramek backhoe	Rear brake fault	Supplier – warranty	320hrs
9527.02	JCB backhoe	Rear brakes, hand brake and front differential	CCC Workshops and supplier	200hrs
9703.02	Ford tractor	Hydraulic leak	CCC Workshops	40hrs
9631.02	Bobcat loader	Broken hydraulic pipes	CCC Workshops and supplier	24hrs
9789.02	Hiab truck	Snapped bucket mount	CCC Workshops and supplier	24hrs
9681.02	Wicket roller	Snapped drive chain	CCC Workshops and supplier	32hrs
9531.02	Dutro truck	Electric brakes controller	CCC Workshops and supplier	42hrs
9861.01	Hyster forklift	Brakes	CCC Workshops	32hrs
9468.02	Jarrett slasher	Deck and wing arms damaged	CCC Workshops	56hrs
9736.02	Ford Courier	Blown head gasket	CCC Workshops and supplier	48hrs

The following is a breakdown of the work performed since the last report 25 November 2013 – 24 January 2014.

9203.01	Reach mower booms damaged during operation. Parts have been sourced from overseas. Parts expected mid February 2014.
9630.02	Hydramek backhoe diff was removed and sent away under warranty to manufacturers for repairs. Repaired unit was fitted by supplier and tested. Backhoe is back in service.
9527.02	JCB backhoe required repair of its rear brakes. While carrying out repairs it was discovered to have a faulty front differential which was sourced from overseas and a malfunctioning hand brake. Due to Christmas break etc. parts took a fair while to arrive. Backhoe has been reassembled and tested and is back in service.
9703.02	Ford tractor has a leak in its hydraulics and requires to be stripped and repaired.
9631.02	Bobcat loader. The main hydraulic pipes for the bucket were damaged and required replacement. Parts have been ordered from overseas with anticipated 4 – 6 weeks delivery. A modification has been carried out until parts arrive and the bobcat is back in service.
9789.02	The Hiab truck bucket snapped off at the spindle shaft and required replacement. Due to severity of damage, the unit was sent back to supplier for repairs. The truck has been repaired and is back in service.
9681.02	Turf wicket roller had a snapped drive chain and parts were sourced from supplier. A new chain has been fitted and the roller is back in service.
9531.02	Hino Dutro truck – This unit had a problem with its electric brake controller and parts were sourced from the supplier. The truck has been repaired and is back in service.
9861.01	Hyster forklift had a leaking brake wheel cylinder and the unit was stripped for repairs. Also found to have leaking axle seals which have been replaced and the unit is back in service.
9468.02	Jarrett Slasher had major deck and structural damage and was written off. A replacement will be sought as per Council procedure.
9736.02	The Ford courier ute had a blown head gasket and on stripping down and inspection, was found to be unrepairable. A new head was sourced and fitted and the ute is back in service.

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

Tyre Repairs	154
Services carried out	63
Repairs to trucks	171
Repairs to heavy plant	44
Repairs to trailers	39
Tractors/implements	74
SES repairs	7
RFS repairs	13
Small plant repairs	117
Repair to cars	27
Repairs to mowers	152
Repairs to sweepers	16
Pathway requests (completed)	42

Of the reported repairs above 94 were out in the field.

Workshops Solar panels have currently added **36,663 kWh** back to the grid

Workshops have carried out RTA inspections on all 5 Council buses.

The Workshop has also carried out the following tasks:

- Manufacturing and repair of various gates, locks and lock boxes around Campbelltown
- Various pit cover manufacture and repairs
- Various fire trail gate repairs
- Repairs to various fences
- Manufacture of drain covers
- Manufacture of baulks and bollards
- Manufacture of goal post sleeves
- Repairs to Raby sight screens
- Repairs to Jackson Park sight screens
- Manufacture and repair sign and fence at Mawson Park
- Pegged down the lizard sculpture at Blair Athol
- Goal post modifications at Coronation Netball Complex

HAZARD REDUCTION PROGRAM

No hazard reduction burning has been conducted in the reporting period.

Mechanical Works

Last month, a total of 13 sites were slashed, calculating to approximately 5.6 hectares with 381 assets protected.

Fire Trails

No fire trail works have been completed during December.

Fire Trail Gates

A fire trail gate audit has been completed with no defects found. Five gates have been identified as requiring a 'multiple locking system' to allow various stakeholders access and ensuring that authorised personnel are not locked out.

Community Engagement

During December, community engagement stalls occurred at the Community Christmas Events of Ambarvale, Claymore and Macquarie Fields with a total of 119 home emergency kits and 26 bushfire promotional materials handed out.

ASSET AND SUPPLY SERVICES

Procurement and Contract Management Services

Tenders/Quotes/Expressions of Interest and Agreements:

Currently being prepared

- Q13/03 Private Properties Enforcement of Orders
- Q13/23 Flood Light Fittings at Campbelltown Athletics Track
- Q13/28 Mapping Software (Quotes sought from Local Government Procurement panel contract)
- Q13/31 Sporting Fields Flood Lighting Audit

- Q14/02 Demolition of Three Buildings
- T14/04 Cash Collection Services
- T14/05 Pest Control
- T14/06 Swimming Pool Maintenance
- T14/07 Agency Payments
- T14/08 Solar Heating Macquarie Fields Pool

Currently Advertised

- T13/22 Management of the Animal Care Facility
- Q13/27 Water Quality Monitoring
- T14/03 Supply and Installation of Gross Pollutant Trap

Currently Under Evaluation

- EOI13/03 Development of a Website for Campbelltown Arts Centre
- T13/23 Road Pavement Works
- T13/24 Plant and Equipment Hire
- Q13/29 Supply and Delivery of five 4 Tonne Trucks (Quotes sought from Local Government Procurement panel contract)
- Q13/30 Supply of one 14 Tonne Truck (Quotes sought from Local Government Procurement panel contract)

ASSET MANAGEMENT

Roads

- Road Rehabilitation Program 2013-2014 is complete with all works entered in Council's asset management system.
- Road Assets mapping is 100% complete.
- Local Road Defect Inspection is 81% completed.
- Crack Sealing Inspection Program for Roads is 100% complete.
- A new road resurfacing treatment (Micro-surfacing) has been successfully trialled on Copperfield Drive, Ambarvale and Snow Gum Street, Macquarie Fields.

Car Parks

- Crack Sealing Inspection Program for Car Parks is 100% complete.

Bridges and Culverts

- Level 1 Inspection for road bridges, pedestrian bridges and major culverts is 17% completed.
- Level 2 Inspection for six road bridges and ten pedestrian bridges is 71% completed.
- Bridge and Culvert Inspection Program is 100% complete.

Kerb and Gutter

- 135 Kerb and Gutter segments have been inspected primarily in Ambarvale, Bradbury, Campbelltown, Leumeah and Woodbine.
- Stage 2 Kerb and Gutter, 2013-2014 reconstruction program is 50% completed.
- Stage 3 Kerb and Gutter, 2013-2014 reconstruction program has been forwarded to the Contractors for a quote. 703.5m has been marked in the field.

Stormwater

- 2027 pits, 35 pipes, 58 headwalls and 88 Detention basin and stormwater structures in Minto, Claymore, Eagle Vale, Eschol Park, Macquarie Fields and Campbelltown have been inspected.
- 39 pits, 49 pipes and 1 headwall in Minto, Campbelltown, Macquarie Fields and Claymore have been entered into Council's Asset Management systems.
- Pit and Lintel Reconstruction 2013-2014 Stage 1 program is 100% completed.

Footpath Reconstruction

- Footpath Reconstruction Program Stage 3 has been issued to contractors and works have commenced.
- 70% of Minto's footpaths have been inspected, with all defects mapped and actions entered into Council's Asset Management system.

Parks and Public Spaces

- Sportsground inspections have been completed at Macquarie Fields Park (Soccer), Macquarie Fields Skate Park Facility, Macquarie Fields Tennis Courts, Mary Brookes Park Baseball Field (St Helens Park Playing Fields) and Dog Leash Free Area, Memorial Oval, Milton Park Rugby League, Oswald Reserve, Raby Oval No.5 Dog Training Facility, Seddon Park, Stromeferry Reserve, Thomas Acres Reserve, Waminda Oval, Wood Park, and Woodlands Baseball Complex, with all actions updated in Council's Asset Management system.
- A large shade structure which covered the asphalt area at the south end of Campbelltown Bike Educational Centre has been removed due to its condition and will be replaced with three new coloured shade sails have now been ordered.
- The old timber viewing platform at Eagle Farm Reserve has been removed due to its poor condition and has been fenced off. A new viewing platform will be completed by end of February 2014.
- Coronation Park Netball Court Area 2 resurfacing work has been completed.

Building Inspections

- Building Inspections have been carried out at 12 Browne Street, Ambrosia Neighbourhood Centre, Animal Care Facility, Campbelltown Pigeon Club, Campbelltown/ Airs Arts and Craft, Minto (Depot Areas) and SITA areas with all conditions, actions and cost estimates updated into Council's Asset Management database.

Playground Equipment

- Playground repairs have been carried out at Hyacinth, Kingfisher, Midlothian, Waminda Oval, Rizal, Mawson and Koshigaya Park.
- Playground refurbishments have been completed at Murray Reserve, Digger Black Reserve and Trobriand Reserve.
- Playground Designs have been requested from contractors for the replacement of the Campbelltown Bike Educational Centre playground and softfall area.

Internal Assets – Electrical Testing and Tagging

- Electrical equipment has been tested and tagged at SITA site, Koshigaya Park Shed, Campbelltown Library, Eagle Vale Central, Amber Cottage Early Learning Centre, with three repairs carried out by Council's Contractor. All items have been updated into Council's Asset Management system.

Asset Management System, Grants and Reports

- Fuel efficiency and utilisation report for December 2013 has been sent.
- Australian Bureau Statistics Report for quarter ending December 2013 has been sent.
- Conquest III installation in test environment has been completed.
- Brief Conquest III overview and Key Users training for Conquest III has been completed.
- Asset Management Plan has been updated with renewal funding details.

BUILDING MAINTENANCE/CONSTRUCTION PROGRAM

Building Program Maintenance

- Art Centre Cafe kitchen refurbishment is now complete. The works included new stainless steel bench tops, commercial dishwasher, repair and replacement of existing tiles as well as a new commercial ducted range-hood.
- Art Centre Gallery floor surface repairs were carried out in December and are now completed.
- 14 Browne St (old Legacy House) works are completed. It included extensive planning and redesigning of existing offices, kitchens both upstairs and downstairs and installation of work stations.
- Approvals are currently being obtained for the demolition of a number of other facilities which include Bob Prenter Cottage, Macquarie Fields Hall, and Resource Building located in the Civic Centre precinct and the SITA cottage.
- Benham Oval Clubroom replacement of carpet tiles with sheet vinyl is now completed.
- The Lapidary Club showers are currently being replaced along with a two sink basin and various tiling works.

- Re-carpeting of Eagle Vale Library is now complete.
- Dumaresq Street twin cinemas eaves have now been repainted. Works are now completed.
- Vinyl floor covering throughout Lynwood Park Rural Fire Service is now completed.
- Refurbishment of St Andrews Community Centre kitchen is now completed with the works including new tiling, stainless steel benches and preparation areas.
- Replacement of eaves at the rear of Milgate Arcade is completed.

Major Projects

Macquarie Fields Pool Upgrade

- Macquarie Fields 50 metre outdoor pool was reopened on the 17 January, 2014 after extensive refurbishment. Works included, new pathways, shade structures with seating, barbeque areas, painting of the building and new perimeter fence. Works are continuing around the new splash park area which include, a new toilet block, soft fall rubber throughout the splash park area and some minor landscaping. Overall the total project is 90% completed.

Reactive Maintenance Requests

- 285 Building maintenance requests were received and actioned during the month of January, 2014.

FACILITIES SUPPORT

- The new alarm and CCTV systems at 14 Browne Street have been completed and are online.
- A new Security intercom system has been installed at Suite 3, Milgate Arcade. This work allows the tenant to talk to the person who is requiring access to the office and also allows the staff to remotely open the door.
- The annual resealing to the vinyl floors and steam cleaning of carpets at Council's Early Learning Centres and two Senior Citizens Centres has taken place over the Christmas holidays.
- The first of four annual CCTV maintenance schedules have been started.

Customer Requests	
Sporting Clubs with overdue keys	30 clubs with 215 keys outstanding
Key extension, issues, alarm codes and access	530
Request for access to Council Reserves	3

11. REPORT OF DIRECTOR COMMUNITY SERVICES

No reports this round

12. REPORT OF DIRECTOR PLANNING AND ENVIRONMENT

No reports this round