



3 October 2017

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 10 October 2017 at the conclusion of the Extraordinary Meeting of Council.

Lindy Deitz  
General Manager

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## **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 26 September 2017**

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

That the Minutes of the Ordinary Meeting of Council held 26 September 2017, copies of which have been circulated to each Councillor, be taken as read and confirmed.

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##### **Report**

That the Minutes of the Ordinary Meeting of Council held 26 September 2017 are presented to Council for confirmation.

##### **Attachments**

1. Minutes of the Ordinary Meeting of Council held 26 September 2017 (contained within this report)

## Minutes Summary

**Ordinary Council Meeting held at 6.30pm on Tuesday, 26 September 2017.**

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## Minutes of the Ordinary Meeting of the Campbelltown City Council held on 26 September 2017

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**Present**

- The Mayor, Councillor G Brticevic
- Councillor M Chivers
- Councillor M Chowdhury
- Councillor B Gilholme
- Councillor G Greiss
- Councillor K Hunt
- Councillor P Lake
- Councillor D Lound
- Councillor R Manoto
- Councillor W Morrison
- Councillor M Oates
- Councillor B Thompson

### 1. ACKNOWLEDGEMENT OF LAND

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

#### Council Prayer

The Council Prayer was presented by the General Manager.

### 2. APOLOGIES

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

That the apologies from Councillor R George Councillor B Moroney be received and accepted.

**Note:** Councillor T Rowell has been granted a leave of absence from Council, incorporating all Council meetings until further notice.

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

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### 3. CONFIRMATION OF MINUTES

#### 3.1 Minutes of the Ordinary Meeting of Council held 12 September 2017

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

That the Minutes of the Ordinary Meeting held 12 September 2017 copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

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#### 4. DECLARATIONS OF INTEREST

Declarations of Interest were made in respect of the following items:

##### **Pecuniary Interests - Nil**

##### **Non Pecuniary – Significant Interests**

Councillor Morrison - Item 8.9 - 24 Hour Fight Against Cancer Macarthur - Councillor Morrison advised he is the Chairman of the 24 Hour Fight Against Cancer Macarthur and that he will leave the Chamber during discussion of this item.

##### **Non Pecuniary – Less than Significant Interests**

Councillor Lound - Item 8.4 - Proposed MOU and Licence between Council and the Department of Education - Council Land adjoining Bardia Public School for Parking, Access and Drop-off Purposes - Councillor Lound advised that he is a member of the South West Planning Panel and that he will leave the Chamber during discussion of this item.

Councillor Greiss - Item 8.4 - Proposed MOU and Licence between Council and the Department of Education - Council Land adjoining Bardia Public School for Parking, Access and Drop-off Purposes - Councillor Griess advised that he is a member of the South West Planning Panel and that he will leave the Chamber during discussion of this item.

##### **Other Disclosures - Nil**

#### 5. MAYORAL MINUTE

##### 5.1 Councillor Meg Oates

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It was **Moved** Councillor Brticevic, **Seconded** Councillor Lound:

That Council acknowledge and extend its congratulations on the 30th anniversary of the election of Councillor Meg Oates to Campbelltown City Council.

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

##### **Meeting Note**

Councillor Oates addressed the meeting and thanked all in attendance for their support and acknowledgement. Councillor Oates thanked the community for embracing her role in the community for the past 30 years. Councillor Oates talked about her experiences and many changes across the Local Government Area during her time on Council.

Councillor Oates acknowledged and thanked her family for their ongoing support and encouragement which has enabled her to undertake the role.

All Councillors addressed the Chamber to pass on their congratulations to Councillor Oates on her outstanding achievement of service and recollected her accomplishments during these years of public service.

The Mayor advised Councillors that Councillor Oates has recently been recognised in State Parliament on behalf of Mr Greg Warren MP who read out the following speech.

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*Parliamentary Debates*  
*Hansard - 20<sup>th</sup> September 2017*  
*56<sup>th</sup> Parliament*

Speaker,

I rise to acknowledge a truly remarkable and wonderful woman, who has given so much to the City of Campbelltown.

I refer to my dear friend Councillor Meg Oates, who on 26 September this year will celebrate 30 years as a councillor on Campbelltown City Council.

During this time she has served as mayor for four separate terms and currently is serving as deputy mayor of our great city.

While Meg is a proud life member of the Australian Labor Party, her main priority and motivation has always been her undertakings on council and her pride in Campbelltown and its people.

I ask the House to join me in thanking Councillor Oates for her 30 years of distinguished service to the people of the City of Campbelltown, and note that she continues to contribute to our people and beautiful city.

There is no greater example of the nature of our good people than Meg Oates and the contributions she has made to Campbelltown and our region.

Greg Warren MP  
 Member for Campbelltown



## 6. PETITIONS

Nil

## 7. CORRESPONDENCE

Nil

## 8. REPORTS FROM OFFICERS

### 8.1 Annual Report on the City Development Division's Legal Proceedings

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

That the information be noted.

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

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### 8.2 Re-establishment of South Area Alcohol Free Zones

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

1. That Council re-establish Alcohol Free Zones over the streets, footpaths and car park areas detailed in the attachments to this report.
2. That the Alcohol Free Zones referred to in Recommendation 1 commence on 25 December 2017 and that a public notice advising of Council's decision be placed in a local paper at least seven days in advance of re-establishing the zones.
3. That Alcohol Free Zones referred to in Recommendation 1 be sign-posted in accordance with Council's standard Alcohol Free Zone sign template including a contact phone number of the appropriate Police Local Area Command.
4. That the Alcohol Free Zones referred to in Recommendation 1 be reviewed prior to the expiration of the re-establishment period, being 24 December 2021.
5. That the Alcohol Free Zones footpath stencils be replaced as considered necessary.

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

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### 8.3 Minutes of Campbelltown Arts Centre Strategic Committee Report

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

That the minutes be noted.

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

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Having declared an interest in regard to Item 8.4, Councillors Greiss and Lound left the Chamber and did not take part in debate nor vote on this item.

### 8.4 Proposed MOU and Licence between Council and the Department of Education - Council Land Adjoining Bardia Public School for Parking, Access and Drop-off Purposes

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

1. That Council enters into an MOU with the Department of Education (DOE), based generally on the terms and conditions contained in this report, to provide and develop land for vehicle access, parking, and drop-off areas, for use by parents, staff and children involved with Bardia Public School.
2. That all documentation be executed under the Common Seal of Council, if required.
3. That Council clarifies that the DOE's financial obligation extends to a maximum of \$425,000.

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

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At the conclusion of the discussion regarding Item 8.4, Councillors Greiss and Lound returned to the Chamber for the remainder of the meeting.

### 8.5 Financial Assistance Grant 2017-2018

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

1. That the information be noted.
2. That the 2017-2018 Financial Assistance Grant budget be adjusted in the September 2017 quarterly review.

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

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## 8.6 Debtors Write Off of Bad Debts 2016-2017

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

That the sundry debtors as listed in the attachment totalling \$15,513.50 be written off as uneconomical to recover.

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

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## 8.7 Neill Hogg Memorial Award

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

That Council acknowledge the recent recognition of Councils Revenue Accountant the recipient of the Australian and New Zealand Neill Hogg Memorial Award.

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

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## 8.8 Reports and Letters Requested

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

That the information be noted.

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Having declared an interest in regard to Item 8.9, Councillor Morrison left the Chamber and did not take part in debate nor vote on this item.

## 8.9 24 Hour Fight Against Cancer Macarthur

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

That Council approve the request for sponsorship including coverage of the cost of venue hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur 2017 walk at the Campbelltown Athletics Stadium.

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

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At the conclusion of the discussion regarding Item 8.9, Councillor Morrison returned to the Chamber for the remainder of the meeting.

## **9. QUESTIONS WITH NOTICE**

### **9.1 Questions with Notice**

Councillor Paul Lake has given notice of the following Questions With Notice that will be asked at the Ordinary Meeting of Council to be held 26 September 2017.

1. Could the General Manager provide the Council with an update on the Community Recycling Centre Grant which was received back in February 2015 from the former Minister of Environment, Heritage and Acting Minister for Planning, Rod Stokes MP, regarding an upgrade to that facility in Junction Road, Ruse.

#### **Answer**

The project has been moving through an extended and complex development assessment process due to a number of planning and environmental matters that were revealed during the preparation of initial studies undertaken in support of the proposal. Most matters have now been resolved with the final phase of geotechnical investigations due to be completed and reported back to Council by January/February 2018. It is envisaged that subject to the outcome of the geotechnical investigation, the development application could be determined as early as February 2018, with the construction and commissioning of the CRC being completed by as early as September 2018.

2. Could the Director City Development provide the Council with an update on the following developments.
  - The Brands on Sale site

#### **Answer**

The applicant has been in touch with Council staff and a meeting is being organised to discuss a number of matters raised during the assessment of the application.

- The 19 storey development planned for Dumaresq Street Campbelltown

#### **Answer**

The application has been subject to recent meetings with the applicant to discuss a number of critical issues raised during the assessment of the application. The applicant is currently revising the proposal to address the issues raised.

- The Macquarie Fields House property development

#### **Answer**

The property is no longer the subject of a development application.

3. Could the Director City Delivery provide the Council with an update on the acquisition of land for the continuation of Beverley Road from Warby Street to Broughton Street, Campbelltown.

**Answer**

Council has been in lengthy discussions with the Department of Planning regarding the extension of Beverley Road through the land know as Campbelltown Showground (the land actually adjoins the fenced off Campbelltown Showground). This land sits between Warby Street and Broughton Street. The Department has advised Council that they will not permit a road to be built over their land. As such, Council has had to initiate a compulsory acquisition process to obtain the ownership of the land for the purposes of building the road. Council is currently in the process of having the land valued (by the Valuer General) in order to commence the acquisition process. An Aboriginal Land Claim check has been made, and advice back indicates the land is not the subject of a claim.

The cost of acquiring this land will significantly increase the cost of providing the road connection. This will impact the Council's budget and will likely require a further report to Council once the cost is known. At this stage, it is unclear to staff how long the compulsory acquisition process may take. Once known, staff will update Council further.

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## **10. RESCISSION MOTION**

Nil

## **11. NOTICE OF MOTION**

### **11.1 Proposed Open Air Entertainment Space - Redfern Park, Minto**

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

1. That a report be presented to Council on the feasibility of constructing an open air entertainment space [stage or platform] in the amphitheatre at Redfern Park, Minto.
2. That the report include potential designs, material types, provision for weatherproof 3-phase power access and relevant costings.

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

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## 11.2 Proposed Pokemon Go Event in the Campbelltown Local Government Area

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

That a report be presented to Council outlining the feasibility of contacting the creators of the Pokemon brand with the request to host a Pokemon Go event in the Campbelltown Local Government Area.

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

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## 11.3 Macquarie Fields Public Housing Renewal Project

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

1. That Council notes the current progress made in the Macquarie Fields public housing renewal project, as the area continues to grow in Campbelltown Local Government Area.
2. That Council writes to the relevant Minister requesting an update on the renewal project, including an expected completion time.
3. That a copy of the letter be sent to the local member.

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

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## 11.4 Proposed upgrades/improvements to the M31

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

1. That Council write to the Minister for Roads, Maritime and Freight to request the following:
  - a. To extend the merging lane onto the M31 from Narellan Road (South).
  - b. To install street lights on the exit lane of M31 to Narellan Road (North).
  - c. To remove or trim trees and bushes along the M31 from Menangle Road to the Old Campbelltown Road at Liverpool end, noting that when driving North or South exit signs are not clearly visible and 60kmph speed sign at Brooks Road on exit lane on left side is completely obscured.
  - d. The first Campbelltown Road exit the left turning lane onto what was known as Old Campbelltown Road be extended.
2. That a copy of the letters be sent to the State Members of Campbelltown, Camden and Macquarie Fields and Federal Members for Macarthur and Hume seeking their support for the above requests.

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

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## 11.5 Spraying of Noxious Weeds on the M31

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

That Council write to the Minister for the Environment, requesting the spraying of noxious weeds (Blackberry Bush and African Olive) along both sides of M31 from Brooks Road to St Andrews Road in the Campbelltown Local Government Area.

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

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## 12. URGENT GENERAL BUSINESS

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It was **Moved** Councillor Brticevic, **Seconded** Councillor Lound:

That the following item of Urgent General Business be accepted.

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

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## 12.1 Football Federation Australia Cup 2017 - Semi Final - Western Sydney Wanderers

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Tonight, I am delighted to advise that the Westfield FFA Cup 2017 semi-finals dates and venues have been announced by Football Federation Australia (FFA).

Campbelltown Stadium has been chosen as the venue for the second Semi Final of the Westfield FFA Cup, where Western Sydney Wanderers FC will host Adelaide United on Tuesday 24 October with the kick-off at 7.30pm.

The first semi-final between South Melbourne FC and the reigning Hyundai A-League Champions Sydney FC will take place on 11 October 2017 at Lakeside Stadium, Melbourne.

Fox Sports will broadcast both Semi Final matches live and exclusive.

This is a wonderful opportunity for the community to experience high level sport that will showcase Campbelltown Stadium as an iconic venue and one of the premier sporting precincts in the Sydney metropolitan area.

It was **Moved** Councillor Brticevic, **Seconded** Councillor Lound:

That the information be noted.

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

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## 13. PRESENTATIONS BY COUNCILLORS

1. Councillor Hunt advised that she recently represented the Mayor at the Year 12 Graduation Ceremony for Campbelltown Performing Arts High School, what a fantastic bunch of talented students. I was honoured to attend this graduation and be a part of their celebration and was lucky enough to present a number of students with well-deserved awards.
2. Councillor Chivers advised that she recently represented the Mayor at the Year 12 Graduation Ceremony for Sarah Redfern High School, it was such a wonderful occasion and everyone was so proud to be there. What an outstanding achievement by these students.
3. Councillor Chivers advised that she recently represented the Mayor at the Sarah Redfern Public School Multi Cultural Day. This was another outstanding event that I was honoured to be part of. It was so rewarding to see the depth of quality in our educators and students within the Local Government Area.

4. Councillor Morrison advised that he recently represented the Mayor at the Macarthur Business and Lifestyle Expo in which over 50 businesses were in attendance. Councillor Morrison noted that Council sponsored this event and that those in attendance were working together to ensure the success of the Expo and networking opportunities were aplenty.
5. Councillor Brticevic advised that he recently attended the 150th Anniversary Celebration of Minto Public School together with Councillor Chowdhury and Councillor Lound. This was such a significant event and it was noted that Minto Public School is the oldest school within our Local Government Area. I would like to pass on my congratulations and special thanks to the school Principal.
6. Councillor Brticevic advised that he recently held a function for the 32nd Outbound Koshigaya delegation. It was noted that over 150 students will be visiting Koshigaya as part of this delegation.
7. Councillor Thompson thanked City Development Staff, Karen and Sarah for their ongoing support and assistance.

#### **14. CONFIDENTIAL REPORTS FROM OFFICERS**

Nil

There being no further business the meeting closed at 7.56pm.

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**

### **5.1 Pacific Awards Night**

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#### **Recommendation**

1. That the information be noted.
  2. That the nine winners of the NSW Pacific Award be presented with a certificate and a small gift.
- 

Tonight, Council would like to formally acknowledge the outstanding achievements of some of our local Pacific people who were recipients of an award at the recent NSW Pacific Awards.

Hosted by the NSW Council for Pacific Communities, the annual awards are in their 12th year and I was fortunate enough to attend the evening on the 6 September at The Cube, Campbelltown. The Pacific Awards Night was a memorable evening full of culture, colour and amazing performances by local NSW Pacific Groups.

Nominations for these awards are open to the public and are often made by schools and local community groups. Nominees are put forward for their outstanding efforts and contribution to their local community. Categories recognised include Education, Performing Arts, Visual Arts, Sports, Volunteer contributions and also the Chairpersons Award.

Campbelltown Local Government Area was represented by 18 Pacific people who were recognised under these categories on the evening. I am proud to advise that we had nine winners and nine Highly Commended recipients.

On behalf of Campbelltown City, I would like to formally congratulate the nine winners of NSW Pacific Awards.

- Italia Mariner
- Sione Teisi
- Natalia Peka
- Elijah Osman
- Mariah Bellaluisa Alone
- Tarelle Tutu
- Tristan Strickland
- Jared Smith
- Moana Strickland

On behalf of Council I would like to congratulate you on your outstanding achievements.

#### **Attachments**

Nil

**6. PETITIONS**

Nil

**7. CORRESPONDENCE**

Nil

## **8. REPORTS FROM OFFICERS**

### **8.1 Proposed operating hours during the Christmas holiday period 2017-2018**

#### **Reporting Officer**

Director City Lifestyles  
City Lifestyles

#### **Community Strategic Plan**

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

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

1. That Council Offices and the Works Depot close from Wednesday 27 December - Friday 29 December 2017 with staff taking annual or flex leave for these days.
2. That the holiday opening hours for the Council offices, Depot, Animal Care Facility, Campbelltown Visitor Information Centre, Family Education and Care Services, Leisure Services, Campbelltown Arts Centre and Libraries as detailed in the report, be approved and advertised through local papers, on Council's website, social media and at the relevant centres and services.

#### **Purpose**

To seek Council approval for the proposed operating hours over the 2017-2018 Christmas and New Year holiday period.

#### **Report**

Council has reduced opening hours during the Christmas/New Year period in line with community usage and expectation during this time of year.

In line with previous years practice, it is proposed that the Council offices and the Depot will operate on Friday 22 December 2017 closing at normal times after which, they will remain closed for the period between Boxing Day and New Year's Day public holidays, that is, 27 - 29 December 2017 (inclusive).

The Council offices and Depot will reopen at 8.30am on Tuesday 2 January 2018, as Monday 1 January is a designated public holiday. Staff will be required to take annual leave or flexi leave from Wednesday 27 December - Friday 29 December 2017.

The following arrangements are proposed for the Animal Care Facility and Campbelltown Visitor Information Centre:

<b>Animal Care Facility</b>	
Saturday 23 December 2017	9.00am to 12.00pm
24 – 26 December	Closed
Wednesday 27 December 2017	Open 10.00am to 4.00pm
28-29 December 2017	Closed
Saturday 30 December 2017	Open 9.00am to 12.00pm
31 December 2017 to 1 January 2018	Closed
2 January 2018	Open 10.00am to 4.00pm
<b>Visitor Information Centre</b>	
23 –24 December 2017	10.00am to 3.00pm
25 – 26 December 2017	Closed
27 – 31 December 2017	10.00am to 3.00pm
1 January 2018	Closed

The following arrangements are proposed for Family Education and Community Services, Leisure Services, Library Services and the Campbelltown Arts Centre:

<b>Family Education and Community Services</b>		
<b>Service</b>	<b>Closure Date</b>	<b>Opening Date</b>
All Long Day Care Centres	6.00pm - 22 December 2017	7.00am - 9 January 2018
Before and After School Care	15 December 2017	7.00am - 30 January 2018
Campbelltown Child and Family Centre	5.00pm - 21 December 2017	9.00am - 10 January 2018
Family Day Care Office	5.00pm 22 December 2017	8.30am - 8 January 2018
Campbelltown City School Holiday Care	This service will operate from 18 to 22 December 2017 and 2 to 29 January 2018	
Eagle Vale School Holiday Care	This service will operate from 8 January to 25 January 2018	
Bicycle Education Centre	3.00pm - 17 December 2017	10.00am - 2 January 2018
<b>Leisure Services</b>		
<b>Service</b>	<b>Closure Date</b>	<b>Opening Date</b>
Eagle Vale Central	4.00pm Sunday 24 December 2017	6.00am Wednesday 27 December 2017
	4.00pm Sunday 31 December 2017	9.30am Monday 1 January 2018
Gordon Fetterplace Aquatic Centre	4.00pm Sunday 24 December 2017	5.15am Wednesday 27 December 2017
	4.00pm Sunday 31 December 2017	9.30am Monday 1 January 2018
Macquarie Fields Leisure Centre	4.00pm Sunday 24 December 2017	9.30am Tuesday 26 December 2017
	4.00pm Sunday 31 December 2017	9.30am Monday 1 January 2018
Macquarie Fields Indoor Sports Centre	2.00pm Sunday 24 December 2017	5.30am Wednesday 27 December 2017
	2.00pm Sunday 31 December 2017	5.30am Tuesday 2 January 2018

Council's Leisure Centres close for Christmas and Boxing Day each year. However, Council at its meeting of 14 April 2009 resolved to open The Gordon Fetterplace Aquatic Centre on Boxing Day public holidays. Accordingly, this year The Gordon Fetterplace Aquatic Centre will reopen on Tuesday 26 December 2017 at 9.30am.

A small number of patrons use the leisure centres on Christmas Eve and New Year's Eve, therefore it is recommended that the centres close earlier on these days.

<b>Library Services</b>		
<b>Service</b>	<b>Closure Date</b>	<b>Opening Date</b>
All Libraries	5.00pm - 22 December 2017	9.30am - 2 January 2018
Home library service	15 December 2017	29 January 2018

During the lead up to Christmas from Monday 18 December 2016 to Friday 22 December 2017, libraries will be closing at 5.00pm. Library usage records indicate that a relatively small number of customers use library services leading up to and during the Christmas/New Year period.

As in previous years it is proposed that library customers and users of the Home Library Service will be allowed to borrow an increased number of items for extended loan periods throughout the holiday period from 1 December 2017, returning to normal loan periods and limits from 30 January 2018, for the start of the academic year.

Customers wishing to return material may do so using the return chutes, which are available at all libraries.

<b>Campbelltown Arts Centre</b>		
<b>Service</b>	<b>Closure Date</b>	<b>Opening Date</b>
Arts Centre	4.00pm - 23 December 2017	10.00am - 2 January 2018
Cafe	4.00pm - 23 December 2017	13 January 2018

In previous years, Campbelltown Arts Centre has been closed between the Christmas/New Year period as usage records indicate low attendance rates during this time.

### **Public notice**

The amended operating hours will be advertised on Council's website, in the local newspapers and notices will be displayed at Council offices, libraries and the affected services to minimise any inconvenience for members of the public.

### **Conclusion**

The proposed hours of Council operations are in line with community expectations for this and reflect similar practice by the business community for this time of year. Given the proposed advertising, it is considered that the proposed reduced opening hours will create minimal impact on Council's customer service levels.

### **Attachments**

Nil



## **8.2 Incorporating Aboriginal Cultural perspectives into Citizenship Ceremonies**

### **Reporting Officer**

Executive Manager Community Life  
City Lifestyles

### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
1 Outcome One: A Vibrant, Liveable City	1.7 - Promote the city's heritage and history, with strong respect for our Aboriginal and Torres Strait Islander history

### **Officer's Recommendation**

That Council incorporate Aboriginal cultural perspectives including a smoking ceremony, playing of clapsticks and the didgeridoo at all future Citizenship Ceremonies.

### **Purpose**

Council at its meeting held 11 July 2017, resolved that a report be presented on practical ways to include local Indigenous cultural perspectives into Council's Citizenship ceremonies.

### **History**

Citizenship ceremonies are hosted by Council for residents of the Campbelltown Local Government Area (LGA) approximately every eight weeks. Currently, the Citizenship Ceremonies host between 80 and 100 people receiving Citizenship in addition to guests and Councillors.

In addition to the formal Citizenship elements, the ceremonies currently incorporate a pipes and drums band, and a vocalist leading the Australian National Anthem and performance of I Am Australian (accompanied by a lone piper). Citizenship recipients also receive a local native plant.

The Australian Government Department of Immigration and Border Protection in its Australian Citizenship Ceremonies Code encourages incorporating Indigenous elements into citizenship ceremonies as this enhances awareness and understanding by new citizens as well as the wider community of Indigenous culture and heritage and the status of Indigenous people as the first Australians.

## **Report**

Consultation has been undertaken by Council's Strategic Aboriginal Development Officer with local Elders to consider the opportunities to incorporate Aboriginal and Torres Strait Islander cultural perspectives into Council's Citizenship ceremonies. These discussions emphasised the importance of ensuring that the options considered will create a meaningful and authentic cultural experience for all attending, and maintains the cultural integrity and significance of an Indigenous ceremony.

The recommendation from the Elders consulted was that this would best be achieved by incorporating a smoking ceremony, clapsticks and didgeridoo into the Citizenship Ceremonies. The clapstick player may also perform traditional dance as well if there is sufficient time.

The cultural perspectives of these ceremonial elements are that the smoking ceremony is traditionally used as a cleansing mechanism, the clapsticks to call up the spirit ancestors and the didgeridoo connects all participants of the event.

Any future consideration of moving the Citizenship ceremonies to a different venue would need to ensure sufficient space to enable the proposed Aboriginal elements to be performed.

## **Financial Implications**

The cost of incorporating these Aboriginal ceremonial elements as an enhancement to Council's Citizenship Ceremonies would be approximately \$900 per event. A complete review of the costs of the events has been undertaken in preparation of this report and the additional expense can be incorporated within the current budget.

## **Attachments**

Nil

## 8.3 Gender Inclusive Language Options

### Reporting Officer

Executive Manager Community Life  
City Lifestyles

### 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 Council adopt the Australian Bureau of Statistics Standard for Sex and Gender Variables in its current review of all forms, and on all future surveys and data collection.

### Purpose

To propose the use of gender-inclusive language options on Council forms and data collection.

### History

Council at its meeting held 28 March 2017 resolved 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.

### Report

Gender Inclusive Language is language that avoids the use of certain expressions or words that might be considered to exclude people based on sex and/or gender identity.

The following definitions are derived from the Australian Human Rights Commission document Addressing Sexual Orientation and Sex and/or Gender Identity Discrimination Consultation Report (2011).

**Sex** - The term sex refers to a person's biological characteristics. A person's sex is usually described as being male or female. Some people may not be exclusively male or female. Some people identify as neither male nor female.

**Gender** - The term gender refers to the way in which a person identifies or expresses their masculine or feminine characteristics. Gender is generally understood as a social and cultural construction. A person's gender identity or gender expression is not always exclusively male or female and may or may not correspond to their sex.

Gender identity - The term gender identity refers to a person's deeply held internal and individual sense of gender.

The Australian Human Rights Commission declares that every person has the right to have their sex and/or gender identity recognised and respected. Sex and gender-restrictive forms and databases with only binary male and female options may exclude trans, intersex and gender diverse people from participating and/or create feelings of exclusion for individuals within the community.

The Australian Bureau of Statistics has a standard for sex and gender variables with the following standard tick box question module for sex and gender:

Sex	Gender
What is your sex? Please [tick/mark/select] one box. Male Female Other, please specify.....	What is your gender? Please [tick/mark/select] one box. Male Female Other, please specify.....

A review of current practice of a range of other organisations indicates that information on sex or gender should only be collected where there is a specific need, or where Council's demographic analysis of data will be enhanced through an understanding of gender and variations of opinion and needs within the community. Based on the advice within the United Kingdom Government Guide Meeting the Digital Service Standard, sex is used when biological data is required. In all other cases, gender should be used.

It is recommended that Council adopt the Australian Bureau of Statistics Standard and that this be incorporated into internal corporate standards for all future surveys and review of forms, and communicated accordingly. This proposal will incur no additional cost to the organisation.

The benefit of adopting gender inclusive language is to provide the opportunity for all people to feel included irrespective of sex or gender identity, and given there is no cost to the organisation, there are considered to be no disadvantages.

## Attachments

Nil

## 8.4 NSW Department of Education

### Reporting Officer

Director City Lifestyles  
City Lifestyles

### Community Strategic Plan

Objective	Strategy
4 Outcome Four: A Successful City	4.5 - Work in partnership with the State Government to achieve positive planning outcomes

### Officer's Recommendation

1. That Council enter into the Joint Use Projects – Memorandum of Understanding with the NSW Department of Education.
2. That a further report be provided to Council detailing potential projects prior to progressing through a binding Joint Use Program Agreements.

### Purpose

The NSW Department of Education (DoE) is seeking to explore partnership and joint venture opportunities in the Campbelltown Local Government Area (LGA).

To facilitate this, the DoE is seeking to enter into a Joint use Projects – Memorandum of Understanding (MoU).

### History

Councillors received a briefing from DoE representatives on the 29 August 2017. At this briefing, the DoE representatives advised that they were seeking to undertake joint planning, that is, between the DoE and Campbelltown City Council to support optimum delivery of facilities and services to the community given the projected population growth.

### Report

The proposed MoU is non-binding and aims to form the basis of a cooperative relationship between the DoE and Council in regard to investigating potential joint use projects. Further, that once projects are identified, there is then potential for the development of binding Joint Use Program Agreement, which is subject to the agreement of both parties.

Given the projected growth and change for our City, there are opportunities for Council to work with the DoE to achieve improved outcomes for our community. This may include joint use of existing community and sporting facilities as well as the potential for co-location of facilities and services in the new release areas, such as Willowdale and South Campbelltown.

This opportunity is also consistent with the recommendations in the Campbelltown City Sport and Recreation Strategy.

### **Attachments**

1. Memorandum of Understanding with the NSW Department of Education (contained within this report)



## Asset Management Planning and Strategy

### Joint Use Projects – Memorandum of Understanding – Campbelltown City Council

#### 1. Rationale

Based on its School Asset Strategic Plan, the NSW Department of Education (the department) has developed a policy for the Joint Use of Facilities and Land. This Memorandum of Understanding (MoU), is non-binding and aims to form the basis for a co-operative relationship between the two parties in regard to investigating potential joint use projects and the potential for the development of binding Joint Use Project Agreements (JUPAs) where both parties agree to do so.

The parties agree that this MoU is neither intended to be, nor is a legally binding agreement.

#### 2. Outcomes of Joint Use Project Agreements

The outcome of a JUPA is to optimise social capital in ways that have mutually beneficial results for both schools and communities.

#### 3. The Goals of Joint Use Project Agreements

- Social capital within communities (either owned by schools or other parties) is optimised to the mutual benefit of the parties involved without compromising school operational and safety requirements.
- Development of new schools or the upgrade/redevelopment of existing schools, optimise community use where feasible and mutually agreed
- Asset planning (cluster planning) and the design of relevant school interventions, enables the optimal joint and shared use of facilities by the school and the community
- Facilities/grounds are upgraded and operated with shared capital and operating costs which reduces the cost burden to both parties involved

#### 4. Parties

This MoU is between the parties listed below.

##### Department Details

Region Name or Cluster References		
Departmental Representative Phase One		
Departmental Representative Phases two and Three		
Street Address		
Postal Address		
Email Address(for correspondence)		
Contact person (for correspondence)		
Telephone	Fax	

##### Partner Details

Correct Legal Name	
Street Address	
Postal Address	
Email Address (for correspondence)	
Contact person (for correspondence)	
Telephone	Fax
Partner's an ACN or ABN	ACN

## 5. Subject Area

This MoU is developed in collaboration between the parties and relates to the areas/facilities as outlined below:-

## 6. Purpose and Process

The Department's Joint Use of Facilities and Land Policy and Guidelines detail a process for establishing and implementing joint use projects and should be read in conjunction with this MoU.

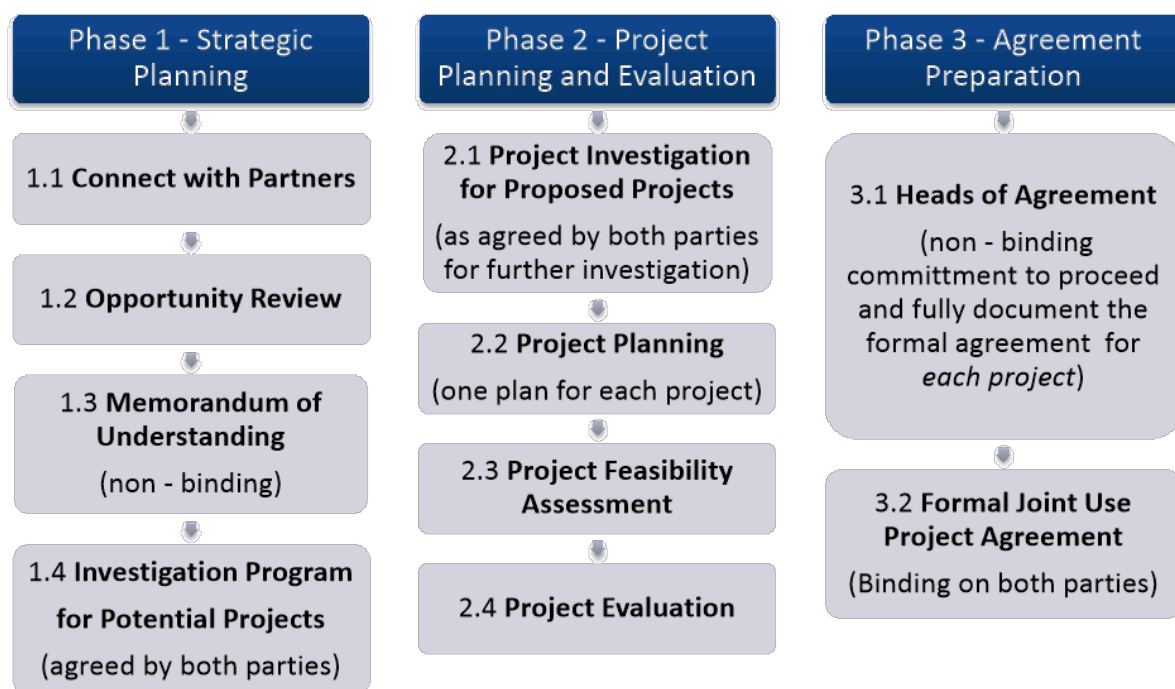
The purpose of this MoU is to:

- establish a statement of intent which identifies that the parties are willing to work collaboratively over time
- acknowledge the framework and process that both parties will follow
- agree to the establishment of a Joint Use Project Advisory Group to oversee the MoU's development and maintain progress as agreed by both parties
- identify and agree to partnership roles and responsibilities in regards to:-
  - progressing the investigation of Joint Use Projects identified as part of school cluster plans and/or progressing the investigation of Joint Use Projects to Joint Use Project Agreements as identified and agreed between parties

The purpose of the JUP Advisory Group is to:

- formalise and agree the potential joint use project opportunities and priorities; and to establish, implement and review an *Investigation Program* (stage 1.4)
- agree to methods of progressing the investigation of priority projects through 'Phase 2' of the process outlined in the *JUPA Guidelines* and to determine if they will be realised through a formal legal agreement (Phase 3).

The key steps in this process are shown in the diagram below (see guidelines for further information).





At the commencement of Phase 2, the JUPA Advisory Group will complete a *Project Investigation Proposal*. Throughout this process, individual projects will be subject to review and evaluation at each step (refer to section 11) with formal project evaluation occurring at step 2.4.

#### 7. JUPA Advisory Group Roles and Responsibilities

The parties agree to form a JUPA Advisory Group to guide the investigation of the priority joint use projects and review and update the *Investigation Program* on an ongoing basis. It is noted that the role of the JUPA Advisory Group is limited to potential JUPAs and does not extend to the planning and/or location of the department's or the other parties assets generally

The JUPA Advisory Group will consist of the following delegates (1 per party) and members (up to 2 per party) or their proxies. Parties may invite additional staff and/or consultants to meetings as required to assist with discussions and/or information sharing but must advise the other party in advance of the meeting.

- Department -
  - Delegate: (proxy: )
  - Members: (proxy: )
- Other Party -
  - Delegate: (proxy: )
  - Members: (proxy: )

The roles and responsibilities of the JUPA Advisory Group include the following points:

- The JUPA Advisory Group is accountable for:
  - fostering collaboration,
  - developing solutions which may remove obstacles to the partnership's successful delivery, adoption and use,
  - maintaining at all times the focus of the partnership on the agreed scope, outcomes and benefits; and
  - monitoring and managing the factors outside the partnership's control that are critical to its success.

Both parties acknowledge that JUPAs are agreements reached with mutual benefits for both parties. Therefore the approach to their development is different to normal commercial negotiations in that, to be successful, a mutually beneficial win / win outcome is to be sought. In order to reach this outcome, both parties will commit to:-

- developing enhanced levels of trust
- keeping communication honest and open
- understanding each other's opportunities and constraints at the beginning of each process
- having an open book approach to financial information related to the agreement
- having an open book to all relevant data held by each party on the facilities or land involved
- joint problem solving
- expending funds on the evaluation of projects that may not come to fruition
- ensuring that those involved in negotiations have approval to negotiate on behalf of their organisation
- understanding each other's approval processes
- respecting each other's timing imperatives.

The membership of the JUPA Advisory Group will commit to:

- champion the partnership within and outside of work areas
- share all communications and information across all group members
- make timely decisions and take action so as to not hold up the project
- notifying members of the group, as soon as practical, if any matter arises which may be deemed to affect the development of the partnership
- attendance at all meetings and if necessary nominate a proxy
- providing complete, accurate and meaningful information in a timely manner
- provide reasonable time to make key decisions
- alert to potential risks and issues that could impact on the project, as they arise
- Monitor and verify the overall status and 'health' of the partnership

## 8. Meetings

The following points relate to the conduct of JUPA Advisory Group meetings:

- meetings will be chaired by the department's delegate (or as otherwise agreed)
- notice of a meeting can be given by either party's delegate, but must be accepted by the other party's delegate to constitute a JUPA Advisory Group meeting,
- a meeting quorum will be one JUPA Advisory Group delegate or their nominated proxy from each MoU partner,
- decisions will be made by mutual agreement (i.e. both delegates agree),
- meeting agendas and minutes will be provided by the chair in partnership with the other party, who will:
  - prepare agendas and supporting papers,
  - prepare meeting notes and information,
- meetings will be held as required, but not less than twice annually; and
- subgroup meetings (if required) will be arranged outside of these times at a time convenient to subgroup members. outcomes of these meetings will be reported to JUPA Advisory Group delegates and shared as required at JUPA Advisory Group meetings.

## 9. Resources and Information

The JUPA Advisory Group will discuss and nominate specific actions required to complete each step of the investigation process for each project. The responsibility of undertaking actions and the associated resources and costs will be agreed by the parties through the JUPA Advisory Group and documented in a *Project Investigation Proposal*.

Subject to confidentiality issues, the parties will share all relevant project information with each other. Unless otherwise agreed, all information that is shared is to be treated in confidence and not to be shared outside of the partner organisations without permission. Distribution of shared information within the organisations should be kept to a minimum (i.e. generally within the JUPA Advisory Group and executive of each partner).

## 10. Communication

Both parties agree that any communication with the public or media will be jointly agreed by the parties involved before being released.

## 11. Dispute Resolution

Where a dispute between the parties cannot be resolved by the JUPA Advisory Group, it should be referred to the Executive Officers of each party for resolution.

In the event that the Executive Officers cannot resolve the dispute, the view of the land owner shall prevail with the subject project(s) and the *Investigation Program* to be reviewed and updated by the JUPA Advisory Group to reflect the outcome.

## 12. Term

This Memorandum shall commence on the date of execution by both parties and expire on (enter date), unless terminated earlier by written consent of both parties.

This Memorandum shall commence on the date of execution by both parties and expire on <enter date>, unless extended by written consent of both parties or terminated in writing by either partner.

### 13. Review and Evaluation

The MoU partners and the JUPA Advisory Group will review the viability of projects as they pass through each step of the 'Phase 2' and 'Phase 3' investigation processes and evaluate whether they should proceed to the next step of the process. However, a formal evaluation process has been established at stage 2.4.

Should a project not progress through one of the stages, it will be:

- reviewed to consider scope changes and resubmitted, or
- issued with a lower priority for future investigation, or
- removed from the strategic project program.

The JUPA Advisory Group will review and update (at least twice annually) the Investigation Program including:

- addition and/or removal of projects;
- changes/amendments to projects;
- revision of priorities; and
- status of each current project.

The updated program is to be circulated to relevant executive officers of each partner organisation.

### 14. Checklist

PARTIES TO COMPLETE THE FOLLOWING CHECKLIST	
i. Map(s)/lists attached indicating the locations and areas subject to the MoU.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable
ii. Membership for the JUPA Advisory Group established.	<input type="checkbox"/> Yes
iii. Expiry date established.	<input type="checkbox"/> Yes

**Execution****SIGNATORIES TO THIS MEMORANDUM**

We understand that the purpose of this Memorandum of Understanding is to form the basis for a co-operative relationship between the two parties to investigate potential joint use projects and if agreed by both parties establish a Joint Use Project Agreement. This MoU is neither intended to be nor is a legally binding agreement.

Each party will strive to reach the objectives stated in the MoU and adhere to the undertakings outlined in each section to the best of their ability.

Signature of Department Representative		Signature of Partner Representative	
Name and Position of Department Representative		Name and Position of Partner Representative	
Date: _____		Date: _____	
<b>For Department Use Only</b>			
Agreement Type (complexity)			
Responsible Project Officer			
Other Comments			

## 8.5 Service Easement of Marsden Park (Lot 3062 DP 1071806)

### Reporting Officer

Executive Manager Strategic Property  
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

1. That Council grant Endeavour Energy and National Broadband Network an easement for electrical services over a section of its land, identified as Lot 3062 DP 1071806, on the terms and conditions outlined in this report.
2. That Council accept the amount of \$2,000 plus GST as compensation associated with the encumbrance of the proposed electrical power pillar, and that the service provider pay all costs in dealing with this matter.
3. That all documentation associated with the easement be executed under the Common Seal of Council.

### Purpose

To seek Council approval to grant an electrical easement over a section of Council's land known as Marsden Park (Lot 3062 DP 1071806).

### Report

As part of the roll out of the National Broadband Network (NBN) a number of installation activities have been carried out by the carrier within the Campbelltown Local Government Area. A series of the carrier's above ground equipment, which includes various cabinets, nodes, pillars and hubs, require power supply to enable the NBN Network.

In most cases the associated services are located within the grassed curtilage of local streets and roadways however, due to the carrier's design standards, a suitable location within these public spaces was not identified by the carrier's designer/engineer at Marsden Park. As a result, the power supply pillar to service the NBN cabinet was installed in the middle of the footpath at Hyde Parade in Campbelltown, which currently presents as a public safety issue.

To enable the redesign of the power pillar to an alternative location, representatives of Endeavour Energy and NBN have approached Council to relocate the service within Marsden Park (freehold land) identified as Lot 3062 DP 1071806.

Based on the attached plans, the proposed power pillar has an area of approximately one square metre, with cable connections to the NBN cabinet, proposed in line with the front

boundary alignment. As part of this installation, the service providers have offered to pay Council \$2,000 plus GST as compensation for the power pillar, plus Council's easement application fee of \$757.60 and any Council legal fees incurred as part of this new easement.

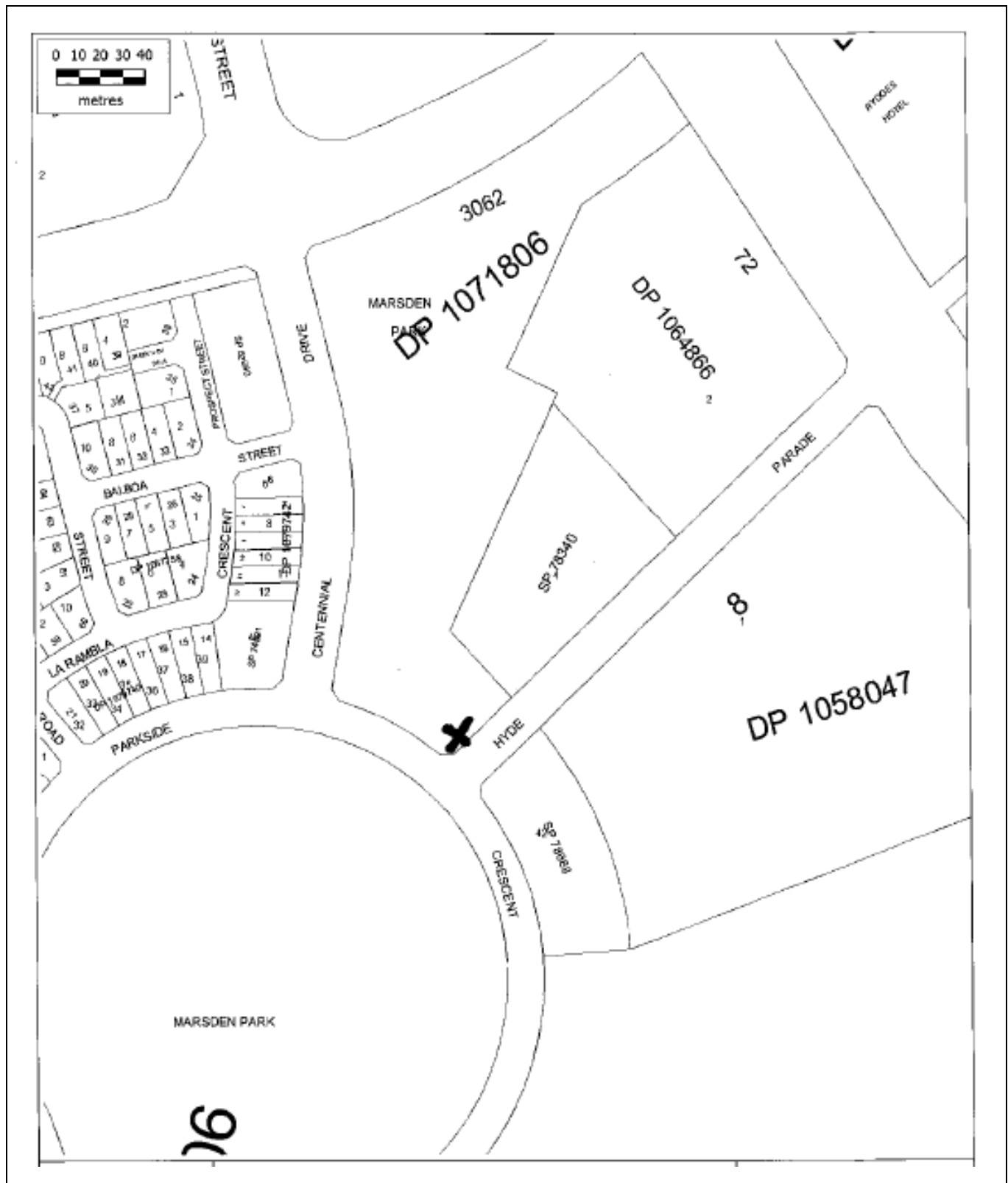
Endeavour Energy and NBN have also confirmed its acceptance to cover all the costs associated with the creation of the Section 88B Instrument, including the lodgement and registration costs.

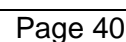
The relevant, identified area for services aligns with where the park boundary meets the footpath. It is fully protected from public access and neither the facility nor the proposed easement will inhibit any use of, or access to, the park in any way.

Accordingly it is recommended that Council approval be provided for the granting of an easement for electrical services over its land.

### **Attachments**

1. Location Plan (contained within this report)
2. NBN Location Plan (contained within this report)







## **8.6 Licence Agreement over part Council land being Lot 50 DP 845826, Parkholme Circuit Englorie Park**

### **Reporting Officer**

Executive Manager Strategic Property  
City Governance

### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
3 Outcome Three: A Thriving, Attractive City	3.4 - Retain and expand existing businesses and attract new enterprises to Campbelltown, offering opportunities for a diverse workforce including professional, technology and knowledge based skills and creative capacity

### **Officer's Recommendation**

1. That Council proceed with a public notification process, under the *Local Government Act 1993*, to enter into a licence agreement over part Lot 50 DP 845826 with the owner of Englorie Park House, (the licensee) subject to the terms and conditions contained in the body of the report.
2. That Council considers any submissions received.
3. That if no submissions are received, or if the General Manager believes that no submissions received are significant enough for Council to reconsider the matter, then Council enter into a new five year licence agreement with the licensee, for the land described above
4. That all documentation associated with the Licence Agreement and notification process be executed under the Common Seal of Council, if required.

### **Purpose**

To seek Council approval to undertake public notification regarding a five year Licence Agreement (licence) over a small portion of Council owned community land, (the land) and to enter into the licence. The land is shown on the attached plan.

### **History**

Council at its meeting held 16 October 2012 resolved to enter into a five year licence with Morgan Australia Pty Ltd over the land being Lot 50 DP 845826. The existing licence is due to expire on 16 October 2017.

## Report

Morgan Australia Pty Ltd (Morgan) operates a child care centre shown as Lot 48 on the attached plan. It adjoins the Council owned land, known as lot 50. Under the existing licence, the portion of Council's land, outlined in red on attachment 1, is occupied for children's playground activities as part of the childcare centre. Morgan has occupied the land since 2000.

Following negotiations, Morgan wishes to secure a new licence over the land, which is zoned RE1 Public Recreation under Campbelltown Local Environmental Plan 2015 and has an area of approximately 1100 square metres. The key licence terms are as follows:

Licensee:	Morgan Australia Pty Ltd
Licence Fee:	\$5,200 per annum plus GST
Term:	5 years (no option)
Review:	CPI Annually
Maintenance:	Licensee responsible for maintenance of fencing, and mowing
Permitted Use:	Children's playground

Because the land is zoned recreation, its market value is nominal. Setting a rental as a percentage of the land value therefore provides a nominal outcome, even though the land has considerable utility to Morgan's business. As the situation is unusual, there is limited comparable evidence from which a valuer may benchmark a rent. For these reasons, Council has negotiated a rental of \$100 per week (\$5,200 per annum). This represents a significant increase (340 per cent) above the existing rental of \$1,179 per annum, but from negotiations is affordable for Morgan and is therefore considered appropriate for both parties.

Morgan will also pay Council's legal costs associated with preparation of the licence.

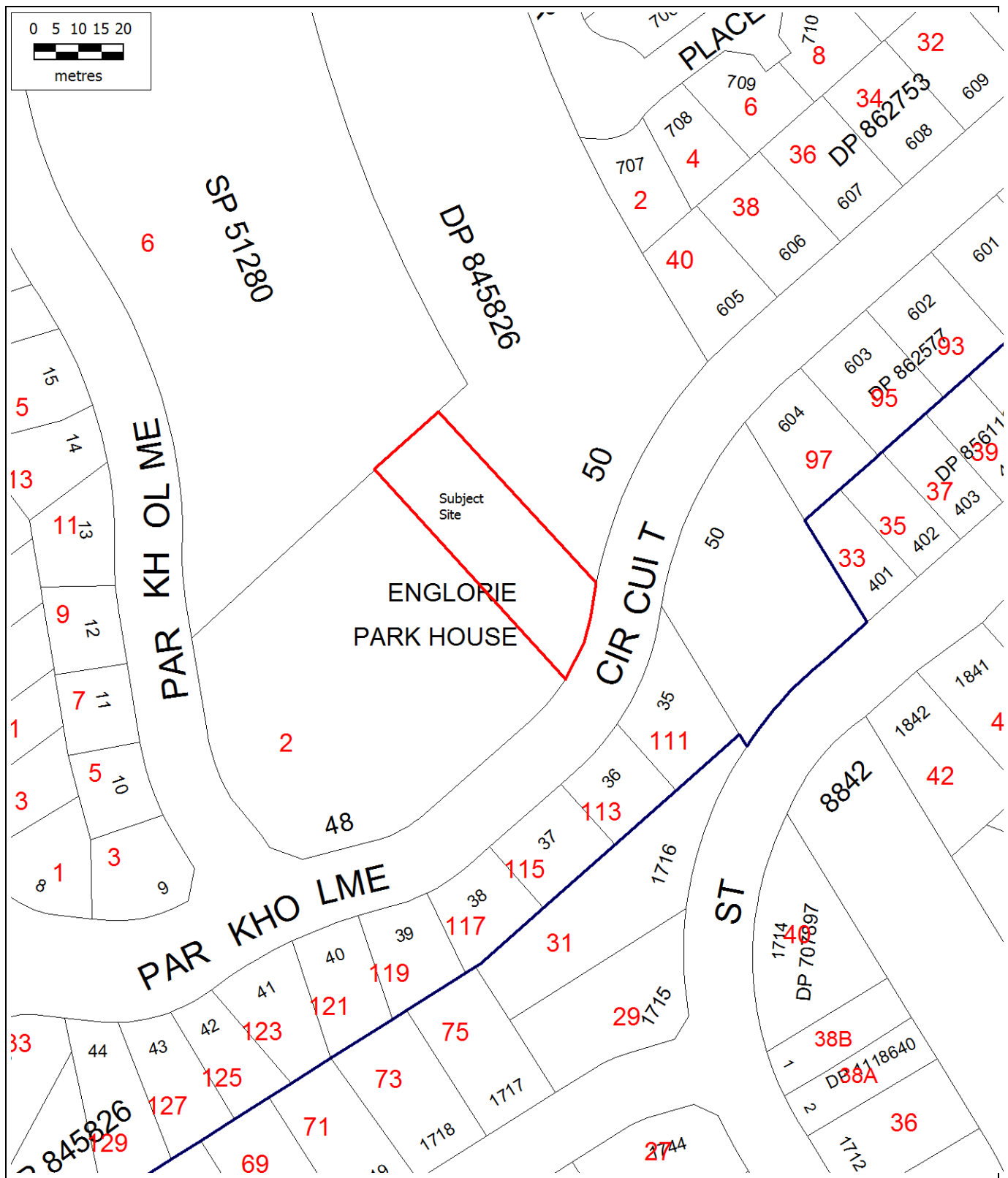
### Public Notification Process

In accordance with Section 47A(2) of the *Local Government Act, 1993* if Council proposes to enter into a licence over community land for a term of five years or less, it must publicly advertise the proposal. It is recommended that prior to any final commitment to enter into the licence with Morgan, Council place the proposal on public exhibition for 28 days to allow any submissions to be made.

If any submissions are received, Council will consider these consistent with the *Local Government Act 1993*. If no submissions are received, it is recommended that Council enter into the licence on the terms contained above.

## Attachments

1. Site map of area subject to Licence Agreement (contained within this report)



## 8.7 Investment and Revenue Report - August 2017

### 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 information be noted.

### Purpose

To provide a report outlining activity in Council's financial services portfolio for the month of August 2017.

### Report

#### Investment Portfolio

Council's Investment Portfolio as at 31 August 2017 stood at approximately \$204m. Funds are currently being managed both by Council staff and Fund Managers and are in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

All investments are placed with approved deposit taking institutions and no funds are placed with any unrated institutions. Any funds placed with institutions that have a BBB long term rating have maturity lengths in the short term of up to 12 months, effectively A-2 rated, in accordance with Council's investment policy.

Council staff, in consultation with Council's financial advisor, have reviewed the investment policy, particularly in light of recent credit downgrades, and will now reduce the amount of funds held with institutions with a short term rating of A2, through natural attrition, over the coming months. The policy will also be adjusted to limit A-2 < 12 months investments to a cumulative 10 per cent of the portfolio with a limit of any single A-2 investment to 2.5 per cent of the portfolio total.

The return on Council's investments is tracking in accordance with budget expectations and continues to outperform the benchmark of the AusBond bank bill index.

The official cash rate has remained steady, with no movement since August 2016 at its present level of 1.50 per cent.

Regular liaison with Council's external financial advisor in assessing any new investment products offered assists in monitoring all of the risk factors to maximise Council's return on the investment portfolio.

## **Rates**

Rates and Charges levied for the period ending 31 August 2017 totalled \$104,940,377 representing 98 per cent of the current budget estimate.

The rates and charges receipts collected to the end of August totalled \$26,567,583. In percentage terms, 25.4 per cent of all rates and charges due to be paid have been collected; in comparative terms, the amount collected in the same period last year was 24.4 per cent.

Debt recovery action during the month involved the issue of 19 Statements of Claim to ratepayers with two or more instalments outstanding and a combined balance exceeding \$500. Further recovery on accounts with previous action resulted in 68 Judgments and 48 Writs being served on defaulters that have not made suitable payment arrangements or failed on multiple occasions to maintain an agreed payment schedule.

Council staff continues to provide assistance to ratepayers experiencing difficulty in settling their accounts. This includes the monitoring of 263 ratepayers with a total arrears balance of \$292,855, who have made suitable payment arrangements.

Ratepayers who purchased property since the July annual rates and charges notices are issued with a Notice to New Owner letter. During the month, 83 of these notices were sent to ratepayers advising them of the amount unpaid on their account and the amount levied in annual rates and charges.

## **Sundry Debtors**

Debts outstanding to Council as at 31 August 2017 are \$1,603,706 reflecting an increase of \$132,316 since July 2017. During the month, 1,316 invoices were raised totalling \$778,794. The majority of these are paid within a 30 day period. Those that are not paid within the 30 day period are reflected in the ageing report in Attachment 3. Debts exceeding 90 days of age totalled \$604,472 as at 31 August 2017. The majority of this debt is made up of outstanding grant payments from Roads and Maritime Services totalling \$390,000, payment of which is expected by end of September and \$101,000 for road widening works completed at 201 Eagleview Road, Minto. The debtor has entered into a payment arrangement with Council under the Hardship Policy, with the first payment scheduled for \$22,000 by the end of September with further monthly payments of \$6,600 for a 12 month period.

Debt recovery action is undertaken in accordance with Council's Sundry Debtors Recovery Procedures Policy and commences with the issue of a tax invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month, a statement of transactions is provided with details of all invoices due and how payments or credit notes have been apportioned. Once an invoice is paid, it no longer appears on any subsequent statement.

All debts that age by 90 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a seven day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a letter of demand (or letter of intent) providing debtors with at least 14 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

All costs associated with formal legal recovery are payable by the debtor and staff continue to make every effort to assist debtors to resolve their outstanding debt before escalating it through the local court.

During the month, eight accounts were issued a letter of demand on Council's letterhead, advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agent.

Council's agents were instructed to issue two letters of demand, three statements of liquidated claims were lodged for unpaid health licence inspection fees and a Bank Garnishee on one of Council's debtors for damage charges incurred regarding hall hire.

Council officers continue to provide assistance to debtors experiencing difficulties in paying their accounts. Debtors are encouraged to clear their outstanding debts through regular payments where possible, to avoid any further recovery action.

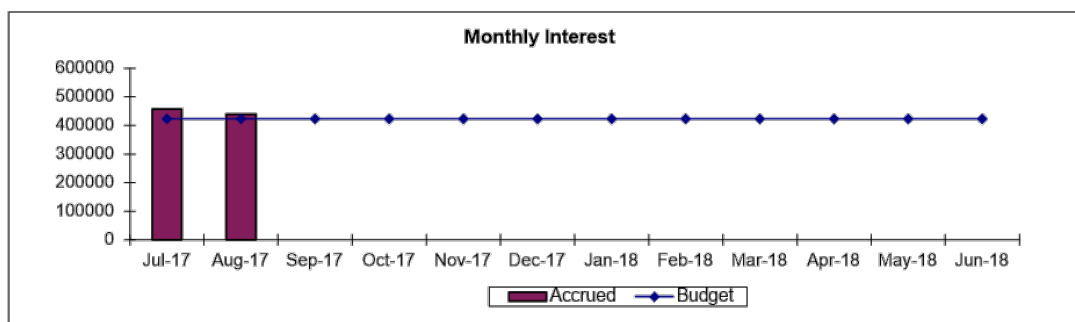
## **Attachments**

1. Investment Report August 2017 (contained within this report)
2. Rates Summary and Statistics August 2017 (contained within this report)
3. Sundry Debtors Summary and Ageing August 2017 (contained within this report)

**CAMPBELLTOWN CITY COUNCIL INVESTMENT PORTFOLIO****August 2017**

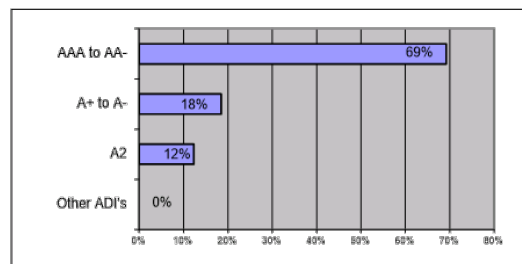
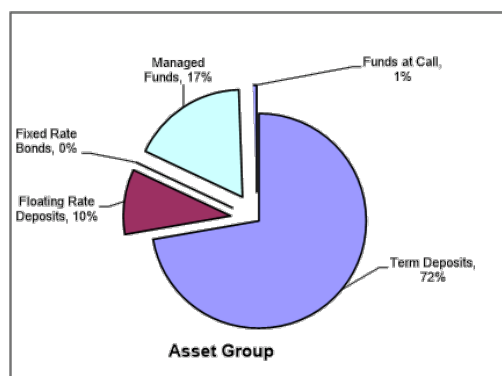
Benchmark AusBond Bank Bill Index  
 Portfolio Balance \$204,693,316.33

Monthly Performance	Return (mth)	Return (pa)
AusBond Bank Bill Index	0.14%	1.71%
Portfolio - Direct Investments	0.23%	2.72%
<i>Performance to Benchmark</i>	<i>+</i> 0.09%	<i>+</i> 1.02%
Short Term Call Accounts	0.17%	1.95%
Managed Funds	0.15%	1.82%

**Year to Date Performance****Credit Exposure (S&P Long Term Rating)**

*Rolling 12 Month Period*  
 2.78% Council Managed Funds  
 1.75% Benchmark

*Interest Budget to Actual*  
 Avg Original Budget to Period \$845,833  
 Actual Accrued to Period \$896,789

**Portfolio Diversity**

			%
Funds at Call	\$ 1,156,136.61	AA-	1%
NSW Treasury	\$ 38,477,405.09	AA+	19%
National Australia Bank	\$ 42,302,246.67	AA-	21%
Westpac Bank	\$ 28,091,574.41	AA-	14%
Commonwealth Bank	\$ 25,104,393.09	AA-	12%
Bank Western Australia	\$ 6,474,536.09	AA-	3%
AMP Bank	\$ 5,000,000.00	A	2%
Suncorp Metway	\$ 23,837,085.76	A+	12%
ING Bank	\$ 9,000,000.00	A-	4%
Members Equity Bank	\$ 5,000,000.00	A2	2%
Rural Bank	\$ 6,026,369.86	A2	3%
Bank of Queensland	\$ 10,115,876.69	A2	5%
Credit Union Aust	\$ 4,107,692.06	A2	2%
	<b>\$ 204,693,316.33</b>		<b>100%</b>

## RATES SUMMARY

### STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2017	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,102,238.73	59,288,117.44	1,349,214.29	146,995.88	60,188,137.76	14,267,516.99	45,920,620.77	263,077.36	46,183,698.13
BUSINESS	315,185.85	18,454,977.13		10,074.01	18,780,236.99	5,437,297.22	13,342,939.77		13,342,939.77
FARMLAND	0.00	449,524.02	691.32	110.80	448,943.50	141,665.96	307,277.54	140,057.40	447,334.94
MINING	0.00	26,080.56		0.00	26,080.56	26,080.56	0.00		0.00
SR - LOAN	0.00	0.00		73.87	73.87	656.65	-562.78	8,512.54	0.00
SR - INFRASTRUCTURE	262,966.59	5,897,150.88		1,172.82	6,161,290.29	1,482,047.97	4,679,242.32	31,223.62	4,718,395.70
TOTAL	\$2,680,391.17	\$84,115,850.03	\$1,349,905.61	\$158,427.38	\$85,604,762.97	\$21,355,265.35	\$64,249,497.62	\$442,870.92	\$64,692,368.54
GARBAGE	625,322.26	20,486,990.73	828,093.28	4,265.70	20,288,485.41	4,866,130.03	15,422,355.38		15,422,355.38
STORMWATER	50,503.34	1,346,394.01		90.88	1,396,988.23	346,188.06	1,050,800.17		1,050,800.17
GRAND TOTAL	\$3,356,216.77	\$105,949,234.77	\$2,177,998.89	\$162,783.96	\$107,290,236.61	\$26,567,583.44	\$80,722,653.17	\$442,870.92	\$81,165,524.09

Total from Rates Financial Transaction Summary	80,822,444.63
Overpayments	-343,079.46
Difference	0.00

### ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	421,281.60
Rate accounts greater than 12 months less than 18 months in arrears	42,280.11
Rate accounts greater than 18 months in arrears	31,246.03
TOTAL rates and charges under instruction with Council's agents	\$494,807.74



# **RATES STATISTICS**

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Aug-16
Rate Notices	49,616	324											456
Electronic - DoH	5,266												
Instalment Notices													
Electronic - DoH													
Missed Instalment Notices													
- Pensioners > \$15.00													
Notice to new owner	122	83											75
7-day Letters - Council issued													
- Pensioners > \$500.00													
7-day Letters - Agent Issued													
Statement of Claim	119	19											27
Judgments	9	68											22
Writs	10	48											17
eRates	1,993	2,110											1,809
BPAYView	1,248	1,344											197
Arrangements	303	263											281

**DEBTORS SUMMARY 1 August 2017 to 31 August 2017**

DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/07/2017	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/08/2017	% DEBT RATIO
Corporate Administration	304,333	30,925	90,837	244,420	29.49%
Abandoned Items	1,068	0	0	1,068	0.35%
Education and Care Services	18,710	0	0	18,710	0.98%
Community Bus	89	0	0	89	0.01%
Sportsground and Field Hire	105,137	89,635	31,232	163,540	5.46%
Government and other Grants	533,518	226,908	82,065	678,361	12.87%
Public Hall Hire	151,236	72,225	61,044	162,417	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	65,729	133,528	153,156	46,101	5.63%
Healthy Lifestyles	31,435	38,855	43,571	26,718	0.15%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	31,503	85,146	46,563	70,086	1.85%
Pool Hire	2,895	1,835	1,966	2,765	0.39%
Private Works	2,612	0	0	2,612	0.52%
Road and Footpath Restoration	66,450	1,662	28,025	40,086	28.17%
Shop and Office Rentals	20,855	36,823	44,588	13,089	2.17%
Various Sundry Items	146,047	40,352	38,034	148,365	6.42%
Waste Collection Services	28,103	20,902	25,397	23,607	6.17%
	<b>1,471,390</b>	<b>778,794</b>	<b>646,479</b>	<b>1,603,706</b>	<b>100%</b>

**AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 August 2017**

	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due
Corporate Administration	22,172	18,271	94,385	109,592	244,420
Abandoned Items	0	0	0	1,068	1,068
Education and Care Services	18,710	0	0	0	18,710
Community Bus	89	0	0	0	89
Sportsground and Field Hire	90,382	33,110	25,763	14,285	163,540
Government and other Grants	226,908	77,500	33,940	340,013	678,361
Public Hall Hire	74,854	21,834	18,971	46,758	162,417
Health Services	0	0	0	350	350
Land and Building Rentals	45,041	1,060	0	0	46,101
Healthy Lifestyles	11,325	7,171	8,063	160	26,718
Licence Fees	51,673	2,654	636	15,124	70,086
Pool Hire	1,858	280	280	347	2,765
Private Works	1,189	0	0	1,423	2,612
Road and Footpath Restoration	548	38,334	0	1,204	40,086
Shop and Office Rentals	13,050	38	0	0	13,089
Various Sundry Items	33,479	20,787	19,952	74,147	148,365
Waste Collection Services	9,597	14,010	0	0	23,607
	<b>562,196</b>	<b>235,048</b>	<b>201,989</b>	<b>604,472</b>	<b>1,603,706</b>
					<b>602,103</b>
					<i>Previous Month 90+ days</i>
					109,497
					1,068
					0
					0
					3,071
					340,013
					42,257
					350
					0
					160
					18,350
					1,763
					1,423
					1,204
					0
					82,948
					0

## 8.8 Disclosures of Interest Returns 2016-2017

### 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

That the information be noted.

### Purpose

To table the 2016-2017 Disclosures of Interest Returns lodged by Councillors and Designated Persons in accordance with the requirements of the *Local Government Act 1993*.

### Report

Sections 441-448 of the *Local Government Act 1993* (the Act) outline the duties of disclosure for Councillors, the General Manager, Senior Staff of Council and other designated persons. A designated person is described in Section 441 of the Act and includes the General Manager, other Senior Staff of the Council, and persons who hold a position identified by the Council as the position involves the exercise of functions under the Act, or any other Act, that in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest.

The purpose of the disclosure provisions within the Act is to ensure transparency and accountability for Council's actions. The Office of Local Government has stressed that the disclosure provisions are designed as a protection for Councillors and staff members as well as an opportunity to enhance public confidence in Local Government.

The Office of Local Government has issued guidelines on the pecuniary interest provisions and these guidelines were forwarded to the relevant Councillors and staff outlining their responsibilities to complete the return for the period 1 July 2016 to 30 June 2017.

Section 449 of the Act requires that the returns must be completed prior to 30 September each year and prescribes specific statutory responsibilities of the General Manager to keep a register of returns containing all completed and lodged returns which must be available for inspection by members of the public.

Section 450A of the Act requires that Disclosures of Interest Returns lodged by Councillors and Designated Persons are to be tabled at the first Ordinary Council Meeting after the due date of 30 September 2017.

Pursuant to the Act, the returns of Councillors and staff for the period ended 30 June 2017 are tabled for information. It is noted that Councillors and Designated Persons lodged their return in the prescribed format by the due date of 30 September 2017.

**Attachments**

1. Annual Disclosure of Interests 2017 (to be tabled)

## 8.9 World Chambers Congress

### Reporting Officer

Manager City Marketing and Economy  
City Growth and Economy

### Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.4 - Retain and expand existing businesses and attract new enterprises to Campbelltown, offering opportunities for a diverse workforce including professional, technology and knowledge based skills and creative capacity

### Officer's Recommendation

That Council acknowledge the international exposure achieved for the City through Council's presence at the World Chambers Congress 2017.

### Purpose

To advise Council of the strategic profiling of Campbelltown City to an international audience at the World Chambers Congress.

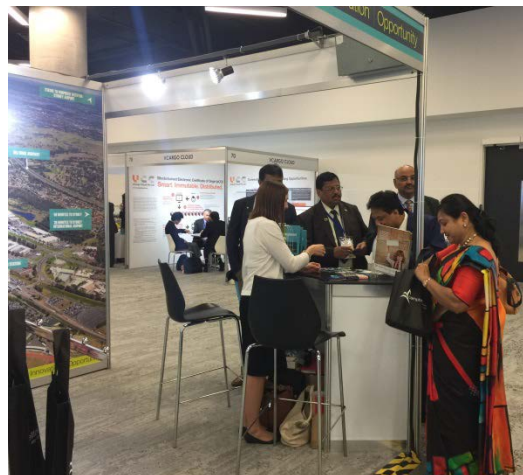
### Report

As part of Council's strategic profiling of the city, Council officers presented a stall at the 10th World Chambers Congress, which was held this week in Sydney at the International Convention Centre (ICC).

Bringing together chambers, business, education institutes and government organisations, the event was an opportunity to promote employment and investment opportunities in Campbelltown to more than 1000 delegates from 110 countries.

There was considerable interest from many overseas contingents about the growth the city is facing, as well as major projects such as the Campbelltown Health and Education Precinct and the CBD revitalisation project. Council officers have had many fruitful conversations with interested parties, particularly around the Health and Education Precinct and value-added services opportunities, with international chambers and businesses from countries including Russia, India, China and Bangladesh.

Council officers received extensive positive feedback from Chambers and businesses, both Australian and international, about actively promoting the city and its investment opportunities at an event such as this. The look of the stall and the promotional items including a city prospectus proved very popular, handing out more than 250 information packs across the three day event.



## Attachments

Nil

**9. QUESTIONS WITH NOTICE**

Nil

**10. RESCISSION MOTION**

Nil



## **11. NOTICE OF MOTION**

### **11.1 Australian Marriage Law Postal Survey**

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#### **Notice of Motion**

Councillor Ben Moroney has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 10 October 2017.

1. That Council encourages broad, robust and inclusive engagement of the community in the Australian Marriage Law Postal Survey.
  2. That Council will direct appropriate resources, including but not limited to Facebook and other social media posts, signage at Council facilities and events, and messages on Council's LED message boards, to remind and encourage residents to return their survey forms by the postal deadline of the 27th October 2017.
-

**12. URGENT GENERAL BUSINESS**

**13. PRESENTATIONS BY COUNCILLORS**

## **14. CONFIDENTIAL REPORTS FROM OFFICERS**

### **14.1 No. 2 Kent Street, Minto - St James Anglican Church Interim Heritage Protection Order**

#### **Reason for Confidentiality**

This report is **CONFIDENTIAL** in accordance with Section 10A(2)((e) and (g)) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

information that would, if disclosed, prejudice the maintenance of law and advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

### **14.2 Leasing of 14 Browne Street, Campbelltown**

#### **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: -

information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.