



**CAMPBELLTOWN**  
CITY COUNCIL

# **ORDINARY BUSINESS PAPER**

**10 DECEMBER 2019**

## COMMON ABBREVIATIONS

AEP	Annual Exceedence Probability
AHD	Australian Height Datum
BASIX	Building Sustainability Index Scheme
BCA	Building Code of Australia
BIC	Building Information Certificate
BPB	Buildings Professionals Board
CLEP 2002	Campbelltown Local Environmental Plan 2002
CLEP 2015	Campbelltown Local Environmental Plan 2015
CBD	Central Business District
CPTED	Crime Prevention Through Environmental Design
CSG	Coal Seam Gas
DA	Development Application
DCP	Development Control Plan
DDA	<i>Disability Discrimination Act 1992</i>
DPE	Department of Planning and Environment
EIS	Environmental Impact Statement
EPA Act	<i>Environmental Planning and Assessment Act 1979</i>
EPA	Environmental Protection Authority
EPI	Environmental Planning Instrument
FPL	Flood Planning Level
FFTF	Fit for the Future
FSR	Floor Space Ratio
GRCCC	Georges River Combined Councils Committee
GSC	Greater Sydney Commission
HIS	Heritage Impact Statement
IDO	Interim Development Order
IPR	Integrated Planning and Reporting
KPoM	Koala Plan of Management
LEC	Land and Environment Court
LEC Act	<i>Land and Environment Court Act 1979</i>
LEP	Local Environmental Plan
LGA	Local Government Area
LG Act	<i>Local Government Act 1993</i>
LPP	Local Planning Panel
LTFP	Long Term Financial Plan
NGAA	National Growth Areas Alliance
NOPO	Notice of Proposed Order
NSWH	NSW Housing
OEH	Office of Environment and Heritage
OLG	Office of Local Government, Department of Premier and Cabinet
OSD	On-Site Detention
OWMS	Onsite Wastewater Management System
PCA	Principal Certifying Authority
PoM	Plan of Management
POEO Act	<i>Protection of the Environment Operations Act 1997</i>
PMF	Probable Maximum Flood
PN	Penalty Notice
PP	Planning Proposal
PPR	Planning Proposal Request
REF	Review of Environmental Factors
REP	Regional Environment Plan
RFS	NSW Rural Fire Service
RL	Reduced Levels
RMS	Roads and Maritime Services
SANSW	Subsidence Advisory NSW
SEE	Statement of Environmental Effects
SEPP	State Environmental Planning Policy
SREP	Sydney Regional Environmental Plan
SSD	State Significant Development
STP	Sewerage Treatment Plant
SWCPP	Sydney Western City Planning Panel (District Planning Panel)
TCP	Traffic Control Plan
TMP	Traffic Management Plan
TNSW	Transport for NSW
VMP	Vegetation Management Plan
VPA	Voluntary Planning Agreement
PLANNING CERTIFICATE	– A Certificate setting out the Planning Rules that apply to a property (formerly Section 149 Certificate)
SECTION 603 CERTIFICATE	- Certificate as to Rates and Charges outstanding on a property
SECTION 73 CERTIFICATE	- Certificate from Sydney Water regarding Subdivision



03 December 2019

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 10 December 2019 at 6.30pm.

Lindy Deitz  
General Manager

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## **1. ACKNOWLEDGEMENT OF LAND**

I acknowledge the Dharawal people whose ongoing connection and traditions have nurtured and continue to nurture this land.

I pay my respects and acknowledge the wisdom of the Elders – past, present and emerging and acknowledge all Aboriginal people here tonight.

## **2. APOLOGIES**

Nil at time of print.

### **3. CONFIRMATION OF MINUTES**

#### **3.1 Minutes of the Ordinary Meeting of Council held 12 November 2019**

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

That the Minutes of the Ordinary Meeting of Council held 12 November 2019, 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 12 November 2019 are presented to Council for confirmation.

##### **Attachments**

1. Minutes of the Ordinary Meeting of Council held 12 November 2019 (contained within this report)

# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

**Ordinary Council Meeting held at 6.30pm on Tuesday, 12 November 2019.**

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## Minutes of the Ordinary Meeting of the Campbelltown City Council held on 12 November 2019

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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 D Lound  
                           Councillor R Manoto  
                           Councillor B Moroney  
                           Councillor W Morrison  
                           Councillor M Oates

### 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 Morrison:

That the apology from Councillor B Thompson be received and accepted.

Note: Councillor P Lake has been granted a leave of absence from Council for the meeting on Tuesday 12 November 2019.

Note: Councillor R George and Councillor T Rowell have been granted a leave of absence from Council incorporating all meetings until further notice.

**217**    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 8 October 2019**

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

That the Minutes of the Ordinary Council Meeting held 8 October 2019, copies of which have been circulated to each Councillor, be taken as read and confirmed with an amendment to Presentations by Councillors, point 7.

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**218** 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**

Councillor Lound – Item 8.11 – T19/23 Supply and Deliver Commercial Grade Pool Chemicals. Councillor Lound advised his son is an employee of the company and that he will leave the Chamber.

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

Nil

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

The Mayor, Councillor Brticevic – Item 8.5 - Maryfields Development Control Plan. Councillor Brticevic advised he lives in close proximity to the area and that he will leave the Chamber.

##### **Other Disclosures**

Nil

#### **5. MAYORAL MINUTE**

##### **5.1 Koshigaya Staff Exchange Visitor**

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

That Council thanks Marina Shiratori for her participation in the Koshigaya staff exchange program and invites her to say a few words at the Council meeting.

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

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#### **6. PETITIONS**

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## 7. CORRESPONDENCE

### 7.1 Emergency Veterinary Care for Injured Koalas

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

That the letters and email be received and the information be noted.

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

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## 8. REPORTS FROM OFFICERS

### 8.1 Western Parkland Councils' Governance Arrangements

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

1. That Council enter into an alliance with the Western Parkland Councils in accordance with the draft Deed of Agreement and Section 355 of the *Local Government Act 1993*.
2. That Council contribute \$40,000 annually towards resourcing the Western Parkland Councils as outlined in the report.

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

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### 8.2 Development Application Status

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

That the information be noted.

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

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### 8.3 Annual Legal Status Report 2018-2019

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

That the information be noted.

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

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#### **8.4 Airds Bradbury Renewal Project - Land Acquisitions**

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

That Council authorise the General Manager to execute the Deed of Compensation and Acquisition generally in accordance with the draft Section 30 Agreement attached to this report, for the acquisition of the Council owned Lot 61 in DP 261258 and Lot 2 in DP 1055886 by the NSW Land and Housing Corporation for nil compensation.

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

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**Meeting note:** Having declared an interest in Item 8.5 Councillor Brticevic left the Chamber at 6:54pm and did not take part in the discussion or vote on the matter. Councillor Lound assumed the Chair.

#### **8.5 Maryfields Development Control Plan**

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

1. That Council adopt the Maryfields Development Control Plan as amendment to the Campbelltown (Sustainable City) Development Control Plan - Volume 2, Part 13: Maryfields.
2. That Council give public notice of its decision in a local newspaper within 28 days, with commencement of the Development Control Plan to come into effect on the date of the public notice.
3. That Council provides written notification of its decision to all persons who made a submission.

A Division was recorded in regard to the Resolution for Item 8.5 with those voting for the Motion being Councillors M Oates, M Chowdhury, K Hunt, D Lound, R Manoto, B Gilholme, M Chivers, W Morrison and G Greiss.

Voting against the Resolution were Councillor B Moroney.

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

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**Meeting note:** At the conclusion of the discussion regarding Item 8.5 Councillor Brticevic returned to the Chamber at 6:56pm and reassumed the Chair.

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## 8.6 Draft Community Participation Plan

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

1. That Council adopt the Campbelltown Community Participation Plan.
2. That Council forward the adopted Campbelltown Community Participation Plan to the Department of Planning, Infrastructure and Environment.

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

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## 8.7 Weed Control Methods

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

1. That Council continue the use of approved herbicides as the primary source to manage weeds within the Local Government Area and utilise other weed treatments where appropriate and effective.
2. That Council continues to monitor and assess the use of new weed eradication treatments as they become available.

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

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## 8.8 Campbelltown Youth Literacy Initiative

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

1. That Council approve an exemption from the tendering requirements in accordance with section 55(3)(i) of the *Local Government Act 1993*, noting that, because of extenuating circumstances, a satisfactory result would not be achieved by inviting tenders for the provision of Campbelltown Youth Literacy Initiative.
  2. Council notes the reasons why a satisfactory result would not be achieved by inviting tenders are:
    - (a) the recommended contractor offer represents value of money
    - (b) the contractor is the unique provider of this service
  3. A Memorandum of Understanding between Campbelltown Council and Sweatshop Literacy Movement for the Campbelltown Youth Literacy Initiative is approved to be signed by the General Manager under delegation.
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**228** The Motion on being Put was **CARRIED**.

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## **8.9 Outcomes of the Exhibition of the Draft Our Voice, Our Place - Aboriginal Interpretation Strategy**

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

That Council adopt the Our Voice, Our Place - Aboriginal Interpretation Strategy with the proposed amendment as outlined in the body of the report.

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

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## **8.10 Investments and Revenue Report - September 2019**

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

That the information be noted.

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

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**Meeting note:** Having declared an interest in Item 8.11 Councillor Lound left the Chamber at 7:04pm and did not take part in the discussion or vote on the matter.

## **8.11 T19/23 Supply and Deliver Commercial Grade Pool Chemicals**

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

1. That Council declines to accept the offer of Redox Pty Ltd for the Supply and Delivery of Commercial Grade Pool Chemicals as it did not meet Council's quantity requirements as detailed in the specification.
  2. That Council enter into negotiations with Redox Pty Ltd, current suppliers and those suppliers who enquired about the tender, under a quotation process.
  3. That the unsuccessful Tenderer be notified of the results of tender process.
  4. That Redox Pty Ltd be refunded the purchase price of the Request for Tender document.
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**231** The Motion on being Put was **CARRIED**.

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**Meeting note:** At the conclusion of the discussion regarding Item 8.11 Councillor Lound returned to the Chamber at 7:05pm.

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## **8.12 Policy Review - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors**

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

1. That the draft Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors be endorsed in principle.
2. That Council advertise for 28 days a public notice of its intention to adopt the amended Policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors.
3. That a further report be presented to Council at the conclusion of the exhibition period to consider any public submissions received and/or for final adoption of the policy.

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

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## **8.13 Reports and Letters Requested**

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

That the information be noted.

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

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## **8.14 Addressing Council Committee Meetings Policy to be Rescinded**

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

That the Addressing Council Committee Meetings Policy as attached to this report be rescinded.

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

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### **8.15 Local Government Election 2020 - Constitutional Referendum**

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

That the information be noted.

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An **Amendment** was **Moved** Councillor Greiss, **Seconded** Councillor Morrison:

That this item be deferred and a report be presented to Council investigating the advantages and disadvantages of dividing the Council area into wards and of a popularly elected Mayor.

A Division was recorded in regard to the Amendment for Item 8.15 with those voting for the Amendment being Councillors B Moroney, W Morrison and G Greiss.

Voting against the Amendment were Councillors G Brticevic, M Oates, M Chowdhury, K Hunt, D Lound, R Manoto, B Gilholme and M Chivers.

The Amendment of being Put was **LOST**.

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

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### **8.16 Quarterly Business Review Statement as at 30 September 2019**

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

That the adjustments recommended in the Quarterly Business Review be adopted.

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

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### **8.17 Local Youth Showcase**

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

That a series of youth showcase events be delivered throughout 2020 through the artLIB program to provide an opportunity for young and emerging artists through local schools to

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present their work to the broader community.

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

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## **8.18 Fast Rail**

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

That the Mayor and General Manager pursue a public campaign including engagement with the relevant Ministers and local Members of Parliament regarding the opportunity for fast rail, particularly:

- a. The prioritisation of the Southern Inland Corridor route for fast rail; and
- b. The connection of the Southern Inland Corridor to the Sydney Metropolitan Train Network at an interchange at Campbelltown Station.

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

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## **8.19 Energy Generating Footpaths**

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

That the information be noted.

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

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## **8.20 UK Study Tour**

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

That Council note the content of the report.

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

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## 8.21 Annual Report 2018-2019

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

That Council endorse the Annual Report 2018-2019.

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

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## 9. QUESTIONS WITH NOTICE

Nil

## 10. RESCISSION MOTION

Nil

## 11. NOTICE OF MOTION

### 11.1 Development Applications

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

1. That representations be made to the Office of Local Government NSW, the Minister for Local Government, the shadow Minister for Local Government, the Minister for Planning and the shadow Minister for Planning expressing the Council's and the communities' frustration with the NSW Government's decision to remove the powers of determination for development applications away from elected councillors who represent their community.
  2. That the NSW Government return to the elected Council, the power to determine development applications, immediately.
  3. That the NSW Government remove the monetary threshold for development applications to be referred to Local Planning Panels.
  4. That the NSW Government place the power with the Council to determine as to what circumstances a development application might be referred to the Local Planning Panel.
  5. That Council writes to the Local State Members of Campbelltown and Macquarie Fields seeking their support on bringing decision making powers back to Council.
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**242** The Motion on being Put was **CARRIED**.

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## **11.2 Stormwater Usage**

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

That a report be presented to Council on exploring ways and means for the public and private sectors as well as the Council itself to implement stormwater capture, storage, filtration, treatment and its subsequent use.

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

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## **11.3 Coffee Cup Recycling**

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

That a report be presented to Council investigating options, in collaboration with local business owners, for the provision of takeaway coffee cup recycling along Queen St.

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

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## **12. URGENT GENERAL BUSINESS**



### 13. PRESENTATIONS BY COUNCILLORS

1. Councillor Meg Oates on 1 November attended the Fisher's Ghost Art Award. The exhibition was a wonderful opportunity to showcase pieces of work from local young artists and students. Councillor Oates noted that the reputation of this award is growing and becoming known as one of the outstanding art prizes in the country.
2. Councillor Meg Oates on 2 November attended the Fisher's Ghost Street fair. This year had a new format which worked really well. The event was also the launch of the 2020 Campbelltown projects with the positive feedback coming from the community. Councillor Oates commented on the yarning circle where community members shared their feelings about Campbelltown and what they are looking forward to in the future of Campbelltown.
3. Councillor Karen Hunt on 11 November attended Minto Marketplace for the Waratah House Day Fundraiser. The event was to raise awareness and emphasise the importance of mental health with funds raised going to Waratah House at Campbelltown Hospital. Councillor Hunt noted the day was very successful with all flowers sold by midday.
4. Councillor Darcy Lound on 25 October with Councillor Chowdhury, Councillor Hunt and Councillor Oates attended the Fisher's Ghost Art Awards VIP Pre-view Party at Campbelltown Arts Centre. Councillor Lound noted the great turnout and thanked the sponsors and all involved with the event.
5. Councillor Darcy Lound on 1 November attended the My Gateway Awards Night for trainees and apprentices at Ottimo House, Denham Court. Councillor Lound congratulated Lachlan Smith who was a finalist for the My Gateway Trainee of the Year. Councillor Lound also noted the Australian Employment Network Group Training Awards NSW & ACT held in Darling Harbour and passed on his congratulations to Lachlan Cato for being a finalist in the Trainee of the Year.
6. Councillor Rey Manoto attended the Philippine Christmas Festival held on the 9 and 10 of November at Tumbalong Park, Darling Harbour. The event was attended by a number of dignitaries including Ambassador of the Philippines to Australia, H.E. Hellen dela Vega and the Philippine Consul General in Sydney Hon. Ezzedin Tago. Councillor Manoto shared with the Chamber that Filipinos begin preparing for Christmas in September and as such wished everyone a Merry Christmas in advance.
7. Councillor Rey Manoto on 11 November attended Remembrance Day organised by Ingleburn RSL Sub Branch at Soldiers' Memorial Park at Ingleburn RSL. The service was an opportunity to remember and pay respect to the fallen soldiers and those soldiers who gave the ultimate sacrifice. Councillor Manoto passed on his appreciation to St Patrick's College history club for their research about military nurses who served during the wars.
8. Councillor Rey Manoto on 11 November attended the memorial for Sister Helen Haultain a local resident from Ingleburn. Sister Helen served as a nurse in WWII on the Hospital Ship, Centaur, which was torpedoed by a Japanese submarine and all on board perished at sea.
9. Councillor Ben Gilholme with Councillor Chowdhury, Councillor Greiss and Councillor Morrison on 25 October attended the 2019 Annual MDS Ball at the Catholic Club. The theme of the ball this year was Australia to celebrate iconic people and things from the Land Down Under. Councillor Gilholme thanked the organisers for a successful ball.

10. Councillor Ben Gilholme on 26 October attended the Macarthur Weasleys Quidditch Club. The team played three matches and were raising awareness for breast cancer and in doing so raised \$648 for the McGrath Foundation.
11. Councillor Ben Gilholme on 2 November attended Nerd Con. Councillor Gilholme relayed feedback from attendees noting that Nerd Con was a much loved event with a large space, allowing the crowd attending to spread out to enjoy the stalls and activities. Councillor Gilholme passed on his thanks to Iconic Nerd, Collective Hub and Council staff for the energy they brought to the event.
12. Councillor Ben Gilholme shared his appreciation for the Fisher's Ghost festival with the variety of events including the Hero Hub, Quidditch games, the Awards presentations. Councillor Gilholme noted his appreciation regarding ease of access ensuring all members of the community were able to gain access to participate in the events.
13. Councillor Ben Gilholme on 3 and 10 November attended the Quiet Hour at the Fisher's Ghost carnival which was an opportunity to see the joy on the children's faces and their families enjoy the event. Councillor Gilholme welcomed the two Quiet Hours as opportunities to see how we can improve as a city. Inclusion also provides a link for the community to continue to include everyone.
14. Councillor Ben Gilholme on 9 November attended International Games Week at HJ Daley Library. Councillor Gilholme played some board games with other attendees and appreciated the opportunity for social interaction with the community. Councillor Gilholme also donated a board game to each of the libraries to help build their collections.
15. Councillor Margaret Chivers with The Mayor, Councillor Brticevic on 9 October attended HJ Daley Library for the Sydney Thunder clinic. All children enjoyed the clinic with the players from Sydney Thunder reading stories and running some cricket skills workshops.
16. Councillor Margaret Chivers with Councillor Gilholme on 22 October attended The Silver Coin Project - Coins for Kids fundraiser at McDonald's Campbelltown. The Silver Coin Project - Coins for Kids offers support to local schools to assist families with uniforms, excursion fees and providing lunch to students in need.
17. Councillor Margaret Chivers on 29 October with Councillor Chowdhury, Councillor Hunt and Councillor Manoto attended the Victor Chang School Science Awards Ceremony. Students in year 11 with achievements in science are nominated and those who receive awards are also invited to visit the Victor Chang Cardiac Research Institute. Dr Inken Martin from the Victor Chang Cardiac Research Institute shared her experiences and discoveries with the students.
18. Councillor Margaret Chivers on 7 November attended Youth Solutions for the launch of the #MatesKeepItSafe campaign at the Campbelltown Catholic Club. Youth Solutions work towards keeping our youth safe with drug and alcohol prevention, with their main message of this campaign encouraging friends to call for help when things go wrong.
19. Councillor Margaret Chivers on 9 November attended the Campbelltown Patchwork and Quilters Guild at the Civic Hall. The Guild raises funds for local charities through the sale of their products. The Mayor presented the Guild with a community service award for their hard work and dedication to the community.

20. Councillor Margaret Chivers with Councillor Gilholme on 10 November attended the Quiet Hour at the Fishers Ghost carnival. Councillor Chivers shared with the chamber some feedback from the families attending that without Quiet Hour they would have missed out, as it would be too much of a sensory overload. Another family appreciated the opportunity for their child to share this experience with their closest friends. Councillor Chivers thanked all the staff involved for their efforts.
21. Councillor Ben Moroney on 1 November was pleased to support and attend the 2019 Macarthur Nature Photography Competition Awards Night with the quality entries exceeding very high standards. Councillor Moroney passed on his congratulations to all the winners.
22. Councillor Ben Moroney on 2 November attended Nerd Con with friends. Councillor Moroney noted the excitement building in the crowd and congratulated all involved for a wonderful event and in keeping with the theme advised the chamber to live long and prosper.
23. Councillor Warren Morrison on 9 October attended the HJ Daley Library for the Sydney Thunder clinic. Councillor Morrison noted the interaction of the children and the smiling and happy faces as they enjoyed the clinic.
24. Councillor Warren Morrison on 19 October attended the 24 Hour Fight Against Cancer Macarthur. Councillor Morrison thanked Dr Mike Freeland MP, Greg Warren MP, Anoulack Chanthivong MP, The Mayor, Councillor Bricevic and all the Councillors for their attendance and support of the event. Councillor Morrison shared that this year was the largest crowd they had and is wonderful to be able to increase community awareness.
25. Councillor Warren Morrison on 24 October attended the QUOTA Club presentation. Councillor Morrison spoke about becoming a Hearing Helper and an invaluable yellow book that informs hearing helpers about hearing problems and provides suggestions on how to make things easier for helpers. Councillor Morrison thanked Pat Fulton for her work with the QUOTA club.
26. Councillor Warren Morrison on 25 October attended the 2019 Annual MDS Ball. The Ball was well attended with families enjoying the colour and Australia themed entertainment. Councillor Morrison was proud to attend.
27. Councillor Warren Morrison on 31 October attended the Beersheba Breakfast at Club Menangle, which was remembering the battle of Beersheba as the last great cavalry charge. Sergeant Major Max Garcia (retired) gave an inspirational speech that captured the room and also asked all current or former armed services members to stand so they could be acknowledged for their sacrifices.
28. Councillor Warren Morrison passed on his thanks to staff for the Fishers Ghost Festival and his support for the festival noting that the parade was an exciting way to end the day.
29. Councillor George Greiss thanked all Councillors who attended the LG NSW Conference and passed on his thanks to all who voted. Councillor Greiss advised the Chamber he was successful in being reappointed and he will do the best he can to represent the Council on the Board.

30. Councillor George Greiss shared that his thoughts and prayers are with the fire fighters who are putting their life on the line to save families and properties.
31. The Mayor, Councillor Brticevic congratulated Councillor Greiss on being re-elected to the LG NSW Board and congratulations to Linda Scott on her re-appointment as Chair.
32. The Mayor, Councillor Brticevic passed on his thanks to 24 Hour Fight Against Cancer Macarthur for having him as the Patron. Councillor Brticevic shared some of the humbling stories that were shared with him by attendees highlight the effects of cancer for the individual and their families. Councillor Brticevic thanked Councillor Morrison for the work he does in raising awareness.
33. The Mayor, Councillor Brticevic on 2 November attended the Fishers Ghost parade, noting that this year was the best parade yet. The hero hub was a wonderful idea the parade had a great variety including the Koshigaya delegates, TV personality Richard Reid, the unicycle rider. The Mayor, Councillor Brticevic passed on his thanks to Council staff.
34. The Mayor, Councillor Brticevic passed on his thanks to the events team, in particular Catherine, Taylor, Amanda and Belinda who helped make all events run smoothly.
35. The Mayor, Councillor Brticevic on 9 November attended Raby Oval for the 300<sup>th</sup> Campbelltown Park Run and presented the Campbelltown Park Run Coordinator with a community service award. Councillor Brticevic thanked the City Delivery team for making a sign to celebrate the 300<sup>th</sup> parkrun event and their ongoing efforts in maintaining the park run track.
36. The Mayor, Councillor Brticevic on 10 November participated in the Fisher's Ghost fun run. The race was started by former Olympic athlete Jana Pittman and was an exciting run with School of Rock playing on the first bend on the course for all participants to enjoy while competing.
37. The Mayor, Councillor Brticevic on 11 November attended the Campbelltown Remembrance Day Service at Mawson Park with the Director of Governance. Councillor Brticevic passed on his thanks to the Campbelltown RSL Sub Branch for organising and the Naval cadets for being in attendance.
38. The Mayor, Councillor Brticevic on 6 November attended the Lions Club of Campbelltown, Youth of the Year Award at West Leagues Club. Councillor Brticevic congratulated all three finalists with special congratulations to the winner Ellie Fryer.
39. The Mayor, Councillor Brticevic with Councillor Lound, Councillor Chivers, Councillor Chowdhury, Councillor Gilholme and Councillor Oates on 9 November attended King Kebab House in Queen Street, Campbelltown for their Guinness World Records attempt for the largest snack pack. Kings Kebab House took the record creating a 100m snack pack with all money raised going to Campbelltown Hospital. Councillor Brticevic shared how inspiring it was to see all members of the community come together to share a meal.

## 14. CONFIDENTIAL REPORTS FROM OFFICERS

### Confidentiality Recommendation

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

1. That this Ordinary Meeting of Council be adjourned and reconvened as a meeting of the Confidential Committee for discussion of items 14.1, 14.2, 14.3 and 14.4 which are considered to be confidential in accordance with Section 10A(2) of the *Local Government Act 1993*, as indicated below:

**Item 14.1 Lease of Building and Land - Ambarvale**

Item 14.1 is confidential in accordance with Section 10A(2)(c) of the *Local Government Act 1993* as the report refers to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**Item 14.2 Proposed Easement for Sewer - Williamson Road, Ingleburn**

Item 14.2 is confidential in accordance with Section 10A(2)(c) of the *Local Government Act 1993* as the report refers to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**Item 14.3 Southern Phone Company**

Item 14.3 is confidential in accordance with Section 10A(2)(d)(i) of the *Local Government Act 1993* as the report refers to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Item 14.4 Easement for Water Pumping Station**

Item 14.4 is confidential in accordance with Section 10A(2)(d)(i) of the *Local Government Act 1993* as the report refers to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

2. Council considers that discussion of the business in open meeting would be, on balance, contrary to the public interest.

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

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**The Ordinary Meeting of Council was adjourned at 8.37pm and reconvened as a meeting of the Confidential Committee at 8.38pm.**

## Recommendations of the Confidential Committee

### 14.1 Lease of Building and Land - Ambarvale

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

That Council approves the following items in respect of Ambarvale Cottage located at 80 Woodhouse Drive, Ambarvale:

1. That Council approves the early termination of the lease with YWCA NSW currently operable on the premises on grounds outlined in this report.
2. That Council notes that a formal recommendation for the future use of Ambarvale Cottage will be the subject of a separate Council report.
3. That any documentation associated with the early termination of lease be executed under the Common Seal of Council, if required.

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

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### 14.2 Proposed Easement for Sewer - Williamson Road, Ingleburn

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

1. That Council provides approval for the granting of an easement for sewer, over Lot 500 DP 737334 on the terms outlined in the body of this report.
2. That Council enters into a Deed of Compensation for the easement for sewer over Lot 500 DP 737334.
3. That all documentation associated with the creation and registration of the easement for sewer be executed under the Common Seal of Council, if required.

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

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### 14.3 Southern Phone Company

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

1. That Council approve the proposed transaction with AGL Energy Limited to acquire Council's share in Southern Phone Company including voting in favour of the
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constitution amendment; and executing the share sale agreement.

2. That the General Manager be granted delegation to execute the voting and documentation requirements consistent with Council's resolution as the Authorised Shareholder Representative.

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

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#### **14.4 Easement for Water Pumping Station**

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

1. That Council approve the granting of an easement to Sydney Water Corporation situated at Lot 4343 of Deposited Plan 1229980 (the future lot description for Leppington House Park is Lot 5351 of DP 1233743) forming part of the Leppington House Park within the Campbelltown Local Government Area.
2. That Council approve the payment of \$129,000 (exclusive of GST) on terms agreed between parties by way of a Deed of Compensation in lieu of the easement.
3. That Council approve that once resolution is granted the easement and 88B instrument will be lodged by Stockland for registration at NSW Land Registry Service at Stockland's expense. The land will be dedicated to Council with the easement and 88B instrument registered on title.

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

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

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

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

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**At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 8.47pm.**

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

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

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

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There being no further business the meeting closed at 8.48pm.

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**

## **6. PETITIONS**

### **6.1 Establishment of a Community and Cultural Centre in the Hillcroft Estates**

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

That the petition be received and the petitioners be advised in terms of the comment below.

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Forwarding a petition containing 138 signatures requesting the establishment of a Community and Cultural Centre in the Hillcroft Estates.

Comment: This matter has been forwarded to the Director City Lifestyles for investigation.

#### **Attachments**

1. Copy of the letter sent to the General Manager requesting the establishment of a Community Centre in the Hillcroft Estates (contained within this report)
2. Copy of the letter sent to the Mayor requesting the establishment of a Community Centre in the Hillcroft Estates (contained within this report)

24 October 2019

**Ms. Lindy Deitz**  
**General Manager**  
**Campbelltown City Council**

**Subject: Petition for the establishment of a Community and Cultural Centre in the Hillcroft Estates**

Dear Ms. Deitz,

I am writing on behalf of members of the South East Asian and Muslim communities in the Hillcroft Estates, Campbelltown. As you know the immigrant population in the Campbelltown area is growing fast and a great majority of the newly moved residents are immigrant young couples with children. Currently we are lacking an appropriate community and cultural space where we can gather. Before moving to Hillcroft Estates, many of us had been living in areas close to the city where community and cultural facilities were nearby. However, these inner-city suburbs for many families are unaffordable.

Community and Cultural Centres are important to the well-being of communities because they encourage inclusion, social engagement, and provide places where established and new cultural groups can practice their culture and religion.

We believe that the establishment of a Hillcroft Cultural and Community Centre will be of benefit to local council and the wider community as such a venue will provide for the following:

- A safe space to practice cultural and religious beliefs and activities.
- To help migrants learn about Australian culture, language and values, while encouraging engagement with their own culture, customs and religion.
- To preserve cultural heritage and language for current and future generations, so our children can maintain both national and cultural identities.
- Assist people from culturally and linguistically diverse (CALD) and non-English speaking backgrounds (NESB) to acculturate into Australian society.
- Provide a social and support network. This is essential for psychological wellbeing and prevents problems associated with loneliness, isolation and societal exclusion.
- Provision of advocacy - linking activities and services, sharing information, resources and skills relevant to the needs expressed by the community in a local, friendly setting among others who share the same language and culture (rather than through a large, impersonal or distant bureaucracy).
- Help new Australians from migrant backgrounds to meet friends and build networks.
- Empower those from minority groups who are moving to a new community/country and starting 'all over again', to do so with support and integrity.

To facilitate the abovementioned activities a community hall (or similar) within the Hillcroft Estates is desperately required, and we believe we have located the perfect space. The Landcom sales centre will shortly be vacant. These facilities including council parking, are located in the Hillcroft Estates, and would make an ideal venue for our purposes. We would also like to request that use of a room from the sales centre be arranged in the meantime. This would be very much appreciated. We do recognise that establishment of such a venue won't be easy, but we ensure that there are enough people who are interested, willing and able to do the considerable amount of work involved.

To reiterate, it is our belief that a Hillcroft Estate Community and Cultural Centre will be of benefit to the wider community. Therefore, we, the undersigned residents of the newly developed Hillcroft Estates, request that you provide us a community space for gathering with toilet facilities and 24 hours access.

We acknowledge the hard work you do for the City of Campbelltown, and hope that you will be able to take positive action to help us with this matter.

Yours Sincerely

*SIGNATURE HAS BEEN REMOVED*

Md Bayzidur Rahman, PhD Syd.

Senior Lecturer  
Faculty of Medicine  
UNSW Sydney  
contact information has been removed

**CC to Mr Masood Chowdhury, Councillor**

24 October 2019

**Mr. George Brticevic**  
**Mayor**  
**Campbelltown City Council**

**Subject: Petition for the establishment of a Community and Cultural Centre in the Hillcroft Estates**

Dear Mayor Brticevic,

I am writing on behalf of members of the South East Asian and Muslim communities in the Hillcroft Estates, Campbelltown. As you know the immigrant population in the Campbelltown area is growing fast and a great majority of the newly moved residents are immigrant young couples with children. Currently we are lacking an appropriate community and cultural space where we can gather. Before moving to Hillcroft Estates, many of us had been living in areas close to the city where community and cultural facilities were nearby. However, these inner-city suburbs for many families are unaffordable.

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- Assist people from culturally and linguistically diverse (CALD) and non-English speaking backgrounds (NESB) to acculturate into Australian society.
- Provide a social and support network. This is essential for psychological wellbeing and prevents problems associated with loneliness, isolation and societal exclusion.
- Provision of advocacy - linking activities and services, sharing information, resources and skills relevant to the needs expressed by the community in a local, friendly setting among others who share the same language and culture (rather than through a large, impersonal or distant bureaucracy).
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To facilitate the abovementioned activities a community hall (or similar) within the Hillcroft Estates is desperately required, and we believe we have located the perfect space. The Landcom sales centre will shortly be vacant. These facilities including council parking, are located in the Hillcroft Estates, and would make an ideal venue for our purposes. We would also like to request that use of a room from the sales centre be arranged in the meantime. This would be very much appreciated. We do recognise that establishment of such a venue won't be easy, but we ensure that there are enough people who are interested, willing and able to do the considerable amount of work involved.

To reiterate, it is our belief that a Hillcroft Estate Community and Cultural Centre will be of benefit to the wider community. Therefore, we, the undersigned residents of the newly developed Hillcroft Estates, request that you provide us a community space for gathering with toilet facilities and 24 hours access.

We acknowledge the hard work you do for the City of Campbelltown, and hope that you will be able to take positive action to help us with this matter.

Yours Sincerely

*SIGNATURE HAS BEEN REMOVED*

Md Bayzidur Rahman, PhD Syd.

Senior Lecturer  
Faculty of Medicine  
UNSW Sydney  
contact information has been removed

**CC to Mr Masood Chowdhury, Councillor**

## **7. CORRESPONDENCE**

Nil

## **8. REPORTS FROM OFFICERS**

### **8.1 Campbelltown (Sustainable City) Development Control Plan: Housekeeping Amendments**

#### **Reporting Officer**

Executive Manager Urban Release and Engagement  
City Development

#### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
2 Outcome Two: A Respected and Protected Natural Environment	2.4 - Conserve and care for our city's biodiversity

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

1. That Council endorse public exhibition of the proposed draft amendment to Campbelltown (Sustainable City) Development Control Plan as provided in attachment No. 1.
2. That where non-supportive submissions are received during the public exhibition period, a further report be presented to the Council on the outcome of the public exhibition and the response to the submissions.
3. That subject to recommendations No.1 and 2, the General Manager be authorised to adopt and formally notify the commencement of the amended plan.

#### **Purpose**

The purpose of this report is to present an overview of proposed housekeeping amendments to the Campbelltown (Sustainable City) Development Control Plan (CSCDCP), and seek the endorsement of the Council for the public exhibition of the plan.

#### **History**

Housekeeping amendments are proposed to align the CSCDCP with existing decisions of Council and to ensure consistency between State policies and Council's Local Environmental Plan 2015 in relation to:

#### **Contaminated Land Planning**

Recent court decisions such as Moorebank Recyclers Pty Ltd v Tanlane Pty Ltd [2018] NSWCA 304 and Moorebank Recyclers Pty Ltd v Benedict Industries Pty Ltd and ors [2018] NSWLEC 1089 require that State Environmental Planning Policy No.55 Remediation of Land (SEPP 55) must be addressed prior to determination of a planning application. In some



cases, parts of the CSCDCP are inconsistent with SEPP 55 or duplicate its content and may be removed.

### Multi dwelling housing

At its Ordinary Meeting of 11 June 2019, Council resolved to send Planning Proposal 556/2019/E-PP to the Minister for Planning for finalisation. When made, the proposal will prohibit multi dwelling housing in the R2 Low Density Residential Zone and would necessitate amendments to the CSCDCP.

### Public Consultation

At its Ordinary Meeting of 12 November 2019, Council resolved to adopt the Community Participation Plan (CPP) in accordance with the *Environmental Planning and Assessment Act, 1979*. Council is required to make a CPP by 4 December 2019 to supersede the public consultation provisions in the CSCDCP.

### Tree Permit Provisions

State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (Vegetation SEPP) commenced in August 2017 and requires that all councils in Metropolitan Sydney update their DCPs to reflect this policy.

### Campbelltown Local Environment Plan Compliance – Mt Gilead and Menangle Park

Clause 6.3(3) of Campbelltown Local Environmental Plan 2015, requires a Development Control Plan to provide various provisions for the Urban Release Areas of Mt Gilead and Menangle Park. It is proposed to provide a compliance table in the Mt Gilead and Menangle Park sections of the DCP to detail the matters prescribed by CLEP 2015.

A Councillor briefing in relation to tree permit provisions of the CSCDCP was held on 29 October 2019 where the proposed amendments were discussed.

## Report

The proposed amendments to CSCDCP are summarised below and detailed in attachment 1:

Clause	Description of Amendment	Explanation
<b>Volume 1: Development Controls for all types of development</b>		
List of Amendments	Add new Amendment 8	Record that the DCP has been amended and the relevant dates.
Contents Page	Delete Part 9 Public Consultation table entry and replace with explanatory text	Replaced by Community Participation Plan.
	Delete Appendix 10 – Contamination Management Plan table entry	Contamination provisions are not required in the DCP.
Table 2.1: Thresholds for assessment criteria	Delete the entry in the table for Risk Management – Contaminated Land.	Contamination provisions are not required in the DCP.

Part 2.14.1: Contaminated Land	Delete the Part	Contamination provisions are not required in the DCP.
Part 3.1: Application of Part 3 Low and Medium Density Residential Development & Ancillary Residential Structures	Delete references to multi dwelling housing in the R2 Low Density Residential Zone where occurring in the text and in the figure on page 65.	This type of development will be prohibited.
Part 3.2: Desired Future Character for Low Density Residential Neighbourhoods	Delete references to multi dwelling housing in the text and notes.	This type of development will be prohibited.
Part 3.6: Low Density Residential Development - Zones R2, R3, R4 & R5	Delete reference to multi dwelling housing on page 81. Delete Part 3.6.6.	This type of development will be prohibited.
Part 3.8.7: Subdivision of Multi Dwelling Housing – Zone R2 and R3	Add a note explaining that multi dwelling housing is prohibited in the R2 zone but that the subdivision controls have been retained to regulate existing multi dwelling housing development.	This type of development will be prohibited, but the subdivision controls are still required for existing multi dwelling housing developments that may be subdivided in the future.
Part 11.3: Permits and Development Applications for Vegetation Management	Delete and replace with new Clause 11.3: Permits for Vegetation Management.	Required to ensure consistency with State Environmental Planning Policy (Vegetation in Non-Rural Areas). Detailed explanation provided below.
<b>Volume 2: Site Specific Development Control Plans</b>		
Part 7, Clause 1.2: Campbelltown LEP Compliance Table	Insert a new clause and table detailing how the DCP addresses Clause 6.3 of CLEP 2015.	Required to clarify how the CSCDCP reflects the requirements of CLEP 2015.
Part 8, Clause 1.2: Purpose of this Part	Add a table detailing how the DCP addresses Clause 6.3 of CLEP 2015 to this clause.	Required to clarify how the CSCDCP reflects the requirements of CLEP 2015.

### Vegetation Permits

In August 2017, the NSW Government made State Environmental Planning Policy (Vegetation in Non-Rural) Areas 2017 for the purpose of providing a consistent approval framework for the clearing of native vegetation in NSW.

When made, the Vegetation SEPP repealed Clauses 5.9 and 5.9AA Tree and Vegetation provisions of the Standard Instrument LEP which removed the ability for councils in Metropolitan Sydney to require a development application for vegetation clearing, except where the clearing is ancillary to a use that requires development consent or vegetation that forms a heritage item.

Therefore, to ensure consistency with the Vegetation SEPP, amendments to the CSCDCP are proposed to establish a system of permits to cover all vegetation removal (except for clearing that would have a significant impact on heritage values). To achieve this, it is proposed to have two types of vegetation defined in the DCP.

### Declared Vegetation

Declared vegetation has special value because of its heritage or environmental value or because it is needed as part of a development consent or to keep sloping land stable.

Declared Vegetation is proposed to include:

- vegetation that forms part of a heritage item or is within a heritage conservation area
- vegetation that forms part of an Aboriginal object or is within an Aboriginal place of heritage significance
- trees that are listed on Council's Significant Tree Register
- vegetation that is required by a development consent to be retained
- hollow bearing trees and stags
- vegetation that is core or potential koala habitat identified under Council's Koala Plan of Management
- vegetation that is or contains threatened flora species or is part of a native ecological community or is occupied by native fauna
- vegetation on land with a slope greater than 20 percent

### Declared Trees

All of the trees in Campbelltown that are not Declared Vegetation would be Declared Trees. These trees do not have the same special value of Declared Vegetation but are still protected under the DCP because of the contribution trees make to our city's environment.

### Exemptions for Clearing

A table comparing the current and proposed amendments to the CSCDCP is provided below:

Current	Proposed Changes	Reason
Dangerous Trees Dead or Dying (to Council's satisfaction)	Removed from the DCP.	The exemption for dead, dying and dangerous trees is now provided in the Vegetation SEPP.
A lawful development (described in a number of ways)	A single exemption for any clearing authorised by a development consent.	To reduce repetition and avoid confusion.
Maintenance of Garden and Landscape Areas	No significant changes.	N/A

Utility Management	A single exemption for any work authorised by another piece of legislation.	To reduce repetition and avoid confusion.
State Forests		
Work under overriding legislation		
Crown Maintenance Pruning	Rewritten as a more detailed exemption.	To clarify the type of pruning that is acceptable under this exemption.
Noxious Weeds	Retained as part of a broader exemption but does not apply to declared vegetation.	A number of species have been identified for exemption since the current DCP was written. It is proposed to expand the list of exempt species to reflect this. The exemption has also been excluded from declared vegetation.
Commercial or domestic fruit trees		
Cocos Palms		
African Olive and Camphor Laurel Trees		
Within 3m of a foundation wall of a building or swimming pool	Retained with some changes, including: <ul style="list-style-type: none"> <li>- that the exemption not apply to declared vegetation</li> <li>- That the exemption apply to all buildings except sheds and similar structures</li> <li>- That the exemption not apply to swimming pools.</li> </ul>	The exemption has been clarified and excluded from declared vegetation. It is proposed that swimming pools are no longer exempt as it is considered reasonable to require a permit in this situation.
Work undertaken by Council on Council land	Retained with some changes to simplify the exemption.	The changes recognise that Council has internal processes to assess the removal of trees within requiring a permit.
New Exemption	Work undertaken by emergency services agencies during an emergency.	To ensure emergency services agencies are not hindered in managing an emergency situation.

## Applying for Permits

### Tree Permits

The proposed DCP amendments largely retain the current arrangements for tree permits. The current CSCDCP has specific information on how to apply for a tree permit. It is proposed to remove this information from the CSCDCP and place on Council's website and the tree permit application form to simplify access to this information.

### Vegetation Permits

The proposed DCP amendments seek to create a new permit type to cover those cases that were previously a development application. A vegetation permit will be required for the clearing of more than four trees and for clearing that involves declared vegetation. This will require a new fee that would be updated during the annual review of Fees and Charges.

**Assessment of Permits**

It is proposed to simplify, consolidate and expand the criteria used to assess applications for tree and vegetation permits. The proposed new criteria are:

- the planning controls for the site and its heritage values
- if the species is a weed species
- the visual significance of the vegetation
- the contribution the tree makes to the local environment
- the risk of retaining the tree for public health and flooding
- alternatives to removal and opportunities for replacement planting

**Permit Conditions**

Similar to conditions of development consent, vegetation permits would include conditions that an applicant is bound to comply with. This would include, but not be limited to:

- the works to be undertaken within a specified time frame
- compensatory planting to replace removed vegetation or payment of a fee in lieu of planting
- pruning to be undertaken by a suitably qualified and experienced arborist to an approved standard
- management of waste
- hours of works
- securing the site
- management of impacted fauna
- replacement of nesting opportunities

Vegetation permits would be treated like any other type of planning application and would be available for searching on Council's application tracker.

**Conclusion**

The housekeeping amendments to the CSCDCP attached to this report seek to align the plan with recent resolutions of Council, the requirements of State Environmental Planning Policies or Campbelltown Local Environmental Plan 2015 that require an amendment to ensure consistency.

It is recommended that Council endorse the draft housekeeping amendments to the CSCDCP for exhibition.

**Attachments**

1. Draft DCP Amendment 8 (contained within this report)

# DRAFT

## **Campbelltown (Sustainable City) Development Control Plan (Amendment No 8) 2019**

Under Section 3.43(4) of the Environmental Planning and Assessment Act, 1979, this Campbelltown (Sustainable City) Development Control Plan (Amendment No 8) 2019 amends Campbelltown (Sustainable City) Development Control Plan 2015 (the Plan) in the following manner:

1. Part 9 Public Consultation is removed from the Plan;
2. Appendix 10 to the Plan is deleted; and
3. The Plan is modified as detailed on the following pages:

# Volume 1: Development Controls for All Types of Development

List of Amendments to the Plan :

Amendment No	Date of Adoption by Council	Effective Date
Amendment No 1	21 June 2016	27 July 2016
Amendment No 2	25 October 2016	8 November 2016
Amendment No 3	22 November 2016	8 September 2017
Amendment No 4	13 December 2016	17 November 2017
Amendment No 5	10 April 2018	25 April 2018
Amendment No 6	9 April 2019	7 May 2019
Amendment No 7	9 July 2019	17 July 2019
Amendment No 8	TBA	TBA



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DELETE AND REPLACE WITH  
Part 9 of the plan was removed because it  
was replaced by Campbelltown City Council's  
Community Participation Plan adopted 12  
November 2019 to be commenced upon  
publication on the NSW Planning Portal.

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## 2.1

Application

DELETE

Section	Question	Threshold
<del>Risk Management - Contaminated Land</del>	<del>Will the development involve: a) Land that has the potential to be contaminated? b) Land that has been identified as being contaminated?</del>	<del>If yes, refer to 2.14</del>
Risk Management - Salinity	Will the development involve the construction of a building?	If yes, refer to 2.14.2
Risk Management - Bushfire	Will the development involve: a) Land identified as bushfire prone land on the Campbelltown Bushfire Prone Land Maps? b) Any activities in areas occupied by or adjoining areas of native vegetation?	If yes, refer to 2.14.3
Risk Management - Mine Subsidence	Will the development involve the construction of a building on a site located within South Campbelltown Mine subsidence district, or Appin Mine subsidence District?	If yes, refer to 2.14.4 and the EDGD
Risk Management - Public Health	Will the development involve the provision of cooling towers?	if yes, refer to 2.14.5
Waste Management	Will the development involve the construction of a building? Will the development involve the change of use of a building?	If yes refer to 2.15 and the EDGD
Provision of Services	Will the development involve land that is not currently serviced by water, electricity and/or waste water sewage services?	If yes refer to 2.16
Work On, Over or Near Public Land	Will the development involve work on, over or near public land?	If yes refer to 2.17
Land adjacent to Water NSW Upper Canal	Will the development involve work near Water NSW Upper Canal?	If yes refer to 2.18
Development near or on electricity easements	Will the development involve work on, over or near electricity easements?	If yes refer to 2.19
Land adjacent to or affected by a gas easement	Will the development involve work on, over or near gas easement?	If yes refer to 2.20

## 2.14

### Risk Management

#### 2.14 Risk Management

##### Objective:

- Ensure that hazards of the site are addressed so as to minimise the risk of:
  - injury to persons/property;
  - damage to the environment; and
  - financial loss.

##### 2.14.1 Contaminated Land

###### Design Requirements

- a) The requirements of *Managing Land Contamination Planning Guidelines, SEPP 55 - Remediation of Land* (EPA, DUAP, 1998) shall be satisfied on sites known to have, or may give Council reason to suspect, a potential for previous contamination.
- b) An initial investigation regarding the possible or actual contamination of a site shall be carried out by a suitably qualified person.
- c) Where a site is identified by Council, Office of Environment and Heritage and/or by the initial investigation as being, or having the potential to be contaminated, a Contamination Management Plan shall be submitted with the development application.

*Note: For requirements relating to the preparation of a Contamination Management Plan refer to Appendix 10.*

DELETE

##### 2.14.2 Salinity

###### Design Requirements

- a) Any development :
  - i) within 50 metres of the top of the bank of a watercourse;
  - ii) located in an area that has bare soil patches or salt scalds;
  - iii) occupied by soils that appear 'puffy' when dry, or greasy when

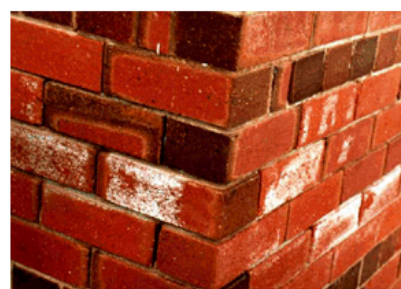


Figure 2.14.1 - Salt damage in the brickwork of buildings identifies a possible salinity problem in the area.

## 3.1 Application

### 3.1 Application

Part 3 sets out the following:

- Desired future character of low and medium density residential neighbourhoods;
- General Requirements for all Types of Residential Development in areas zoned R2, R3, R4 and R5;
- Development controls for the following ancillary residential structures in areas zoned R2, R3, R4 and R5 where they are associated with low and medium density residential development:
  - fencing;
  - outbuildings; and
  - swimming pools/spas;
- Development controls for the following low density residential development in areas zoned R2, R3, R4 and R5 :
  - dwelling houses in areas zoned R2 and R3;
  - secondary dwellings in areas zoned R2, R3, R4 and R5;
  - dual occupancies (attached and detached) in areas zoned R2 and R3 and dual occupancies (attached) in areas zoned R5;
  - semi-detached dwellings in areas zoned R2 and R3; **and**
  - attached dwellings in areas zoned R2;~~and;~~
  - ~~• multi dwelling housing in areas zoned R2;~~
- Development controls for the following medium density residential development in areas zoned R3 :
  - attached dwellings in areas zoned R3; and
  - multi dwelling housing in areas zoned R3; and
- Development controls for residential subdivision

The design requirements contained within this part are to be read in conjunction with the provisions contained in Part 2 of Volume 1.

#### Zone Acronyms

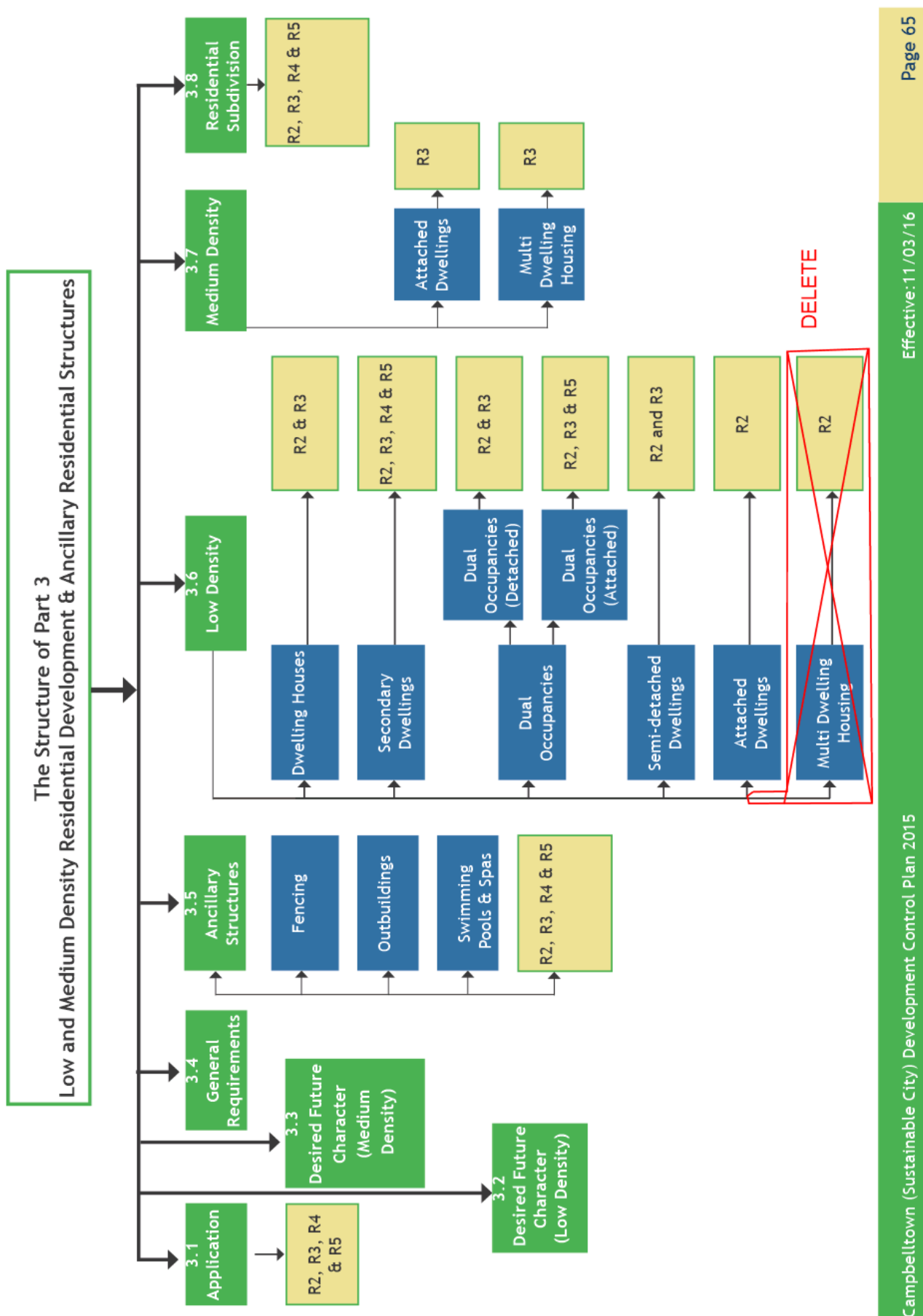
R2 Low Density Residential: R2  
 R3 Medium Density Residential: R3  
 R4 High Density Residential: R4  
 R5 Large Lot Residential: R5

#### Note:

Numerical Development Standards for floor space ratios, building heights, qualifying site areas and minimum subdivision are provided under the CLEP.

#### Note:

Figures included under this Plan are for illustration purposes only and are not to be interpreted or taken in any way or form as a development control.





## 3.2

### Desired Future Character for Low Density Residential Neighbourhoods

#### 3.2 Desired Future Character for Low Density Residential Neighbourhoods

The low density residential neighbourhoods shall continue to be characterised by:

- one and two storey dwelling houses that are designed to provide a high level of residential amenity for their occupants and the occupants of adjoining properties;
- streetscapes where buildings are setback from the primary street frontage to provide opportunities for deep soil planting and landscaping; and
- articulated front facades where garages are setback and do not dominate the streetscapes; and
- limited stock of ~~multi dwelling housing and~~ attached dwellings that:
  - respect the existing character of the low density neighbourhoods; and
  - are of low scale and density.

#### Note:

For the purpose of this part, low density residential development means any of the following:

- a dwelling house;
- a secondary dwelling;
- a dual occupancy (attached or detached);
- a semi-detached dwelling; **or**
- attached dwellings in areas zoned R2; ~~or~~
- ~~• multi dwelling housing in areas zoned R2.~~



Figure 3.2.1 - Examples of streetscapes within existing low density residential neighbourhoods of Glen Alpine and Raby.

### 3.6 Low Density Residential Development - Zones R2, R3, R4 & R5

## 3.6

Low Density  
Residential  
Development

This section applies to:

- dwelling houses in areas zoned R2 and R3;
- secondary dwellings in areas zoned R2, R3, R4 and R5;
- dual occupancies (attached and/or detached) in areas zoned R2, R3 and R5
- semi-detached dwellings in areas zoned R2 and R3; **and**
- attached dwellings in areas zoned R2; ~~and~~.
- ~~• multi dwelling housing in areas zoned R2.~~

**Important Note:**

Numerical Development Standards for floor space ratios , building heights, qualifying site areas and subdivision for residential development are provided under the CLEP.



Figure 3.6.1 - Examples of low density residential development.



## 3.6

### Low Density Residential Development

#### 3.6.6 Multi Dwelling Housing

#### 3.6.6 Multi Dwelling Housing - Zones R2 Low Density Residential Zone

##### Objectives:

- Encourage quality-designed multi dwelling houses that make a positive contribution to the streetscape and amenity of the neighbourhood.
- Ensure that multi dwelling housing within R2 Low Density Residential are of small scale and bulk.
- Ensure that multi dwelling housing offer a high standard of amenity for its occupants and maintains the amenity of other residents in the locality.
- Ensure that internal living areas are of appropriate size and dimensions having regard to the number of potential occupants of a dwelling within a multi dwelling housing development.

##### 3.6.6.1 General Requirements for Multi Dwelling Housing - Zone R2

- a) A minimum of 10% of the total number of dwellings within a multi dwelling housing development containing 10 or more dwellings shall be adaptable dwelling(s).
- b) Multi dwelling housing shall not be erected on an existing battle-axe allotment.
- c) Subject to the satisfaction of other requirements within the Plan, the number of dwellings permitted within a multi dwelling housing development shall not exceed:
  - i) 2 dwellings for the first 700sqm of land area; and
  - ii) 1 dwelling for each 300sqm of land area thereafter.
- d) For the purpose of calculating the developable area of an allotment:
  - i) any land that is part of an environmental corridor as specified by the *Office of Environment and Heritage* or any other government agency; or
  - ii) any land that is subject to bushfire,

##### Note:

Multi dwelling housing (as defined under the CLEP) means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.

##### Note:

Refer to Section 4.1C of the CLEP for the minimum qualifying site area and lot sizes for multi dwelling housing.

DELETE

flooding or other risk (excluding mine subsidence); or

iii) a right of carriage way;

shall not be included within the developable area of the allotment, unless the relevant public agency is satisfied that that part of the allotment is capable of being developed for the purpose of multi dwelling housing.

e) Multi dwelling housing shall only be permitted on a site:

i) having a minimum width of 22.5 metres measured along the side boundaries at a distance of 5.5 metres from the primary street boundary;

ii) having a minimum width of 10 metres measured between the extended property side boundaries, or in the case of a corner allotment, the secondary street boundaries where they intersect with the kerb line; and

iii) where no part of the allotment is within 50 metres of the commencement of the head of a cul-de-sac to which vehicular access to the site is obtained (refer to Figure 3.6.6.3).

f) Each dwelling within a multi dwelling housing development shall be provided with an 'incidentals' storage facility within the dwelling, which shall be available for personal use of the occupants of each dwelling, and designed and constructed of materials to Council's satisfaction. Such storage facility shall have a storage capacity of not less than the following:

i) 4 cubic metres in the case of a studio flat;

ii) 6 cubic metres in case of a 1 bedroom flat;



Figure 3.6.6.1 - An example of a multi dwelling development, with street frontage.

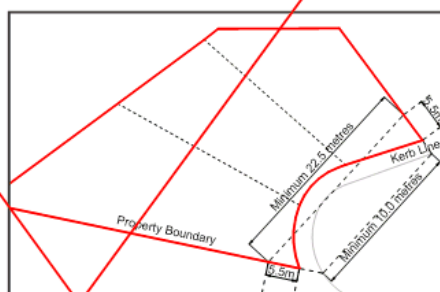


Figure 3.6.6.2 - Illustration of the requirements for the minimum allotment frontage incorporating multi dwelling housing.

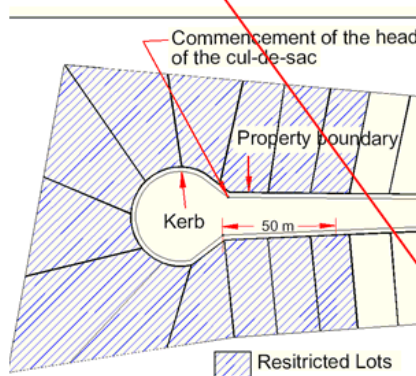


Figure 3.6.6.3 - Illustration of the 50 metre distance from the commencement of the head of a cul-de-sac where multi dwelling housing development — are restricted.

## 3.6

### Low Density Residential Development

#### 3.6.6 Multi Dwelling Housing

DELETE

## 3.6

### Low Density Residential Development

#### 3.6.6 Multi Dwelling Housing

- iii) 8 cubic metres in case of a 2 bedroom flat; and
- iv) 10 cubic metres in case of a 3 bedroom flat or more.
- j) The incidentals storage facility shall not be created as a separate (strata) allotment to the unit it services.

#### 3.6.6.2 Setbacks for Multi Dwelling Housing - Zone R2

- a) A multi dwelling housing development shall be set back a minimum of:
  - i) 5.5 metres from the primary street boundary;
  - ii) 3 metres from the secondary street boundary;
  - iii) 0.9 metres from any side boundary for the ground level;
  - iv) 1.5 metres from any side boundary for all levels above the ground level;
  - v) 5 metres from the rear boundary for the ground level; and
  - vi) 10 metres from the rear boundary for all levels above ground level.
- b) Notwithstanding 3.6.6.2.a) i) & ii), any garage shall be setback a minimum of 6 metres from any street boundary.

#### 3.6.6.3 The Size of Indoor Living Areas for Multi Dwelling Housing - Zone R2

- a) The indoor living areas (i.e family room and lounges) within a dwelling (that forms part of a multi dwelling housing development) shall have a minimum of one unfragmented area that is not less than:
  - i) (3x3)sqm in case of a dwelling with 1 bedroom;
  - ii) (3.5x4)sqm in case of a dwelling with 2 or 3 bedrooms;
  - iii) (4x5)sqm in case of a dwelling with 4 or more bedrooms.
- b) For the purpose of clause 3.6.6.3a) above,



Figure 3.6.6.4 - Example of multi dwelling housing streetscape.

DELETE

#### Note:

The requirement for the rear-to front access is required to enable occupants of an attached dwelling to move organic waste bins, lawnmowers and the like from the backyard to the front of the building without the need to pass through the main living areas.

the total number of bedrooms within a dwelling shall include any room that is capable of being used as a bedroom (i.e study room).

#### 3.6.6.4 Rear Access for Multi Dwelling Housing - Zone R2

- a) Where there is no access to a rear lane or rear street directly available from the back of attached dwellings, each dwelling shall be provided with a separate and direct access from the backyard to the front yard that does not pass through any habitable area of dwelling (Refer to Figure 3.6.5.1 for a suggested design solution).
- b) For the purpose of 3.6.6.4 a) above, the direct access from the rear to the front of the dwelling shall have a minimum width of 0.9 metres and shall not be obstructed by hot water systems, air conditioning units, gardens or anything that results in the obstruction of the access way.

#### 3.6.6.5 Car Parking Requirements for Multi Dwelling Housing - Zone R2

- a) Each multi dwelling housing unit shall be provided with a minimum of one (1) single garage.
- b) One (1) external additional visitor car parking space shall be provided for every two (2) units (or part thereof), unless all dwellings within the development have direct frontage to a public street.
- c) No visitor car parking space shall be located forward of the primary or secondary street boundary.
- d) No visitor car parking space shall be in a 'stacked' configuration.

#### 3.6.6.6 Private and Communal Open Space for Multi Dwelling Housing - Zone R2

- a) Each multi dwelling housing unit shall be provided with an area or areas of private open space that:
  - i) are not located within the primary



Figure 3.6.6.5 - Example of high quality façade treatment for multi dwellings.



Figure 3.6.6.6 - Example of communal facilities for a multi dwelling housing development.

## 3.6 Low Density Residential Development

### 3.6.6 Multi Dwelling Housing

DELETE



## 3.6

### Low Density Residential Development

#### 3.6.6 Multi Dwelling Housing

DELETE

street setback;

- ii) have a minimum area of 60 sqm,
  - iii) have a minimum width of 3 metres;
  - iv) include a minimum levelled area of (5x5)sqm;
  - v) have an internal living room directly accessible to the outdoor private open space areas; and
  - vi) satisfy solar access requirements contained in section 3.4.4.
- b) No part of an outdoor living area is permitted to be located within the primary or secondary street setback area.
- c) Any communal open space or recreation facility provided as a part of a development shall be designed and constructed to:
- i) ensure safe access by the occupants of the development;
  - ii) prevent access by members of the public; and
  - iii) provide for the safety and well being of children in accordance with any applicable Australian Standard.

#### 3.6.6.7 Presentation to Public Streets for Multi Dwelling Housing - Zone R2

- a) Multi dwelling housing shall satisfy the following additional provisions relating to streetscape:
  - i) architectural features (such as balconies, openings, columns, porches, colours, materials etc) and articulation in walls are to be incorporated into the front facade of each dwelling;
  - ii) no more than 30% of the area forward of any building line shall be surfaced with impervious materials.
- b) Multi dwelling housing shall satisfy the following architectural requirements:
  - i) a distinctive architectural outcome that unifies the range of building elements and diversity within the development and which also harmonises with

#### Note:

Nothing in this Plan shall be taken to mean that multi dwelling housing in areas zoned R2 are permissible to be built on top of each other.

#### Note:

Refer to Section 2.5 Landscaping of Part 2 of Volume 1 of the Plan for additional requirements on Landscaping.



Figure 3.6.6.7 - Example of multi dwelling housing.

surrounding development;

- ii) incorporation of variations in roof heights and wall planes to avoid long unbroken ridge lines;
- iii) incorporation of facade shifts and articulation, varied materials and colours in order to avoid duplication of the same building elements; and
- iv) provision of windows and active spaces in the building ends, to provide additional security and visual interest.

c) Multi dwelling housing shall not incorporate vehicular access that utilises any gate structure /mechanism other than access to basement car parking.

d) Unless Council can be satisfied that an existing dwelling located on the site makes a positive contribution to the character of the streetscape, that dwelling shall be demolished.

e) Where a development involves the construction of additional dwellings to create multi dwelling housing, the existing dwelling ( where it is proposed to be retained) shall be renovated to match the colour, material, texture and architectural style of the proposed buildings so as to create a harmonious development.

**3.6.6.8 Landscaping and Deep Soil Planting for Multi Dwelling Housing - Zone R2**

- a) Multi dwelling housing shall satisfy the following requirements relating to landscaping:
  - i) a detailed landscape design plan shall be submitted by a suitably qualified person with the development application;
  - ii) no more than 30% of the area forward of any building line shall be surfaced with impervious materials; and
  - iii) a minimum of 20% of the total site area shall be available for deep soil planting.

**3.6.6.9 Multi Dwelling Housing and Waste**

**3.6**  
**Low Density Residential Development**

**3.6.6**  
**Multi Dwelling Housing**

**DELETE**

## 3.6

### Low Density Residential Development

#### 3.6.6 Multi Dwelling Housing

DELETE

#### Management - Zone R2

- a) Multi dwelling housing development shall make provision for individual waste storage for each dwelling, allocated behind the primary and secondary building lines and out of public view, for the following:
  - i) a 140 litre bin; and
  - ii) two (2) 240 litre bins.
- b) Development incorporating more than six (6) dwellings not able to be Torrens Title subdivided under this Plan shall make provision for an appropriately sized communal waste/ recycling bin storage facility that is centrally located and provides convenient access for occupants and collection contractors. Such storage facility shall:
  - i) be located behind the primary and secondary building line;
  - ii) be no more than 25 metres from the street;
  - iii) be covered;
  - iv) contain a hose connection;
  - v) have an impervious floor that is connected to the sewer;
  - vi) be located no closer than 3 metres (in a horizontal direction) from an opening within a dwelling on the site or from the property boundary; and
  - vii) incorporate design and construction (including colours, materials and finishes) that complement the development.
- c) Any bin facility shall be of sufficient size to accommodate the following for each multi dwelling housing:
  - i) a 140 litre bin; and
  - ii) two (2) 240 litre bins.
- d) All waste storage areas shall be appropriately screened from public view.
- e) All bins located within waste/recycling bin storage facility shall be presented to kerbside for collection by a site manager, no earlier than the evening prior to scheduled collection

and returned directly to the communal bin storage area within four hours of collection.

- f) The bin storage waste/recycling facility shall not be located in such a place that requires any bins to be transported through any habitable part of the dwelling to reach the collection point.
- g) Any development containing 20 or more dwellings, and/or when the number of bins proposed cannot be accommodated within 50% of the development's frontage width on collection day, the development shall be designed to accommodate forward-in, forward-out, drive-on vehicular collection for on-site servicing (for the purpose of calculating the minimum area behind the kerb and gutter required for bin placement, each bin shall be provided a clear width of 1.0 metre which allows for a 300mm separation distance either side of each bin).
- h) The distance between a dwelling and the waste disposal point shall be a maximum of 40 metres.

#### **3.6.6.10 Site Services for Multi Dwelling Housing - Zone R2**

- a) The location, design and construction of utility services shall satisfy the requirements of the relevant servicing authority and Council.
- b) Adequate provision shall be made available for all essential services (i.e water, sewerage, electricity, gas, telephone, internet and stormwater drainage).
- c) All site services shall be placed underground.
- d) All communication dishes, antennae and the like shall be located to minimise visual prominence.

## **3.6**

### **Low Density Residential Development**

#### **3.6.6 Multi Dwelling Housing**

**DELETE**



- a) Council will consider a development application for Torrens Title subdivision of a site for the purpose of attached dwellings (being the only dwellings in the development) if:
- i) each allotment has direct frontage to a public street;
  - ii) no common property is created;
  - iii) each allotment has a width of 7.5 metres measured between the extended property side boundaries where they intersect with the kerb line; and
  - iv) no battleaxe allotments are created

*Note: For the purpose of clause 3.8.6 a) iii), an access handle does not constitute direct frontage to a public street.*

*Note: Council may release a subdivision certificate for attached dwellings prior to the issuing of the occupation certificate, where the construction of the building has passed the frame stage by the relevant PCA and Council is satisfied that the building will be constructed as per the approved plans.*

### 3.8.7 Subdivision of Multi Dwelling Housing - Zone R2 and R3

- a) For the purposes of the subdivision of multi dwelling housing, all allotments to be created shall be part of a Strata Title Scheme.
- b) Despite 3.8.7 a) Council will consider a development application for Torrens Title subdivision of multi dwelling housing, if each allotment satisfies the following standards:
- i) a minimum depth of 25 metres;
  - ii) all allotments/dwellings within the development have direct frontage to a public street;
  - iii) no common property is created;
  - iv) a minimum width of 7.5 metres measured between the extended

## 3.8

### Residential Subdivision

#### INSERT NEW NOTE

##### Note:

On <<DATE>>, Campbelltown Local Environmental Plan, 2014, was amended to prohibit Multi Dwelling Housing in the R2 Low Density Residential Zone. Part 3.8.7 of this DCP continues to apply to subdivision of existing multi dwelling housing developments in R2 zones.

## 11.3 Permits and Development Applications for Vegetation Management

### 11.3 Permits and Development Applications for Vegetation Management

#### Objectives:

- Preserve the amenity, biodiversity and ecology of the City of Campbelltown through the conservation of vegetation.
- Ensure the safety of the public, infrastructure, buildings and structures and key environmental assets is maintained.
- Make clear the process of determining whether or not vegetation management works require approval by Council under the Plan (Exemption Criteria).
- Make clear the assessment criteria which the Council will consider in determining applications for the approval of vegetation management works.

#### 11.3.1 Exemptions

a) This section of the Plan does not apply to vegetation management carried out for the following purposes:

- i) Any dangerous tree or other vegetation that present immediate imminent risk to human life or property.

*Note: Council recommends that documentary evidence including photographs of the dangerous tree or other vegetation is recorded prior to the removal of the vegetation.*

- ii) work ordinarily incidental to the use, operation and management of a lawful development;

- iii) the maintenance of garden and landscaped areas (e.g. hedge trimming), excepting work involving the removal or pruning of a tree, as defined in this Part of the Plan;

- iv) compliance with any development approved pursuant to Part 5 of the *Environmental Planning and Assessment Act 1979*;

- v) to protect or maintain existing

#### Note:

This Part also applies to any vegetation that is planted as part of a landscaping/master plan for an approved development regardless of the size of the vegetation at the time of planting.

**Dangerous tree (as defined under the Plan)** means a tree that imposes a threat to a property or humans and/or:

- has a substantial stem damage (e.g. more than 50 percent cross-section area stem damage);
- is in extreme declining health or unstable (e.g. more than 50 percent lateral roots damaged/unsound);
- has a split trunk.

DELETE

## 11.3 Permits and Development Applications for Vegetation Management

- public utilities (associated with the provision of power lines, transmission of electricity, water, gas, electronic communication or the like);
- vi) Crown maintenance pruning as defined under AS 4373-2007 *Pruning of Amenity Trees* (refer to AS 4373-2007 *Pruning of Amenity Trees* for more information on Crown Maintenance Pruning).
  - vii) to destroy or remove declared noxious weeds and environmental weeds. Refer to Council's web site at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au), for more information on noxious weeds in Campbelltown LGA.
  - viii) to transplant field grown trees propagated for sale as advanced specimens growing on land occupied by an approved plant nursery;
  - ix) works on the same land parcel, within three (3) metres of the foundation walls (to the edge of the trunk) of an existing approved building or in ground pool;
  - x) works on trees or other vegetation within a State Forest or land reserved from sale as a timber reserve under the Forestry Act 1916;
  - xi) a tree that Council is satisfied via inspection, arborist report or photograph is dying or dead or dangerous;
  - xii) a tree which is approved for removal as part of a DA approval or Part 5 approval under the *Environmental Planning Assessment Act 1979*;
  - xiii) any commercial or domestic fruit trees;
  - xiv) any Cocos Palm tree that is not registered on Council's Significant

### Note:

Exemptions Under Section 11.3.1 of the Plan do not provide defences against prosecution under the National Parks and Wildlife Act 1974. Additional Assessment and/or approval from the Office of Environment and Heritage will be required if a tree or other vegetation:

- is listed as a protected native plant under Schedule 13 of the National Parks and Wildlife Act;
- is listed as a threatened species under the NSW Threatened Species Conservation Act;
- is the habitat of a threatened species;
- forms part of an endangered ecological community.

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## 11.3 Permits and Development Applications for Vegetation Management

Tree Register; and

- xv) works carried out by Council or its agents or contractors on land owned by or under the care and control of Council.
- xvi) any other vegetation management work that is 'exempt' under other overriding legislation such as work for the reduction of bushfire hazards and the like
- xvii) To remove African Olives and Camphor Laurel species providing that:
  - The tree does not form part of a curtilage of a heritage item or a curtilage of a heritage conversation area;
  - The tree is not listed on Council's Significant Tree Register; and
  - Where in doubt, the tree species has been confirmed by a suitably qualified arborist/horticulturist.

*Note: Council recommends that documentary evidence including photographs of the trees which identifies by way of reasonable landmarks the location of the tree to be undertaken prior to the removal of the trees.*

- b) Despite clause 11.3.1 a) xvi) Council's Coordinator Horticulture & Open Space shall be consulted prior to the commencement of any vegetation management and/or pruning undertaken by Council, Council's agents or contractors on land owned by or under the care and control of Council.

### 11.3.2 Who Can Make an Application for a Permit or Development application for Vegetation Management

- a) A vegetation management application (whether for a permit or a DA ) shall be made in writing by:

#### Note:

The Significant Tree Register lists certain trees within Campbelltown Local Government Area that have been classified as having significant values related to their visual, historic, botanical, cultural, commemorative or other significance as defined by this Register.

The Significant Tree Register is available for view from Council's web site at: [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)

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## 11.3 Permits and Development Applications for Vegetation Management

- i) the owner(s) of the property on which the tree/s is located, or
  - ii) a person with the owner's written consent;
  - iii) an adjoining owner to prune only overhanging branches over the boundaries of his/her property.
- b) A vegetation management application (whether for a permit or a DA) on a property in a Strata Title Plan shall be made by the owner's corporation of the Body Corporate.
- c) A vegetation management application (whether for a permit or a DA) on a property in a Community Title Plan shall be made by the Neighbourhood Association.

### 11.3.3 Do I need to lodge a Permit or a Development Application for the removal/pruning of vegetation on my property?

- a) A permit shall be required for the, cutting down, pruning or removal of less than five (5) trees.
- b) A development application shall be required for the cutting down or removal of :
  - i) Five (5) trees or more; or
  - ii) other vegetation; or
  - iii) a tree(s) that is listed on Council's Significant Tree Register;
  - iv) a tree and/or other vegetation located on land identified as containing an item of heritage significance or within a curtilage of a heritage item;
  - v) a tree or other vegetation that is contained upon any land identified within a Heritage Conservation Area.
- c) Where a permit was approved by Council for the removal of 4 trees or

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## **11.3 Permits and Development Applications for Vegetation Management**

less in the last 5 years on a certain site, any consecutive applications for the removal of any additional trees on the same site, shall be by means of a development application where:

- i) the total number of trees that are the subject of the new proposal;  
plus
- ii) the number of trees that were the subject of the previous permit exceeds 4 trees.

### **11.3.4 Permits for Management of Trees**

#### **11.3.4.1 Information Requirements for Permits for Management of Trees**

- a) Where the vegetation is causing damage to the sewer, and the damage cannot be easily observed, the applicant shall include written evidence from a licensed plumber outlining the extent of the problem. This shall be in the form of a letter with a report from the plumber.
- b) Where the vegetation is causing damage to a building footing and structure and the structural damage cannot be easily observed, the applicant shall include written evidence from a certified structural engineer outlining the extent of the problem. This shall be in the form of a letter, or a report from the structural engineer
- c) Where the vegetation is causing an adverse medical and/or physiological condition to the owner(s)/applicant(s), the applicant shall provide Council with evidence of an ongoing medical condition from a specialised doctor demonstrating that their condition is caused by the subject tree(s).
- d) A vegetation management permit application for a tree higher than ten (10) metres shall include a written

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## 11.3 Permits and Development Applications for Vegetation Management

statement/report from a qualified arborist who has Certificate AQF Level 3 as per AS4373 (as amended) with public liability insurance. The written statement/report shall provide information on the status/health of the tree in accordance with Appendix 11( Arborist Report) of the Plan.

*Note: In certain circumstances, and regardless of the height of the tree, Council may still request the applicant to provide an arborist report before making a decision.*

- e) Where applicable, Council may require additional supporting information for a Vegetation Management Permit application, including the following:
- i) tree survey;
  - ii) native flora and native fauna impact assessment;
  - iii) an Assessment of Significance;
  - iv) details of proposed root barriers; and/or
  - v) survey of property boundary to determine ownership of the tree(s).

### 11.3.4.2 Matters for Consideration when Determining Permits for Management of Trees

- a) Council shall consider (but not be limited to) the following matters when determining an application for a Permit for Vegetation Management under this Plan:
- i) The potential impact on the amenity of the surrounding built and natural environments by considering if the tree(s) is:
    - within close proximity from a lawful structure;
    - structurally sound;
    - a danger to life or property;
    - causing structural damage to a

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### 11.3 Permits and Development Applications for Vegetation Management

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- structure or sewerage;
- causing health and/or a physiological condition to the owner(s)/applicant(s),
- stressed or diseased or suffering insect damage which cannot be rectified;
- too large for its location;
- threatened species, population or ecological community;
- ii) The amenity of the occupants of a property including but not limited to matters such as:
  - solar access and excessive overshadowing of living areas; and
  - poor health, such as allergies, where specific evidence is provided by an expert in the relevant medical field and a direct causal link between the ailment and the species is reasonably established;
- iii) Existing (or potential for) vehicular or pedestrian traffic hazard in proximity to a roadway, intersection or driveway, where pruning would be an insufficient remedy.
- b) Council shall consider the approval for the pruning of a tree where the branches are:
  - i) dead or diseased; or
  - ii) dangerous and overhanging a dwelling or adjoining property; or
  - iii) causing loss of amenity to the occupants of the property or adjoining properties including but not limited to matters such as excessive overshadowing and solar access to a dwelling.
- c) The pruning of a tree shall be conducted in accordance with the Australian Standard No.4373- *Pruning of Amenity Trees (as amended)*.

#### Note:

A Native Flora and Native Fauna Assessment Report may be required for the removal of 5 trees or more whether the proposal is lodged to Council under Part 11 Vegetation and Wildlife Management or as part of a DA involving construction works.



### 11.3.5 Development Applications for Vegetation Management

#### 11.3.5.1 Information Requirements for Development Applications for Vegetation Management

- a) A native Flora and native Fauna Assessment Report prepared in accordance with the Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods is required to be lodged with the development application where:
- i) there are proposed direct or indirect impacts on native vegetation or other native fauna habitats;
  - ii) there is a potential impact on threatened species, populations ecological communities or their habitats either directly or indirectly.

*Note: Office of Environment and Heritage's Threatened Species Survey and Assessment Guidelines and Field Survey Methods are available on the Office of Environment and Heritage's website.*

*Note: Council may vary the survey and reporting requirements outlined under Clause 11.2.1 b) in circumstances where sufficient information and justification are provided.*

- b) As part of the Native Flora and Native Fauna Assessment, an Assessment of Significance shall be undertaken for each threatened species, population and ecological community which is likely to be directly or indirectly impacted, by the proposal. All Assessments of Significance must be undertaken in accordance with the *Threatened Species Guidelines - The Assessment of Significance* (DECC 2007). These guidelines are available on the Office of

## 11.3

### Permits and Development Applications for Vegetation Management

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## 11.3 Permits and Development Applications for Vegetation Management

Environment and Heritage's website.

- c) Koala Habitat assessments undertaken as part of 11.2.1 b) above shall meet the requirements of SEPP 44 and Council's Guidelines for Koala Habitat Assessments (Refer to Appendix 4 of Volume 1 of the Plan).

### 11.3.5.2 Matters for Consideration when Determining Development applications for vegetation management

- a) Council shall consider (but not be limited to) the following matters when determining an application for a development application for Vegetation management under this Plan:
  - i) Matter listed under Section 11.3.4.2 of this Part of the Plan;
  - ii) The potential impact on the amenity of the surrounding built and natural environments by considering:
  - iii) whether the application will have significant impacts upon threatened, species, populations or ecological communities;
  - iv) whether the application involved the removal of hollow bearing trees;
  - v) if the tree(s) have/has implications for biodiversity including the outcomes of any native flora and native fauna assessments and Assessments of Significance;
    - whether the vegetation forms part of threatened species, population or ecological community;
    - whether the vegetation is listed on Council's Register of Significant Trees; and
    - whether the vegetation is within a curtilage of a heritage item that is listed under Campbelltown LEPs.

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**Advisory Note 1: Invalid Reasons for Vegetation Management Applications**

- a) The following shall not be considered as valid reasons to remove or alter vegetation:-
- i) The shedding of leaves, bark, sticks and fruit into gutters, downpipes, pools, onto roofs, vehicles, lawns, or gardens etc.;
  - ii) Birds or bats droppings on cars;
  - iii) Minor termite damage which can be successfully treated by other means;
  - iv) To improve street lighting of private property;
  - v) To enhance private views;
  - vi) To reduce minor shading;
  - vii) Minor lifting of driveways and paths by tree roots;
  - viii) To erect a fence;
  - ix) Bushfire hazard control which has not been approved by Rural or NSW Fire Brigades;
  - x) Potential damage to sewer mains unless supported by written expert advice and only where reasonable alternatives are not feasible (e.g. relocation or encasement of main); and
  - xi) Unsubstantiated fears of large trees.

## 11.3

### Permits and Development Applications for Vegetation Management

**Advisory Note 2: Solar Energy Collectors**

- a) While Campbelltown City Council promotes the use of passive solar energy, Council does not support the removal of sound healthy trees solely to improve access to solar energy collectors. Where tree pruning may improve solar capture capacity, Council will consider these applications on individual merit.

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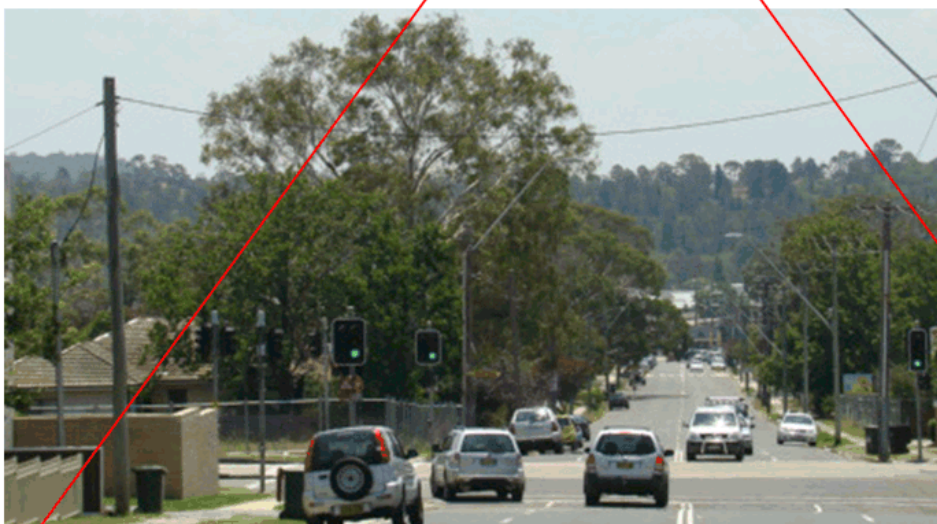


Figure 11.3.1 - Trees contribute significantly to the environmental and aesthetic values of residential neighbourhood.

## 11.3 Permits and Development Applications for Vegetation Management

### 11.3.6 Tree Replacement

- a) Council, depending on the circumstances of the vegetation management application, shall require the applicant to:
  - i) pay a certain fee to enable Council to plant a replacement tree in an appropriate location in lieu of the removed tree; or
  - ii) plant a replacement tree on site that is:
    - of appropriate species;
    - of certain size/height at time of planting; and
    - at the cost of the applicant.
- b) The species, size and height of the replacement tree shall be provided to applicants in writing as part of the condition of the development consent or permit.
- c) One replacement tree shall be planted on site within 28 days of the removal of the subject tree(s) for every tree removed. In this regard, applicants shall provide Council with:
  - i) a letter or e-mail advising Council of the date of the planting of the replacement tree; and
  - ii) a copy of the purchase invoice of the tree, illustrating the species, size and time of purchase.

*Note: Fees collected for tree replacement shall be used annually by Council to replace the removed tree(s) in an appropriate location on Australia National Tree Day, or on any other site as decided by Council.*



Figure 11.3.2 Tree replacements are essential to balance the requirements for tree removal, and maintain green neighbourhoods.

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## 11.3

### Permits for Vegetation Management

#### 11.3 Permits for Vegetation Management

##### Objectives:

- Preserve the biodiversity, ecology, microclimate and landscape amenity of the City of Campbelltown through the conservation of trees and other vegetation
- Minimise the risk of injury to people and damage to property from trees through a formal assessment process
- Provide a consistent framework to assess applications for the removal or pruning of trees and other vegetation and make clear the assessment criteria which Council will consider in determining applications for vegetation management works
- Ensure that trees and other vegetation of high ecological significance and habitat value are preserved across the LGA
- To ensure sufficient compensatory replanting or offsets are specified and undertaken as a component of the approval process for tree and vegetation removal permits.

##### 11.3.1 Introduction

This section declares vegetation to be protected under Part 3 of State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (the Vegetation SEPP). It also outlines the approval process for tree and vegetation permits.

The provisions within this Section of the DCP apply to clearing works within the Campbelltown LGA unless the works:

- 1) Are permitted under another part of the EP&A Act or an Environmental Planning Instrument or Act, or
- 2) Require development consent because a permit cannot be issued under the Vegetation SEPP.

##### 11.3.2 Interpretation

In this section words have the following meanings:

Clear <sup>1</sup>	Means to:  (a) cut down, fell, uproot, kill, poison, ringbark, burn or otherwise destroy the vegetation, or  (b) lop or otherwise remove a substantial part of the vegetation
Declared Tree	Means a tree that has been declared under this section as requiring a permit for clearing and does not include declared vegetation
Declared Vegetation	Means vegetation that has been declared under this section.
Native Vegetation	Means any vegetation that is native to New South Wales

<sup>1</sup> This term is defined in the Vegetation SEPP.



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## 11.3

### Permits for Vegetation Management

<b>Tree</b>	Means a plant that meets one or more of the following criteria:  1.Has a height greater than 3m,  2.Has a circumference greater than 0.5m when measured 1m from ground level, or  3.Has a branch spread greater than 4m.
<b>Vegetation</b>	Means any plant and includes a tree and includes plants that are dead but does not include marine plants.
<b>Vegetation SEPP</b>	Means State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017.

**Note:**

Under State Environmental Planning Policy (Exempt and Complying Development Codes), a protected tree means a tree that requires a separate permit or development consent for pruning or removal, but does not include a tree that may be removed without development consent under (that SEPP). Accordingly, declared vegetation and declared trees under this DCP are protected trees under that SEPP.

#### 11.3.3 Declared Trees and Vegetation

The following vegetation is declared vegetation under this DCP section in accordance with Part 3 of the Vegetation SEPP:

1. Vegetation that form part of a heritage item or is within a heritage conservation area,
2. Vegetation that form part of an Aboriginal object or is within an Aboriginal place of heritage significance,
3. Trees that are listed on Council's Significant Tree Register,
4. Vegetation that is required by a development consent to be retained,
5. Hollow bearing trees,
6. Vegetation that is core or potential koala habitat identified under Council's Koala Plan of Management,
7. Vegetation that is or contains threatened flora species,
8. Vegetation that is part of an endangered ecological community,
9. Vegetation that is occupied by native fauna, and
10. Vegetation on land with a slope greater than 20%.

All trees that are not declared vegetation are declared to be declared trees under this DCP section in accordance with Part 3 of the Vegetation SEPP.

#### 11.3.4 Exemptions

Any clearing works are exempted from requiring a permit if they are:

1. In accordance with a development consent,
2. Are for the reasonable maintenance of existing landscaped areas (eg hedge trimming) excluding the removal of trees, or

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## 11.3

### Permits for Vegetation Management

3. Undertaken by, or at the direction of, an emergency services agency as part of their functions under the State Emergency and Rescue Management Act 1989 or any regulation or plan made under that Act.
4. Undertaken by or on behalf of Council on Council owned land.

In addition, the clearing specified below is exempt from requiring a permit in relation to declared trees:

5. Clearing of any of the exempt species tabulated below subject to the following conditions:
  - a) Council being provided with a report from a suitably qualified arborist identifying the species of the tree(s) at least five business days prior to its removal, and
  - b) The clearing does not disturb the soil profile and leaves roots intact in the ground.

**Note:**

Under the Vegetation SEPP a permit is not required in the following circumstances:

- (1) An authority to clear vegetation is not required under this Policy if it is clearing of a kind that is authorised under section 600 of the Local Land Services Act 2013 (Clearing authorised under other legislation) or under Part 5B (Private native forestry) of that Act. This subclause does not apply to clearing merely because it is a part of or ancillary to the carrying out of exempt development.
- (2) An authority is not required under this Policy for the removal of vegetation that the council or Native Vegetation Panel is satisfied is dying or dead and is not required as the habitat of native animals.
- (3) An authority is not required under this Policy for the removal of vegetation that the council is satisfied is a risk to human life or property.

Exempt Species	
Any fruit trees that are not native vegetation	Golden Wreath Wattle, Orange Wattle - <i>Acacia saligna</i>
Any tree listed on the Greater Sydney Strategic Weed Management Plan	Goldenrain Tree - <i>Koelreutaria paniculata</i>
African Olive - <i>Olea europaea subsp. cuspidata</i>	Hackberry - <i>Celtis australis</i>
Bamboo - <i>Bambuseae spp</i>	Kaffir Plum - <i>Harpephyllum caffrum</i>
Box Elder - <i>Acer Negundo</i>	Loquat - <i>Eriobotrya japonica</i>
Camphor Laurel - <i>Cinnamomum camphora</i>	Mulberry Tree - <i>Morus spp</i>
China Doll - <i>Radermachera sinica</i>	Norfolk Island Hibiscus/Itchy Pod Tree - <i>Lagunaria patersonia</i>
Cocos Palms or Queen Palm - <i>Syagrus romanzoffiana</i>	Oleander - <i>Nerium oleander</i>
Cootamundra Wattle - <i>Acacia baileyana</i>	Privet spp - <i>Ligustrum</i>
Cotoneaster - <i>Cotoneaster spp</i>	Poplars - <i>Populus spp</i>
Firethorn - <i>Pyracantha spp</i>	Prunus - <i>Prunus spp</i>
Giant Reed - <i>Arundo donax</i>	Tree of Heaven - <i>Alianthus altissima</i>
Golden Cypress Pine - <i>Cupressus macrocarpa 'Brunniana'</i>	Umbrella Tree - <i>Schefflera spp</i>

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## 11.3

### Permits for Vegetation Management

#### 6. Pruning a tree if:

- a) For trees and shrubs greater than 5m in height:
  - i) Pruning is undertaken by a suitably qualified arborist in accordance with Australian Standard AS4373-2007 Pruning of amenity trees and no more than 10 percent of the canopy cover is pruned annually, and
  - ii) The pruning specification prepared under Australian Standard AS4373-2007 is held by the landholder for a period of two years, or
- b) For pruning of individual branches from any other tree less than 5m in height that overhangs a dwelling, formal driveway or path, where:
  - i) The pruning is to remove the overhanging branches,
  - ii) The pruning does not alter the overall shape of the tree,
  - iii) The branches removed are less than 100m in diameter at the final cut, and
  - iv) The final cut is at branch collar or appropriate growth point.

#### 7. Clearing a tree that is within three (3) metres of a building that is Class 1 to 9 under the Building Code of Australia. The distance is measured from the foundation wall of the building to the trunk of the tree.

**11.3.5 Tree Permits** Council may issue a tree permit under this clause. A tree permit may authorise the clearing of up to 4 declared trees.

#### 11.3.6 Vegetation Permits

Council may issue a vegetation permit under this clause. A vegetation permit may authorise the clearing of declared trees and/or declared vegetation but not if the works could be considered under a tree permit.

#### 11.3.7 Applying for a Tree Permit or Vegetation Permit

An application for a Tree Permit or Vegetation Permit must be made using Council's form and must be accompanied by the relevant fee and supporting information identified on that form.

**Note:**

Exemptions 5, 6 and 7 apply to Declared Trees only. These exemptions do NOT apply to Declared Vegetation.

**Note:**

Under the Vegetation SEPP a Vegetation Permit cannot be issued in relation to land that is or forms part of a heritage item or that is within a heritage conservation area, or that is or forms part of an Aboriginal object or that is within an Aboriginal place of heritage significance, unless the council is satisfied that the proposed activity: is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or heritage conservation area, and would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or heritage conservation area. If the vegetation works do not meet these requirements a development application will be required.

**Note:**

Certain clearing is permitted under the Rural Fires Act, 1997, with or without approval under that Act. Clearing undertaken under that Act does not require a permit under this DCP section. Council will not issue tree permits for clearing for bushfire hazard reduction. Council will not declare a tree to be a risk to human life or property under the Vegetation SEPP if the only danger posed by the tree is one of bushfire hazard.



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## **11.3**

### **Permits for Vegetation Management**

#### **11.3.8 Assessment of Permits**

The following matters must be considered as part of the assessment of a Tree Permit or Vegetation Permit:

##### **Planning**

- 1) Whether the proposed works are consistent with the objectives of the zone in which the works are being proposed.
- 2) In the case of trees in Council's Significant Tree Register, why the tree was included on that register.
- 3) For a heritage listed tree or vegetation located on the grounds of a heritage listed property or in a heritage conservation area:
  - a) The impact that the proposed works will have on the heritage significance of the item and its curtilage and amenity and the landscape setting of the surrounding area; and
  - b) The risk the tree poses to any heritage structure.

##### **Environmental Impact**

- 4) Biodiversity matters including impacts on:
  - a) Endangered ecological communities,
  - b) Threatened plant species,
  - c) Habitat and food supply for threatened fauna, and
  - d) Preferred koala food trees and whether the permit relates to an area of koala habitat.
- 5) The management or removal of weed species.
- 6) The visual prominence and landscape significance of the vegetation.
- 7) The contribution the vegetation provides to the canopy cover, amenity, environment and landscape of the immediate surrounding area.
- 8) The health, structural condition, growing environment of the vegetation.
- 9) The cumulative impacts of vegetation clearing applications.

##### **Risk**

- 10) In the case of trees, the species, age and lifespan of the tree.
- 11) Potential risks to the surrounding built environment by considering whether the vegetation is:
  - a) Causing significant damage to any structure or infrastructure, or
  - b) Reducing solar access by excessive shadowing of living areas.
- 12) The risks of retaining the vegetation in relation to limb drop and trunk failure having regard to:
  - a) The proximity of any building,
  - b) The likelihood that pedestrians or vehicles will use the land surrounding the tree,

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- c) The likelihood of limb drop or trunk failure, and
  - d) The size of the vegetation.
- 13) The risks of retaining the vegetation in relation to:
- a) Public health matters,
  - b) Blocking or choking a floodway,
  - c) The health of any vulnerable person, where specific evidence is provided by an expert in the relevant medical field and a direct link between the ailment and the species is reasonably established, and
  - d) Traffic safety.
- 14) The slope of the land and whether tree removal will result in slope instability, sediment and erosion issues.

**Alternatives and Mitigation**

- 15) The opportunities to retain vegetation through the installation of a root barricade or other infrastructure solutions.
- 16) Whether the works proposed are the best way to achieve the stated objectives of the application.
- 17) The opportunity for replacement planting and improved landscaping and environmental outcomes.

The following matters shall not be considered to justify a tree or vegetation permit:

- 1) Removal or pruning of vegetation due to leaf, stick, fruit or bark drop
- 2) Removal of a tree for minor shading
- 3) A perception of risk of vegetation failing that is not substantiated by expert evidence
- 4) Improvement to views
- 5) Wildlife droppings on cars, buildings or infrastructure;
- 6) Impacts on property values
- 7) Improvement to street lighting on private property
- 8) Removal to improve solar access to solar panels. While Campbelltown City Council promotes the use of solar energy, Council does not support the removal of sound healthy trees solely to improve access to solar energy collectors
- 9) To enable other development to proceed as complying development.

**11.3.9 Permit Conditions**

## 11.3

### Permits for Vegetation Management

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Permits  
for  
Vegetation  
Management**

Without limiting Council's powers, conditions will generally be imposed on tree and vegetation permits to require:

- 1) The works to be undertaken within a specified time frame
- 2) Compensatory planting to replace removed vegetation or payment of a fee in lieu of planting (refer to Council's Tree Offset Policy)
- 3) Pruning to be undertaken by a suitably qualified and experienced arborist to an approved standard
- 4) Management of waste
- 5) Hours of works
- 6) Securing the site
- 7) Management of impacted fauna
- 8) Replacement of nesting opportunities

## Part 7

### MT GILEAD - Addendum

#### 1.2 Campbelltown LEP Compliance Table

This DCP Part is intended to satisfy Clause 6.3 of Campbelltown Local Environmental Plan, 2015, as it applies to the subject land. The table below outlines how this is addressed.

CLEP 2015 Clause 6.3 Requirement	Relevant Provision / Control
(a) A staging plan for the timely and efficient release of urban land, making provision for necessary infrastructure and sequencing.	Development may be undertaken in a single stage or in any number of substages provided no access is required onto Appin Road beyond the access points identified in Section 3.2, Figure 4.
(b) An overall transport movement hierarchy showing the major circulation routes and connections to achieve a simple and safe movement system for private vehicles, public transport, pedestrians and cyclists.	This infrastructure shall be provided in accordance with Section 3.2 (including, without limitation, consistency with the details in Figures 4, 5 and 6).
(c) An overall landscaping strategy for the protection and enhancement of riparian areas and remnant vegetation, including visually prominent locations, and detailed landscaping requirements for both the public and private domain.	All development shall be undertaken in accordance with Section 3.3 (including, without limitation, consistency with the details in Figure 7).
(d) A network of passive and active recreational areas.	All development shall be undertaken in accordance with Section 3.3 (including, without limitation, consistency with the details in Figure 7).
(e) Stormwater and water quality management controls.	All development shall be undertaken in accordance with the Campbelltown City Council Engineering Design Guide for Development.

**INSERT AS NEW PAGE 2 INTO PART 7 OF VOLUME 2  
(AND RENUMBER ALL FOLLOWING PAGES IN THAT PART)**

CLEP 2015 Clause 6.3 Requirement	Relevant Provision / Control
(f) Amelioration of natural and environmental hazards, including bushfire, flooding and site contamination and in relation to natural hazards, the safe occupation of and the evacuation from, any land so affected.	<p><u>Bushfire</u> All future development is to comply with the NSW Rural Fire Service's Planning for Bushfire Protection. This includes the provision of suitable asset protection zones and appropriate maintenance of vegetated open space areas.</p> <p><u>Flooding</u> All future development is to comply with Council's Engineering Design Guide for development.</p> <p><u>Contamination</u> All future development is to comply with State Environmental Policy No.55 – Remediation of Land.</p> <p><u>Mine Subsidence</u> All future development is to comply with the requirements of the NSW Mine Subsidence Board.</p>
(g) Detailed urban design controls for significant development sites.	<p>Development in the vicinity of the "One Tree Hill" site shall be undertaken in accordance with Section 3.3 (including, without limitation, consistency with the details in Figure 7) and the objectives of the RU2 Rural Landscape Zone in which it is located.</p> <p>All development shall be undertaken in accordance with Section 3.1 (including, without limitation, consideration of the principles provided in Figure 3).</p>
(h) Measures to encourage higher density living around transport, open space and service nodes.	The entire precinct benefits from proximity to one or more of public transport, open space and the commercial service node. Accordingly, a consistent density is provided by Section 2.
(i) Measures to accommodate and control appropriate neighbourhood commercial and retail uses.	Commercial and retail development shall be concentrated in the B1 Local Centre Zone within the precinct and shall be undertaken in accordance with the objectives of that zone.

Note: Unless otherwise specified, a reference to a section or figure is a reference to the corresponding section or figure in this Volume of 2, Part 7 of Campbelltown (Sustainable City) Development Control Plan.

**INSERT AS NEW PAGE 3 INTO PART 7 OF VOLUME 2  
(AND RENUMBER ALL FOLLOWING PAGES IN THAT PART)**

Campbelltown (Sustainable City) Development Control Plan Volume 2 Part 7

3

## 1.2 PURPOSE OF THIS PART

The purpose of this Part is to identify the planning, design and environmental objectives and controls against which Campbelltown City Council will assess future development applications in Menangle Park.

This Part is also intended to promote high quality urban design outcomes for the release area within the context of environmental, social and economic sustainability.

This DCP Part is intended to satisfy Clause 6.3 of Campbelltown Local Environmental Plan, 2015, as it applies to the subject land. The table below outlines how this is addressed.

CLEP 2015 Clause 6.3 Requirement	Relevant Provision / Control
(a) A staging plan for the timely and efficient release of urban land, making provision for necessary infrastructure and sequencing.	Development may be undertaken in a single stage or in any number of substages.
(b) An overall transport movement hierarchy showing the major circulation routes and connections to achieve a simple and safe movement system for private vehicles, public transport, pedestrians and cyclists.	This infrastructure shall be provided in accordance with Sections 1.7 and 1.8.
(c) An overall landscaping strategy for the protection and enhancement of riparian areas and remnant vegetation, including visually prominent locations, and detailed landscaping requirements for both the public and private domain.	All development shall be undertaken in accordance with Section 1.9 and Appendix 1.
(d) A network of passive and active recreational areas.	All development shall be undertaken in accordance with Section 1.9.
(e) Stormwater and water quality management controls.	All development shall be undertaken in accordance with <ul style="list-style-type: none"> <li>- Campbelltown City Council Engineering Design Guide for Development.</li> <li>- Clause 2.18 of Volume 1 of this DCP <i>Work on Land Adjacent to the Upper Canal Corridor Volume 1</i></li> <li>- Clause 1.11.1</li> </ul>

CLEP 2015 Clause 6.3 Requirement	Relevant Provision / Control
(f) Amelioration of natural and environmental hazards, including bushfire, flooding and site contamination and in relation to natural hazards, the safe occupation of and the evacuation from, any land so affected.	<p><u>Bushfire</u> The development precincts (Figure 1.2) have been informed by the bushfire risks associated with the site. All future development is to comply with the Section 1.12 and the NSW Rural Fire Service's Planning for Bushfire Protection. This includes the provision of suitable asset protection zones and appropriate maintenance of vegetated open space areas.</p> <p><u>Flooding</u> The development precincts (Figure 1.2) have been informed by the flooding characteristics of the site. All future development is to comply with Council's Engineering Design Guide for development.</p> <p><u>Contamination</u> All future development is to comply with State Environmental Policy No.55 – Remediation of Land.</p> <p><u>Mine Subsidence</u> All future development is to comply with the requirements of the NSW Mine Subsidence Board.</p>
(g) Detailed urban design controls for significant development sites.	This precinct does not contain any significant development sites.
(h) Measures to encourage higher density living around transport, open space and service nodes.	All development shall comply with the Urban Structure Plan (Figure 1.2).
(i) Measures to accommodate and control appropriate neighbourhood commercial and retail uses.	All development shall comply with the Urban Structure Plan (Figure 1.2).

Note: Unless otherwise specified, a reference to a section or figure is a reference to the corresponding section or figure in this Volume 2, Part 8 of Campbelltown (Sustainable City) Development Control Plan.



### 1.3 RELATIONSHIP TO OTHER PARTS OF CAMPBELLTOWN (SUSTAINABLE CITY) DCP

The controls applicable to development of land within Menangle Park are generally detailed in this Part. When a development control is not specified in this Part, development should be consistent with all other relevant controls of Volume 1 Campbelltown (Sustainable City) DCP. Where there is an inconsistency between Part 7 and any other part of this Development Control Plan, Part 7 applies to the extent of the inconsistency.

Campbelltown City Council Engineering Design Guide for Development applies to development specified in this Part.

### 1.4 VISION AND OBJECTIVES

Menangle Park will be an attractive residential community set against a natural landscape backdrop. Its historic connections to the Menangle Park Paceway, Glenlee Homestead and the Nepean River will provide important cues in establishing the character of the future residential community.

Menangle Park will provide for a mix of housing types, ranging from mixed use, medium density and small lot housing in and around the town centre through to medium and large lot dwellings elsewhere. Particular care will be taken with the lot layout and siting of dwellings in areas of high visual and environmental sensitivity.

The town centre will be located in the heart of Menangle Park, providing local shops and services, and acting as a focus for community activities. Local employment opportunities will be offered within the Town Centre and the Menangle Park Employment Area. An integrated transport, cycle and pedestrian network will facilitate improved access within Menangle Park and to surrounding areas, particularly the Macarthur Regional Centre and Campbelltown City Centre.

Menangle Park will also play an important role as the Southern Gateway to Campbelltown. Particular consideration will be given to establishing an attractive tree canopy, especially as part of the streetscape, to soften the visual impact of future urban development and respect the earlier rural character of the area.

Key Development Objectives for Menangle Park are:

1. To facilitate urban development that meets environmental sustainability objectives.
2. To ensure all development achieves a high standard of urban and architectural design quality.
3. To promote housing that provides a high standard of residential amenity.
4. To ensure high quality landscaping, particularly within streetscapes.
5. To ensure housing targets are met through the provision of a range of housing types that offer diversity and affordability.
6. To offer opportunities for local employment and business.
7. To create walkable neighbourhoods with good access to public transport.
8. To create a vibrant, successful and attractive town centre.
9. To provide social infrastructure that is flexible and adaptable.
10. To maximise opportunities for future residents to access and enjoy the outdoors.
11. To protect and enhance riparian corridors, wetlands, significant trees and vegetation.
12. To ensure the timely delivery of critical infrastructure.
13. To ensure that conservation of heritage items, and that any development within the vicinity of heritage items takes into consideration the significance of such items.

Page 5

RENUMBER ALL FOLLOWING PAGES



## 8.2 Urban Development Institute of Australia - National Congress Sydney 2020

### Reporting Officer

Director City Development  
City Development

### Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.8 - Enable a range of housing choices to support different lifestyles

### Officer's Recommendation

That interested Councillors be authorised to attend the 2020 UDIA Congress in Sydney.

### Report

The Urban Development Institute of Australia's National Congress (the congress) for 2020 will be held at the Hyatt Regency Sydney in Sydney for the period 17-19 March 2020. As usual, the program includes a number of informative speakers who will discuss the future of development in Australia. The program will include a number of tours of the latest developments in and around Sydney and will include a tour to the Macarthur area to see masterplanned development and be shown the opportunities that exist across Macarthur, a tour of Norwest highlighting the transformation of the business park to a vibrant urban centre, as well as a tour of various higher density/multi-unit residential developments.

As usual, the congress will bring together politicians from all levels of government, developers, academics, practitioners and professionals from around Australia and abroad to hear and discuss leading practices and emerging trends and issues facing the development industry across Australia and also from a global perspective. The congress will examine the challenges and opportunities facing Australia's land development sector and the property development industry as a whole. It provides a platform for industry to discuss the big issues and share best practice experiences.

The program includes speakers that have specialist knowledge of issues such as:

- Reserve Bank of Australia Economic Outlook
- National Greenfield Land Market Outlook
- The Rise of Mega Regions
- The Art of Placemaking
- The Future of Globalisation
- Housing – the next generation
- The role of Vertical Cities
- Urban Innovation

These are all issues that are relevant and critical to the successful and sustainable future for Campbelltown and in that regard, it is considered important that Council is provided the opportunity to attend the National congress, being a great opportunity to gain important first hand insight into how all levels of Government and the private sector are planning for the future growth in jobs, housing and population, which directly relate to the future planning outcomes for the Local Government Sector.

Having regard to the above, it is considered appropriate that Councillors be authorised to attend the 2020 UDIA National Congress to be held in Sydney.

### **Attachments**

1. Program - UDIA National Congress 2020 (contained within this report)

07/11/2019

Program - UDIA National Congress

TUESDAY 17 - THURSDAY 19 MARCH | SYDNEY

# PROGRAM

## Day 1 – Tuesday 17 March | Study Tours & Opening Night Event

Time	Session
From 9.00am	<b>Registration Opens at Hyatt Regency Sydney</b> <i>Registration Hours</i> 9.00am to 12.30pm (lower concourse level) 4.00pm to 6.00pm (hotel lobby area) ▼
9.30am	<b>Study Tour 1: The Great South-West</b> - departs from hotel by coach
10.00am	<b>Study Tour 2: Designing for the Future, Today</b> - departs from hotel by coach
10.30am	<b>Study Tour 3: Placemaking at its Best</b> - departs from hotel by coach
11.00am	<b>Study Tour 4: World-Class Urban Renewal</b> - departs from hotel by coach
12.00pm	<b>Study Tour 5: City Shaping Developments</b> - departs from hotel by foot
4.00pm - 4.30pm	All tours return to hotel
6.15pm	<b>Private Congress Boat Transfer to depart Darling Harbour for Watsons Bay</b> ▼
6.50pm	Arrive Watsons Bay Wharf and walk to Watsons Bay Hotel

<https://udiacongress.com.au/program/>

1/4

07/11/2019

Program - UDIA National Congress

Time	Session
7.00pm - 9.30pm	<b>Oliver Hume Opening Night Event at Watsons Bay Hotel</b> Dress Code: Beach Party / Smart Casual
9.45pm	Private Congress Boat Transfer to depart Watsons Bay for Darling Harbour
10.20pm	Arrive Darling Harbour, choose to continue networking at nearby bars in Cockle Bay Wharf, King St Wharf and Barangaroo OR go to sleep ready for the big day ahead!

## Day 2 – Wednesday 18 March | Plenary Sessions & Congress Cocktails

Time	Session
From 8.30am	<b>Registration Opens</b> <i>Business Lounge Breakfast, Coffee &amp; Networking with Exhibitors ▼</i>
9.30am	UDIA 2020 National Congress Welcome
9.40am	UDIA 2020 National Congress Opening Speech
10.00am	<b>Session 1:</b> Reserve Bank of Australia Economic Outlook
10.30am	<b>Session 2:</b> Transit-Oriented Development, the Urban Transformation Agenda & Beyond
11.30am	Morning Tea Break & Networking with Exhibitors
11.50am	<b>Session 3:</b> UDIA National President's Address & Launch of the 2020 UDIA National State of the Land
12.00pm	<b>Session 4:</b> National Greenfield Land Market Outlook
12.30pm	<b>Session 5:</b> CEO's Panel   Sustainable Living – Create, Inspire and Deliver
1.15pm	Business Lounge Lunch and Coffee
2.30pm	<b>Session 6:</b> The Rise of Mega Regions
3.00pm	<b>Session 7:</b> International Spotlight - Project Case Study
3.55pm	Wrap Up

07/11/2019

Program - UDIA National Congress

Time	Session
4.00pm - 6.00pm	<b>Congress Cocktails Networking Event at Hyatt Regency Sydney</b> ▼

## Day 3 – Thursday 19 March | Plenary Sessions & National Awards Gala Dinner

Time	Session
From 8.30am	<b>Registration Opens</b> <i>Business Lounge Breakfast, Coffee &amp; Networking with Exhibitors</i> ▼
9.30am	UDIA 2020 National Congress Welcome
9.45am	<b>Session 1:</b> The Future of Globalization - Strategic Trends, Economic Competition & Technological Innovation
10.45am	<b>Session 2:</b> The Art of Placemaking and Role of Vertical Cities
11.30am	Morning Tea Break & Networking with Exhibitors
11.50am	<b>Session 3:</b> Housing the Next Generation
12.45pm	<b>Session 4:</b> Industry Leadership
1.15pm	Business Lounge Lunch and Coffee
2.15pm	<b>Session 5:</b> Prop Tech Panel - Urban Innovators
3.00pm	<b>Session 6:</b> Congress Closing Keynote Inspirational Speech
3.45pm	UDIA 2021 National Congress Promotion - Adelaide
3.50pm	UDIA 2020 National Congress Closing and Announcement of Prizes
4.00pm	Close of Plenary Sessions
7.00pm - 11.30pm	<b>UDIA Wingate National Awards for Excellence Gala Dinner at The Star</b> Dress Code: Cocktail ▼

07/11/2019

Program - UDIA National Congress

*\* Please note program is subject to change. Should a change occur, UDIA will endeavour to replace it with a similar session.*

WANT TO BE PART OF IT?

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## UDIA 2020 NATIONAL CONGRESS SPONSORS



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### **8.3 Planning Proposal Request for the Reduction of the Minimum Lot Size Applying to No.s 7 & 30 Minerva Road and No.s 15 & 26 Aberfoyle Road, Wedderburn**

#### **Reporting Officer**

Executive Manager Urban Release and Engagement  
City Development

#### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
4 Outcome Four: A Successful City	4.3 - Responsibly manage growth and development, with respect for the environment, heritage and character of our city

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

1. That Council not proceed with the subject Planning Proposal Request to amend the minimum lot size standard for the subject lands at Wedderburn.
2. That the proponent be notified of Council's decision.

#### **Purpose**

The purpose of this report is to present a proponent led Planning Proposal Request (PPR) submitted by Haskew Planning to amend the minimum lot size provisions of Campbelltown Local Environmental Plan 2015 (CLEP 2015) for land at the junction of Minerva Road, Aberfoyle Road, and Wedderburn Road, Wedderburn.

#### **History**

Council at its meeting of 21 June 2016, considered a post exhibition report on CLEP 2015 examining the potential of several urban fringe areas across the Campbelltown LGA, including Wedderburn, to support additional residential development. Following consideration of the report, Council resolved to adopt the following Policy Position for the Wedderburn area:

Given the limited suitability, established to date, for further rural residential subdivision in Wedderburn, it is recommended that Council not resource/initiate any actions to rezone land at Wedderburn for such purposes.

The Council's Policy Position was informed, in part, by advice received in March 2016 from the New South Wales Rural Fire Service (NSW RFS) that it did not support reduced lot sizes or additional residential zonings in the Wedderburn area due to unacceptable bushfire risk

and associated safety issues with limited road access and absence of a reticulated water supply for fire-fighting purposes.

The report considered by Council at its meeting of 21 June 2016, included reference to an earlier PPR that was active at that time for 30 Minerva Road Wedderburn. This particular PPR sought an amendment to CLEP 2015 to permit additional residential development, however was withdrawn by the proponent in November 2016 due to unresolved bushfire concerns.

The PPR subject of this report, relates to Nos. 7 and 30 Minerva Road and Nos. 15 and 26 Aberfoyle Road, Wedderburn. The current PPR includes additional and revised information in response to the bushfire risk concerns raised by the NSW RFS and Council with the previous planning request on the same lands.

Section 2.19 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) requires a local planning panel to advise Council on any planning proposal that is being prepared. At its meeting of 25 September 2019, the Campbelltown Local Planning Panel considered the subject proposal, including verbal representations from the proponent, and resolved not to support the PPR given the lack of strategic merit.

The reasons provided by the Panel are as follows:

- i. The Panel considered the verbal submission by the Applicant, noted the matters raised and had regard to such representation in making its decision.
- ii. The PPR is not consistent with the Planning for Bushfire Guidelines or NSW Planning Direction 4.4 - Planning for Bushfire Protection which requires the endorsement of the NSW RFS for any planning proposal that is not consistent with the Planning for Bushfire Guidelines.
- iii. The PPR is not consistent with the Council Policy Position not to resource or initiate any actions to rezone land at Wedderburn for additional residential development given the character and limited suitability of the area for such purposes. No material was presented to the Panel to suggest that Council's Policy Position was inappropriate in the circumstances.
- iv. The PPR does not adequately address the significant constraints of the locality for additional residential development, including limited road access, ecological sensitivities, high bushfire risk, potential contamination and absence of reticulated water or sewer.
- v. The PPR does not demonstrate the feasibility of delivering and managing a community safe refuge to mitigate bushfire threat, including the inherent risk of maintenance and operation of such a facility.
- vi. The PPR is inconsistent with the following objectives of the Campbelltown 2027 Community Strategic Plan:
  - 2.5: Plan for and ensure that development in our city is sustainable and resilient
  - 4.3: Responsibly manage growth and development, with respect for the environment, heritage and character of our city



## Site Description

The subject land is situated in the central area of the Wedderburn Plateau, comprising four adjacent allotments located at the junction of Minerva Road, Aberfoyle Road, and Wedderburn Road, Wedderburn as shown in attachment 1.

Details of each allotment are provided in the following table:

Address	Lot / DP	Area (ha.)
15 Aberfoyle Road (North West Corner)	Lot A DP 449151	7.84
30 Minerva Road (South West Corner)	Lot 102 DP 846886	14.22
7 Minerva Road (South East Corner)	Lot 801 DP 1170166	6.77
26 Aberfoyle Road (North East Corner)	Lot 3 DP 1175503	6.34

The subject land has a total area of 35 hectares and is characterised by varying levels of vegetation coverage and cleared areas. All lots except 7 Minerva Road contain an existing dwelling and associated rural residential improvements, including farm sheds and water supply dams. There are no improvements on 7 Minerva Road.

The land is zoned E3 Environmental Management under the provisions of CLEP 2015, with a minimum 10 hectare subdivision restriction for dwellings/lots. The zoning and subdivision controls for the land under CLEP 2015 reflect the highly constrained nature of the Wedderburn area for residential development, including limited road access, biodiversity significance, high bushfire risk, and absence of reticulated water or sewer.

## Planning Proposal Request (PPR)

The PPR (attachment 4) seeks to amend CLEP 2015 to reduce the minimum permissible lot size for subdivision/dwellings from 10 hectares to one hectare.

The proposal to reduce the minimum permissible lot size is supported by a conceptual subdivision plan indicating the potential of the site to accommodate a total of 21 dwellings/lots as a result of the requested LEP amendment. The indicative subdivision plan assumes lot sizes ranging from one hectare to three hectares in area to generally account for local constraints such as building setbacks to vegetation, and on site waste water management.

A copy of the conceptual subdivision plan, including indicative building envelopes, is provided in attachment 2.

The PPR is supported by the following supplementary reports and studies:

- Wedderburn Bushfire Planning Review prepared by Travers Bushfire and Ecology
- Ecological Assessments - 15 Aberfoyle Road, 7 Minerva Road, 30 Minerva Road
- Wastewater Report - 30 Minerva Road, Wedderburn

The bushfire planning analysis prepared by Travers Bushfire and Ecology seeks to reduce the level of fire threat and risk exposure for existing and additional residents in Wedderburn by providing a Voluntary Planning Agreement to fund:

- a future community safety refuge to act as place of retreat for residents during bushfire incidents
- a fire hydrant supplied from existing private dams to be available for fire truck water refilling
- the preparation of a Wedderburn Locality Bushfire Risk Management Plan

A key element of the PPR is the provision of a community safety refuge to mitigate the risk of bushfire threat to current and future residents. The bushfire report provided by the proponent indicates that such a facility would need to be located near the Wedderburn Road and Minerva Road intersection, and be capable of accommodating at least 350 persons in a bushfire event. The proponent has advised that the design and construction of the facility would be delivered under a Voluntary Planning Agreement in accordance with NSW RFS requirements. The NSW RFS has not endorsed the concept of a community bushfire refuge which is further discussed in this report.

## **Report**

This report considers the strategic context of the PPR in relation to state and local planning policies and the potential impacts of the proposal.

### **1. Strategic Content**

The following higher order planning policies are relevant to the assessment of the PPR as discussed below.

#### **1.1. Greater Sydney Region Plan**

The Greater Sydney Region Plan: A Metropolis of Three Cities (GSRP) was released in March 2018 and provides a 40-year vision to 2056 and 20-year plan to manage growth and change.

The GSRP identifies the Wedderburn area as part of the Metropolitan Rural Area. The GSRP states that rural-residential development is not an economic value of the Metropolitan Rural Area and further rural-residential development in the Metropolitan Rural Area is generally not supported.

The PPR is considered to be inconsistent with objectives 27, 28 and 29 of the GSRP in relation to the protection and enhancement of bushland and natural landscapes, having particular regard to the bushfire risk issues identified by the NSW RFS. This issue is further discussed under the Bushfire Risk Section of this report.

#### **1.2. Western City District Plan**

The Western City District Plan was released in March 2018 and provides a template for realising the Western Parkland City of the Metropolis of Three Cities (Region Plan for Greater Sydney).

The District Plan is identified to assist councils to plan for and support growth and change, and align their local planning strategies to place based outcomes. It guides the decisions of State Agencies and informs the private sector and wider community of approaches to manage growth and change.

The subject site is identified as Metropolitan Rural Area in the Western City District Structure Plan. Planning Priority W17, Better managing rural areas, delivers on the relevant objectives of the GSRP relating to the protection and enhancement of environmental, social and economic values in rural areas.

The PPR is considered to be inconsistent with the Planning Priority W17 of the Western City District Plan given the bushfire risk issues and rejection of the proposal by the NSW RFS. This issue is discussed under the Bushfire Risk Section of this report.

### **1.3. Section 9.1 Local Planning Directions**

Section 9.1 of the EP&A Act allows the Minister for Planning to give directions to councils regarding principles, aims, objectives or policies to be achieved, or give effect to, in the preparation of draft local environmental plans. All relevant Directions must be satisfactorily addressed by Council (as the relevant planning authority) as part of the planning proposal process.

The directions of most relevance to the PPR are summarised below.

- **Direction 1.2 Rural Zones**

The objective of this Direction is to protect the agricultural value of rural land. The value of the subject lands for agriculture is limited due to its size and environmental constraints. Notwithstanding, the Department of Primary Industries expressed preference for retention of the existing 10ha subdivision standard during consultation associated with drafting of CLEP 2015.

- **Direction 2.1 Environment Protection Zones**

The objective of this Direction is to protect and conserve environmentally sensitive areas. The PPR, if supported, would impact upon ecologically sensitive areas primarily through the removal of surrounding bushland to achieve suitable asset protection zones to address bushfire risk. However the extent of vegetation impacts has not been determined given the position of the NSW RFS to not support the PPR due to inconsistencies with bushfire protection requirements.

- **Direction 4.4 - Planning for Bushfire Protection**

Direction 4.4 Planning for Bushfire Protection is a relevant consideration for the current PPR given that the subject land has been mapped by Council in consultation with the NSW RFS as bushfire prone land. The objectives of this direction are:

- a) To protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and
- b) To encourage sound management of bush fire prone areas.

Direction 4.4 states that a planning proposal may only be inconsistent with the terms of the Direction if the NSW RFS does not object to the progression of the planning proposal.

In March 2016, the NSW Rural Fire Service (RFS) issued advice to Council that they do not support reduced lot sizes or residential rezoning in the Wedderburn area due to inconsistencies with the Planning for Bushfire Protection Guidelines 2006. The concerns raised by the NSW RFS included the isolated nature of the locality, the lack of a reticulated water supply, and the potential clearing of vegetation required to accommodate suitable asset protection zones for additional residential development.

By letter dated 8 February 2018 (attachment 3), the NSW RFS provided its detailed response to the subject PPR and confirmed that the bushfire risk concerns identified in March 2016 remained applicable, and accordingly the proposal was not considered to be consistent with the provisions of Direction 4.4. The general issues of concern raised by the NSW RFS are summarised as follows:

- the challenges for emergency services and risk to fire-fighter's and residents
- the limited supply of static water for firefighting
- the potential extensive impact on vegetation in providing Asset Protection Zones associated with new residential development
- significant reliance on other stakeholders to resource and achieve the overall bushfire risk mitigation objectives of the Travers Bushfire Report outlined in the PPR
- non-suitability of the site having regard to the broad principles of strategic planning for development on bushfire prone land

Direction 4.4 prevents Council from advancing a planning proposal that is inconsistent with the terms of the Direction without the concurrence of the NSW RFS.

#### **1.4. Draft Local Strategic Planning Statement**

Section 3.33(2) of the EP&A Act requires any planning proposal to justification as to how it will give effect to the Local Strategic Planning Statement (LSPS) of Council.

On 12 June 2019 Council publicly exhibited the dLSPS for the Campbelltown LGA. The making of the LSPS will be subject to a post-exhibition report being considered by Council.

When finalised, the LSPS will provide the broad land use vision for the LGA and guide land use decision making outcomes having regard to the social, environmental and economic land use needs of the LGA over the next 20 years. This includes prioritising amendments to the zoning and land use controls of CLEP 2015 to accommodate future urban growth and residential development.

The draft LSPS identifies Wedderburn as being part of the Metropolitan Rural Area for the Sydney Region recognising the important environmental and scenic qualities of the locality. Like the surrounding Georges River Corridor landscape and Dharawal National Park, much of Wedderburn also forms part of the core habitat for the local koala population and other critically endangered ecological communities.

The environmental outcomes identified under the LSPS for the Wedderburn area are consistent with the higher order Region and District Plan, and the current E3 Environmental Management Zoning of the land under CLEP 2015. In this regard, the draft LSPS aligns with Council's Policy Position of 21 June 2016 to not resource/initiate any actions to rezone land at Wedderburn for additional residential development, given unresolved bushfire risk issues identified by the NSW RFS, and unquantified impacts on the local ecology and natural landscape of Wedderburn.

Accordingly, the increased residential development and densities sought by the PPR is considered to be generally inconsistent with the scenic and environmental outcomes identified for the Wedderburn area under the draft LSPS.

### **1.5. Community Strategic Plan – Campbelltown 2027**

The Campbelltown City Community Strategic Plan (CSP) is a 10 year vision that identifies the main priorities and aspirations for the future of the Campbelltown City LGA and is Council's long term plan to deliver the community inspired vision.

The CSP acknowledges the need to provide for housing diversity and affordability in a structured way, whilst preserving the important natural attributes of the LGA and facilitating its promotion. The Wedderburn area is recognised under the CSP as a major attraction providing expanses of natural beauty and offering the perfect balance to city living and contribution to the distinctive character and liveability of the city.

Development of the subject site for rural residential development on one hectare lots would not be consistent with the following objectives of the CSP:

2.5: Plan for and ensure that development in our city is sustainable and resilient

4.3: Responsibly manage growth and development, with respect for the environment, heritage and character of our city

On the grounds that the proposal has unresolved bushfire risk issues and unquantified ecological impacts, it is considered that the proposal is not consistent with Council's CSP.

### **1.6. Campbelltown Local Environmental Plan 2015 (CLEP 2015)**

The Campbelltown Local Environmental Plan 2015 (CLEP 2015) is the principal environmental planning instrument for the City of Campbelltown, including the Wedderburn locality.

The subject land is zoned E3 Environmental Management under the provisions of CLEP 2015. The objectives of the zone are:

- To protect, manage and restore areas with special ecological, scientific, cultural or aesthetic values.
- To provide for a limited range of development that does not have an adverse effect on those values.
- To enable development for purposes other than rural-residential only if that development is compatible and complementary, in terms of design, size and scale, with the character of land in the zone.

- To allow cellar door premises, restaurants and cafes only where they are directly associated with the agricultural use of the land.
- To protect, and maintain the environmental, ecological and visual amenity of, the Scenic Hills, the Wedderburn Plateau and environmentally sensitive lands in the vicinity of the Georges River from inappropriate development.
- To preserve the rural heritage landscape character of the Scenic Hills.
- To protect and enhance areas of scenic value and the visual amenity of prominent ridgelines.
- To protect bushland, wildlife corridors and natural habitat, including waterways and riparian lands.
- To ensure the preservation and maintenance of environmentally significant and environmentally sensitive land.

The objectives of the E3 Environmental Management zone generally seek to limit incompatible development and conserve the important environmental and visual qualities of the area.

Part 4 of CLEP 2015 provides the principal development standards for controlling development on the land in accordance with the objectives of the E3 Environmental management zone. A primary control for residential development on the land under Part 4 of CLEP 2015 is the requirement for a minimum lot size of 10 hectares for Council to consider granting development consent for subdivision of the land and the erection of dwellings.

The Planning Proposal Request seeks to amend the applicable Lot Size Map for the land under Part 4 of CLEP 2015, by reducing the minimum lot size prescribed for subdivision and residential development from 10 hectares to one hectare. No other amendments to CLEP 2015 are proposed.

## **2. Environmental Considerations**

The following environmental considerations are relevant to the PPR as discussed below.

### **2.1. Ecological Impacts**

The highly sensitive vegetation present on-site corresponds with the threatened ecological community (TEC) Shale Sandstone Transition Forest in the Sydney Basin Bioregion. The ecological community is also listed as Critically Endangered under the *Biodiversity Conservation Act 2016* (BC Act) and the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Council's records indicate that the nature of vegetation in the bushland area is likely to constitute core koala habitat under State Environmental Planning Policy 44 - Koala Habitat Protection (SEPP44). The presence of other threatened species, including a range of threatened micro bat species, squirrel gliders, and threatened owls are likely to present in the area.

The preparation of additional ecological studies and management strategies is required to support the PPR, however has not been prepared pending resolution of the bushfire assessment and comments of the NSW RFS. As outlined above, the NSW RFS have maintained their position to not support the proposal.

## **2.2. Indigenous and European Heritage**

The subject site is occupied by the heritage listed former Union Church site, identified as an item of local heritage significance under CLEP 2015. There are two local heritage listed items in proximity to the site, comprising the Charcoal Pits and Old Wedderburn Post Office.

There are no known aboriginal cultural heritage issues. An AHIMS search has been undertaken which demonstrates there are no known significant sites on, or within 1km radius of the intersection of Minerva Road and Wedderburn Road.

Should the proposal proceed, further investigation of the above matters would be a requirement of Gateway Determination and consultation with the Department of Planning, Industry and Environment.

## **2.3. Contamination / Preliminary Site Investigation**

Given the historic agricultural activities which have occurred widely through the central Wedderburn plateau area, there is potential for soil contamination arising from pesticides.

Although Council is required to consider the findings of a preliminary site assessment prior to progressing a planning proposal, this report has not been prepared by the proponent due to the uncertainty arising from meeting planning for bushfire requirements. Should Council seek to progress the matter, the applicant would be required to undertake a detailed investigation of potential site contamination and any required remediation that would be required to support additional residential development.

## **2.4. Infrastructure**

The PPR offers the provision of a Community Safe Refuge to address bushfire risk in accordance with the requirements of the NSW RFS, to be delivered by Voluntary Planning Agreement. No details of the facility have been provided, however the proponent has advised such a facility would need to be sized to accommodate 350 persons.

As outlined above, the NSW RFS do not support the proposal and have not endorsed the proposition of a Community Safe Refuge. Furthermore, the feasibility of delivering and managing such a facility is unlikely to be in Council's interest given the inherent risk of maintenance and operation.

## **Conclusion**

The subject PPR relates to four adjacent allotments in Wedderburn, and seeks Council's support to amend CLEP 2015 to reduce the minimum lot size for subdivision/dwellings from 10 hectares to one hectare. The PPR is supported by a conceptual subdivision plan indicating the potential of the site to accommodate a total of 21 dwellings/lots as a result of the requested LEP amendment.

The subject land is zoned E3 Environmental Management under the provisions of CLEP 2015, recognising the highly constrained nature of the locality for residential development, including limited road access, ecological sensitivities, high bushfire risk, and absence of reticulated water or sewer. Council's adopted policy position for the Wedderburn locality is not to resource or initiate any actions to amend CLEP 2015 for additional residential development given the character and limited suitability of the area for such purposes.

The PPR has been assessed in detail and is considered to be inconsistent with the applicable Region and District Plans, draft LSPS and a number of local planning directions including NSW Planning Direction 4.4 Planning for Bushfire Protection which requires the endorsement of the NSW RFS for any planning proposal that is not consistent with the Planning for Bushfire Guidelines. The NSW RFS has reviewed the PPR and maintains that it is not consistent with the Planning for Bushfire Guidelines and should not be supported given the significant bushfire risk.

The Campbelltown Local Planning Panel considered the proposal at its meeting of 25 September 2019 and provided advice indicating that the PPR has insufficient strategic merit to progress.

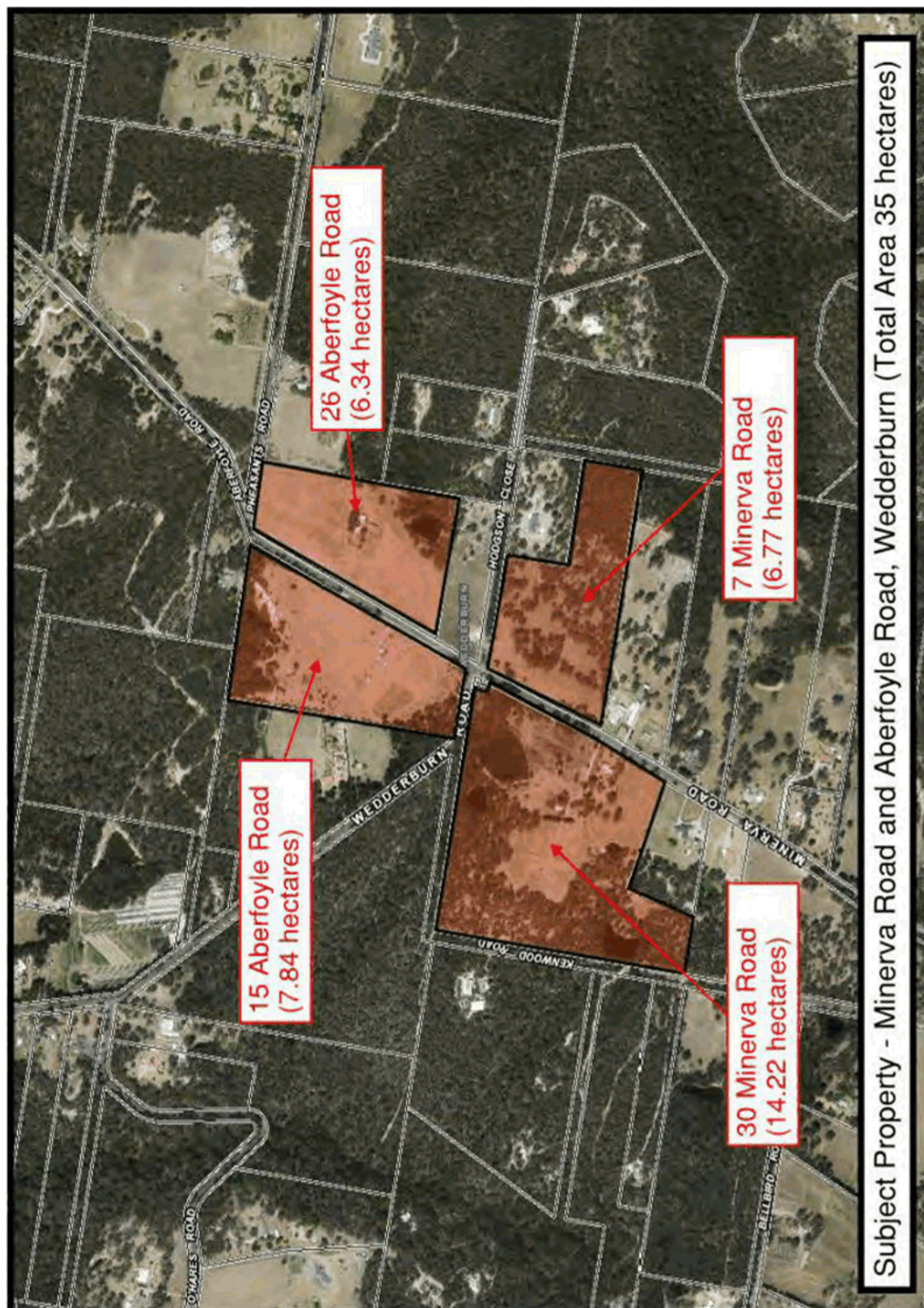
Accordingly, the PPR is not considered supportable given inconsistencies with relevant strategic planning policies, inadequate information provided to quantify and resolve the impacts resulting from additional residential development in the Wedderburn locality, and advice of the NSW RFS and Campbelltown Local Planning Panel to not support the proposal.

## **Attachments**

1. Site Context Plan (contained within this report)
2. Concept Subdivision and Building Envelope Plan (contained within this report)
3. NSW RFS Letter - 8 February 2018 (contained within this report)
4. Planning Proposal Request - HDC Planning (dated 13 June 2017) - (due to size 84 pages) (distributed under separate cover)

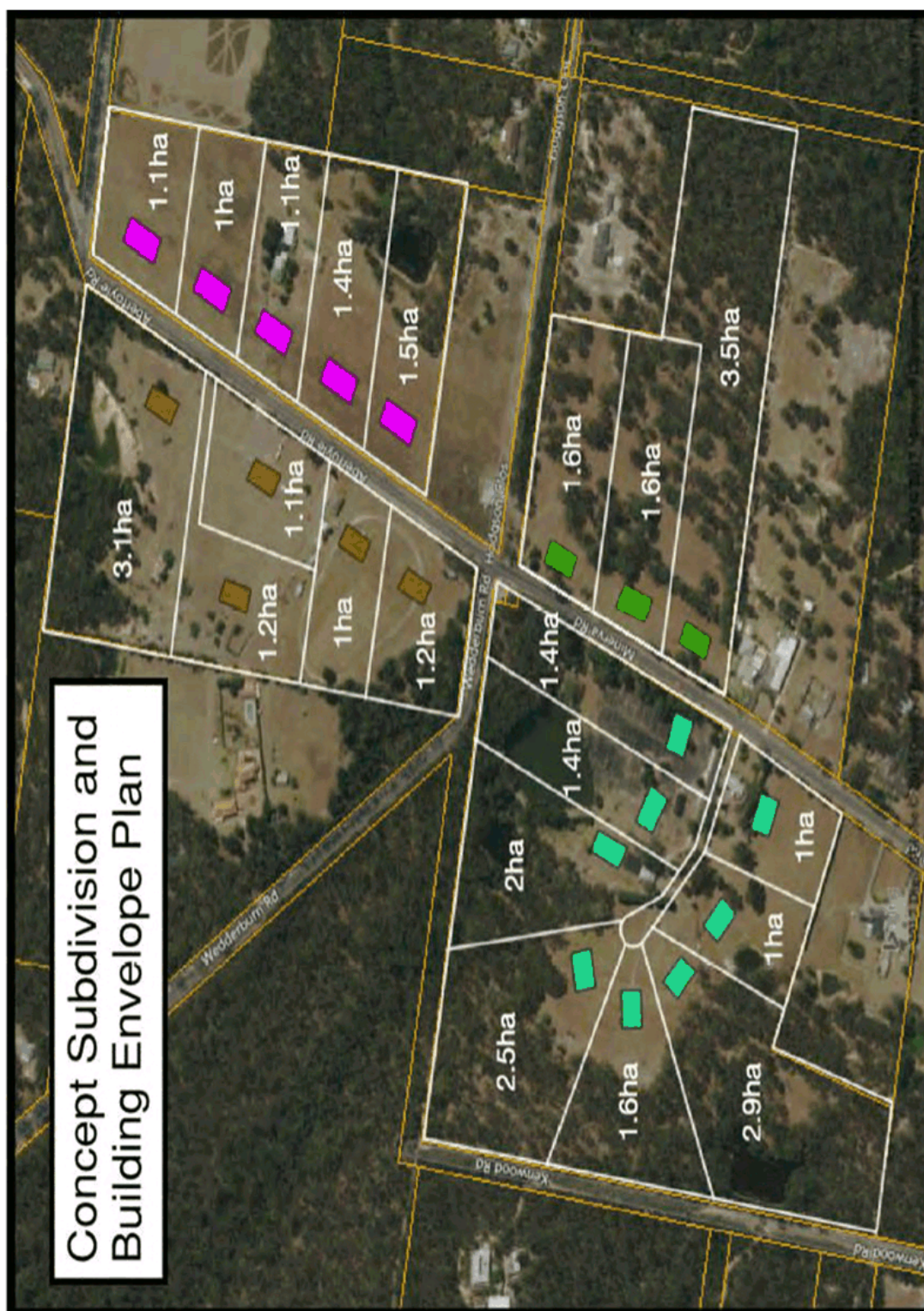


## Site Context Plan





## Concept Subdivision and Building Envelope Plan



**NSW RURAL FIRE SERVICE**

The General Manager  
Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560

Your reference: 2152/2017/E-LEPA  
Our reference: L13/0010  
DA17120610726 BB

**Attention:** Jeff Burton

8 February 2018

Dear Sir/Madam,

**Planning Proposal - Minerva Road Wedderburn**

Reference is made to Council's correspondence dated 16 August 2017 seeking comment in relation to the above draft Planning Proposal which seeks to amend Campbelltown Local Environmental Plan 2015 to reduce the minimum permissible lot size for subdivision / dwellings from 10ha to 1ha.

The New South Wales Rural Fire Service (NSW RFS) has reviewed the proposal with regard to Section 4.4 of the directions issued in accordance with Section 117(2) of the *Environmental Planning and Assessment Act 1979*.

The objectives of the direction are:

- (a) *to protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas; and*
- (b) *to encourage sound management of bush fire prone areas.*

With regard to these objectives, the NSW RFS advises that the matters of concern raised in our previous response dated 29 March 2016 remain applicable. Based upon an assessment of the information provided, the NSW RFS is not satisfied that the proposal is consistent with the directions.

While the Bushfire Planning Review report prepared by Travers Bushfire and Ecology referenced A16110B2, dated 5 September 2016 has undertaken a comprehensive review of the proposal, the majority of the proposed bush fire risk mitigation measures rely on additional stakeholders contributing a significant amount of effort and resources to achieve the overall objectives of the bushfire planning initiatives outlined in the report.

In addition, the report has not adequately evaluated the broad principles of strategic planning for development in bush fire prone land. In a bush fire context, strategic planning needs to ensure that future land uses are in suitable locations to minimise the risk and impact of bush fire attack.

The broad principles which should be applied to strategic level development are as follows:

**Postal address**

NSW Rural Fire Service  
Planning and Environment Services  
Locked Bag 17  
GRANVILLE NSW 2141

T 1300 NSW RFS  
F (02) 8741 5433  
E [records@rfs.nsw.gov.au](mailto:records@rfs.nsw.gov.au)  
[www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)



- *Not all land is suitable for development in the context of bush fire risk;*
- *Any new development on bush fire prone land must comply with the acceptable solutions of Planning for Bush Fire Protection;*
- *Infrastructure associated with emergency evacuation and firefighting operations must be provided; and*
- *Appropriate ongoing land management practices must be facilitated.*

Strategic planning should provide for the exclusion of inappropriate development in bush fire prone areas as follows:

- (a) When the bush fire risk makes it inappropriate for new development to occur;*
- (b) For development that is likely to be difficult to evacuate during a bush fire;*
- (c) For development that is within an area of high bush fire risk where density of existing development may cause evacuation issues for both existing and new occupants;*
- (d) For development that will adversely affect other bush fire protection strategies or place existing development at increased risk; and or*
- (e) Where environmental constraints to the site cannot be overcome.*

Consequently the NSW RFS is of the opinion that the proposal should not progress.

If you have any queries regarding this advice, please contact Bradley Bourke, Development Assessment and Planning Officer, on 1300 NSW RFS.

Yours sincerely,

*SIGNATURE HAS BEEN REMOVED*

Amanda Moylan  
Team Leader, Development Assessment and Planning  
Planning and Environment Services (South)

## 8.4 Development Application Status

### Reporting Officer

Director City Development  
City Development

### Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.8 - Enable a range of housing choices to support different lifestyles

### Officer's Recommendation

That the information be noted.

### Purpose

To advise Council of the status of development applications within the City Development Division.

### Report

In accordance with the resolution of the Council meeting held 13 March 2018, that:

Councillors be provided with monthly information detailing the status of each report considered by the (IHAP), now known as the Local Planning Panel (LPP), South Western City Planning Panel and approved by the General Manager under delegation of a value of more than \$1m, the attachment to this report provides this information as requested.

### Attachments

1. List showing status of Development Applications (contained within this report)

## Development Application Register

## DAs to be considered by the Regional Panel

DA No.	Address	Description	Value	Authority Criteria	Status	Determination
389/2017/DA-RA	'Raith' 74 Fern Avenue, Campbelltown	Construction of a residential development containing 134 residences and alterations to and use of the existing heritage building.	\$26,000,000	>20million (registered prior to \$30mil threshold)	Under assessment	
4435/2018/DA-SL	Lot 1 Pembroke Road, Minto	Construction of a seniors living development comprising 315 independent living units, 100 bed residential aged care facility and 32 villas, associated car parking, site works and landscaping in stages	\$157,872,000	>\$30 million capital investment value	Land and Environment Court appeal received – Panel briefed on 18 June 2019	
130/2019/DA-SL	247 Jamboree Avenue, Denham Court	Construction of a 144 bed residential aged care facility with onsite parking for 48 cars, loading facility and associated site and landscaping works	\$39,051,242	>\$30 million capital investment value	Under assessment – Panel briefed on 13 August 2019	
308/2019/DA-C	22-32 Queen Street, Campbelltown	Concept plan for a proposed multi-storey mixed use residential and commercial development	\$132,572,272	>\$30 million capital investment value	Under assessment – Panel briefed on 18 June 2019	
1227/2019/DA-M	12-16 Francis Street and 121 Minto Road, Minto	Demolition of four existing dwellings and construction of 23 'affordable rental housing' townhouses and basement car parking	\$7,995,408	>\$5 million capital investment value for affordable rental housing	Waiting on information from applicant	
2117/2019/DA-DE	Lot 104 Hephher Road, Campbelltown	Construction and operation of a waste management facility in the form of a community recycling centre	\$480,000	Designated development	Public exhibition completed, under assessment	

## Development Application Register

DAs to be considered by the Department of Planning						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
SSD 17_8593	16 Kerr Road, Ingleburn	Expansion of existing waste recovery and reuse facility, extension of operating hours to 24 hours per day	\$1,813,000	State Significant Development	Under assessment	
SSD-9476	Commissioners Drive, Denham Court	Construction and operation of a new public primary school	Unavailable	State Significant Development	On exhibition	

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
2238/2017/DA-RA	37 Cumberland Road, Ingleburn	Demolition of an existing dwelling and construction of a five storey residential apartment building containing 30 units, basement car parking	\$8,712,418	Residential Flat Building - more than 3 storeys	Assessing	
3598/2017/DA-SL	1 Reddall Street, Campbelltown	Demolition of existing dwelling and construction of a three storey senior living building consisting of 14 independent living units	\$2,400,000	Residential Flat Building – more than 3 storeys	Awaiting further information from applicant	
3885/2017/DA-SW	Lot 3 Menangle Rd, Menangle Park	Stage 1 – Menangle Park Urban Release Area – civil works and subdivision of land to create 255 residential lots and seven superlots	\$19,330,000	VPA	Assessing	

## Development Application Register

## DAs to be considered by the Local Planning Panel

DA No.	Address	Description	Value	Authority Criteria	Status	Determination
368/2016/DA-U	150 Georges River Road, Kentlyn	Extension of existing poultry sheds	\$10,000	Number of objections	Awaiting further information from applicant	
743/2018/DA-SW	901 & 913 Appin Road, Campbelltown	Subdivision into 333 residential allotments, 5 residue allotments with associated civil works including road construction, stormwater management facilities and tree removal Stage 1	\$19,072,587	VPA	Assessing	
4457/2018/DA-M	50 Badgally Road, Claymore	Construction of 73 dwellings, roadworks, tree removal and car parking	\$16,126,344	Heritage	To be considered at LPP meeting on 27 November 2019	TBC
3493/2017/DA-RS	Lot 1 Linum and Lot 143 Lantana Streets, Macquarie Fields	Construction of 12 two storey dwellings and subdivision into 12 Torrens title allotments	\$3,200,000	Council land	Awaiting further information from applicant	
975/2019/DA-S	10 Dowrie Drive, Claymore	Subdivision and change of use of a residential building	No cost	Council staff	Assessing	
2246/2019/DA-U	Campbelltown Sportsground, 12 Old Leumeah Road, Leumeah	Use of Campbelltown Stadium for temporary non-sporting events up to 46 days per calendar year	Nil	Council land	Assessing	
1124/2018/DA-M	5A and 7 Old Glenfield Road, Glenfield	Demolition of existing structures and construction of 34 multi-dwellings and associated site works	\$5,250,000	Variation to development standard request	Assessing	



## Development Application Register

## DAs to be considered by the Local Planning Panel

DA No.	Address	Description	Value	Heritage	Status
774/2018/DA-C	111 Oxford Road, Ingleburn	Partial demolition of existing heritage-listed dwelling and alterations to the existing dwelling for use as a childcare centre for 150 children and associated car parking	\$1,250,000	Heritage	Assessing

## DAs with a stated value of \$1 million or more approved under Delegated Authority by the General Manager since last

## Council meeting

DA No.	Address	Description	Value	Authority Criteria	Status	Determination
512/2019/DA-C	Roy Watts Road, Glenfield	Construction of a multi purpose hall including a fitness centre and amenities	\$3,105,486	Delegated	Completed	Approved with conditions on 7 November 2019
3696/2018/DA-I	4 Benson Road, Ingleburn	Construction of an industrial complex comprising of 17 units	\$5,700,000	Delegated	Completed	Approved with conditions on 13 November 2019

## 8.5 Revised House Numbering on Kerbs Policy

### Reporting Officer

Director City Delivery  
City Delivery

### Community Strategic Plan

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

### Officer's Recommendation

1. That the revised House Numbering on Kerbs Policy as attached to this report be adopted.
2. That the House Numbering on Kerbs Policy review date be set at 30 December 2022.

### Purpose

To seek Council's endorsement of the revised House Numbering on Kerbs Policy.

### History

The abovementioned policy was adopted by Council on 24 July 2005 and is now due for review in accordance with the Record Management Policy.

### Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Development and Review.

The House Numbering on Kerbs Policy has been reviewed.

Updates to the Policy include minor terminology changes and the inclusion of specifications for house numbering on kerbs in line with Australian Standards.

### Attachments

1. House Numbering on Kerbs Policy Current (contained within this report)
2. House Numbering on Kerbs Policy Proposed (contained within this report)

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	House Numbering on Kerbs	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993 - Section 124 - Order 8</i> <i>Work Health and Safety Act 2011</i>	
Responsible Officer	<del>Manager Technical Services</del> Executive Manager Infrastructure	

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

### Objectives

To establish a consistent method and standard for residents and approved contractors and service organisations applying kerbside numbering within the City of Campbelltown.

### Policy Statement

~~The promotion of a~~ A consistent approach for providing house numbering of kerbs is seen as beneficial for the easy identification of properties by emergency services, other local services and visitors, and is supported in principle by Council.

On occasions service organisations and independent contractors seek to provide a kerbside numbering service to local residents. This Policy seeks to ensure that the community is appropriately informed about the rights and obligations of various parties, that the work is undertaken in a safe manner, and that a consistent standard is applied.

### Scope

This Policy applies to all external organisations seeking to offer a kerbside numbering service to residents within the Campbelltown Local Government Area.

### Definitions

Service organisations are typically considered to be volunteer and charity organisations.

Contractors are organisations seeking to provide a fee for service for kerbside numbering.

### Legislative Context

Council has authority under Section 124 of the *Local Government Act 1993* to issue an Order to identify premises with such numbers or other identification in such manner as is specified in the order.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City — Works <b>City</b> <b>Delivery</b> <b>Section:</b> Technical — Services <b>Infrastructure</b> <b>DocSet:</b> 1747673	<b>Adopted Date:</b> 23/07/05 <b>Revised Date:</b> 21/06/16 <b>Minute Number:</b> 96 <b>Review Date:</b> 30/06/19	<b>Page:</b> 1 of 2

## Campbelltown City Council

### Principles

Council will consider written applications from contractors and service organisations wishing to apply kerbside house numbers, subject to the following:

- Written approval is required prior to application of the numbering.
- Residents are to be provided with a copy of Council's Policy and written approval prior to application, at the applicant's cost.
- Residents are to be advised that Council is not responsible for any maintenance, removal, alteration, repair or obliteration in respect of the proposed kerbside numbering scheme, and if the street address is altered that the resident is responsible for removal or obliteration of the marked numbers.
- Residents are to be advised of their right to not have kerbside numbering.
- All numbering shall correspond to the street address allocated to the property in Councils Land Information System.
- The applicant is responsible for removing any numbering not in accordance with Council's requirements.
- The applicant is to provide to Council evidence of suitable Public Liability insurance, WHS requirements including Traffic Control Provision, safe work procedures and environmental management procedures. Approval will be withdrawn if insurances are not kept current, WHS requirements are not adhered to, or the works are not in accordance with Council's approval.
- ~~The numbering scheme is to use white reflective paint visible at night on a black background, with numbers located adjacent to the property driveway on the side closest to the centre of the property.~~
- ~~The technical specification for the numbering scheme is to be to Council's Satisfaction.~~
- All numbers are to be reflective white in colour, with letter sizes - Series D, AS1744 – 2015. Height to be 100mm and painted with the aid of a stencil.

The reflective white numbers are to be painted on a rectangular paint background, being 300mm x 120mm and again applied with the use of a stencil.

Background colour to be AS 2700 colour N61 Black series.

The painted numbers must be on the vertical face of the kerb of the street that the number refers to only. The correct house numbers must be used for each property.

All numbering must face the direction of the correct street.


Both the numbers and background must be applied with the aid of a stencil. In all instances the stencils used are to be of commercial quality to totally preclude over-spray and under-run.

### Responsibility

The application of this Policy is the responsibility of the ~~Executive Manager Infrastructure~~ **Manager Technical Services**.

## END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1747673	Page: 2 of 2	

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	House Numbering on Kerbs	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993 - Section 124 - Order 8</i> Work Health and Safety Act 2011	
Responsible Officer	Executive Manager Infrastructure	

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

### Objectives

To establish a consistent method and standard for residents and approved contractors and service organisations applying kerbside numbering within the City of Campbelltown.

### Policy Statement

A consistent approach for providing house numbering of kerbs is seen as beneficial for the easy identification of properties by emergency services, other local services and visitors, and is supported in principle by Council.

On occasions service organisations and independent contractors seek to provide a kerbside numbering service to local residents. This Policy seeks to ensure that the community is appropriately informed about the rights and obligations of various parties, that the work is undertaken in a safe manner, and that a consistent standard is applied.

### Scope

This Policy applies to all external organisations seeking to offer a kerbside numbering service to residents within the Campbelltown Local Government Area.

### Definitions

Service organisations are typically considered to be volunteer and charity organisations.

Contractors are organisations seeking to provide a fee for service for kerbside numbering.

### Legislative Context

Council has authority under Section 124 of the *Local Government Act 1993* to issue an Order to identify premises with such numbers or other identification in such manner as is specified in the order.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Delivery <b>Section:</b> Infrastructure <b>DocSet:</b> 1747673	<b>Adopted Date:</b> 23/07/05 <b>Revised Date:</b> 21/06/16 <b>Minute Number:</b> 96 <b>Review Date:</b> 30/06/19	<b>Page:</b> 1 of 2

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**Campbelltown City Council**

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**Principles**

Council will consider written applications from contractors and service organisations wishing to apply kerbside house numbers, subject to the following:

- Written approval is required prior to application of the numbering.
- Residents are to be provided with a copy of Council's Policy and written approval prior to application, at the applicant's cost.
- Residents are to be advised that Council is not responsible for any maintenance, removal, alteration, repair or obliteration in respect of the proposed kerbside numbering scheme, and if the street address is altered that the resident is responsible for removal or obliteration of the marked numbers.
- Residents are to be advised of their right to not have kerbside numbering.
- All numbering shall correspond to the street address allocated to the property in Councils Land Information System.
- The applicant is responsible for removing any numbering not in accordance with Council's requirements.
- The applicant is to provide to Council evidence of suitable Public Liability insurance, WHS requirements including Traffic Control Provision, safe work procedures and environmental management procedures. Approval will be withdrawn if insurances are not kept current, WHS requirements are not adhered to, or the works are not in accordance with Council's approval.
- All numbers are to be reflective white in colour, with letter sizes - Series D, AS1744 – 2015. Height to be 100mm and painted with the aid of a stencil.

The reflective white numbers are to be painted on a rectangular paint background, being 300mm x 120mm and again applied with the use of a stencil.

Background colour to be AS 2700 colour N61 Black series.

The painted numbers must be on the vertical face of the kerb of the street that the number refers to only. The correct house numbers must be used for each property.

All numbering must face the direction of the correct street.

Both the numbers and background must be applied with the aid of a stencil. In all instances the stencils used are to be of commercial quality to totally preclude over-spray and under-run.

**Responsibility**

The application of this Policy is the responsibility of the Executive Manager Infrastructure.

**END OF POLICY STATEMENT**

DATA AND DOCUMENT CONTROL		
DocSet:1747673	Page: 2 of 2	

## 8.6 Revised Asset Management Policy

### Reporting Officer

Director City Delivery  
City Delivery

### Community Strategic Plan

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

### Officer's Recommendation

1. That the revised Asset Management Policy as attached to this report be adopted.
2. That the Asset Management Policy review date be set at 30 December 2022.

### Purpose

To seek Council's endorsement of the revised Asset Management Policy.

### History

The abovementioned policy was adopted by Council on 19 June 2012 and is now due for review in accordance with the Record Management Policy.

### Report


The abovementioned policy was reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The policy has been reviewed with minor amendments which are highlighted in the Proposed Asset Management Policy attachment.

### Attachments

1. Asset Management Policy Current (contained within this report)
2. Asset Management Policy Proposed (contained within this report)



 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Asset Management Policy	
Related Documentation	Councils Asset Management Plans, Asset Management Strategy, Community Strategic Plan, Delivery Plan, Asset Management Strategy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005,</i> <i>Local Government Amendment (Planning &amp; Reporting) Act 2009</i> <i>Civil Liability Act 2000, AASB116, AASB13</i>	
Responsible Officer	Manager Assets	

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

### Objectives

To provide clear direction on the management of Council controlled assets responsibilities and to ensure Council is able to deal with changes to meet community needs in accordance with relevant legislation. Together with Council's Community Strategic Plan and Resourcing Strategy, this policy details specific asset management objectives to ensure Council's asset stewardship is met by:

1. The development and continual update of an Asset Management Strategy (minimum ten year period) as the primary framework to maintain asset services for current and future generations.
2. The Management of assets through the development of Asset Management Plans in accordance with relevant legislation, community expectations and recognised best practice for each major asset class.
3. The provision of funding ~~that are identified, agreed upon, and then allocated.~~ This will assist assets in meeting their defined levels of service as detailed in the Community Strategic Plan.
4. Assets are being recorded in accordance with the requirements of the appropriate asset accounting standards and financial reporting requirements. This includes development of an asset management information system containing comprehensive knowledge of all physical assets.
5. Asset management awareness ~~been~~ **being** promoted throughout the council and supported at an organisational level. ~~It provides the framework, which together with the community strategic plan supports an asset management strategy with specific asset management objectives, targets and plans.~~

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Delivery <b>Section:</b> Assets <b>DocSet:</b> 3234704	<b>Adopted Date:</b> 19/06/2012 <b>Revised Date:</b> 27/06/2017 <b>Minute Number:</b> 159 <b>Review Date:</b> 30/09/2019	<b>Page:</b> 1 of 3



## Campbelltown City Council

## Policy Statement

The management of Council's assets is a key function of Council. The provision of assets maintained to meet community needs and expectations is fundamental to Council's overall service delivery.

This policy demonstrates Council's commitment to the responsible management of Council's assets. This policy addresses relevant legislative requirements and will be revised in accordance with any future changes.

## Scope

All physical assets under Council's control that have a life exceeding 12 months and replacement value greater than Council's minimum asset limits are recorded. This policy applies to all assets under Council's control, regardless of their source of acquisition.

Physical assets include, but are not limited to, roads, footpaths, cycle ways, kerbs and gutters, car parks, street furniture, significant trees, signage, bridges, land, parks, open space, buildings and facilities, structures, drainage, plant and equipment, vehicles and information technology as detailed in the Asset Management Strategy and Plans.

## Definitions

<b>Lifecycle Cost:</b>	The life cycle cost (LCC) is the average cost to provide a service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.
<b>Asset Management:</b>	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.
<b>Risk management:</b>	The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.
<b>Asset</b>	An asset is a resource controlled by Council which has a value and purpose as a result of past events and from which future economic benefits are expected to flow to Council

## Lifecycle cost

The life cycle cost (LCC) is the average cost to provide a service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

## Asset management

The combination of management, financial, economic and engineering with other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

## Risk management

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

## Asset

An asset is a resource controlled by Council which has a value and purpose as a result of past events and from which future economic benefits are expected to flow to Council.

DATA AND DOCUMENT CONTROL		
DocSet: 3234704	Page: 2 of 3	

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**Campbelltown City Council**

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**Legislative Context**

This policy is requirement under the Integrated Planning and Reporting Guidelines issued by the Division of Local Government in line with Section 406 of the *Local Government Act 1993*.

**Principles**

This policy sets the broad framework for undertaking asset management in a structured and coordinated way. Asset management improvements directly relate to accountability, risk management and service efficiency. The principles can be summarised as follows:

- A consistent Asset Management Strategy will be maintained that incorporates appropriate best practice systems and procedures for Council
- All relevant legislative requirements together with political, social and economic requirements will be taken into account in Asset Management Planning and subsequent Operational activity
- Asset Management Planning will assist in the preparation of Section Business Plans and Budgets which will be considered in the annual Operation Plan
- Asset renewals required to meet agreed service levels and adopted in the long term financial plans will be considered for funding in the annual budget estimates
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service
- An inspection process will be used as part of asset management procedures to check that service levels are maintained and that asset renewal priorities are been established
- Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets
- Asset provision will incorporates sustainability elements in their delivery and functional capability.

**Responsibility**

- Council's Elected Representatives
- Council's General Manager and Directors

Responsibilities of the above groups allow cross functional council staff to address particular aspects of asset management operations and planning. Working groups may address a specific range of assets or management issues that require:


- The ongoing management of Council's asset management strategy.
- Development of asset management plans for various asset classes
- Development of revised position descriptions to include asset management accountabilities
- Periodical review of Council's **Asset Management Policy** ~~asset-policy~~
- Annual review of Council's customer levels of service.
- Inclusion of asset management planning in the procurement process

**Policy Review**

This policy will be reviewed every four years by the Council's Asset Management ~~Working Group~~ and endorsed within the first 12 months of the new Council term.

**END OF POLICY STATEMENT**

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DocSet: 3234704	Page: 3 of 3	

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Asset Management Policy	
Related Documentation	Councils Asset Management Plans Asset Management Strategy Community Strategic Plan Delivery Plan Asset Management Strategy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Local Government Amendment (Planning &amp; Reporting) Act 2009</i> <i>Civil Liability Act 2000, AASB116, AASB13</i>	
Responsible Officer	Manager Assets	

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

### Objectives

To provide clear direction on the management of Council controlled assets and to ensure Council is able to deal with changes to meet community needs in accordance with relevant legislation. Together with Council's Community Strategic Plan and Resourcing Strategy, this policy details specific asset management objectives to ensure Council's asset stewardship is met by:

1. The development and continual update of an Asset Management Strategy (minimum ten year period) as the primary framework to maintain asset services for current and future generations.
2. The Management of assets through the development of Asset Management Plans in accordance with relevant legislation, community expectations and recognised best practice for each major asset class.
3. The provision of funding will assist assets in meeting their defined levels of service as detailed in the Community Strategic Plan.
4. Assets are being recorded in accordance with the requirements of the appropriate asset accounting standards and financial reporting requirements. This includes development of an asset management information system containing comprehensive knowledge of all physical assets.
5. Asset management awareness being promoted throughout the council and supported at an organisational level.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Delivery <b>Section:</b> Assets <b>DocSet:</b> 3234704	<b>Adopted Date:</b> 19/06/2012 <b>Revised Date:</b> 27/06/2017 <b>Minute Number:</b> 159 <b>Review Date:</b> 30/09/2019	<b>Page:</b> 1 of 3

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**Policy Statement**

The management of Council's assets is a key function of Council. The provision of assets maintained to meet community needs and expectations is fundamental to Council's overall service delivery.

This policy demonstrates Council's commitment to the responsible management of Council's assets. This policy addresses relevant legislative requirements and will be revised in accordance with any future changes.

**Scope**

All physical assets under Council's control that have a life exceeding 12 months and replacement value greater than Council's minimum asset limits are recorded. This policy applies to all assets under Council's control, regardless of their source of acquisition.

Physical assets include, but are not limited to, roads, footpaths, cycle ways, kerbs and gutters, car parks, street furniture, significant trees, signage, bridges, land, parks, open space, buildings and facilities, structures, drainage, plant and equipment, vehicles and information technology as detailed in the Asset Management Strategy and Plans.

**Definitions****Lifecycle cost**

The life cycle cost (LCC) is the average cost to provide a service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

**Asset management**

The combination of management, financial, economic and engineering with other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

**Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

**Asset**

An asset is a resource controlled by Council which has a value and purpose as a result of past events and from which future economic benefits are expected to flow to Council.

**Legislative Context**

This policy is requirement under the Integrated Planning and Reporting Guidelines issued by the Division of Local Government in line with Section 406 of the *Local Government Act 1993*.

**Principles**

This policy sets the broad framework for undertaking asset management in a structured and coordinated way. Asset management improvements directly relate to accountability, risk management and service efficiency. The principles can be summarised as follows:

- A consistent Asset Management Strategy will be maintained that incorporates appropriate best practice systems and procedures for Council
- All relevant legislative requirements together with political, social and economic requirements will be taken into account in Asset Management Planning and subsequent Operational activity

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**Campbelltown City Council**

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- Asset Management Planning will assist in the preparation of Section Business Plans and Budgets which will be considered in the annual Operation Plan
- Asset renewals required to meet agreed service levels and adopted in the long term financial plans will be considered for funding in the annual budget estimates
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service
- An inspection process will be used as part of asset management procedures to check that service levels are maintained and that asset renewal priorities are been established
- Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets
- Asset provision will incorporate sustainability elements in their delivery and functional capability

**Responsibility**

- Council's Elected Representatives
- Council's General Manager and Directors

Responsibilities of the above groups allow cross functional council staff to address particular aspects of asset management operations and planning. Working groups may address a specific range of assets or management issues that require:

- The ongoing management of Council's asset management strategy
- Development of asset management plans for various asset classes
- Development of revised position descriptions to include asset management accountabilities
- Periodical review of Council's Asset Management Policy
- Annual review of Council's customer levels of service
- Inclusion of asset management planning in the procurement process

**Policy Review**

This policy will be reviewed every four years by the Council's Asset Management and endorsed within the first 12 months of the new Council term.

**END OF POLICY STATEMENT**

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## 8.7 Revised Closed Circuit Television (CCTV) Policy

### Reporting Officer

Director City Delivery  
City Delivery

### Community Strategic Plan

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

### Officer's Recommendation

1. That the revised CCTV Policy as attached to this report be adopted.
2. That the CCTV Policy review date be set at 30 December 2020.

### Purpose

To seek Council's endorsement of the revised CCTV Policy.

### History

The abovementioned policy was adopted by Council on 15 September 2015 and is now due for review in accordance with the Record Management Policy.


### Report

The abovementioned policy was reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The policy has been reviewed with updates to relevant legislation and other minor amendments which are highlighted in the CCTV Policy Proposed attachment.

### Attachments

1. Closed Circuit Television (CCTV) Policy Current (contained within this report)
2. Closed Circuit Television (CCTV) Policy Proposed (contained within this report)

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Closed Circuit Television Policy	
Related Documentation	Code of Practice Council Street Surveillance Workplace Surveillance Authorised Statement Complaints Handling Policy Policy-Code of Conduct	
Relevant Legislation	<p>The following are the NSW legislative acts, regulations and guidelines which Campbelltown City Council will conform to in the implementation and use of Closed Circuit Television (CCTV) systems:</p> <ul style="list-style-type: none"> <li>• Security Industry Act 1997 (NSW)</li> <li>• Security Industry Regulation 2016 2007 (NSW)</li> <li>• Work Health and Safety Act 2011 (NSW)</li> <li>• Work Health and Safety Regulation 2017 2011 (NSW)</li> <li>• Workplace Surveillance Act 2005 (NSW)</li> <li>• Workplace Surveillance Regulation 2017 2012 (NSW)</li> <li>• Crimes Act 1900 (NSW)</li> <li>• Crimes Regulation 2015 2010 (NSW)</li> <li>• NSW Government Policy Statement and guidelines for the Establishment and Implementation of CCTV</li> <li>• Privacy and Personal Information Protection Act 1998 (NSW)</li> <li>• State Records Act 1998 (NSW)</li> <li>• State Records Regulations 2015 2010 (NSW)</li> <li>• Surveillance Devices Act 2007 (NSW)</li> <li>• Surveillance Devices Regulation 2014 (NSW)</li> <li>• Surveillance Devices Amendment (Statutory Review) Act 2018</li> <li>• Crimes (Forensic Procedures) Act 2000 (NSW)</li> <li>• Crimes (Forensic Procedures) Regulation 2014 2008 (NSW)</li> <li>• Telecommunications (Interception and Access) (New South Wales) Act 1987</li> <li>• Government Information (Public Access) Act 2009</li> <li>• Government Information (Public Access) Regulation 2018</li> <li>• Protection of the Environment Operations Act 1997 (NSW)</li> <li>• General Disposal Authority 39 for Local Government</li> </ul>	
Responsible Officer	Executive Manager Infrastructure Manager Emergency Management and Facilities Services	

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

### Objectives

Council has a commitment to provide a safe and secure environment in the Campbelltown Local Government Area as a strategy of Campbelltown City Council's Community Strategic Plan (1.2

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Works/City Delivery <b>Section:</b> Emergency Management and Facility Services Infrastructure <b>DocSet:</b> 4486072	<b>Adopted Date:</b> 15/09/2015 <b>Revised Date:</b> 15/09/2015 <b>Minute Number:</b> 171 <b>Review Date:</b> 30/09/2018	<b>Page:</b> 1 of 3



## Campbelltown City Council

Create safe, well maintained, activated and accessible public spaces). ~~(1.6 – Recognise and promote community safety throughout the City).~~ CCTV can be utilised as a cost effective tool to assist in the maintenance of this environment. Therefore the objectives of the implementation of CCTV systems are:

- promotion of community safety and crime prevention
- protect Council's employees, residents and visitors
- protect Council's assets
- reduce management costs via the remote monitoring of assets and access controlled doors and gates
- protect the environment.

### Policy Statement

Council has a number of CCTV systems in use, including a street surveillance system. This policy recognises the need to ensure that the CCTV systems are used appropriately and the privacy of residents, workers and visitors is protected.

This policy document outlines:

- the objectives for installing and using CCTV Systems
- the principles utilised to maintain Privacy
- the standards, laws and regulations governing the use of CCTV
- the principles under which recorded images will be released complaints.

### Scope

This document addresses all CCTV systems which are owned or in the control of Council, both in public and in Council controlled areas. The Policy outlines the objectives to be met by installing CCTV and the controls that Council will implement.

### Definitions

#### Authorised Personnel

~~means any~~ Any delegated person of Council's General Manager and/or a NSW Police Officer carrying out their duties ~~Commissioner listed in the CCTV Management Registers.~~

#### CCTV

~~or~~ Closed Circuit Television is a video distribution system in which the images generated are not publicly distributed.

#### CCTV Operations

~~means~~ All aspects of CCTV: surveillance management, use, recording, maintenance and access to recorded images.

#### Code of Practice Council Street Surveillance

~~Is~~ A document designed to control implementation of a CCTV system and subsequent use of the system.

#### Private Premises

Refers to any area not openly accessible to the general public, including semi-public spaces and includes private residences and private or commercial businesses.

#### Recorded Image

~~Is~~ An image captured and stored on a data drive or server.

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**Principles****Privacy, Code of Practice**

Council is committed to the privacy of residents, workers and visitors in the Campbelltown Local Government Area, and undertakes to implement protections and processes which will maintain privacy in accordance with **S**tate and **F**ederal **L**egislation.

Council has a "Code of Practice" to outline the management, operations and responsibilities of people who access and interact with the systems, including registers of authorised personnel, cameras and their locations, incidents, maintenance, and exported images.

CCTV systems will be installed and managed in accordance with the *Work Place Surveillance Act 2005*, *Surveillance Devices Act 2007* and the Surveillance Devices regulation 2014.

Council will not monitor private premises. If the camera view incidentally has private premises within its view, Council will electronically mask these areas. If there is a requirement to view these areas, the masking will only be removed by a court order.

Council will not release recorded images to the general public unless it can be demonstrated there is a specific requirement to do so within the provisions of the *Government Information (Public Access) Act 2009* (Cth) ("GIPA Act").

Council will enter into a "Memorandum of Understanding" with NSW Police for the following purposes:

- to enable NSW Police monitoring of the live feed from the Street Surveillance System
- to provide guidelines on the release of images to NSW Police
- to ensure the Police understand and conform to the Code of Practice
- to provide timely release of images to NSW Police.

**Records and data storage**

Council will keep records and data in accordance with the Code of Practice.

**Complaints**

Complaints will be managed in accordance with Council's **Code of Conduct Procedures Policy and Complaint Handling Policy**. ~~Code of Conduct Complaints Handling Procedures and the Code of Practice.~~

**Responsibility**


Executive Manager Infrastructure, Coordinator City Safety and Authorised Personnel are responsible for ensuring all CCTV operations are undertaken in accordance with the Policy and relevant documentation.

**Effectiveness of this Policy**

The Policy will be reviewed annually to ensure updates to cater for any alterations in legislation.

**END OF POLICY STATEMENT**

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 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Closed Circuit Television Policy	
Related Documentation	Code of Practice Council Street Surveillance Workplace Surveillance Authorised Statement Complaints Handling Policy Code of Conduct	
Relevant Legislation	<i>Security Industry Act 1997 (NSW)</i> <i>Security Industry Regulation 2016 (NSW)</i> <i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulation 2017 (NSW)</i> <i>Workplace Surveillance Act 2005 (NSW)</i> <i>Workplace Surveillance Regulation 2017 (NSW)</i> <i>Crimes Act 1900 (NSW)</i> <i>Crimes Regulation 2015 (NSW)</i> NSW Government Policy Statement and guidelines for the Establishment and Implementation of CCTV <i>Privacy and Personal Information Protection Act 1998 (NSW)</i> <i>State Records Act 1998 (NSW)</i> <i>State Records Regulations 2015 (NSW)</i> <i>Surveillance Devices Act 2007 (NSW)</i> <i>Surveillance Devices Regulation 2014 (NSW)</i> <i>Surveillance Devices Amendment (Statutory Review) Act 2018</i> <i>Crimes (Forensic Procedures) Act 2000 (NSW)</i> <i>Crimes (Forensic Procedures) Regulation 2014 (NSW)</i> <i>Telecommunications (Interception and Access) (New South Wales)          Act 1987</i> <i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulation 2018</i> <i>Protection of the Environment Operations Act 1997 (NSW)</i> General Disposal Authority 39 for Local Government	
Responsible Officer	Executive Manager Infrastructure	

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

### Objectives

Council has a commitment to provide a safe and secure environment in the Campbelltown Local Government Area as a strategy of Campbelltown City Council's Community Strategic Plan (1.2 Create safe, well maintained, activated and accessible public spaces). CCTV can be utilised as a cost effective tool to assist in the maintenance of this environment. Therefore the objectives of the implementation of CCTV systems are:

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Delivery <b>Section:</b> Infrastructure <b>DocSet:</b> 4486072	<b>Adopted Date:</b> 15/09/2015 <b>Revised Date:</b> 15/09/2015 <b>Minute Number:</b> 171 <b>Review Date:</b> 30/09/2018	<b>Page:</b> 1 of 3

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**Campbelltown City Council**

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- promotion of community safety and crime prevention
- protect Council's employees, residents and visitors
- protect Council's assets
- reduce management costs via the remote monitoring of assets and access controlled doors and gates
- protect the environment

**Policy Statement**

Council has a number of CCTV systems in use, including a street surveillance system. This policy recognises the need to ensure that the CCTV systems are used appropriately and the privacy of residents, workers and visitors is protected.

This policy document outlines:

- the objectives for installing and using CCTV Systems
- the principles utilised to maintain Privacy
- the standards, laws and regulations governing the use of CCTV
- the principles under which recorded images will be released complaints

**Scope**

This document addresses all CCTV systems which are owned or in the control of Council, both in public and in Council controlled areas. The Policy outlines the objectives to be met by installing CCTV and the controls that Council will implement.

**Definitions****Authorised Personnel**

Any delegated person of Council's General Manager and/or a NSW Police Officer carrying out their duties

**CCTV**

Closed Circuit Television is a video distribution system in which the images generated are not publicly distributed

**CCTV Operations**

All aspects of CCTV: surveillance management, use, recording, maintenance and access to recorded images

**Code of Practice Council Street Surveillance**

A document designed to control implementation of a CCTV system and subsequent use of the system.

**Private Premises**

Refers to any area not openly accessible to the general public, including semi-public spaces and includes private residences and private or commercial businesses

**Recorded Image**

An image captured and stored on a data drive or server

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**Principles****Privacy, Code of Practice**

Council is committed to the privacy of residents, workers and visitors in the Campbelltown Local Government Area, and undertakes to implement protections and processes which will maintain privacy in accordance with State and Federal Legislation.

Council has a Code of Practice to outline the management, operations and responsibilities of people who access and interact with the systems, including registers of authorised personnel, cameras and their locations, incidents, maintenance, and exported images.

CCTV systems will be installed and managed in accordance with the *Work Place Surveillance Act 2005*, *Surveillance Devices Act 2007* and the *Surveillance Devices regulation 2014*.

Council will not monitor private premises. If the camera view incidentally has private premises within its view, Council will electronically mask these areas. If there is a requirement to view these areas, the masking will only be removed by a court order.

Council will not release recorded images to the general public unless it can be demonstrated there is a specific requirement to do so within the provisions of the *Government Information (Public Access) Act 2009* (Cth) ("GIPA Act").

Council will enter into a Memorandum of Understanding with NSW Police for the following purposes:

- to enable NSW Police monitoring of the live feed from the Street Surveillance System
- to provide guidelines on the release of images to NSW Police
- to ensure the Police understand and conform to the Code of Practice
- to provide timely release of images to NSW Police

**Records and data storage**

Council will keep records and data in accordance with the Code of Practice.

**Complaints**

Complaints will be managed in accordance with Council's Code of Conduct Procedures Policy and Complaint Handling Policy.

**Responsibility**

Executive Manager Infrastructure, Coordinator City Safety and Authorised Personnel are responsible for ensuring all CCTV operations are undertaken in accordance with the Policy and relevant documentation.

**Effectiveness of this Policy**

The Policy will be reviewed annually to ensure updates to cater for any alterations in legislation.

**END OF POLICY STATEMENT**

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## 8.8 Revised Grants, Sponsorships and Donations Policy

### 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

1. That the revised Grants, Sponsorships and Donations Policy as attached to this report be adopted.
2. That the Grants, Sponsorships and Donations Policy review date be set at 30 December 2022.

### Purpose

To seek endorsement of the revised Grants, Sponsorships and Donations Policy.

### Report

The Grants, Sponsorships and Donations Policy was adopted by Council at its meeting held 8 August 2017 and was due for review by 30 September 2019.

Following a low response to the 2018-2019 round of the Community Capacity Building Grants Program, Council resolved to undertake a review of the program, including a Pilot Community Cultural Grants round in April 2019. The Pilot Community Cultural Grants round demonstrated improved uptake and diversity of applicants. The review of the Community Capacity Building Grants Program also considered broader grants being offered across Council. The review recommended that the annual grant round be renamed the Connected Communities Fund, that a proportion of the fund also be retained for responsive disbursement throughout the year, and that the Fund would seek to increase utilisation of Council grants over time.

The review committed to revise the Grants, Sponsorships and Donations Policy in light of the recommendations of the review. The results of the review were reported to and endorsed by Council at the meeting of 8 October 2019.

This report contains the findings from the recent review of this policy highlighting recommended changes.

The Grants, Sponsorships and Donations Policy has recently been reviewed and updated in accordance with Council's Record Management Policy, the adopted procedure for Policy Development and Review, the new Connected Communities Fund, and the implications this Fund has to existing grants.

The policy revisions have resulted in:

- removal of grant programs that no longer operate or alternatively now fall under the renamed Connected Communities Fund
- renaming the Sports Grants to Sports Infrastructure Grants to better reflect when Council grants are provided as matching funds related to Council owned sports infrastructure
- addition of the Local Heritage Fund Grants and Sports Club Defibrillator grants, which are existing grants programs that were not operating during the development of the current policy in 2017
- addition of the existing Olympic Sports Ambassador grant which was not listed during the development of the current policy in 2017
- updating and clarifying the available funding and frequency for some listed grants
- revised wording and grammatical changes to improve the readability of the policy
- altering the eligibility of commercial/profit-making enterprises from ineligible, to conditional eligibility where applicants can demonstrate a positive social outcome for Campbelltown.

Applications to grant programs that have been removed from the updated policy, such as the Community Facilities Fee Reductions, Festival and Events Sponsorship and Sustainable Environment Grants, will now be considered under the Connected Communities Fund which will support applications in these areas where they align with the Community Strategic Plan objectives.

Attached is a copy of the current policy, the revised policy and a copy of the revised policy that highlights the substantive changes.

## **Attachments**

1. Current Grants Sponsorship and Donations Policy (contained within this report)
2. Revised Grants Sponsorship and Donations Policy (contained within this report)

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Grants, Sponsorship and Donations Policy	
Related Documentation	Grants, Sponsorship and Donations Program Guidelines	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance and Risk	

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

### 1. Objectives

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to provide financial assistance in the form of grants, sponsorships and donations to individuals and groups to develop leadership skills, increase participation in community life and address identified social issues.

### 2. Scope

This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

### 3. Policy Statement

- 3.1 Council grants, sponsorships and donations are provided to individuals who reside in the Local Government Area (LGA), or to community based groups, organisations and services that operate within the Campbelltown LGA and/or for the benefit of Campbelltown residents.

Council provides financial support through the allocation of grants, sponsorships and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year.

These programs are:

- ~~Community Capacity building Grants – Seed Grants and Project Grants~~
- **Connected Communities Fund**
- Quick Response Grants
- ~~Sustainable Environment Grants~~

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<b>Division:</b> City Governance <b>Section:</b> Governance and Risk <b>DocSet:</b> 5524605	<b>Adopted Date:</b> 08/08/2017 <b>Revised Date:</b> 08/08/2017 <b>Minute Number:</b> 214 <b>Review Date:</b> 30/09/2019	<b>Page:</b> 1 of 9

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- ~~Festivals and Events Sponsorship~~
- ~~Sporting Grants~~
- Australian Representative (Sports, Arts, Culture, Academic) Donations
- ~~Community Facilities Fee Reductions~~
- Disaster Relief Donations
- ~~Club Grants~~
- Local Heritage Fund Grants
- Olympic Ambassador
- Sports Club Defibrillator Grants

- 3.2 Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation's strategic goals.
- 3.3 This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.
- 3.4 Council may approve grants, sponsorships and donations outside this policy as it sees fit. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

#### 4. Grants, Sponsorships and Donations Principles

- 4.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Clear grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan. Council's grants, sponsorships and donations provide a coordinated and integrated approach to growing Campbelltown socially, culturally, economically and environmentally.

##### 4.2 Grant making principles

The key principles that inform grant making by Council are:

##### a) Delivering Council's Community Strategic Plan

All grants, sponsorships and donations and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

##### b) Partnerships and collaboration

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency.

##### c) Capacity building

Support community groups and organisations to function positively, develop skills and increase community participation.

##### d) Social inclusion

Social inclusion is the process whereby every person irrespective of age, disability, gender, religion, sexual preference or nationality who wishes to can access and participate fully in all

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aspects of an activity or service in the same way as any other member of the community.

Campbelltown is a diverse community comprising people from a range of different backgrounds. Our grants, sponsorships and donations process encourages directing resources to both emerging and existing needs and groups to promote an inclusive and healthy community.

e) Leveraging value

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes, Council seeks to ensure costs for administration by the Council and grant applicants are minimised.

f) Good governance

Council is committed to demonstrating integrity, professionalism and transparency in our decision making and has strong governance structures in place to support this. Council will ensure that the grants, sponsorships and donations processes are transparent and fair. Applications are assessed objectively against the defined assessment criteria. All conflicts of interests are addressed and declared as part of this process.

g) Reflection and Learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grants, sponsorships and donations processes.

## 5. General eligibility and exclusions

### 5.1 General eligibility

To be eligible for funding an applicant must:

- a) Be a resident of, or located in the Campbelltown LGA and/or principally providing services to the residents of Campbelltown; and
- b) Acquit any previous Council grants, sponsorships or donations; and
- c) Include all required supporting documentation with their application.

### 5.2 Applications that are ineligible for funding are:

- a) Projects that duplicate existing Council services or programs
- b) Projects that directly contravene existing Council policy
- c) Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- d) From government organisations, ~~commercial/profit-making enterprises~~ or political parties
- e) From Commercial/profit-making enterprises that cannot demonstrate a positive social outcome for Campbelltown
- f) From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- g) For general administrative operational expenditure (e.g. administration, insurance),

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shortfalls in funding by government departments or completed/ retrospective projects

- h) Projects that will rely on recurrent funding from Council

5.3 Further conditions

Council will not:

- a) Support political activities or activities that could be perceived as benefiting a political party or political campaign
- b) Support activities that could be perceived as divisive within the community

For specific eligibility requirements and exclusions for each program, please refer to Program Guidelines.

5.4 Ethics Framework

Council will not support any activities or entities that:

- a) Pollute land, air or water
- b) Destroy or waste non-recurring resources
- c) Market or promote products/services in a misleading or deceitful manner
- d) Produce, promote or distribute products/services likely to be harmful to the community
- e) Acquire land or commodities primarily for the purpose of speculative gain
- g) Entice people into financial over-commitment
- h) Exploit people through the payment of below award wages or poor working conditions
- i) Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- j) Contribute to the inhibition of human rights generally

5.5 Conflicts of Interest

- 5.5.1 Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

- 5.5.2 In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

**6. Grants, Donations and Sponsorship Management Process**

6.1 Applications

All grant, **sponsorship** and donation applications must be submitted in writing using the approved application form relevant to the program and associated documentation on Council's website. Council will not accept any applications and/or submissions after any applicable closing date or time.

6.2 Assessment and recommendations

- 6.2.1 All grant, donation and sponsorship applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may

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## Campbelltown City Council

be an individual delegated officer, an internal working party comprising of Council staff members or independent assessors as required.

- 6.2.2 For grants programs that are open, recommendations will be made ~~on a minimum of six monthly basis or~~ in accordance with the grant program guidelines. For grants programs with specific funding rounds, recommendations will be made within three months of the closing date.

- 6.2.3 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints with regard to the process of awarding Grants, Sponsorship or Donations can be made in accordance with clause 6.8 of this policy

### 6.3 Approval

- 6.3.1 The elected Council has authority to approve grants or other financial assistance. Recommendations for grant and financial assistance outside the limits defined in the policy will be made by a report to Council. ~~In some circumstances, specific delegation for this purpose is given to the General Manager. The reduction of fees or charges will be reviewed in accordance with categories set out in this policy.~~

- 6.3.2 Recommendations for funding of \$2,000 or less may be approved by the General Manager or their delegate provided that the financial assistance is in accordance with sections 356(3), 377(1)(A) and 378 of the *Local Government Act 1993*. Further, in some other circumstances, specific delegation of authority for approval may be given to the General Manager. Council will be notified of funded projects by a report to Council as soon as appropriately possible.

- 6.3.3 Disaster Relief Donations will only be approved by Council resolution.

- 6.3.4 Approval of a grant or donation does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies.

### 6.4 Funding agreements

Where applicable, all successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement is negotiated with the grantee and details may include, but are not limited to:

- The description of the project/activity for which funding is being provided and timeframe for the expected completion
- The amount of funding to be received and details of any value-in-kind support
- Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
- A payment schedule
- The deadline for submission of the project acquittal.

### 6.5 Applicant financial or in-kind contribution

Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:

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- In-kind contributions such as donated supplies, materials or services.
- Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.
- Direct cash input to the project through donations or income generated.
- Funds raised through crowd funding platforms.

**6.6 Reporting**

All grant recipients are required to report on and acquit their project as detailed in their funding agreement. Reports are to be submitted in writing and provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt. Grant recipients are required to submit financial information and may be requested to provide further documentation and evidence of expenditure. Council may audit grant recipients at any time.

Reports are to be submitted using the grants management reporting template. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt.

**6.7 Evaluation and review**

This policy will be reviewed every two years. It will be evaluated to assess:

- The cost effectiveness of implementing and managing the grants programs;
- The sustainability of resources to manage the grants programs;
- Mechanisms to collect feedback from applicants on program improvements;
- Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions;
- The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing grants and donations is transparent and accountable; and
- Conflicts of interest and ensure they are identified and agreements terminated should a conflict of interest arise during the term of the agreement that cannot be resolved.

**6.8 Dispute resolution and complaints**

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints from unsuccessful applicants may be made in writing to the Manager Governance and Risk. Complaints will be handled in accordance with Council's Complaints Management Policy.

**7. Grant Program Information and Contacts**

- 7.1. Information about Council's grants, donations and sponsorship programs will be made available on the Council's website at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au) and will be promoted periodically through local newspapers, on social media, through schools and community networks and email groups and other media as available.

- 7.1.1 Information sessions and workshops will be held as required to raise awareness of the

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grants, donations and sponsorship programs.

- 7.1.2 Further information about any of Council's grants and donations programs may be obtained by emailing [governance@campbelltown.nsw.gov.au](mailto:governance@campbelltown.nsw.gov.au) or phoning 4645 4000.

7.2 Grants and donations programs funding and frequency

	Program	Funding Available	Frequency
1.	<b>Connected Communities Grants</b> <del>Community Capacity Building Grants</del>	Connected Communities Fund. Total of \$40,000 per Year. Up to \$2,000 per application  Other Connected Communities Grants as per available annual budget as well as potential external funding	One main round per year with some funds retained for open applications throughout the year
1a	<del>Seeding Grant</del>	Up to \$500 per application	Once per year
1b	Community Project Grant	Up to \$5000 per application	Once per year
2.	Quick response grants	Total of \$20,000 per year. Up to \$2,000 \$1,500 per application	This is an open program and accepts applications throughout the year. Applicants are required to submit their application 8 weeks prior to the event/project taking place  Throughout the year, by application.
3.	<del>Sustainable Environment Grants</del>	Total \$5000 per year	Once per year
4.	<del>Festivals and Events Sponsorship</del>	Up to \$2000 per application	Quarterly
3.	Sporting Infrastructure Grants (eg NSW office of Sport Grants Programs)	Matching funding up to a maximum of 50% of project value, according to available annual budget	Once per year
4.	Australian Representatives Donations (Sporting, Arts, Cultural, Academic)	Up to \$500 per application	Throughout the year, by application.
7.	<del>Community Facilities Fee Reductions</del>		Throughout the year, by application
5.	Disaster Relief Donation	Up to \$20,000 based on the severity of the disaster	Throughout the year. Determined by Council resolution
9.	<del>Club</del> GRANTS		Once per year

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6.	Olympic Ambassador	Up to \$10,000	Once every 4 years
7.	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application.
8.	Local Heritage Fund Grants	Total \$20,000 per year. Matching funds up to \$2,000 per application	Throughout the year, by application

**8. Policy Administration****8.1 Minor Changes to this Policy**

Council authorises the General Manager to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

**9. Definitions****Acquittal**

Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.

**Auspice**

An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.

**Charity**

Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.

**Community Capacity Building**

Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.

**Council** Campbelltown City Council

**Donation** Financial support by Council to an individual, team, organisation or school

**Funding agreement**

The Funding agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, accountability for both the Council and the funded organisation.

**Governance** A clear process by which decisions can be made

**Grant** Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.

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**In-kind** Support provided a non-monetary form, such as goods or services or commodities.

**Matched Contribution**

A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on what Council accepts as in-kind contributions under each grant program in the program guidelines document.

**Not for Profit**

An organisation that does not operate for the profit, personal gain or other benefit of particular people.

**Reduction** A proportion of the hire fee for community centres, halls, buses, parks and sports fields approved to be deducted from the full applicable hire fee.

**10. Legislative Context**

*Local Government Act 1993*

Auditor General NSW: Performance Audit on Grants Administration in NSW

Australian Institute of Grants Management: Grant making Manifesto (2011)

Campbelltown City Council: Council's Community Strategic Plan

Campbelltown City Council: Code of Conduct Procedures

Campbelltown City Council: Conflicts of Interest Policy

Campbelltown City Council: Corporate Sponsorship (Outgoing) Policy

NSW Premier and Cabinet: Good Practice Guide to Grants Administration (2006)

NSW Family and Community Services: Community Builders Program Guideline (2012)

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 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Grants, Sponsorship and Donations Policy	
Related Documentation	Grants, Sponsorship and Donations Program Guidelines	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance and Risk	

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

### 1. Objectives

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to provide financial assistance in the form of grants, sponsorships and donations to individuals and groups to develop leadership skills, increase participation in community life and address identified social issues.

### 2. Scope

This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

### 3. Policy Statement

- 3.1 Council grants, sponsorships and donations are provided to individuals who reside in the Local Government Area (LGA), or to community based groups, organisations and services that operate within the Campbelltown LGA and/or for the benefit of Campbelltown residents.

Council provides financial support through the allocation of grants, sponsorships and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year.

These programs are:

1. Connected Communities Fund
2. Quick Response Grants
3. Australian Representative (Sports, Arts, Culture, Academic) Donations
4. Sports Infrastructure Grants (e.g NSW Office of Sports Grants Program)
5. Olympic Ambassador
6. Sports Club Defibrillator Grants

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<b>Division:</b> City Governance <b>Section:</b> Governance and Risk <b>DocSet:</b> 5524605	<b>Adopted Date:</b> 08/08/2017 <b>Revised Date:</b> 08/08/2017 <b>Minute Number:</b> 214 <b>Review Date:</b> 30/09/2019	<b>Page:</b> 1 of 9



## Campbelltown City Council

## 7. Disaster Relief Donations

## 8. Local Heritage Fund Grants

3.2 Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation's strategic goals.

3.3 This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

3.4 Council may approve grants, sponsorships and donations outside this policy as it sees fit. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

**4. Grants, Sponsorships and Donations Principles**

4.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Clear grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan. Council's grants, sponsorships and donations provide a coordinated and integrated approach to growing Campbelltown socially, culturally, economically and environmentally.

## 4.2 Grant making principles

The key principles that inform grant making by Council are:

## a) Delivering Council's Community Strategic Plan

All grants, sponsorships and donations and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

## b) Partnerships and collaboration

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency.

## c) Capacity building

Support community groups and organisations to function positively, develop skills and increase community participation.

## d) Social inclusion

Social inclusion is the process whereby every person irrespective of age, disability, gender, religion, sexual preference or nationality who wishes to can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

Campbelltown is a diverse community comprising people from a range of different backgrounds. Our grants, sponsorships and donations process encourages directing resources to both emerging and existing needs and groups to promote an inclusive and community.

## e) Leveraging value

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## Campbelltown City Council

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes, Council seeks to ensure costs for administration by the Council and grant applicants are minimised.

## f) Good governance

Council is committed to demonstrating integrity, professionalism and transparency in our decision making and has strong governance structures in place to support this. Council will ensure that the grants, sponsorships and donations processes are transparent and fair. Applications are assessed objectively against the defined assessment criteria. All conflicts of interests are addressed and declared as part of this process.

## g) Reflection and Learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grants, sponsorships and donations processes.

**5. General eligibility and exclusions**

## 5.1 General eligibility

To be eligible for funding an applicant must:

- a) Be a resident of, or located in the Campbelltown LGA and/or principally providing services to the residents of Campbelltown; and
- b) Acquit any previous Council grants, sponsorships or donations; and
- c) Include all required supporting documentation with their application.

## 5.2 Applications that are ineligible for funding are:

- a) Projects that duplicate existing Council services or programs
- b) Projects that directly contravene existing Council policy
- c) Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- d) From government organisations or political parties
- e) From commercial/profit-making enterprises that cannot demonstrate a positive social outcome for Campbelltown
- f) From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- g) For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/ retrospective projects
- h) Projects that will rely on recurrent funding from Council

## 5.3 Further conditions

Council will not:

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a) Support political activities or activities that could be perceived as benefiting a political party or political campaign

b) Support activities that could be perceived as divisive within the community

For specific eligibility requirements and exclusions for each program, please refer to Program Guidelines.

#### 5.4 Ethics Framework

Council will not support any activities or entities that:

a) Pollute land, air or water

b) Destroy or waste non-recurring resources

c) Market or promote products/services in a misleading or deceitful manner

d) Produce, promote or distribute products/services likely to be harmful to the community

e) Acquire land or commodities primarily for the purpose of speculative gain

g) Entice people into financial over-commitment

h) Exploit people through the payment of below award wages or poor working conditions

i) Discriminate by way of race, religion, or sex in employment, marketing or advertising practices

j) Contribute to the inhibition of human rights generally

#### 5.5 Conflicts of Interest

5.5.1 Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

5.5.2 In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

### 6. Grants, Donations and Sponsorship Management Process

#### 6.1 Applications

All grant, sponsorship and donation applications must be submitted in writing using the approved application form relevant to the program and associated documentation on Council's website. Council will not accept any applications and/or submissions after any applicable closing date or time.

#### 6.2 Assessment and recommendations

6.2.1 All grant, donation and sponsorship applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may be an individual delegated officer, an internal working party comprising of Council staff members or independent assessors as required.

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## Campbelltown City Council

6.2.2 For grants programs that are open, recommendations will be made in accordance with the grant program guidelines. For grants programs with specific funding rounds, recommendations will be made within three months of the closing date.

6.2.3 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints with regard to the process of awarding Grants, Sponsorship or Donations can be made in accordance with clause 6.8 of this policy

### 6.3 Approval

6.3.1 The elected Council has authority to approve grants or other financial assistance. Recommendations for grant and financial assistance outside the limits defined in the policy will be made by a report to Council.

6.3.2 Recommendations for funding of \$2,000 or less may be approved by the General Manager or their delegate provided that the financial assistance is in accordance with sections 356(3), 377(1)(A) and 378 of the *Local Government Act 1993*. Further, in some other circumstances, specific delegation of authority for approval may be given to the General Manager. Council will be notified of funded projects by a report to Council as soon as appropriately possible.

6.3.3 Disaster Relief Donations will only be approved by Council resolution.

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- Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
- A payment schedule
- The deadline for submission of the project acquittal.

### 6.5 Applicant financial or in-kind contribution

Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:

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- Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.

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## Campbelltown City Council

- Direct cash input to the project through donations or income generated.
- Funds raised through crowd funding platforms.

## 6.6 Reporting

All grant recipients are required to report on and acquit their project as detailed in their funding agreement. Reports are to be submitted in writing and provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt. Grant recipients are required to submit financial information and may be requested to provide further documentation and evidence of expenditure. Council may audit grant recipients at any time.

Reports are to be submitted using the grants management reporting template. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt.

## 6.7 Evaluation and review

This policy will be reviewed every two years. It will be evaluated to assess:

- The cost effectiveness of implementing and managing the grants programs;
- The sustainability of resources to manage the grants programs;
- Mechanisms to collect feedback from applicants on program improvements;
- Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions;
- The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing grants and donations is transparent and accountable; and
- Conflicts of interest and ensure they are identified and agreements terminated should a conflict of interest arise during the term of the agreement that cannot be resolved.

## 6.8 Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints from unsuccessful applicants may be made in writing to the Manager Governance and Risk. Complaints will be handled in accordance with Council's Complaints Management Policy.

## 7. Grant Program Information and Contacts

7.1. Information about Council's grants, donations and sponsorship programs will be made available on the Council's website at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au) and will be promoted periodically through local newspapers, on social media, through schools and community networks and email groups and other media as available.

7.1.1 Information sessions and workshops will be held as required to raise awareness of the grants, donations and sponsorship programs.

7.1.2 Further information about any of Council's grants and donations programs may be obtained by emailing [governance@campbelltown.nsw.gov.au](mailto:governance@campbelltown.nsw.gov.au) or phoning 4645 4000.

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## Campbelltown City Council

## 7.2 Grants and donations programs funding and frequency

	Program	Funding Available	Frequency
1.	Connected Communities Grants	Connected Communities Fund. Total of \$40,000 per Year. Up to \$2,000 per application, including applications up to \$500 for non-incorporated or auspiced organisations.  Other Connected Communities Grants as per available annual budget as well as potential external funding.	One main round per year with some funds retained for open applications throughout the year
2.	Quick response grants	Total of \$20,000 per year. Up to \$1500 per application	This is an open program and accepts applications throughout the year. Applicants are required to submit their application 8 weeks prior to the event/project taking place
4.	Sports Infrastructure Grants (e.g NSW Office of Sports Grants Program)	Matching funding up to a maximum of 50% of project value, according to available annual budget	Throughout the year, by application
3.	Australian Representatives Donations (Sporting, Arts, Cultural, Academic)	Up to \$500 per application,	Throughout the year, by application
7.	Disaster relief donation	Up to \$20,000 based on the severity of the disaster	Throughout the year. Determined by Council resolution
5.	Olympic Ambassador	Up to \$10,000	Once every 4 years
6.	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application
8.	Local Heritage Fund Grants	Total \$5,000 per year. Matching funds up to \$2,000 per application	Throughout the year, by application

## 8. Policy Administration

## 8.1 Minor Changes to this Policy

Council authorises the General Manager to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

## 9. Definitions

**Acquittal** Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.

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## Campbelltown City Council

**Auspice** An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.

**Charity** Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.

**Community Capacity Building**

Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.

**Council** Campbelltown City Council

**Donation** Financial support by Council to an individual, team, organisation or school

**Funding agreement**

The Funding agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, accountability for both the Council and the funded organisation.

**Governance** A clear process by which decisions can be made

**Grant** Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.

**In-kind** Support provided a non-monetary form, such as goods or services or commodities.

**Matched Contribution**

A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on what Council accepts as in-kind contributions under each grant program in the program guidelines document.

**Not for Profit** An organisation that does not operate for the profit, personal gain or other benefit of particular people.

**Reduction** A proportion of the hire fee for community centres, halls, buses, parks and sports fields approved to be deducted from the full applicable hire fee.

**10. Legislative Context**

*Local Government Act 1993*

Auditor General NSW: Performance Audit on Grants Administration in NSW

Australian Institute of Grants Management: Grant making Manifesto (2011)

Campbelltown City Council: Council's Community Strategic Plan

Campbelltown City Council: Code of Conduct Procedures

Campbelltown City Council: Conflicts of Interest Policy

Campbelltown City Council: Corporate Sponsorship (Outgoing) Policy

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NSW Premier and Cabinet: Good Practice Guide to Grants Administration (2006)

NSW Family and Community Services: Community Builders Program Guideline (2012)

**END OF POLICY STATEMENT**

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## **8.9 Library Strategic Plan Update - Connect, Create, Learn Our Future is Limitless**

### **Reporting Officer**

Executive Manager Community Connections  
City Lifestyles

### **Community Strategic Plan**

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

### **Officer's Recommendation**

That the information be noted.

### **Purpose**

To update Council on the implementation of the Library Strategic Plan – Connect, Create, Learn Our Future is Limitless.

### **History**

Council at its meeting held 8 May 2018 resolved to endorse the Library Strategic Plan (LSP).

The LSP provides Campbelltown Library Service with a blueprint for the next 20 years including suggestions for library programs, services and collections as well as recommendations for the redevelopment of library buildings based on the State Library of NSW benchmarks.

The LSP has the following four objectives:

1. Libraries as places to connect
2. Libraries as places to create
3. Libraries as places to learn
4. Libraries as place makers.

A Council briefing was held on 6 November 2018 which provided an update and scope of actions required to progress with a new Civic Library for Campbelltown.

## Report

Since the LSP was endorsed, a number of initiatives have been implemented based on the feedback received during the initial community consultation in 2018. A document detailing suggestions made and outlining actions taken to date, progressing or planned, can be found in attachment one.

There are a number of significant projects that have also been completed since the adoption of the LSP including:

### RFID Harmonisation

Self-service technology was introduced at HJ Daley Library which harmonised the service across the Library network. This technology allows library members to have more control over their accounts and provides a consistent seamless customer experience at each of the branches.

### Building Improvements

Renovations were made to Glenquarie Neighbourhood Centre to incorporate the community space within the library. The changes have also enabled the outdoor space to be incorporated and used by customers. The space has enabled the library to expand community programming and is available for community bookings. Council and library programs operating in the new space include Tech Savvy Seniors, Storytime sessions, Mobile Toy and Book Library and Café Connect. The room also enables more space for quiet study. Feedback from families attending Storytime has been positive. In consultation with the local Aboriginal community, 'Gamarada Ngura' meaning 'Friends Place' in Dharawal language was chosen as the name for the new space which provides a connection between the local community and its history.

The entrance to HJ Daley Library was also renovated. The old large customer service desk was removed and replaced with new furniture and fittings. This work was undertaken through successful funds secured under a Stronger Communities Grants.

### New Programs

Campbelltown Library Service has developed a number of new and innovative programs in line with suggestions from the LSP. These have included increased adult programming through events such as Trivia Nights, a partnership with Macarthur Astronomy Society for a star gazing evening and the Scrabble Club. New programming for children and families has been introduced and include Library Tots, Maths Fun in Libraries, Library Monitors visits and HSC study sessions.

### New Collections

The library has introduced a number of new collections which encourage the community to create, connect and learn. These collections include Discovery Kits, made up of a variety of different items including a telescope, ukulele, robot, puzzles and games, natural and science exploration tools. The library also has two sewing machines which people can book and use in the library.

### Service Process Improvements

Improved access to the library has been achieved through revised membership procedures, which has removed some barriers for customers joining the library. Improvements to technology have streamlined service delivery and enabled new online services to the community. These services include online memberships and web enabled printing.

**New Library**

A working group has been formed to look at the strategic opportunities with the purpose of determining the options for sites, partnerships and possible funding considerations for the development of the new civic library for the CBD. It is important to ensure a suitable site for the new civic library aligns with the outcomes of the work Council is undertaking through Reimagining Campbelltown. Further information and updates on this will be provided to Council in due course.

**Communication**

The Library Strategic Update 2019 will be promoted via Council's website to inform the community of progress made to date.

**Attachments**

1. 2019 Library Strategic Plan Update (contained within this report)

2019

# LIBRARY STRATEGIC PLAN

update





## CAMPBELLTOWN COUNCIL

### SAID WE WOULD:

1. Provide a service network of libraries across the local government area that includes physical libraries, digital library services and pop up libraries
2. Foster libraries with their own personality that reflect the place in which they are located and the community they serve
3. Adopt a core plus model for our libraries-programs and collections, customer service, technology spaces and amenities

## OUR FOUR STRATEGIC PRIORITIES IDENTIFIED FOR THE LIBRARY SERVICE ARE:

<b>LIBRARIES AS PLACES TO CONNECT</b>	<ul style="list-style-type: none"> <li>• Space for people to come together</li> <li>• Connect to and through technology</li> <li>• Deliver outreach programs and services</li> </ul>
<b>LIBRARIES AS PLACES TO CREATE</b>	<ul style="list-style-type: none"> <li>• An environment of innovation</li> <li>• Enable community created content</li> <li>• Places to inspire and generate new ideas</li> </ul>
<b>LIBRARIES AS PLACES TO LEARN</b>	<ul style="list-style-type: none"> <li>• Access to relevant and contemporary collections</li> <li>• Stimulate and support lifelong learning</li> <li>• Learn about the area – past and present and shape the future</li> </ul>
<b>LIBRARIES AS PLACE MAKERS</b>	<ul style="list-style-type: none"> <li>• Activated, welcoming and inclusive environments</li> <li>• Foster a sense of place and identity</li> </ul>

## OUR COMMUNITY TOLD US THEIR TOP 10 IDEAS WERE:

1. Offer more programs around creativity
2. Use smart phone apps to enhance customer service
3. Provide contemporary and adaptable spaces
4. Increase access to new technology
5. Expand the variety of programs
6. Expand and update the collections
7. Offer interactive and proactive engagement
8. Introduce non-traditional collections
9. Schedule how to workshops
10. Provide cafes in the libraries

**TOTAL  
ACTIONS** **63**

Completed – 74.5%	In Progress – 15.8%	Not Started – 9.5%
47	10	6



# 1 | LIBRARIES AS PLACES TO CONNECT:



Action	Partners	Due	Measure	Progress
1.1 Review and remove Wi-Fi ticketing	Council's IM&T section	2018	Remove Wi-Fi tickets	Completed
1.2 Investigate roving customer service within the services to assist customers	CCC	2019	Implement roving customer service model	Completed
1.3 Review library membership procedures	CCC	2018	Membership process will be process mapped and reviewed	Completed. Online applications now available
1.4 Develop and implement additional adult programming including IT classes, Chess, DIY workshops, expert/topic speakers, yoga, evening events and English conversation groups	BeConnected Macarthur Centre for Sustainability Macarthur Legal Centre Campbelltown Arts Centre	2018-19	Hold 4 ArtLIB sessions a year	Completed
			Implement Scrabble Club	Implemented regular club meetings
			Hold themed Trivia Nights	Completed. Held 2 trivia nights in 18/19
			Increase technology workshops to include BeConnected, Tech in 20 and Tech Taster sessions	Completed
			Hold workshops on Sustainability topics	Completed

Action	Partners	Due	Measure	Progress
1.5 Implement movie programs	CCC	2019	Plan and implement movie nights using closed captions	Completed
1.6 Develop a program to promote reading/literacy	Local School District	2018	Plan and implement a school library monitor's visit	Completed
1.7 Implement a portable/pop-up library service	Campbelltown Mall, Rosemeadow Marketplace, Minto Mall  Macarthur Square	2018	4 Pop Up libraries held in 2018/19	Completed. Pop Up Libraries held at Campbelltown Mall, Minto Marketplace, Rosemeadow Marketplace and Macarthur Square
1.8 Install charging stations at all libraries	CCC	2018	Charging stations installed	Completed
1.9 Enable wireless printing	CCC	2019	Wireless printing enabled	Completed
1.10 Create more parking to accommodate large numbers of people coming in for programs and other purposes	CCC	2018	Parking review and development completed 2018	Completed
1.11 Introduce music in the courtyard showcasing local talent	Local musicians	2019	Program implemented Aug 2019	Completed. In Tune @ the Library inaugurated on Saturday afternoons at HJ Daley Library in August 2019
1.12 Refresh and revitalize spaces for youth	CCC	2018	A new refreshed space is provided	Completed. Youth space has been refreshed and new furniture implemented 2018
1.13 Pilot a coffee van servicing library visitors	Commercial vendors	2018	Introduced a trial of a coffee van at the library throughout the week during 2018	Completed



Action	Partners	Due	Measure	Progress
1.14 Double the size of the Glenquarie library by expanding into the vacant neighborhood centre and developing another level. This would enable the development of more quiet study spaces and also community group meeting spaces	CCC	2018-19	Additional space is provided as a part of Glenquarie Library	Completed
1.15 Review the allocation of Public PC's available at the Library	CCC	2019	Review completed of number and location of PC's and BYOD at HJ Daley Library	Completed
1.16 Plan and implement workshops targeting young parents	Smith Family State Library of NSW	2019	Number of sessions of Maths Fun in Libraries delivered	Completed – the program is now part of the regular library program
			Number of PJ Storytimes for Dad's delivered	Completed
			Introduce Library Tots	Completed
1.17 Plan and implement more programs targeting Seniors	Meals on Wheels	2019	Number of Café Connect sessions	Completed
	CCC		Participation in Aged Care Expo	Completed



Action	Partners	Due	Measure	Progress
1.18 Investigate ways to build on the success of Comic Book Day event	CCC	2019	Investigate a pop culture event for Campbelltown	In Progress. Pop Culture event planned for Fishers Ghost Festival 2019
1.19 Implement a portable/ pop-up library service	Transport NSW	2018	Trial a pop-up library at Glenfield Station to capitalize on its role as a major interchange and high volume commuting to promote membership and digital services.	In progress
1.20 Refresh and revitalize children's spaces	CCC	2018	A new refreshed space is provided	In progress. Investigating the opportunity to refresh the children's space with new floor coverings and new furniture
1.21 Plan and implement more programs targeting Seniors	Roads and Maritime Authority	2019	Hold a number of sessions	In progress
	Service NSW		Investigate Tai Chi classes at Ingleburn	In progress
1.22 Investigate Makerspaces focused around heritage, local studies	CCC	2020	Provide recommendations on new technologies to promote Local Studies	In progress
1.23 Improve access to technology and services	CCC	2019	Enable Multi function device scans to email	In progress
			Relocate Reference PC upstairs at Ingleburn Library	In progress
1.24 Investigate an Online booking system for meeting space at HJ Daley Library	CCC	2020	Implement an online booking system	Not started
1.25 Investigate a new Integrated Library Management System	CCC	2020	Implement a new system	Not started
1.26 Investigate loaning technology such as iPads and tablets	CCC	2020		Not started

## 2 | LIBRARIES AS PLACES TO CONNECT:



Action	Partners	Due	Measure	Progress
2.1 Review spaces within each service to determine whether there can be maker spaces implemented	Council's asset team and internal staff from the Library network	2020	Glenquarie library will have additional maker space  HJ Daley maker space created	Completed  Resources such as 3D printer have been purchased and rotating around the branches  2 sewing machines purchased and launched
2.2 Consider the development of a partnership with Campbelltown Arts Centre(CAC) to implement creative programs	CAC	2020	Implementation of a number of programs to be delivered  artLIB introduced in all library services 2018-2019  OK Democracy Art project delivered 2019	Completed  ArtLib held once a quarter in 2018/19 at each Branch  Against the Wall art project installed in July 2019

Action	Partners	Due	Measure	Progress
2.3 Introduce lending Science kits to families and supported through partnerships	CCC	2019	Non-traditional collection introduced	Completed. A new discovery collection was introduced in August 2019 with a variety of kits to borrow including science kits
2.4 Introduce STEM programs	CCC	2018-19	New STEM programs added to School Holiday program	Completed
2.5 Enable cutting edge technology access, including fast internet download, reliable and quick access printing, multi-function devices	CCC	2018	Upgrade printing software to enable wifi printing	Completed  3D printer introduced and rotating between branches  Online bookings introduced for School holiday and other programs
2.6 Create additional meeting/training/maker space through a revised layout	CCC	2018	Maker space created in HJ Daley library	Completed
2.7 Introduce a new Cake tin collection	CCC	2018	Introduced in 2018 and now located at Greg Percival Library	Completed
2.8 Explore writing workshops with famous authors	Westwords Sweatshop Local Writers	2020	New programs developed	In progress, to start in 2020
2.9 Investigate Short film competition for youth	Campbelltown Arts Centre	2020	Investigation completed	Not started

### 3 | LIBRARIES AS PLACES TO LEARN:



Action	Partners	Due	Measure	Progress
3.1 Consider the development of a partnership with Macarthur Centre for Sustainability Living (MCSL)	MCSL	2019	Implementation on a program to be delivered within the community that encourages their creativity  Sessions delivered in all library services 18-19	Completed
3.2 Implement a tutoring/ learning hub program	Partnership with Sydney University 2018-2019	2018-19	Partnership delivered Homework Help sessions & Parent Info Nights including Pet Therapy at branches including Glenquarie and Ingleburn	Completed
3.3 Introduce Cyber safety/ scam awareness programs	eSmart network	Ongoing	e-Smart Accreditation received	Completed. Accreditation was achieved in September 2018 and programs ongoing

Action	Partners	Due	Measure	Progress
3.4 Introduce more frequent Technology help programs –	Dell	Ongoing	Number of programs including; IT & Biscuits, Tech savvy Seniors, BeConnected	Completed and Ongoing
3.5 Review Reading incentive program	CCC	2018	Review completed	Completed
3.6 Introduce Science programs presented by library staff	CCC	2018	Embedded in School holiday STEM activities	Completed. Science Week talks from visiting Scientists in 2019
3.7 Introduce health classes or speaker sessions	Eagle Vale Central	2018	Introduction of Mens Health week programs	Completed
3.8 Introduce healthy eating classes	Macarthur Centre for Sustainability	2018	Number of sessions held	Completed and ongoing
3.9 Introduce Coding workshops	CCC	2018	Embedded in school holiday programs	Completed
3.10 Improve the library collection	CCC	2018-19	Launch new Adult Literacy collection	Completed
			Review DVD collection and purchase more general and instructional material	Completed
			Develop a new non-fiction picture book collection and rainbow collection	Completed
			Increase the size of the CALD collection and review the languages held by the library	Ongoing
3.11 Expand the author talk/motivational speaker program to include networking with local authors or speakers	CCC	2018-19	Hold 1 new event a year	Completed. International Women's Day event featured 4 guest speakers of accomplished women working in the Campbelltown community



Action	Partners	Due	Measure	Progress
3.12 Continue to expand Chess Club at Eagle Vale Library	Volunteers	2018-19	Promote Chess Club	Completed
3.13 Expand the Library Tots program into the Branches		2019-20	Program offered at all Library branches	In progress
3.14 Investigate a Fitness Library at Eagle Vale Library		2020	Introduce Spin reading bikes	In progress
3.15 Implement family tree research workshops and expanding the collection into the branches	Family History Society	2020	New program implemented	Not started



12 LIBRARIES AS PLACES TO LEARN

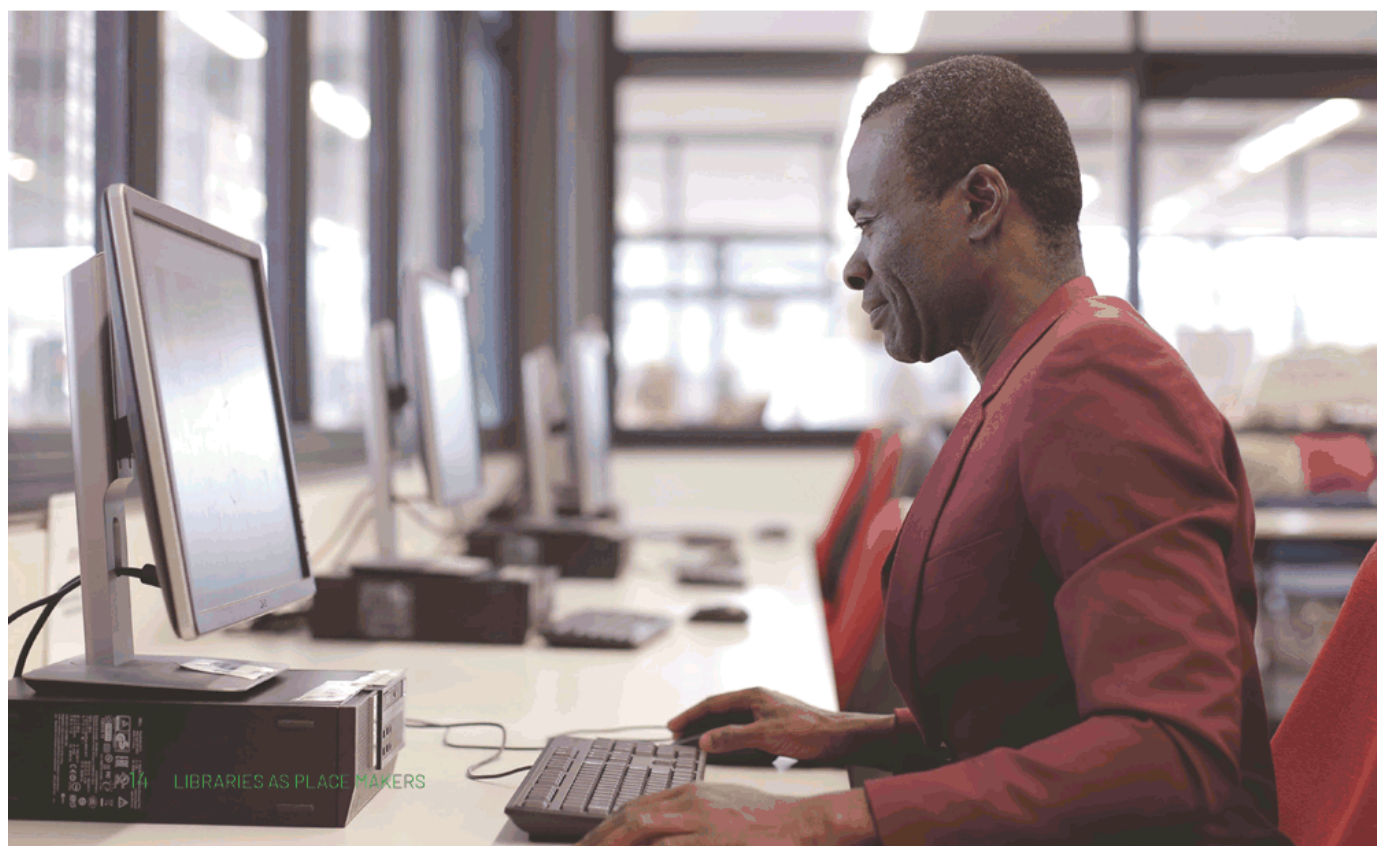
## 4 | LIBRARIES AS PLACE MAKERS:



Action	Partners	Due	Measure	Progress
4.1 Assess library spaces and make changes within the space and budget	Assets	2019	Provide new HJ Daley welcoming space – Connect, Create, Learn room	Completed
			Redevelopment of the community space at Glenquarie Library to create the Gamarada Ngura Space for expanding library programs and increase use by the community	Completed
4.2 Review of collections to consider how they are presented and promoted through display shelving and furnishings		2019	New mobile shelving purchased for Eagle Vale Library to enable more space for children's programming	Completed
4.3 Investigate parking facilities at HJ Daley Library	Assets	2017-18	Implement new staff car parking	Completed



Action	Partners	Due	Measure	Progress
4.4 Continue to develop plans for a State of the art facility in the heart of the CBD featuring all new technology with excellent computer facilities, as well as seating and access to power and Wi-Fi for people with their own devices	CCC	2019-20	Site assessment completed	In progress
4.5 Renew and refresh furnishings throughout the libraries to create more inviting and welcoming lounge spaces		2019	Renew and refresh the lounges and seating throughout each of the libraries	In progress
4.6 Partner with developers to deliver a library service as part of a larger community hub facility Campbelltown south	Lendlease	2020	Discussions have commenced with developers in relation to what they are planning and what is required 2019	In progress
4.7 Improve Ingleburn Library facility	Assets	2020	Undertake an acoustic study to identify opportunities to reduce noise levels in study areas	Not started



## 5 | OUR COMMUNITY CAN:

**4** **ACTIONS**   **4 COMPLETED**

Action	Partners	Due	Measure	Progress
5.1 Complete a survey for the community in regards to non-traditional collections	CCC	2019	Survey created and implemented and results collated for use	Completed. Survey created and implemented and results collated for use
5.2 Complete an annual survey on customer satisfaction	CCC	2019	Survey created and implemented and results collated for use	Completed
5.3 Volunteer with the library	Meals on Wheels CCC	2019-20	Review completed and new volunteers installed at library	Completed. Volunteers found for programs such as Sewing, Tax Help and English Conversation
5.4 Use the online booking system for school holiday activities	CCC	2019-20	Online booking available	Completed

## 6 | GOVERNMENT, NON -GOVERNMENT, COMMUNITY ORGANISATION'S AND BUSINESSES CAN:



Action	Partners	Due	Measure	Progress
6.1 Explore partnership opportunities with Dell	Dell	2019	New laptops acquired for training	Completed
6.2 Create a sponsorship brief and implement this with the community	Council's Communications and Marketing Team	2019	New Sponsorship and Partnership Prospectus created and available	Completed
6.3 Implement Pop Up Libraries in different locations	Local Primary Schools Campbelltown Mall Macarthur Square Minto Marketplace Rosemeadow Marketplace	2018-19	Pop up libraries held in different locations one a quarter	Completed. Pop Up Libraries held at Grange Public School, Sarah Redfern School, Magic Garden, Macarthur Square, Minto Marketplace and Rosemeadow Marketplace
6.4 Investigate partnerships with government agencies	Centrelink Service NSW	2019-20	4 workshops held	In progress
6.5 Investigate opportunities to promote library services to new residents	Lendlease	2019-20	Develop new residents package	Not started

## 8.10 Revised and Rescinded Library Policies

### Reporting Officer

Executive Manager Community Connections  
City Lifestyles

### Community Strategic Plan

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

### Officer's Recommendation

1. That the revised Library Regulations Policy be adopted.
2. That the Library Regulations Policy review date be set to 30 June 2022.
3. That the Freedom of Collection and Access for Local Government Libraries Policy be rescinded.
4. That the Knowledge Foundation Donations Policy be rescinded.

### Purpose

1. To seek Council's endorsement of the reviewed Library Regulations Policy.
2. To seek Council's endorsement to rescind the Freedom of Collection and Access for Local Government Libraries Policy.
3. To seek Council's endorsement to rescind the Knowledge Foundation Donations Policy.

### History

The Library Regulations Policy was adopted by Council on 15 April 1986, was last reviewed on 16 August 2016 and is now due for review in accordance with the Records and Document Management Policy.

The Knowledge Foundation Donations Policy was adopted by Council on 16 December 2003, was last reviewed on 27 October 2015 and is now due for review in accordance with the Records and Document Management Policy.

The Freedom of Collection and Access for Local Government Libraries Policy was adopted by Council on 6 November 1984, was last reviewed on 16 August 2016 and is now due for review in accordance with the Records and Document Management Policy.

## Report

The following policies have been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

### **Library Regulations Policy**

The Library Regulations Policy has been reviewed and minor details require updating.

Amendments have been made as follows:

- Responsible Officer updated
- Library Regulations 2010 updated to Library Regulations 2018

### **Freedom of Collection and Access for Local Government Libraries Policy**

The Freedom of Collection and Access for Local Government Libraries Policy is now obsolete as it has been incorporated into the Library Collection Development Policy. It is proposed that this be rescinded.

### **Knowledge Foundation Donations Policy**

The Knowledge Foundation Donations Policy was adopted to assist in establishing resources for Eagle Vale Branch Library following its opening, however is now obsolete as the library is well established and no donations have been received under this policy for a number of years. It is proposed that this be rescinded.

## Attachments

1. Library Regulations Policy - current (contained within this report)
2. Library Regulations Policy - Proposed (contained within this report)
3. Freedom of Collection and Access for Local Government Libraries Policy - current version proposed to rescind (contained within this report)
4. Knowledge Foundation Donations Policy - Current version proposed to rescind (contained within this report)

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Library Regulations	
Responsible Officer	<del>Manager Library Services</del> Community Learning and Library Services <b>Lead</b>	

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

### Objectives

To specify operational guidelines and an appropriate basis for the imposition of penalties under the provisions of the regulations incorporated in Part IV of the *Library Act 1939*.

### Policy Statement

That Council adopts the Library Regulations 2010 **2018**.

### END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
<b>Division:</b> Community Services <b>Section:</b> Library Services <b>Doc Set:</b> 2451723	<b>Adopted Date:</b> 15/4/1986 <b>Revised Date:</b> 16/08/2016 <b>Minute Number:</b> 138 <b>Review Date:</b> 30/06/2019 <b>2022</b>	<b>Page:</b> 1 of 1

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Library Regulations	
Responsible Officer	Community Learning and Library Services Lead	

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

### **Objectives**

To specify operational guidelines and an appropriate basis for the imposition of penalties under the provisions of the regulations incorporated in Part IV of the *Library Act 1939*.

### **Policy Statement**

That Council adopts the Library Regulations 2018.

### **END OF POLICY STATEMENT**

<b>DATA AND DOCUMENT CONTROL</b>		
<b>Division:</b> Community Services <b>Section:</b> Library Services <b>Doc Set:</b> 2451723	<b>Adopted Date:</b> 15/4/1986 <b>Revised Date:</b> 16/08/2016 <b>Minute Number:</b> 138 <b>Review Date:</b> 30/06/2019	<b>Page:</b> 1 of 1

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Freedom of Collection and Access for Local Government Libraries	
Responsible Officer	Manager Library Services	

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

### Objectives

To facilitate equitable access to information and recreational resources which are relevant to the needs of the local community.

### Policy Statement

1. The Library Service will provide equal access to all members of the community to information and resources that are, as far as possible, representative of all points of view on both current and historical issues.
2. The provision and maintenance of resources will be undertaken within the boundaries of budget, space and material availability.
3. Materials selected for the collection will be evaluated on merit and community need and will not be excluded on moral, political, racial, religious or other grounds except where subject to lawful Federal and State conditions.
4. Material will be made available in a variety of appropriate formats including traditional materials and modern technology.
5. Access to resources will be provided without restriction, except where legally required, or as set out in the Campbelltown City Council Library Service Lending Rules. It is the responsibility of parents or guardians to monitor the suitability of library resources used by their children.
6. The arrangement of collections will facilitate ease of access.
7. Continuous review of the collection will be undertaken to ensure the ongoing relevance and usefulness of the collection in meeting community needs.
8. Each user's right to privacy will be protected with respect to information sought or received and materials consulted, borrowed or acquired.

### END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
<b>Division:</b> Community Services <b>Section:</b> Library Services <b>Doc Set:</b> 2452930	<b>Adopted Date:</b> 06/11/1984 <b>Revised Date:</b> 16/08/2016 <b>Minute Number:</b> 138 <b>Review Date:</b> 30/06/2019	<b>Page:</b> 1 of 1



 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Knowledge Foundation Donations	
Responsible Officer	Manager Library Services	

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

### Objectives

To formalise the arrangements for accepting and acknowledging donations to the Knowledge Foundation.

### Policy Statement

Members of the community are invited to make donations to the Campbelltown City Council Library's Knowledge Foundation.

Cash donations valued at over \$2 (two dollars) are tax deductible and a receipt will be issued by the Manager Library Services.

Donors who make cash donations valued at \$100 (one hundred dollars) or more, will be acknowledged on the Knowledge Foundation Wall at Eagle Vale Branch Library, if they wish. Cash donations can be made by contacting the Manager Library Services.

Cash donations will be acknowledged in writing by a letter of thanks and, where appropriate, a tax receipt.

Cash donations will be credited to the Knowledge Foundation account and will be used to acquire a variety of library resources or fund programmes through the library. Donated funds may be allowed to accumulate over time in order to fund larger projects.

Conditional donations cannot be accepted or acknowledged.

Donations of books or other material require an independent valuation prior to acceptance and should be consistent with the collection development objectives and priorities of the Campbelltown City Library Service.

### END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
<b>Division:</b> Community Services <b>Section:</b> Library Services <b>DocSet:</b> 2451258	<b>Adopted Date:</b> 16/12/2003 <b>Revised Date:</b> 27/10/2015 <b>Minute Number:</b> 193 <b>Review Date:</b> 30/10/2018	<b>Page:</b> 1 of 2

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**Campbelltown City Council**

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**DOCUMENT HISTORY AND VERSION CONTROL RECORD****Contact for inquiries and proposed changes**

<b>Name</b>	Grant White
<b>Position/Section</b>	Manager Library Services
<b>Contact Number</b>	4645 4473

<b>Version Number</b>	<b>Revised Date</b>	<b>Authorised Officer</b>	<b>Amendment Details</b>

<b>DATA AND DOCUMENT CONTROL</b>		
<b>DocSet:</b> 2451258	<b>Page:</b> 2 of 2	

## 8.11 Appin Road Silos Public Artwork

### Reporting Officer

Executive Manager Community Life  
City Lifestyles

### Community Strategic Plan

Objective	Strategy
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

1. That Council undertake an Expression of Interest process in early 2020 to develop a proposed Appin Road Silos artwork concept to be lodged, as part of a Development Application process.
2. That funding for the installation of works be investigated through grant opportunities and/or the 2020-2021 budget development process.

### Purpose

To update Council on the feasibility study into the installation of artwork on the silos on Appin Road.

### History

Council at its meeting held 14 March 2017 resolved:

That a report be presented investigating the feasibility and funding options to commission a suitably qualified muralist artist to create portraits of local Aboriginal and colonial residents on the historic silos located on Appin Road.

Council at its meeting held 12 December 2017 resolved:

1. That Council write to the Minister for Roads, Maritime and Freight requesting formal owner's consent to undertake further feasibility regarding potential artworks on the historic silos on Appin Road.
2. That the letter to the Minister for Roads, Maritime and Freight request copies of previous engineering and heritage reports of the silos.
3. That a further report be presented to Council following outcomes of discussions with the Roads and Maritime Services.
4. That the Appin Road Silos Project and other opportunities for public art on existing structures be considered as part of the development of the city wide Cultural Plan being undertaken in early 2018.

## Report

Further feasibility studies have been conducted with key stakeholders. A summary of these findings is included below.

### Ownership and Heritage of the Silos

It has been confirmed that Council owns the silos and that there are no structural issues which would preclude the silos from having artwork installed.

In regards to heritage considerations, future works would need to be transformative in nature, and not restorative, to be permissible under the local heritage register.

### RMS Update

RMS have confirmed support, in principle, of large scale artwork going on the silos pending the submission of a Development Application. RMS have also confirmed that the artwork must be selected prior to the submission of a Development Application so that an accurate assessment can be conducted in regards to any potential impact on drivers. Changed traffic conditions may need to be factored into the budget during the installation stage and any proposed lighting for viewing the artwork would also need to be considered in consultation with RMS.

### Artwork Themes

Based upon feedback from RMS the artwork could not be heavily detailed in order to reduce the risk of people wanting to pull over. In regards to a theme, there is an opportunity to consider both an aboriginal and colonial inspired piece on either side of the silos. The Aboriginal Interpretation Strategy provides curatorial guidance in regards to suggested themes such as a Lyrebird or a Waratah. Historical documents on the silos suggest that cows, wheat, wild flowers and fringe lilies could also be possible colonial period themes.

Further consultation with Council's Aboriginal Reference Group and the local historical society would be required in developing a final creative brief to ensure that the colonial significance of the silos is recognised while respecting local Aboriginal history and country.

### Consultation with Other Councils

Discussions with Wollondilly Shire Council has confirmed that the recent installation of silo based artworks, on the Hume Highway near Wilton, did not require a Development Application (DA) on account of the silos being located on private land and installed with the consent of the private landowner. Wollondilly Shire Council have also confirmed that if the silos had been located on public land they too would have been required to undertake a similar DA process to the Appin Road silos project in consultation with Roads and Maritime Safety (RMS).

In regards to the Victorian silos consultation has been conducted with two regional councils being Moreland City Council (home of the Jacinda Ardern image) and Buloke Shire Council (the starting point of the silos heritage trail and home to two silo artworks). In these instances the silos are privately owned and located on private land and as a result did not require Vic Roads approval with only a Council issued planning permit being required and a written agreement between the land owner, the owner of the silos (if different from the landowner)

and Council (in respect to the maintenance of the surrounding public land). In the Moreland City Council case the approval period was 10 days.

### **Funding Strategy**

The scope of works would be limited to accommodate a project budget of \$100,000 in order to provide a clear financial framework for moving forward with the project. From this budget an initial \$10,000 would be required during the 2019-2020 financial year to commission an artist to develop artwork concepts as part of the DA process and as requested by RMS. This would be funded from existing operational budgets as part of Council's ongoing work into developing a city wide Public Art Framework. This process will also allow for a testing of the market in regards to the quantity and quality of responses from local artists which would further inform future public art projects.

The remaining project funds of \$90,000 would be included for consideration as part of Council's 2020-2021 draft budget process. External grant opportunities will be investigated throughout the duration of the project however confirmed internal funding will still be required in order to accommodate the proposed project timeline.

### **Next Steps**

A project brief will be developed in early 2020 with an Expression of Interest process scheduled in March with a view to lodging a DA in May 2020. Pending DA and project budget approval the artwork would then be installed in September to coincide with the Campbelltown 2020 program of events.

### **Attachments**

Nil

## 8.12 Findings of Initial Phase of Investigation for Establishing a Women's Domestic Violence Service

### Reporting Officer

Director City Lifestyles  
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

1. That a detailed feasibility assessment be undertaken to meet the needs in Campbelltown for a further domestic violence service, including culturally appropriate services and approaches for women and families from culturally diverse communities.
2. That in order to inform this feasibility assessment, and to build awareness of the services available in Campbelltown, a local domestic violence forum be held in early 2020.

### Purpose

1. To advise Council of the outcomes of initial investigations into the need for a further women's domestic violence service that supports women and children experiencing domestic violence, including the region's growing multicultural community
2. To seek support for a detailed study into the feasibility of Council facilitating the establishment of a domestic violence service in Campbelltown in partnership with interested corporate partners, government agencies and relevant service providers.

### History

Council at its meeting held 11 June 2019 resolved:

1. That Council investigate the opportunity of facilitating the establishment of a women's domestic violence service including the region's growing multicultural community, in partnership with interested corporate partners and relevant service providers
2. That a report be provided detailing the outcomes of the investigations including potential corporate and service provision partners, advise relevant Government bodies, project feasibility, location options, service delivery models and funding implications and strategies
3. That consideration be given to holding a domestic violence forum.

## Report

The first phase of the investigation has focused on determining the need, or otherwise, for a further domestic violence service in Campbelltown to complement existing services in the region as well as meet needs and demands for services that are not currently being met.

This process involved:

- desk top review of data and research related to domestic violence incidence, issues and domestic violence services in Campbelltown and Australia
- service mapping of domestic violence client pathways with the Campbelltown Domestic Violence Committee
- survey of organisations providing domestic violence services to Campbelltown residents
- initial review of the survey results with several member organisations from the Campbelltown Domestic Violence Committee, and testing of refined analysis, and
- discussion of the findings with the Campbelltown Domestic Violence Committee on 14 October 2019.

## Key Findings

The incidence of domestic and family violence is extensive and impacts on families across Australia, where on average:

- one woman a week is killed by her current or former partner (Australian Institute of Criminology, 2015)
- one in six women have experienced physical or sexual violence by an intimate partner (Australian Bureau of Statistics, 2017)
- more than half of women who experience violence have children in their care at the time of the violence (Australian Institute of Family Studies, 2015).

Domestic violence is also the leading cause of homelessness amongst Australian women, affecting their ability to participate in the workforce resulting in short and long term impacts for women and child victims in regard to their physical and mental health, and learning and accomplishment outcomes (Australian Institute of Health and Welfare, 2017).

Violence against women is estimated to cost the Australian economy \$22b a year (KPMG, 2016).

Domestic violence is more prevalent in the Macarthur region, with the Campbelltown Local Government Area experiencing rates of reported domestic assault more than 40 percent higher than the NSW average and the third highest across Sydney (Bureau of Crime Statistics and Research, 2019).

Interestingly, domestic violence rates in some areas within the region have escalated over the past five years, with the highest rates experienced in the relatively new residential areas of Oran Park and Gregory Hills (Bureau of Crime Statistics and Research, 2019). As a trend in greenfield developments, this may create potential challenges for similar greenfield communities which will account for the majority of future population growth in Campbelltown.

A report prepared as part of the national plan to reduce violence against women and their children, called Hearing her Voice: kitchen table conversations on violence against culturally and linguistically diverse women and their children (Commonwealth of Australia, Department

of Social Services 2015), found that whilst women from culturally and linguistically diverse communities share many experiences and issues in common with other Australian women in relation to domestic violence, these difficulties are exacerbated due to a number of complex additional barriers. The Australian Institute of Health and Welfare (2019) reported that certain groups of people are more vulnerable to family, domestic and sexual violence, including women from culturally and linguistically diverse backgrounds and Aboriginal and Torres Strait Islander women. The 2016 Victorian Royal Commission into Family Violence also found that people from culturally and linguistically diverse communities are more likely to face barriers to obtaining help for family violence.

These barriers include:

- inability or lower ability to speak, understand or read English
- financial dependency and lack of access to finances
- lack of employment and education
- religious beliefs and gender cultural expectations
- fear of shaming or community disapproval
- lack of access to family and social networks
- lack of knowledge of the Australian legal and social welfare system, fear of law enforcement
- lack of culturally appropriate support
- unresolved immigration status.

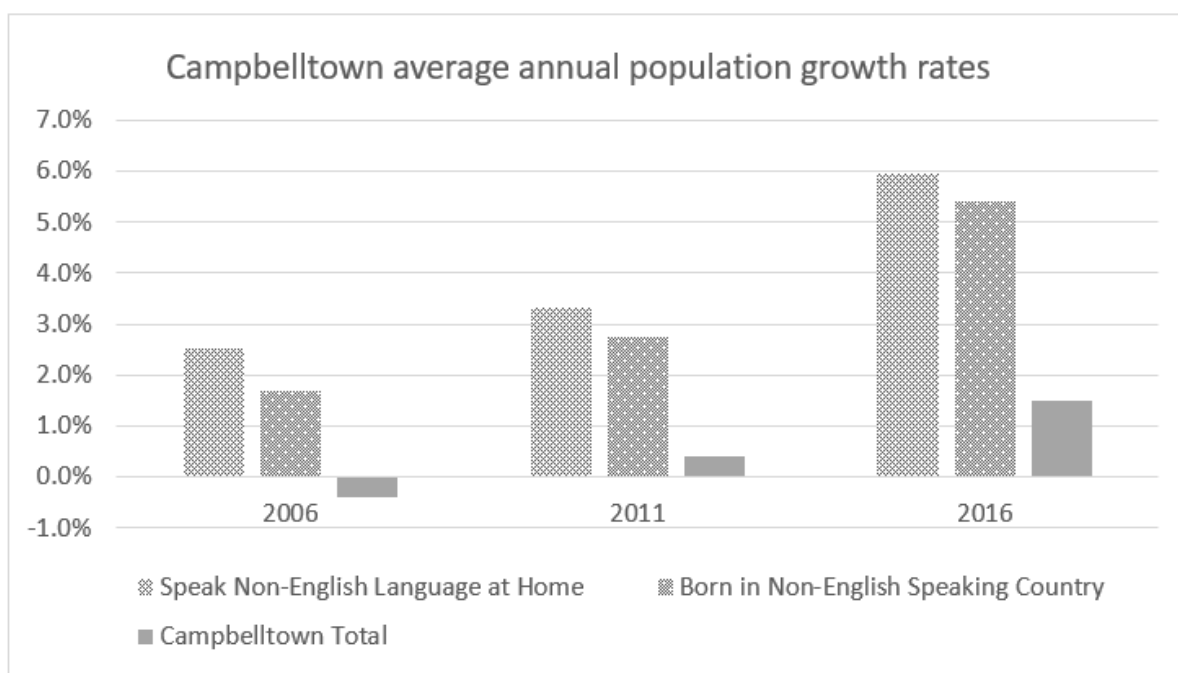
In addition to these additional complex barriers, women from culturally and linguistically diverse backgrounds are less likely to report violence and experience more barriers in accessing support services, making them less likely to leave a domestic violence situation than other women (National Plan to Reduce Violence Against Women and Their Children, Third Action Plan 2016-2019).

Both mainstream social services and specialist family violence services struggle to provide culturally appropriate, responsive services for culturally and linguistically diverse victims, and the services that are designed specifically for culturally and linguistically diverse victims are limited. There are also limited opportunities for men from culturally and linguistically diverse communities to participate in behaviour change programs that are culturally specific or in their own language (2016 Royal Commission into Family Violence in Victoria).

The community of the Campbelltown LGA is rapidly becoming increasingly culturally and linguistically diverse.

Campbelltown's culturally and linguistically diverse communities are experiencing growth rates far greater than the overall population. Since 2001, when Campbelltown experienced population decline of -0.4 percent annually, it had increased to 1.4 percent in 2016. However the rate of growth of culturally and linguistically diverse people was much higher, with those speaking a language other than English at home rising from a growth rate of 2.5 percent per annum in 2001 to 5.9 percent in 2016 (Australian Bureau of Statistics, Profile.id, 2019).





Source: Modified from Profile.id, 2019

In 2016, this growth represented 39,491 people, or 25 percent of the community living in Campbelltown being born overseas in countries where English is not the main language, and 14 percent having arrived in Australia within the five years prior to 2016 (Profile.id, 2019).

The largest increases in birthplace countries of the population in Campbelltown between 2011 and 2016 were:

- India (+1,678 persons)
- Bangladesh (+1,477 persons)
- Nepal (+939 persons)

In 2016, households speaking non-English languages at home represented 30 percent of the community, an increase of over 10,916 people since 2011 and equivalent to 97 percent of the overall growth in Campbelltown over that period. The number of people who spoke English only decreased by 1,703 or 1.7 percent (Profile.id, 2019).

The largest changes in the languages spoken by the population in Campbelltown between 2011 and 2016 were for those speaking:

- Bengali (+2,076 persons)
- Arabic (+1,340 persons)
- Nepali (+1,089 persons)
- Mandarin (+736 persons)

In order to understand the domestic violence service provision context, and as a key part of engaging with the Campbelltown Domestic Violence Committee in analysing local need, a survey was undertaken with organisations which provide domestic violence related services to Campbelltown residents. 21 responses were received and indicated that:

- there are many existing services in advocacy, court/legal support and service coordination
- there are few services for accommodation (crisis/transitional), perpetrators of violence, women's health, counselling and education
- there has been an increase in culturally diverse (including women on spousal visas) and Aboriginal and Torres Strait Islander clients presenting to services, with police particularly noting increases in women from Indian, Pakistani and Pacific Island backgrounds
- there has been significant overall increases in demand for services in recent years.

Analysis of the desktop research, survey of organisations, and consultation with members of the Campbelltown Domestic Violence Committee indicated that there are the following needs in Campbelltown:

1. **Provision of more accommodation options** – both crisis, transitional and more broadly affordable accommodation so that more women can achieve an initial, timely and longer term affordable path out of violence.

This need is further demonstrated by the Australian Department of Social Services data which records Campbelltown as having the third highest average unmet need for women and children seeking crisis accommodation in Sydney for 2015-2018 (Department of Social Services, 2019).

2. **Improved awareness between existing domestic violence support services** – so that each associated service has the necessary knowledge, contacts and referral pathways to support victims to access appropriate support and advice.
3. **Increased capacity for supporting culturally and linguistically diverse women** – research indicates under reporting of domestic violence is higher in cultural diverse communities with support services also indicating that many suspected victims of domestic violence, from culturally and linguistically diverse communities, who have called Police do not engage with support services who reach out to them. The no wrong door approach makes accessing culturally competent service delivery difficult across such a large sector.
4. **More counselling services** – as there are existing waiting periods of up to three months for some forms of counselling in Campbelltown for victims of domestic violence. This reflects an underfunding of this service type in the area.
5. **More services for men** – as there are very limited services to support perpetrators of violence.
6. **More education programs** – are needed for men and more broadly the community to facilitate understanding and cultural change to prevent domestic violence.
7. **Adopting a holistic case management approach** - this research also indicated a lack of clarity about the definition of case management and service coordination in the sector. Whilst many organisations reported to provide both services, it is not clear what this means in practice for victims seeking support. Given the complex nature of the services required by some victims, the importance or comprehensive case management is a need that is apparent for Campbelltown.

In summary, the findings of the preliminary phase of the feasibility assessment, focused on determining the need for additional domestic violence services in Campbelltown, found that:

1. violence against women is a significant national issue, with extensive and far-reaching impacts on families. The prevalence of domestic violence is high in Campbelltown, well above the New South Wales average, and the third highest rate in Sydney.
2. women from culturally and linguistically diverse backgrounds who experience domestic violence face a range of complex additional barriers than other women in attempting to leave violent circumstances, and are less likely to report or seek help.
3. population growth in Campbelltown has been largely from culturally and linguistically diverse people, with people from non-English speaking backgrounds and households accounting for most of the new residents to the city.
4. there has been a reported increase in culturally and linguistically diverse, and Aboriginal and Torres Strait Islander, women presenting to domestic violence support services in Campbelltown, along with significant overall demand for these services over recent years.
5. there are few services in Campbelltown providing accommodation for women and their children escaping violent, and not enough counselling, health, education and services for perpetrators of violence.
6. there is a need in Campbelltown for more accommodation options, increased awareness of existing support services, greater capacity for supporting the complex needs of the growing culturally and linguistically diverse community, more counselling and education services, services for perpetrators of violence, and a need for a more holistic case management approach for women.

### **Next Steps**

The findings of this preliminary phase of the investigation indicate that there is a need for further domestic violence services in Campbelltown to complement the existing services in the city, and to support the rapidly growing community from diverse cultural and linguistic backgrounds.

It is therefore recommended to progress to the next phase of investigation and undertake a feasibility assessment. The scope of this kind would include (but not be limited to):

- consideration of the service model/s that would best meet the needs that have been identified, with a particular consideration to accommodation needs and holistic case management services
- engagement with Government funding bodies, particularly the NSW Department of Communities and Justice, as to available funding options to fund the operational delivery of a potential service
- identification of corporate partners willing to support any potential capital funding required for the service, along with contribution to operating costs as needed
- identification of suitable service providers with the requisite service delivery experience to operate a potential service
- ongoing engagement and communication with the domestic violence service providers in the area to inform any service model and approach, existing gaps and opportunities
- assessment of possible suitable locations within the city for a service.

It is proposed that the domestic violence forum that formed part of the Council resolution be utilised to inform the feasibility investigation, continue engagement with other services providers, further understand local needs, and consider service delivery models that may be appropriate to local needs. It is further proposed that this be undertaken in the first half of 2020.

The scope of the feasibility assessment will also include a communication and engagement strategy to work closely with all stakeholders, including local and regional service providers, Government agencies, the Campbelltown Domestic Violence Committee, potential corporate partners, and local residents.

Once the scope of the feasibility assessment has been completed, with project timelines, Council will be informed of the expected completion date of the assessment which will be reported to Council. An early estimate of a likely completion date is the later part of 2020.

### **Attachments**

Nil

## 8.13 Investments and Revenue Report - October 2019

### 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 October 2019.

### Report

#### Investments

Council's investment portfolio as at 31 October 2019 stood at approximately \$234m. Funds are currently being managed by both 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.

The return on Council's investments is tracking in accordance with budget expectations; and continues to outperform the AusBond Bank Bill Index benchmark. For the month of October, Council's return exceeded the benchmark by 29 basis points on an annualised basis.

The portfolio is diversified with maturities ranging up to a period five years in accordance with Council's Investment Policy.

The Reserve Bank left the cash rate unchanged at three quarters of one percent at the November board meeting. It is expected further economic data is needed to assess the impact of reductions already made.

With credit margins continuing to contract, particularly for term deposits, where better value can be obtained investing in floating rate notes, these opportunities will be taken.

The ASX200 closed at 6663.40 at the completion of October. This represents an annualised monthly performance result of negative four percent ex dividend, the monthly change was negative .37 percent. It is important to note that councils are restricted to conservative investments only in line with the Minister's Investment Order of 17 February 2011 and other relevant legislation including the *Local Government Act 1993* and the *Trustees Act 1925*. Investments in equities are prohibited under the legislation and therefore a benchmark such as the Bank Bill Index is used in line with Council's Investment Policy and the recommendations of the Office of Local Government Guidelines.

## **Rates**

Rates and Charges levied for the period ending 31 October 2019 totalled \$118,917,527 representing 100 percent of the current budget estimate.

The rates and charges receipts collected to the end of October totalled \$44,571,044. In percentage terms 37.9 percent of all rates and charges due to be paid have been collected, compared to 36.1 percent collected in the same period last year.

Debt recovery action during the month involved the issue of 143 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 nine Judgments and eight 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 continue to provide assistance to ratepayers experiencing difficulty in settling their accounts. This includes the monitoring of 239 ratepayers with a total arrears balance of \$508,839, who have made suitable payment arrangements.

Ratepayers who purchased property since the annual rates and charges notices are issued with a 'Notice to new owner' letter. During the month, 22 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 October 2019 are \$2,355,413 reflecting an increase of \$680,949 since September 2019. During the month, 3011 invoices were raised totalling \$1,478,069. 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 \$359,147 as at 31 October 2019.

The majority of this debt relates to Government and Other Grants totalling \$121,874. Payment of \$70,950 was received in early November for the Sydney Water Council Partnership Program and the remaining amount of \$50,923 for the Pension Rebate Subsidy Claim is expected in the coming weeks.

Another significant portion of debts outstanding relates to Various Sundry Items totalling \$112,015. A portion of this debt relates to road and footpath occupancy fees for a development in Broughton Street of \$30,447. Legal action commenced and negotiations between Council's agents and the company involved has proved positive with the company entering into a legally binding settlement of \$5,271 per month, this will see the debt finalised by April 2020. Another major debt of \$15,500 is for a motor vehicle accident and damage to Council property (bus shelter) in Ambarvale, after extensive skip tracing the account has

been identified by our recovery agent as unrecoverable and have recommended a write-off of the account.

Another claim relating to a Council vehicle damaged in a traffic incident totalling \$9,786 has also been identified by our agent as unrecoverable and has also been recommended for write-off.

Public hall hire fees of \$47,793 are a result of debts that have been raised in advance and in accordance with council policy do not need to be finalised until two weeks prior to function.

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, four 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 not instructed to issue any legal action for the month.

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. Summary of Council's Investment Portfolio October 2019 (contained within this report)
2. Rates and Charges summary and statistics October 2019 (contained within this report)
3. Debtors Summary and Ageing Report October 2019 (contained within this report)

## Summary of Council's Investment Portfolio

Portfolio as at 31 October 2019

Product Type	Face Value	% of Total
At Call Deposits	1,207,824	0.52%
Term Deposits - Fixed Rate	77,561,785	33.09%
Term Deposits - Fixed/Floating	5,000,000	2.13%
Term Deposits - Floating Rate	84,000,000	35.83%
FRN	29,400,000	12.54%
Managed Funds - TCorp	37,255,293	15.89%
<b>Grand Total</b>	<b>234,424,903</b>	<b>100.00%</b>

### Total Term Deposits (Fixed and Floating Rate) by Institution's Long-Term Credit Rating

Credit Rating	Holdings	% of Total
AAA	3,760,000	2.3%
AA-	128,395,726	77.1%
A+	4,227,089	2.5%
A	5,000,000	3.0%
BBB+	21,178,970	12.7%
BBB	2,000,000	1.2%
Baa2	2,000,000	1.2%
<b>Total Term Deposits</b>	<b>166,561,785</b>	<b>100.0%</b>

## Floating Rate Notes

ISIN	Issuer	Issuer Rating	Maturity Date	Coupon	Face Value
AU3FN0028189	CBA	AA-	17-Jul-20	3m BBSW + 0.90%	\$5,000,000
AU3FN0039180	ME Bank	BBB	9-Nov-20	3m BBSW + 1.25%	\$2,500,000
AU3FN0046789	Newcastle Perm	BBB	26-Feb-21	3m BBSW + 1.10%	\$500,000
AU3FN0031888	CBA	AA-	12-Jul-21	3m BBSW + 1.21%	\$5,000,000
AU3FN0044289	Credit Union Aus	BBB	6-Sept-21	3m BBSW + 1.25%	\$500,000
AU3FN0034021	Newcastle Perm	BBB	24-Jan-22	3m BBSW + 1.65%	\$1,500,000
AU3FN0046793	Credit Union Aus	BBB	4-Mar-22	3m BBSW + 1.23%	\$3,200,000
AU3FN0051185	Teachers Mutual Bank	BBB	28-Oct-22	3m BBSW + 0.90%	\$2,400,000
AU3FN0046777	NAB	AA-	26-Feb-24	3m BBSW + 1.04%	\$4,000,000
AU3FN0048724	NAB	AA-	19-Jun-24	3m BBSW + 0.92%	\$1,300,000
AU3FN0049730	ANZ	AA-	29-Aug-24	3m BBSW + 0.77%	\$3,500,000

Long-Term Credit Rating	Exposure of Entire Portfolio			
	Actual	Minimum	Maximum	Compliant
AA+, AA, AA- and above (or MTB*)	80.8%	50%	100%	Yes
A+, A, A- and above	84.7%	70%	100%	Yes
BBB+, BBB, BBB- and above	100.0%	100%	100%	Yes
TCorp Hour Glass Cash Fund	15.9%	0%	20%	Yes

Long-Term Credit Rating	Maximum Term	Compliant
AA+, AA, AA- (or MTB*)	5 years	Yes
A+, A, A-	3 years	Yes
BBB+, BBB, BBB-	3 years	Yes
TCorp Hour Glass Cash Fund	At Call	Yes

## Portfolio Return

Council's investment portfolio (excluding At Call Deposits but includes TCorp Cash Fund) provided a weighted average return (running yield) of:

Portfolio as at	Portfolio Monthly Return	Portfolio Annualised Return
31-Oct-2019	0.16%	1.94%
Bloomberg AusBond Bank Bill Index	Benchmark - Monthly Return	Benchmark - Rolling 12 months
31-Oct-2019	0.08%	1.65%



## RATES SUMMARY

### STATEMENT OF ALL OUTSTANDING RATES AND EXTRA CHARGES

RATE - CHARGE	NET ARREARS 1/7/2019	NET LEVY FOR YEAR	PENSION REBATES	EXTRA CHARGES	TOTAL RECEIVABLE	CASH COLLECTED	NET AMOUNT DUE	POSTPONED RATES & INTEREST	GROSS AMOUNT DUE
RESIDENTIAL	2,811,810.14	66,094,504.84	1,410,495.35	285,906.20	67,781,725.83	24,109,452.43	43,672,273.40	261,353.32	43,933,626.72
BUSINESS	355,656.57	19,611,234.77		19,418.88	19,886,310.22	9,097,454.01	10,888,856.21		10,888,856.21
FARMLAND	165,474.11	540,664.14	678.09	193.68	705,653.84	391,338.66	314,315.18	247,683.85	561,999.03
MINING	0.00	27,902.16		0.00	27,902.16	27,902.16	0.00		0.00
SR - LOAN	278.81	0.00		84.18	362.99	0.00	362.99	396.77	759.76
SR - INFRASTRUCTURE	319,047.27	6,521,405.28		3,838.52	6,844,291.07	2,482,840.04	4,361,451.03	51,754.36	4,413,205.39
TOTAL	\$3,652,266.90	\$92,795,711.19	\$1,411,173.44	\$309,441.46	\$95,346,246.11	\$36,108,987.30	\$59,237,258.81	\$561,188.30	\$59,798,447.11
GARBAGE	891,143.33	22,032,442.46	842,265.21	15,488.84	22,096,809.42	7,899,546.16	14,197,263.26		14,197,263.26
STORMWATER	60,278.75	1,413,977.61		215.52	1,474,471.88	562,510.15	911,961.73		911,961.73
GRAND TOTAL	\$4,603,688.98	\$116,242,131.26	\$2,253,438.65	\$325,145.82	\$118,917,527.41	\$44,571,043.61	\$74,346,483.80	\$561,188.30	\$74,907,672.10

Total from Rates Financial Transaction Summary	74,419,566.66
Overpayments	-488,105.44
Difference	0.00

### ANALYSIS OF RECOVERY ACTION

Rate accounts greater than 6 months less than 12 months in arrears	365,000.00
Rate accounts greater than 12 months less than 18 months in arrears	211,734.00
Rate accounts greater than 18 months in arrears	147,387.14
TOTAL rates and charges under instruction with Council's agents	\$724,121.14

**RATES STATISTICS**

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Oct-18
Rate Notices	50,115	76		109									608
Electronic - DoH	5,055												
Instalment Notices				48,385									47,031
Electronic - DoH				5,048									5,245
Missed Instalment Notices			8,232										
- Pensioners > \$15.00			716										
Notice to new owner	161	39	25	22									18
7-day Letters - Council issued			2,358										
- Pensioners > \$500.00			206										
7-day Letters - Agent Issued			617										
Statement of Claim	182	22	6	143									156
Judgments	46	15	47	9									9
Writs	32	27	22	8									6
Electronic - eRates & BPAYView	6,162	6,275	6,304	6,487									4,820
Arrangements	266	229	403	239									223

**DEBTORS SUMMARY 1 October 2019 to 31 October 2019**

DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/09/2019	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/10/2019	% DEBT RATIO
Corporate Administration	138,789	162,904	79,794	221,899	29.49%
Abandoned Items	0	410	410	0	0.35%
Education and Care Services	18,710	0	0	18,710	0.98%
Community Bus	89	0	0	0	0.01%
Sportsground and Field Hire	161,199	100,149	178,929	82,419	5.46%
Government and other Grants	667,831	714,239	53,853	1,328,217	12.87%
Public Hall Hire	180,042	62,090	74,680	167,452	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	107,390	175,890	192,322	90,958	5.63%
Healthy Lifestyles	33,021	51,477	47,310	37,187	0.15%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	85,419	14,465	23,507	76,377	1.85%
Pool Hire	11,618	17,211	9,458	19,372	0.39%
Private Works	19,023	0	16,411	2,612	0.52%
Road and Footpath Restoration	78,342	56,208	9,251	125,299	28.17%
Shop and Office Rentals	38,686	59,857	56,404	42,139	2.17%
Various Sundry Items	164,319	40,925	24,142	181,101	6.42%
Waste Collection Services	9,161	22,245	31,406	0	6.17%
	<b>1,674,464</b>	<b>1,478,069</b>	<b>797,121</b>	<b>2,355,413</b>	<b>100%</b>

**AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 October 2019**

	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	174,069	27,263	6,817	13,751	221,899	12,695
Abandoned Items	0	0	0	0	0	0
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	0	0	0	0	0	0
Sportsground and Field Hire	33,446	30,302	9,095	9,576	82,419	9,424
Government and other Grants	711,343	495,000	0	121,874	1,328,217	50,924
Public Hall Hire	71,288	29,154	19,217	47,793	167,452	58,560
Health Services	0	0	0	350	350	350
Land and Building Rentals	89,156	1,802	0	0	90,958	0
Healthy Lifestyles	14,176	9,889	1,722	11,401	37,187	9,879
Licence Fees	11,572	2,838	33,458	28,509	76,377	26,282
Pool Hire	13,999	3,425	350	1,597	19,372	2,503
Private Works	1,189	0	0	1,423	2,612	1,423
Road and Footpath Restoration	55,336	0	59,102	10,860	125,299	3,929
Shop and Office Rentals	39,400	1,090	1,650	0	42,139	0
Various Sundry Items	28,856	28,345	11,885	112,015	181,101	112,129
Waste Collection Services	0	0	0	0	0	0
	<b>1,223,862</b>	<b>629,108</b>	<b>143,296</b>	<b>359,147</b>	<b>2,355,413</b>	<b>288,097</b>

## 8.14 Revised Rates Recovery Procedures Policy

### 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

1. That the revised Rates Recovery Procedures Policy as attached to this report be adopted.
2. That the Rates Recovery Procedures Policy review date be set at 31 December 2022.

### Purpose

To seek Council's endorsement of the revised Rates Recovery Procedures Policy.

### History

The abovementioned policy was adopted by Council and is now due for review in accordance with the Record Management Policy.

### Report

The abovementioned policy has been reviewed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.


The review of this policy has been made taking into account Office of Local Government's Section 23A 'Debt Management and Hardship Guidelines'. Changes to the policy have been made to increase the threshold for the commencement of formal recovery from \$500 to \$1000.

New paragraphs have been added under Item 4 to include the use of additional contact points from Councils existing database to reach out to defaulters with a view to seeking payment or a suitable payment arrangement. In addition a new 'stop the clock' approach has also been included to allow defaulters extra time without penalty to catch up on their payments.

A new item number six has been added to formalise any disputes and to conduct any reviews. These will be conducted independently of the Financial Services staff by the Manager Governance and Risk.

**Attachments**

1. Rates Recovery Procedures Policy current (contained within this report)
2. Rates Recovery Procedures Policy proposed (contained within this report)

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Rate Recovery Procedures	
Related Documentation	Sundry Debtors Recovery Policy Hardship Policy	
Relevant Legislation/ Corporate Plan	Local Government Act 1993 Civil Procedure Act 2005 Corporations Act 2001	
Responsible Officer	Manager Financial Services Executive Manager Corporate Services and Governance	

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

### Objectives

To ensure the efficient and prompt recovery of all outstanding rates and charges from ratepayers.

### Policy Statement

#### 1. Issue of Original Rate Notice

By virtue of ~~Under~~ the *Local Government Act 1993* rates are due in full on 31 August or as quarterly instalments. The due dates for each quarter are 31 August, 30 November, 28 February and 31 May each year. A ratepayer may approach Council and seek an arrangement to finalise the rate account. It must be stressed that recovery action will only apply to those ratepayers who have not made arrangements to finalise their rates, or who have defaulted on an existing arrangement.

#### 2. One Week After Instalment Due Date

- Issue missed instalment notices on assessments with the current quarter rates owing and/or arrears with a combined total not exceeding ~~\$500.00~~ 1000.
- Issue of a ~~seven-day formal demand~~ letter notifying the ~~possible~~ commencement of legal action where the arrears of rates and charges exceeds ~~\$500.00~~ 1000.
- In respect to (b) only, instructions to Council's agents be given to issue ~~an intent to commence legal proceedings~~ a ~~second seven-day~~ letter where two or more full instalments remain outstanding and the balance exceeds ~~\$500.00~~ 1000. A period of 14 days to be allowed between the posting date and the last date for payment or suitable payment arrangements to be made.

**Note:** Legal action will result in the issue of a Statement of Claim.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> Business Services <b>Section:</b> Financial Services <b>DocSet:</b> 1555268	<b>Adopted Date:</b> 15/3/77 <b>Revised Date:</b> 18/12/12 <b>Minute Number:</b> 225 <b>Review Date:</b> 30/04/15	<b>Page:</b> 1 of 4 <b>Print Date:</b>

## Campbelltown City Council

### 3. Arrangements to Pay

- a) All arrangements to pay outstanding rates are to be considered upon receipt of a request made in writing. Acceptable arrangements will be determined subject to all outstanding rates and charges being finalised within six months of the date of debt.
- b) Acknowledgment accepting the terms of arrangement be issued, confirming due dates and amounts agreed to be paid.

A default of payment arrangements shall be referred to legal recovery unless an alternative arrangement has been received prior to the date of payment as determined in point (b).

### 4. Further Action

- a) Contact points recorded by Council to be provided to external agent where a suitable payment arrangement has not yet been received. This step is to be taken within seven days of the notification in 2(c) being issued. Agents are to attempt contact with ratepayers using the supplied information and to include but not limited to (SMS, telephone call or send an email).
- b) 'Stop the clock' approach:
  - Where formal notification of pending legal recovery action mail has been returned to Council. Every effort to be made to locate the liable person before restarting the recovery process.
  - Where a 'Financial Hardship Relief Application' has been submitted formal recovery action to be suspended pending review by delegated officer.
- c) If ratepayers fail to respond to the letters of demand a Statement of Claim is registered and served. Defaulters have a period of 28 days to defend the Statement of Claim, if they are unsuccessful or fail to lodge a defence Judgement is obtained entered and actioned in the form of either a Garnishee Order, Examination Order or Writ.
- d) When rates have been outstanding on a property for a period of five years, Council may take action under Section 713 of the *Local Government Act 1993* to offer the property for sale at public auction in order to recover the outstanding rates.

### 5. Additional Action in Respect of Companies and Rented Premises

- a) Where companies continue to default after judgment is entered obtained, it is considered that action for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated. At this stage the matter be placed in the hands of Councils recovery agents.
- b) In appropriate circumstances, take action under Section 569 (2) of the *Local Government Act 1993* to serve notice upon a person in occupation of the land and demand that, as the rent falls due, it be paid to Council in liquidation of the amount of rate arrears. This is a valid discharge of the tenant's liability for rent.

### 6. Dispute resolution and review

- a) Disputes must be submitted to Council in writing and can be made at any time.
- b) Formal disputes shall be referred to the Manager Governance and Risk for investigation. Investigation findings are to be reported to the Executive Manager Corporate Services and Governance.

### Scope

DATA AND DOCUMENT CONTROL		
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## Campbelltown City Council

This policy will be relevant to all ratepayers within the Local Government Area. It is anticipated to have a direct impact on less than 5,000 ratepayers

### Definitions

Arrangement	An agreement accepted by Council or its agents to repay a debt within a specific period of time.
Court Instalment Order	Enforceable <b>payment</b> arrangement granted to the <b>ratepayer debtor</b> by the court.
Examination Notice	Notice issued by recovery agent to ascertain <b>ratepayer's debtor's</b> financial affairs and negotiate a suitable payment arrangement.
Examination Order	Court issued order to have their financial affairs "examined" in the presence of a court official for the purposes of determining their capacity to make payments.
Garnishee	Court order to withhold funds from a <b>ratepayer's debtors</b> wage or bank account.
Judgment	Court issued statement acknowledging the debt recorded against the debtor.
Liable person	The owner or occupier of rateable land.
Statement of Claim	Court issued document defining the amount due and the debt that is due to be paid. <b>Ratepayers Debtors</b> have 28 days from being served this document to lodge a defence.
Warrant	Enforceable arrest warrant issued by the court for Sheriffs' Office to arrest and present debtor to Registrar for examination.
Writ	Court issued document identifying goods to be sold in order to liquidate the judgement debt.

### Legislative Context

The following Sections of the *Local Government Act 1993* are included and influenced by this policy:

Section 562, Section 564, Section 569, Section 712 and Section 713.

The following legislation is referred to during critical points of the recovery process:

*Civil Procedure Act 2005*, and  
*Corporations Act 2001*

### Principles

The **Executive Manager Corporate Services and Governance** ~~Manager Financial Services~~ will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of conducting a fair and equitable assessment.

### Responsibility

DATA AND DOCUMENT CONTROL		
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**Campbelltown City Council**

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The ~~Executive Manager Corporate Services and Governance~~ ~~Manager Financial Services~~ may delegate responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.


**Effectiveness of this Policy**

## Key performance Indicators

- maintain or reduce unpaid rates and charges at a level considered acceptable to Council, no greater than 5%
- Monitor and report on the trends that emerge in defaulting ratepayer patterns.

**END OF POLICY STATEMENT**

DATA AND DOCUMENT CONTROL		
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 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Rate Recovery Procedures	
Related Documentation	Sundry Debtors Recovery Policy Hardship Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Civil Procedure Act 2005</i> <i>Corporations Act 2001</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

### Objectives

To ensure the efficient and prompt recovery of all outstanding rates and charges from ratepayers.

### Policy Statement

#### 1. Issue of Original Rate Notice

By virtue of the *Local Government Act 1993* rates are due in full on 31 August or as quarterly instalments. The due dates for each quarter are 31 August, 30 November, 28 February and 31 May each year. A ratepayer may approach Council and seek an arrangement to finalise the rate account. It must be stressed that recovery action will only apply to those ratepayers who have not made arrangements to finalise their rates, or who have defaulted on an existing arrangement.

#### 2. One Week After Instalment Due Date

- a) Issue missed instalment notices on assessments with the current quarter rates owing and/or arrears with a combined total not exceeding \$1000.
- b) Issue of a formal demand letter notifying the possible commencement of legal action where the arrears of rates and charges exceeds \$1000.
- c) In respect to (b) only, instructions to Council's agents be given to issue an intent to commence legal proceedings letter where two or more full instalments remain outstanding and the balance exceeds \$1000. A period of 14 days to be allowed between the posting date and the last date for payment or suitable payment arrangements to be made.

**Note:** Legal action will result in the issue of a Statement of Claim.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Financial Services <b>DocSet:</b> 1555268	<b>Adopted Date:</b> 15/3/77 <b>Revised Date:</b> 18/12/12 <b>Minute Number:</b> 225 <b>Review Date:</b> 30/04/15	<b>Page:</b> 1 of 4 <b>Print Date:</b>

## Campbelltown City Council

### 3. Arrangements to Pay

- a) All arrangements to pay outstanding rates are to be considered upon receipt of a request made in writing. Acceptable arrangements will be determined subject to all outstanding rates and charges being finalised within six months of the date of debt.
- b) Acknowledgment accepting the terms of arrangement be issued, confirming due dates and amounts agreed to be paid.

A default of payment arrangements shall be referred to legal recovery unless an alternative arrangement has been received prior to the date of payment as determined in point (b).

### 4. Further Action

- a) Contact points recorded by Council to be provided to external agent where a suitable payment arrangement has not yet been received. This step is to be taken within seven days of the notification in 2(c) being issued. Agents are to attempt contact with ratepayers using the supplied information and to include but not limited to (SMS, telephone call or send an email).
- b) 'Stop the clock' approach:
  - Where formal notification of pending legal recovery action mail has been returned to Council. Every effort to be made to locate the liable person before restarting the recovery process.
  - Where a 'Financial Hardship Relief Application' has been submitted formal recovery action to be suspended pending review by delegated officer.
- c) If ratepayers fail to respond to the letters of demand a Statement of Claim is registered and served. Defaulters have a period of 28 days to defend the Statement of Claim, if they are unsuccessful or fail to lodge a defence Judgement is entered and actioned in the form of either a Garnishee Order, Examination Order or Writ.
- d) When rates have been outstanding on a property for a period of five years, Council may take action under Section 713 of the *Local Government Act 1993* to offer the property for sale at public auction in order to recover the outstanding rates.

### 5. Additional Action in Respect of Companies and Rented Premises

- a) Where companies continue to default after judgment is entered, it is considered that action for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated. At this stage the matter be placed in the hands of Councils recovery agents.
- b) In appropriate circumstances, take action under Section 569 (2) of the *Local Government Act 1993* to serve notice upon a person in occupation of the land and demand that, as the rent falls due, it be paid to Council in liquidation of the amount of rate arrears. This is a valid discharge of the tenant's liability for rent.

### 6. Dispute resolution and review

- a) Disputes must be submitted to Council in writing and can be made at any time.
- b) Formal disputes shall be referred to the Manager Governance and Risk for investigation. Investigation findings are to be reported to the Executive Manager Corporate Services and Governance.

### Scope

DATA AND DOCUMENT CONTROL		
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**Campbelltown City Council**


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This policy will be relevant to all ratepayers within the Local Government Area. It is anticipated to have a direct impact on less than 5,000 ratepayers

**Definitions**

Arrangement	An agreement accepted by Council or its agents to repay a debt within a specific period of time.
Court Instalment Order	Enforceable payment arrangement granted to the ratepayer by the court.
Examination Notice	Notice issued by recovery agent to ascertain ratepayer's financial affairs and negotiate a suitable payment arrangement.
Examination Order	Court issued order to have their financial affairs "examined" in the presence of a court official for the purposes of determining their capacity to make payments.
Garnishee	Court order to withhold funds from a ratepayer's wage or bank account.
Judgment	Court issued statement acknowledging the debt recorded against the debtor.
Liable person	The owner or occupier of rateable land.
Statement of Claim	Court issued document defining the amount due and the debt that is due to be paid. Ratepayers have 28 days from being served this document to lodge a defence.
Warrant	Enforceable arrest warrant issued by the court for Sheriffs' Office to arrest and present debtor to Registrar for examination.
Writ	Court issued document identifying goods to be sold in order to liquidate the judgement debt.

**Legislative Context**

The following Sections of the *Local Government Act 1993* are included and influenced by this policy:

Section 562, Section 564, Section 569, Section 712 and Section 713.

The following legislation is referred to during critical points of the recovery process:

*Civil Procedure Act 2005*, and  
*Corporations Act 2001*

**Principles**

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of conducting a fair and equitable assessment.

**Responsibility**

The Executive Manager Corporate Services and Governance may delegate responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

DATA AND DOCUMENT CONTROL		
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**Campbelltown City Council**

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**Effectiveness of this Policy**

## Key performance Indicators

- maintain or reduce unpaid rates and charges at a level considered acceptable to Council, no greater than 5%
- Monitor and report on the trends that emerge in defaulting ratepayer patterns.

**END OF POLICY STATEMENT**

<b>DATA AND DOCUMENT CONTROL</b>		
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## 8.15 Revised Unclaimed Money Policy

### 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

1. That the revised Unclaimed Money Policy as attached to this report be adopted.
2. That the Unclaimed Money Policy review date be set at 31 December 2022.

### Purpose

To seek Councils endorsement of the revised Unclaimed Money Policy.

### History

The abovementioned policy was adopted by Council and is now due for review in accordance with the Record Management Policy.


### Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

Minor changes have been made to the policy including position titles due to organisational restructure and the change to name of an external organisation, NSW Office of State Revenue to Revenue NSW.

### Attachments

1. Unclaimed Money Policy current (contained within this report)
2. Unclaimed Money Policy proposed (contained within this report)

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Unclaimed Money	
Related Documentation	Procedures for Unclaimed Monies	
Relevant Legislation/ Corporate Plan	<i>Taxation Administration Act 1996</i> <i>Local Government Act 1993</i>	
Responsible Officer	<del>Manager Financial Services</del> Executive Manager Corporate Services and Governance	

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

### Objectives

To comply with the *Taxation Administration Act 1996* regarding Council's obligations to administer and remit unclaimed monies to the NSW Office of State Revenue.

### Policy Statement

Council will before the end of the financial year review all specific accounts relating to unclaimed monies that have had no activity for a period of six years and forward these amounts onto Revenue NSW, the NSW Office of State Revenue.

### Scope

To ensure Council meets its statutory obligation to remit state payments to Revenue NSW the NSW Office of State Revenue. State payments are expected not to exceed more than 10 transactions per annum.

### Definitions

Nil

### Legislative Context

*Taxation Administration Act 1996*

*Local Government Act 1993* Sections 593 and 720

### Principles

These accounts relate to the following:

- Electoral Nomination
- Overpayments
- Proceeds for sale of property for unpaid rates
- Bonds
- Unpresented Cheques
- Deposits
- Unknown receipts
- Legal Proceedings
- Trust Account Funds.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> Business Services <b>Section:</b> Financial Services <b>DocSet:</b> 1606572	<b>Adopted Date:</b> 15/03/73 <b>Revised Date:</b> 21/07/2015 <b>Minute Number:</b> 138 <b>Review Date:</b> 21/07/2018	<b>Page:</b> 1 of 2

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**Campbelltown City Council**

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**Responsibility**

Senior Revenue Accountant and Manager Financial Services Executive Manager Corporate Services and Governance

**END OF POLICY STATEMENT**

DATA AND DOCUMENT CONTROL		
DocSet: 1606572	Page: 2 of 2	



 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Unclaimed Money	
Related Documentation	Procedures for Unclaimed Monies	
Relevant Legislation/ Corporate Plan	<i>Taxation Administration Act 1996</i> <i>Local Government Act 1993</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

### Objectives

To comply with the *Taxation Administration Act 1996* regarding Council's obligations to administer and remit unclaimed monies to the NSW Office of State Revenue.

### Policy Statement

Council will before the end of the financial year review all specific accounts relating to unclaimed monies that have had no activity for a period of six years and forward these amounts onto Revenue NSW.

### Scope

To ensure Council meets its statutory obligation to remit stale payments to Revenue NSW. Stale payments are expected not to exceed more than 10 transactions per annum.

### Definitions

Nil

### Legislative Context

*Taxation Administration Act 1996*

*Local Government Act 1993* Sections 593 and 720

### Principles

These accounts relate to the following:

- 
- Electoral Nomination
- Overpayments
- Proceeds for sale of property for unpaid rates
- Bonds
- Unpresented Cheques
- Deposits
- Unknown receipts
- Legal Proceedings
- Trust Account Funds.
- 

### Responsibility

Senior Revenue Accountant and Executive Manager Corporate Services and Governance

### END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Financial Services <b>DocSet:</b> 1606572	<b>Adopted Date:</b> 15/03/73 <b>Revised Date:</b> 21/07/2015 <b>Minute Number:</b> 138 <b>Review Date:</b> 21/07/2018	<b>Page:</b> 1 of 1

## 8.16 Revised Partial Property Transfer Policy

### 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

1. That the revised Partial Property Transfer Policy as attached to this report be adopted.
2. That the Partial Property Transfer Policy review date be set at 31 December 2022.

### Purpose

To seek Councils endorsement of the revised Partial Property Transfer Policy.

### History

The abovementioned policy was adopted by Council on 2 September 2008 and is now due for review in accordance with the Record Management Policy.

### Report

The abovementioned policy has been developed in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

Minor changes have been made to the policy including position titles due to organisational restructure and the change to name of an external organisation, NSW Land Titles Office to Land Registry Services.

### Attachments

1. Partial Property Transfer Policy current (contained within this report)
2. Partial Property Transfer Policy proposed (contained within this report)

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Partial Property Transfer	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Strata Schemes (Freehold Development) Act 1973</i> <i>Strata Schemes (Leasehold Development) Act 1986</i> <i>Strata Schemes Management Act 1996</i> <i>Real Property Act 1900</i>	
Responsible Officer	<del>Manager Financial Services</del> Executive Manager Corporate Services and Governance	

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

### Objectives

To maintain accurate records of transfers of the title in land to expedite notification of Council's business and activities to new property owners.

### Policy Statement

This policy is designed to maintain accurate records of land titles. This includes adjustment of records upon receipt of written notification from solicitors or conveyancers regarding transfer of title prior to official notification from the ~~Land Registry Services~~ NSW Land Titles Office.

This policy is designed to be used in support of relevant legislation.

Letters received from the solicitor or conveyancer acting on behalf of the purchasers must include the following details to comply.

1. Statement requesting Council records be changed due to a sale or transfer of land.
2. New owner/s full name(s).
3. Full property description, including all Lot and Deposited Plan (DP) numbers.
4. Full mailing address for the service of notices.
5. Date of sale.

If the content of the written notification appears accurate and reliable the transfer will be flagged "PARTIAL". All partial transfers will be subject to a monthly review process and altered to "SALE" when and only when Council receives official notification from the ~~Land Registry Services~~ NSW Land Titles Office.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Financial Services <b>DocSet:</b> 1748472	<b>Adopted Date:</b> 02/09/2008 <b>Revised Date:</b> 21/07/2015 <b>Minute Number:</b> 138 <b>Review Date:</b> 21/07/2018	<b>Page:</b> 1 of 2

## Campbelltown City Council

Transfers that are not completed within a three-month period are to be followed up with the purchaser's solicitor or conveyancer until the matter is completed to the satisfaction of Council.

### Scope

This policy applies to all property land transfer requests made upon settlement where Council receives appropriate notification from a solicitor or conveyancer acting on behalf of the purchaser.

### Definitions

**Notification** provides a means of delivery of a written message in regards to statutory requirements and providing accurate up to date information.

**Owner** In relation to land other than Crown land includes;

- "(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
- (ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
- (iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and
- (iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and
- (v) every person who by this Act is taken to be the owner..."

as defined by the *Local Government Act 1993*.

**Property** Land that is within the Campbelltown local government area and subject to the *Real Property Act 1900*.

### Legislative Context

*Local Government Act 1993*

*Strata Schemes (Freehold Development) Act 1973*

*Strata Schemes (Leasehold Development) Act 1986*

*Strata Schemes Management Act 1996*

*Real Property Act 1900*

### Principles

The ~~Executive Manager Corporate Services and Governance~~ ~~Manager Financial Services~~ will be responsible for administering the principles and that appropriate steps are taken to maintain the integrity of data used in changing Council's records.

### Responsibility

The ~~Executive Manager Corporate Services and Governance~~ ~~Manager Financial Services~~ may delegate their responsibility to the ~~Senior Revenue Accountant~~ to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.


### Effectiveness of this Policy

Key performance Indicators

1. maintain a one-month review of all "pending" transfers.
2. ensure any transfers incomplete (subject to the elapsing of a three-month period) are successfully followed up and completed.

## END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1748472	Page: 2 of 2	Print Date:

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Partial Property Transfer	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Strata Schemes (Freehold Development) Act 1973</i> <i>Strata Schemes (Leasehold Development) Act 1986</i> <i>Strata Schemes Management Act 1996</i> <i>Real Property Act 1900</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

### Objectives

To maintain accurate records of transfers of the title in land to expedite notification of Council's business and activities to new property owners.

### Policy Statement

This policy is designed to maintain accurate records of land titles. This includes adjustment of records upon receipt of written notification from solicitors or conveyancers regarding transfer of title prior to official notification from the Land Registry Services.

This policy is designed to be used in support of relevant legislation.

Letters received from the solicitor or conveyancer acting on behalf of the purchasers must include the following details to comply.

1. Statement requesting Council records be changed due to a sale or transfer of land.
2. New owner/s full name(s).
3. Full property description, including all Lot and Deposited Plan (DP) numbers.
4. Full mailing address for the service of notices.
5. Date of sale.

If the content of the written notification appears accurate and reliable the transfer will be flagged "PARTIAL". All partial transfers will be subject to a monthly review process and altered to "SALE" when and only when Council receives official notification from the Land Registry Services.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Financial Services <b>DocSet:</b> 1748472	<b>Adopted Date:</b> 02/09/2008 <b>Revised Date:</b> 21/07/2015 <b>Minute Number:</b> 138 <b>Review Date:</b> 21/07/2018	<b>Page:</b> 1 of 2

## Campbelltown City Council

Transfers that are not completed within a three-month period are to be followed up with the purchaser's solicitor or conveyancer until the matter is completed to the satisfaction of Council.

### Scope

This policy applies to all property land transfer requests made upon settlement where Council receives appropriate notification from a solicitor or conveyancer acting on behalf of the purchaser.

### Definitions

**Notification** provides a means of delivery of a written message in regards to statutory requirements and providing accurate up to date information.

**Owner** In relation to land other than Crown land includes;

- "(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
- (ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
- (iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and
- (iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and
- (v) every person who by this Act is taken to be the owner..."

as defined by the *Local Government Act 1993*.

**Property** Land that is within the Campbelltown local government area and subject to the *Real Property Act 1900*.

### Legislative Context

*Local Government Act 1993*  
*Strata Schemes (Freehold Development) Act 1973*  
*Strata Schemes (Leasehold Development) Act 1986*  
*Strata Schemes Management Act 1996*  
*Real Property Act 1900*

### Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to maintain the integrity of data used in changing Council's records.

### Responsibility

The Executive Manager Corporate Services and Governance may delegate their responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

### Effectiveness of this Policy

Key performance Indicators

1. maintain a one-month review of all "pending" transfers.
2. ensure any transfers incomplete (subject to the elapsing of a three-month period) are successfully followed up and completed.

## END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
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## **8.17 Outcome of Public Exhibition - Revised Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors**

### **Reporting Officer**

Manager Governance and Risk  
City Governance

### **Community Strategic Plan**

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

### **Officer's Recommendation**

1. That the Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors shown as the attachment to this report be adopted.

### **Purpose**

To advise Council of the outcome of the public exhibition of the revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors and to seek Council's endorsement of the policy.

### **Report**

The abovementioned policy has been reviewed in accordance with the *Local Government Act 1993*, Council's Record Management Policy and procedure for Policy Development and Review.

At the Council Meeting on 11 November 2019, it was resolved that the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy be publicly exhibited and open for submissions for at least 28 days.

The revised policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors was placed on public exhibition from 13 November – 10 December 2019. Copies of the revised policy were available for inspection at the Civic Centre, HJ Daley Central Library and on Council's Website.

At the time of publication of this report, no public submissions to the revised policy exhibition have been received. Any submissions received between the date of publication of this report and the Council meeting, will be tabled for the information of Council. One internal submission was received amending the Professional Development allowance under the policy to a term amount rather than a yearly amount which has been incorporated into the attached draft policy.

It is recommended that the policy be adopted.

### **Attachments**

1. Payment of Expenses and Provisions of Facilities to the Mayor, Deputy Mayor and Councillors (contained within this report)





## **DRAFT Policy for the Payment of Expenses and the Provision of Facilities for the Mayor and Councillors**

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DATA AND DOCUMENT CONTROL		
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## Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993 (NSW)</i>
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>• meetings of council and committees of the whole</li> <li>• meetings of committees facilitated by council</li> <li>• civic receptions hosted or sponsored by council</li> <li>• meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council</li> </ul>

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## Executive Summary

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This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

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## Part A –Context, Objectives and Principles

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### 1. Introduction

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as elected representative of Campbelltown City Council.
- 1.2 This policy, and associated procedures and guidelines, may be cited as the Expenses and Facilities for Councillors Policy and is effective from [insert date of adoption].

### 2. Scope

- 2.1 In this policy, and associated procedures and guidelines, unless otherwise stated, the expression 'Councillor' refers to all Councillors of Campbelltown City Council, including the Mayor and Deputy Mayor.
- 2.2 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 3. Policy Objectives

- 3.1. The objectives of this policy are to:
  - a. enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
  - b. assist Councillors to represent the interests of residents and ratepayers of Campbelltown and to facilitate communication between the community and the Council.
  - c. support a diversity of representation
  - d. provide Councillors with a level of support which will serve to encourage residents to seek election to civic office.
  - e. fulfil the council's statutory responsibilities.

### 4. Principles

- 4.1. Council commits to the following principles:
  - a. **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - b. **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
  - c. **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
  - d. **Equity:** there must be equitable access to expenses and facilities for all Councillors
  - e. **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
  - f. **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

## 5. Code of Conduct

- 5.1 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 5.2 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

## 6. Private or political benefit

- 6.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 6.2. Private use of council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 6.3. Such incidental private use does not require a compensatory payment back to council.
- 6.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, Councillors must reimburse the council.
- 6.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material
  - use of council resources and equipment for campaigning
  - use of official council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.

## 7. Limits

### 7.1 Monetary Limits

- a. Monetary limits are stated in this policy against each expenses category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by the Councillor in excess of any limit set shall be considered as personal expenses that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.
- b. Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.

### 7.2 Time Limits

- a. Reimbursement of costs and expenses to Councillors must be made within three months of the cost or expense being incurred.

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## Part B – Expenses

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### 8. General expenses

- 8.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 8.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 9. Professional development

- 9.1 Council is committed to ensuring its Councillors are up to date with contemporary issues facing council and the community, and local government in NSW and acknowledges the value of Councillor professional development and attendance at conferences, seminars and training to enable them to be both knowledgeable and current on issues affecting the Campbelltown City.
- 9.2 In the first year of a new council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 9.3 In order to ensure that ongoing Councillor professional development training, and attendance at conferences and seminars is equitable, transparent and consistent, the following will apply:
  - a. Council will meet the reasonable costs of a seminar, conference or training course associated with approved professional development and where relevant to the business and interests of Council including:
    - registration fees
    - costs of official meals
    - associated tours
    - transportation
    - accommodation
    - Cost of meals where not otherwise including in the training conference or seminar fees which are authorised by the Council, Mayor or General Manager in accordance with the Australian Taxation Office (ATO) Tax Determination current at the time the expense was incurred.
  - b. Each Councillor is entitled to attend the Local Government NSW Annual Conference, these costs are excluded from each Councillor's individual professional development allocation—the number and details of the voting delegates and attendees are to be determined by resolution of Council.
  - c. Council will provide an annual allocation (Table 1) for each Councillor to facilitate professional development through programs, training, education courses, membership of professional bodies and attendance at conferences and seminars.
  - d. The General Manager will ensure that access to expenses relating to professional development is distributed equitably. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 9.4, as well as the cost of the professional development in relation to the Councillor's remaining budget.
  - e. Councillors may attend conferences throughout the year in addition to LGNSW each year in accordance with the professional development allocation. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.

- f. Council will also meet the reasonable cost of meals when they are not included in the professional development activity or conference fees. Reimbursement for meals not included in the conference fees will be subject to Clauses 6.18-6.21.

#### 9.4 Professional Development Approval process (including conferences and seminars)

- a. Councillors must seek prior approval to undertake professional development or attend a conference at Council's expense.
- b. Approval for professional development activities including training, attendance at seminars or conferences within the NSW are determined by the General Manager and Mayor, subject to a prior written request to the outlining the:
  - relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties;
  - details and cost of the professional development activity.
- c. Approval to attend a conference or other professional development training or seminar requiring air travel outside of NSW is subject to a resolution of Council. The Councillor must submit a prior written request to the General Manager. The General Manager prepare a report to Council proving an assessment of the Councillor request, including the:
  - relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties;
  - cost of the conference or seminar and the proportion of the conference and seminar budget utilised in relation to the total remaining budget.
- d. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

- 9.5 Each year, Council officers will provide a full report of professional development expenditure and conference attendance by Councillors in the Annual Report.

## 10. Travel Arrangements and expenses

All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

Except in exceptional circumstances all travel bookings such as flights, accommodation and registration fees will be made by Council. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.

### 10.1 Local Travel Arrangements and Expenses

- a. Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business. Councillors using their private vehicles for official Council business such as attending meetings of the Council, Advisory Committees, Council briefings, reference groups, community consultations, may be reimbursed by kilometre at the rate prescribed in the Local Government (State) Award as is applicable to employees of the Council.
- b. Councillors seeking reimbursement for use of a private vehicle must submit a log with the claim, detailing the date, distance and purpose of travel being claimed.
- c. Council is not liable for any traffic, parking or transport fines, or costs of repairs, maintenance, registration, insurance or depreciation incurred by Councillors while using their private vehicles on Council business.



- d. Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the General Manager having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.
- e. Each Councillor may expend up to a total of \$500 per year, and the Mayor up to a total of \$2000 per year, for travel expenses other than private vehicle use incurred while undertaking official business.

This includes:

- public transport fares
- parking costs for Council and other meetings
- Cabcharge card or equivalent
- for documented ride-share programs, such as Uber, where tax invoices can be issued.

#### 10.2 Travel within NSW and ACT

- a. Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey. The rate of reimbursement for kilometres travelled shall be equivalent to the rate prescribed in the Local Government (State) Award as is applicable to employees of the Council.
- b. Councillors travelling into country NSW and ACT may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval by the Mayor and General Manager.
- c. If any travel within NSW and ACT requires payment or reimbursement of accommodation expenses, please refer to Section 'Accommodation costs', as prior approval is required.
- d. Economy class air travel will be provided as standard for travel within New South Wales.
- e. For train travel, first class train travel will be provided, including sleeping berths where available.
- f. The cost of any upgrade is the responsibility of the Councillor.

#### 10.3 Interstate Travel

- a. Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors. Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given.
- b. Applications for interstate travel must be made in writing to the General Manager, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. The General Manager, will provide a report to Council for its consideration.
- c. Economy class air travel will be provided as standard for travel within Australia except for flights longer than 3 hours where premium economy class will be provided. The cost of any further upgrade shall be the responsibility of the Councillor.
- d. Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue.

#### 10.4 Overseas Travel

- a. Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid overseas trips unless direct and tangible benefits can be established for the Council and the local community.
- b. Councillors wishing to undertake overseas travel must do so at their own cost.
- c. Independently funded travel - Council officials who travel to cities that have a Sister City, Friendship or Partnership relationship with the Campbelltown City Council, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.

- d. Where the Mayor has been invited to officially represent Campbelltown overseas, a detailed report outlining the purpose of the trip, expected benefits, duration, itinerary and approximate costs, is to be included in the business papers of Council for which due public notice has been given. Council must approve the international travel and payment of expenses relating to such travel.
- e. After returning from overseas, a detailed report will be provided to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.
- f. A report should be given in the annual report for the year in which the visit took place, outlining how the objectives were met and what quantifiable benefits will flow to the community.
- g. Premium economy class air travel will be provided as standard for international travel. Where the flight exceeds 4 hours or the travel schedule requires the Mayor to work within 3 hours of arrival, business class air travel will be provided. The cost of any further upgrade shall be the responsibility of the Mayor.
- h. Council shall meet the cost of any transfers between the Mayor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue.
- i. Reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

#### 10.5 Cancellation policy

- a. Councillors will be advised of the penalty-free cancellation period for professional development and conference related bookings such as flights, accommodation and registration fees. After this date, except in exceptional circumstances of unforeseen illness and/or misadventure Councillors will be required to reimburse the Council any applicable cancellation penalties.
  - For interstate/ overseas travel requiring Council resolution the cut-off date for cancellation without penalty will be advised in the Officers report to Council
  - For Sydney Region and other events cancellation without penalty will be advised at the time of booking

## 11. Accommodation and meals

- 11.1 Council shall meet the costs of accommodation for Councillors travelling on Council business, when prior appropriate approval has been granted as follows:
  - Outside of Council area but within NSW - prior approval from General Manager and Mayor
  - Interstate and overseas accommodation - prior approval by resolution of Council
- 11.2 Where possible, Council will make payment of the accommodation booking prior to the date of arrival. Accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although other standards of accommodation may be provided where no suitable alternative accommodation is available.
- 11.3 The cost of any upgrade is the responsibility of the Councillor.
- 11.4 The need to obtain overnight accommodation shall be determined by the General Manager (or delegate) having regard to the safety of Councillors travelling on official business and local conditions applicable in the area. Where Councillors are required to attend conferences or seminars which involve evening sessions or are required to make an early start at work in a location outside of the Local Government Area, overnight accommodation shall be appropriately granted by the General Manager (or delegate).
- 11.5 The daily limits for accommodation and meal expenses within Australian are to be consistent with those set out in the Australian Taxation Office (ATO) Tax Determination current at the time the expense was incurred.

## 12. Legal assistance provisions and expenses

12.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a. a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- b. a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- c. a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

12.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

12.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

12.4 Legal assistance will be provided to Councillors in the event of an inquiry, investigation or hearing, into the conduct of a Councillor by the:

- Independent Commission Against Corruption
- Office of the NSW Ombudsman
- Department of Premier and Cabinet's Office of Local Government
- NSW Police Force
- Director of Public Prosecutions
  - Local Government Pecuniary Interest and Disciplinary Tribunal
  - Council's Code of Conduct Reviewer.

12.5 Reimbursement of properly and reasonably incurred legal expenses may be provided, subject to the following conditions:

- a. must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.
- b. the outcome of the legal proceedings is favourable to the Councillor or where an investigatory or review body makes a finding that is not substantially unfavourable to the Councillor
- c. the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis
- d. the Councillor's exercise of his or her function, was in the opinion of Council bona fide and/or proper; and as a Councillor
- e. the amount of legal expense reimbursement shall be paid at a rate equivalent to the average hourly partner rate charged by Council's Panel Solicitors.

12.6 Council will not meet the legal costs:

- a. of legal proceedings initiated by a Councillor under any circumstances
- b. of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- c. for legal proceedings that do not involve a Councillor performing their role as a Councillor.

## 13. Insurances

13.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as named insured and will receive the benefit of insurance cover to the limit in Council's insurance policies for the following:

- a. Personal injury – Personal injury or death whilst on Council business covering bodily injury caused by accidental, violent, external and visible means. Personal injury insurance also provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.
- b. Professional indemnity – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.
- c. Public liability – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.
- d. Councillors and Officers liability – Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties).

13.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of their civic duties, or exercise of their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

13.3 Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.

13.4 Appropriate travel insurances will be provided for any Councillors travelling on approved overseas travel on council business.

## 14. Special requirements and carer expenses

14.1 Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.

14.2 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

14.3 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

- 14.4 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of **\$4000** per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 14.5 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 14.6 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

## 15. Expenses for Spouses, Partners and Accompanying persons

- 15.1 In recognition of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel and accommodation expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle and are able to be accommodated in the same room already provided as standard to the Councillor, it will be considered that no additional cost has been incurred to Council.
- 15.2 Where the Councillor is accompanied by their spouse/partner, costs incurred for the spouse/partner (including travel, sustenance, registration and partner's program) will be borne by the Councillor. Council will not be responsible for any costs incurred by other members of a Councillor's family.
- 15.3 Where a Councillor is accompanied by his or her spouse/partner to the annual Local Government NSW Association Conference, Council will meet the cost of the official dinner for the spouse/partner. Any additional travel and accommodation expenses will be the personal responsibility of the Councillor.

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## Part C – Facilities

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### 16. General facilities for all Councillors

- 16.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- a Councillor lounge area and beverage service
  - a Councillor work area appropriately furnished to include telephone, photocopier, printer, desks, computer terminals and pigeon holes
  - access to shared car parking spaces while attending council offices on official business
  - personal protective equipment for use during site visits
  - a name badge which may be worn at official functions, indicating the wearer holds the office of Councillor and/or Mayor or Deputy Mayor
- 16.2 Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or the Manager, Governance and Risk.
- 16.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

16.4 Council will provide the following stationery to Councillors each year:

- letterhead, to be used only for correspondence associated with civic duties
- business cards
- up to 50 ordinary postage stamps
- up to 300 Christmas or festive cards per year for Councillors and 500 for the Mayor.

16.5 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Manager, Governance and Risk, nominated staff in the Mayor's Office or General Manager's office.

16.6 Appropriate meals and refreshments will be available for Council meetings, Council Committee Meetings, Councillor Briefings, approved meetings and engagements, and official council functions as approved by the General Manager.

As an indicative guide for the standard of refreshments to be provided at council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

## 17 Additional facilities for the Mayor

17.1 Council will provide to the Mayor a maintained vehicle to the value outlined in Table 1 and approved by the General Manager, with a fuel card for official and associated use.

17.2 Where the Mayor elects to use a privately owned vehicle instead of Council provided, Council will reimburse the cost of the vehicle registration, CTP, comprehensive insurance and general service costs to a maximum of \$3000 per year. Each claim should be supported by the provision of receipts and approved by the General Manager. A fuel card will also be provided for official and associated use. The Mayor accepts all liability associated with insurance claims.

17.3 Motor vehicle parking space – A permanent parking space in the basement of the Administration Building.

17.4 Council will provide the Mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.

17.5 In performing their civic duties, the Mayor will be assisted by staff providing administrative and secretarial support, as determined by the General Manager.

17.6 The number of exclusive staff provided to support the Mayor and Councillors will not exceed one full time equivalent.

## 18 Information and communications technology (ICT)

18.1 Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services as approved by the General Manager in accordance with the limits in Table1, comprising:

- mobile telephone
- personal computer or laptop
- iPad or tablet
- Multi-function device (combines printer, copier, scanner and facsimile)
- Home internet service

18.2 ICT equipment shall be provided to a Councillor only once during the term of each Council, with the exception of mobile telephones, which may be replaced more frequently within the limits provided in Table 1.

- 18.3 Council remains in ownership of the equipment and will be responsible for maintenance, replacement, insurance, technology upgrades and supply of consumables. The equipment is required to be returned at the end of the term of each Councillor.
- 18.4 ICT devices and services provided by Council will be fully serviced and maintained by Council with business hours.
- 18.4 Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. If there are repeated instances requiring the equipment to be repaired or replaced, where this exceeds the allowable limits in Table 1 this may be at the Councillors cost.
- 18.5 At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.
- 18.6 Councillors may elect to purchase their own ICT equipment. Council will reimburse Councillors that elect to purchase their own equipment up to 80 per cent of the value of the standard ICT package approved by the General Manager, in accordance with the limitations set in Table 1 of this policy. Councillors that purchase their own ICT devices and services will be responsible for service and maintenance of that equipment.
- 18.7 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.

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## Part D – Processes

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### 19. Approval arrangements

- 19.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 19.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 19.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
  - carer costs
  - ICT expenditure
- 19.4 Claims for payment or reimbursement of expenses and the provision of facilities under this Policy will be assessed/approved by at least two of the following:
- General Manager or delegate
  - Director City Governance
  - Executive Manager, Corporate Services and Governance
  - Manager, Governance and Risk.
- 19.5 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and with sufficient information and time to allow for the claim to be assessed and processed.

### 20. Advance payment

- 20.1 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is \$500 which should be reconciled within one month of incurring the cost and/or returning home. This includes providing to council:
- A full reconciliation of all expenses including appropriate receipts and/or tax invoices
  - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.
  - If a claim is refused, council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.
  - Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 20.2 The maximum value of a cash advance is \$200 per day of the conference, seminar or professional development activity to a maximum of \$500.
- 20.3 Requests for advance payment must be submitted to the Manager, Governance and Risk for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 20.4 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
  - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.



## 21. Reimbursement

- 21.1 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 21.2 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.
- 21.3 If council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- council will invoice the Councillor for the expense
  - the Councillor will reimburse council for that expense within 28 days of the invoice date.
- 21.4 If the Councillor cannot reimburse council within one month (28 days) of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

## 22. Disputes

- 22.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

## 23. Return or retention of facilities

- 23.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 23.2 Should a Councillor desire to keep any equipment allocated by council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 23.3 The prices for all equipment purchased by Councillors will be recorded in Council's annual report.

## 24. Publication

- 24.1 This policy will be published on council's website.

## 25. Reporting

- 25.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations in the Annual report and on Council's website.

## 26. Auditing

- 26.1 The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every three years.

## 27. Breaches

- 27.1 Suspected breaches of this policy are to be reported to the General Manager.
- 27.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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## PART E – Annual Fees

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### 28. Councillor Fees

- 28.1 An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under section 248 of the *Local Government Act 1993* in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- 28.2 All fees payable under this policy shall be paid monthly in arrears as provided by section 250 of the Act, for each month (or part of a month) for which the Councillor holds office.
- 28.3 Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

### 29. Mayoral Fee

- 29.1 An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under section 249 of the *Local Government Act 1993* in accordance with the appropriate determination of the Local Government Remuneration Tribunal. This fee will be in addition to the Councillor's fee.
- 29.2 The Mayor's fee payable under this policy shall be paid monthly in arrears as provided by section 250 of the Act, for each month (or part of a month) for which the Mayor holds office.
- 29.3 In the event that the Mayor stands aside, is incapacitated or voluntarily ceases to perform the functions of the Mayor for any reason, the Council may, by resolution, pay an additional fee to the Deputy Mayor for that period (on a pro rata basis) while they carry out the duties and responsibilities on behalf of the Mayor. This fee will be in addition to the Councillor fee and will be deducted from the Mayoral fee. This fee will be paid to the Councillor monthly in arrears as provided by Section 250 of the Act.

**PART F – Table 1**

<b>Expense or facility</b>	<b>Maximum amount</b>	<b>Frequency</b>
General travel expenses	\$500 per Councillor \$2000 for the Mayor	Per year
Accommodation and meals	With consideration of the current Australian Taxation Office (ATO) Tax Determination	Per meal/night
Professional development (excluding conferences and seminars)	\$20,000 per Councillor plus an additional \$10,000 for the Mayor	Per term
Conferences and seminars	\$5000 per Councillor plus an additional \$2500 for the Mayor	Per year
PC/Laptop with MS Office (or equivalent) and Antivirus Multi-function device (Printer/scanner/fax & consumables)	\$3000 per Councillor	Per term
ICT accessories e.g. protective case, keyboard, stylus	\$1000 per Councillor	Per term
Mobile Phone	\$2500 per Councillor*	Per term
Mobile phone call/ data costs	\$350 per Councillor	Per month
iPad/Tablet	\$1500 per Councillor	Per term
Data sim for iPad/tablet	\$30 per Councillor	Per month
Carer expenses	\$4000 per Councillor	Per year
Home office expenses - Internet service	\$100 per Councillor	Per month
Home office expenses (such as filing cabinet, briefcase etc)	\$600 per Councillor	Per term
Postage expenses	\$50 per Councillor	Per year
Christmas or festive cards	300 per Councillor 500 for the Mayor	Per year
Subscriptions to resource materials	\$1000 per Councillor	Per year
Access to facilities in Councillor lounge and work room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	\$50,000 Provided to the Mayor	Not relevant
Private vehicle reimbursable expense limit	\$3,000 Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	One full time equivalent provided to the Mayor	Not relevant

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## PART G – Related Legislation and Definitions

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**Relevant legislation and guidance:**

- *Local Government Act 1993*, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009 - Issued under section 23A
- Office of Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 Legal assistance for Councillors and Council Employees.
- Office of Local Government Circular 10/26 Misuse of council resources
- Independent Commission Against Corruption (ICAC) publication, No excuse for misuse, preventing the misuse of council resources - Guidelines 2 (November 2002).

**Related Council policies:**

- Code of Conduct
- Policy - Councillors Access to Information and Interaction with Staff
- Councils Internet and Email Usage Authorised Statement

## 8.18 Reports and Letters Requested

### Reporting Officer

Director City Governance  
City Governance

### Community Strategic Plan

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

### Officer's Recommendation

That the information be noted.

### Report

Attached for the information of Councillors is a status list of reports and letters requested from Council as at 3 December 2019.

### Attachments

1. Reports requested listing (contained within this report)
2. Letters requested listing (contained within this report)

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Lifestyles</b>			
14.05.19 MC	ORD - 14.1 Commercial Opportunity  2. That a further report is provided to Council with the outcome of the Expression of Interest process to make a decision about proceeding to a select tender process for a naming rights sponsor.	Procurement are currently drafting the EOI document and is currently in the evaluation stage whereby agreement is decided on the evaluation criteria and confirmation around the scope of requirements. The EOI closure date has been extended.	December 2019
11.06.19 MC	ORD - NM 11.4 Women's Domestic Violence Service  2. That a report be provided detailing the outcomes of the investigations including potential corporate and service provision partners, advise relevant Government bodies, project feasibility, location options, service delivery models and funding implications and strategies.	Investigations are continuing with planned consultation with Council's Domestic Violence Committee scheduled to occur in August 2019.  A report to be presented to Council at the December 2019 meeting.	December 2019
<b>City Delivery</b>			
12.11.19 RM	ORD NM - 11.2 Stormwater Usage  That a report be presented to Council on exploring ways and means for the public and private sectors as well as the Council itself to implement stormwater capture, storage, filtration, treatment and its subsequent use.		March 2020

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Governance</b>			
11.06.19 BG	ORD NM - 11.1 Legal Advice - Standard Contracts  1. That legal advice be sought on making amendments, if necessary, to Council's existing standard contract clauses to ensure they are providing the best value and flexibility for rate payers of Campbelltown. 2. That a report be presented on the findings and any recommended changes.	Council has engaged an external legal expert to undertake a review of Council's suite of standard contracts.	February 2020
12.11.19 DL	ORD - 8.12 Policy Review - Payment of Expenses and Provisions of Facilities to the Mayor, Deputy Mayor and Councillors  3. That a further report be presented to Council at the conclusion of the exhibition period to consider any public submissions received and/or for final adoption of the policy.	The policy is currently on exhibition. A report to be presented to Council at the December 2019 meeting.	December 2019
<b>City Development</b>			
19.04.16 MO 4770730	CS8.1- Old Clinton's development site  That a report be presented outlining any action taken by Council with regards to the dead trees on the old Clinton's development site - Queen Street, Campbelltown.	Further discussions currently being organised with development representatives to discuss financial contribution for street tree damage. Estimate of financial contribution prepared for further consideration and consultation.  A report to be presented to Council at the December 2019 meeting.	December 2019

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Development</b>			
13.11.18 GB	ORD - 8.3 Household E-Waste Drop Off Event  2. That a further report be provided to Council on the future recycling arrangements for e-waste upon confirmation of the completion timeframe for the construction of the Community Recycling Centre.	This report is subject to the time frame of the Community Recycling Centre.	April 2020
09.04.19 WM	ORD - 8.2 Planning Proposal - Ingleburn CBD  4. That a further report be provided to Council after the Gateway Determination with public exhibition with the planning proposal a draft Development Control Plan for Ingleburn CBD to be placed on public exhibition with the draft planning proposal.	Still awaiting Gateway determination from Department.	February 2020
09.04.19 BT	ORD 8.6 Submission Report - Amendment to Campbelltown Sustainable City Development Control Plan (Caledonia Precinct)  5. That a further report be submitted to Council in regard to the acquisition of No. 306 Bensley Road, Ingleburn for open space purposes.	To be included in the next amendment to the Contributions Plan.	February 2020
11.06.19 MC	ORD 8.10 Planning Proposal 22-32 Queen St, Campbelltown  2. That subject to the Gateway Determination and prior to public exhibition, a further report be presented to Council with a draft development control plan for the site.	Currently awaiting Gateway determination.	February 2020



### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Development</b>			
09.07.19 BT	ORD 8.2 Outcome of the 2019 Free Recyclables Drop Off Day  4. That a further update be provided to Council following the Free Recyclables Drop Off Day in January 2020 advising on the outcome of the August and January trial events.	Drop Off Day held on 17 August 2019 with next Drop Off Day scheduled for 4 January 2020. A report will be prepared after the January Drop Off Day.	April 2020
06.08.19 GG	ORD 14.1 Campbelltown Design Excellence Panel  That a report providing a review of the Panel's operation be provided to Councillors after it has been in operation for 1 year.		October 2020
10.09.19 KH	ORD 8.1 Mount Gilead Planning Proposal - Relocation of Proposed Community Hub Building and Additional Permitted Use  5. That following an exhibition, a report on submissions be presented to Council.	Exhibition subject to the Gateway determination.	June 2020
08.10.19 BG	ORD 8.5 - Re-establishment of North Area Alcohol Free Zones  8. That a further report be submitted to Council to advise of any submissions received as a result of notification referred to in Recommendation 6 and 7.	A report will be tabled to Council following submissions received.	March 2020

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Growth</b>			
11.12.18 BM	<p>ORD - 14.4 - Engagement of Architects for Construction of a New Childcare Centre</p> <p>1. That Council approves the engagement of the preferred Architects based on their fee proposal submitted to Council – subject to legal confirmation that the negotiated contract terms are satisfactory</p> <p>2. That the scope of works and risk mitigation strategies are undertaken in accordance with this report and within the cost estimates</p> <p>3. That a further report be submitted to Council once a Development Approval has been obtained consistent with the analysis contained in this report.</p>	<p>Council has engaged the architect and commenced Stage one of the scope works.</p> <p>Stage one has been completed and Stage two is now in progress.</p>	May 2020
11.06.19 BM	<p>ORD NM 11.5 Global Climate Change</p> <p>That a report and briefing be provided to Council detailing the IPCC and IPBES reports and what actions other Councils have taken in regards to declarations of climate emergency.</p>	Expected to be reported to Council in March 2020.	March 2020

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>City Growth</b>			
09.07.19 KH	ORD NM 11.1 Reimagining Campbelltown  1. That a report be provided to Council investigating the feasibility and benefit including the costs and potential risks of installing at appropriate locations electric car charging stations.  2. That a report be provided to Council investigating the feasibility and benefit including the costs and potential risks of energy- generating footpaths.	1. The team is investigating with a report on electric car charging stations expected to be presented to Council in March 2020.  2. A report on energy generating footpaths to be presented to Council at the November 2019 meeting.	March 2020
12.11.19 BM	ORD NM 11.3 Coffee Cup Recycling  That a report be presented to Council investigating options, in collaboration with local business owners, for the provision of takeaway coffee cup recycling along Queen St.		April 2020

### Reports Requested effective 3 December 2019

*Date of Decision *Mover *DocSet	Action Item	Comments / updates	Expected completion date
<b>General Manager</b>			
08.10.19 MO	<p>ORD NM 11.2 Digital Advertising in Shopping Precincts</p> <p>1. That a report be presented to Council that explores the opportunities for digital advertising in public locations such as shopping centres to regularly promote Council's activities and programs.</p> <p>The report should focus on key shopping precincts including Macarthur Square, Campbelltown Mall, Glenquarie Town Centre and Minto Marketplace and any other appropriate locations, assessing costs, feasibility of producing marketing material and any other operational benefits or implications.</p>	A Creative Marketing Specialist commences in January 2020 and will undertake the investigations so a report can be presented.	April 2020

### Letters requested effective 3 December 2019

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Development</b>		
14.05.19 KH	<p>ORD - 7.1 - Emergency Veterinary Care for Injured Koalas</p> <ol style="list-style-type: none"> <li>1. That the letters be received and the information be noted.</li> <li>2. As a result of the recent State election and the imminent Federal election, the General Manager write again to the new State Ministers with appropriate portfolio responsibilities, including the Treasurer, and any new Federal Ministers, if required; and</li> <li>3. That Council continue to emphasise the importance of our local koalas being the only disease-free colony in the State and lobby for emergency veterinary care for injured koalas.</li> </ol>	<p>Letters sent on 26/07/2019 to the Treasurer, the Hon Dominic Francis Perrotter MP, the Federal Environment Minister, the Hon Sussan Ley MP and the Minister for Energy and Environment, the Hon Mathew Kean MP.</p> <p>Response received on 23/08/2019 from Scott Farlow, Parliamentary Secretary to the Treasurer on behalf of the Hon Dominic Perrottet MP.</p> <p>Response received on 18/10/2019 from Department of Planning, Industry and Environment on behalf of the Hon Matt Kean MP and were included in the November 2019 agenda.</p> <p>Awaiting a response from the Federal Environment Minister, the Hon Sussan Ley MP.</p>
11.06.19 KH	<p>ORD - 8.8 - Greater Macarthur Koala Partnership Forum</p> <ol style="list-style-type: none"> <li>4. That representations be made to the relevant Federal, State and Local members of parliament in support of the priority issues identified.</li> </ol>	<p>Letters sent on 11/10/2019 to Anoulack Chantivong MP, Dr Mike Freeland MP, Anne Stanley MP and Greg Warren MP.</p>
11.06.19 KH	<p>ORD 8.11 Proposed Biodiversity Certification Process Mount Gilead Stage 2</p> <ol style="list-style-type: none"> <li>3. That a letter be sent to the Department of Planning and Infrastructure noting our previous stated objections to the state Governments treatment of Beulah and Noorumba reserves and seek commitment that future bio banking sites will remain accessible to local wildlife populations.</li> </ol>	<p>Letter sent on 3/10/2019 to the Department of Planning and Industry and Environment.</p>

### Letters requested effective 3 December 2019

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Development</b>		
08.10.19 BG	<p>ORD - 8.5 Re-establishment of North Area Alcohol Free Zones</p> <p>7. That Council write to relevant organisations seeking comment in relation to the intention to establish an Alcohol Free Zone for Raby (Zone 2) in accordance with the Ministerial Guidelines for establishing Alcohol Free Zones.</p>	Letters sent on 15/11/2019 to the Anti-Discrimination Board of NSW, Campbelltown Police, Raby Tavern and Tharawal Aboriginal Corporation.
12.11.19 GB	<p>ORD NM - 11.1 Development Applications</p> <p>1. That representations be made to the Office of Local Government NSW, the Minister for Local Government, the shadow Minister for Local Government, the Minister for Planning and the shadow Minister for Planning expressing the Council's and the communities' frustration with the NSW Government's decision to remove the powers of determination for development applications away from elected councillors who represent their community.</p> <p>5. That Council writes to the Local State Members of Campbelltown and Macquarie Fields seeking their support on bringing decision making powers back to Council.</p>	Letters are currently being drafted.

### Letters requested effective 3 December 2019

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Governance</b>		
08.10.19 MO	<p>ORD NM 11.1 Local Government Election Costs</p> <p>3. That Council write to the State Government seeking:</p> <p>a. Additional funding to implement community engagement strategies to maximise voter turnout at the Local Government election in 2020 from revenue raised by Revenue NSW through failure-to-vote penalties from prior elections.</p> <p>b. Further investigation of other election cost saving measures to minimise the financial burden on Councils.</p> <p>4. That Council write to both our State members seeking their support for this motion.</p>	Letters sent on 6/11/19 to the Hon Shelly Hancock MP, Anoulack Chanthivong MP, Anne Stanley MP and Greg Warren MP.

## **8.19 Draft Local Strategic Planning Statement – Consideration of Submissions and Greater Sydney Commission Feedback**

### **Reporting Officer**

Coordinator City Strategy and Analytics  
City Growth

### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
4 Outcome Four: A Successful City	4.3 - Responsibly manage growth and development, with respect for the environment, heritage and character of our city

### **Officer's Recommendation**

1. That Council endorse the preparation of a Revised Draft Campbelltown Local Strategic Planning Statement to:
  - a. address the matters outlined in this report, including those matters raised by the Greater Sydney Commission, Government departments and agencies, and in public submissions, that align with the role and scope of a Local Strategic Planning Statement
  - b. more closely align the document to the Greater Sydney Region Plan and the Western City District Plan.
2. That Council endorse the lodgement of the Revised Draft Campbelltown Local Strategic Planning Statement with the Greater Sydney Commission for the formal Health Check.

### **Purpose**

To provide Council with an update on the progress of the Draft Campbelltown Local Strategic Planning Statement (LSPS) including:

1. An overview of the process to date.
2. Matters raised in submissions received via the public exhibition process.
3. Feedback received from the Greater Sydney Commission (GSC), Department of Planning, Industry and Environment (DPIE) and Transport for NSW (TfNSW).
4. The next steps in the process and the revised timeframe for delivery.



## History

All Councils in the Greater Sydney Region are required to prepare a LSPS Statement in accordance with the requirements of the *Environmental Planning and Assessment Act 1979* and the Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017. They are required to be in place before 31 March 2020. Relevant past milestones are as follows:

11 June 2019	Council adopted the draft LSPS for exhibition.
12 June – 22 July 2019	Draft Campbelltown LSPS publicly exhibited.
2 September 2019	Council officers attended a Preliminary LSPS “Health Check” with GSC, DPIE and TfNSW. Feedback is outlined later in this report.
10 September 2019	Council considered a report, which outlined the main issues raised in submissions following public exhibition of the Draft Campbelltown LSPS.
26 November 2019	Councillors were briefed on the proposed responses to the Preliminary LSPS “Health Check” and to the issues raised following exhibition of the Draft Campbelltown LSPS.

## Report

### 1. Background

The Draft Campbelltown LSPS is Council’s draft plan for its community’s social, environmental and economic land use needs for a period of 20 years. It provides a policy and spatial context and direction for land use decision making within Campbelltown LGA. Its purpose is to:

- provide a 20 year land use vision for the Campbelltown LGA
- set priorities and actions to achieve our future vision
- outline the characteristics that make our city special, unique and vibrant
- identify shared values to be enhanced or maintained
- direct how future growth and change will be managed
- prioritise changes to planning rules in the Campbelltown LEP 2015 and Council’s Development Control Plans
- give effect to the Region and District Plans, as relevant to the Campbelltown LGA, at the local level
- identify where further detailed strategic planning may be needed.

The Draft Campbelltown LSPS responds to Region and District planning initiatives and to what our community has told us is important for the future of our city. It is important to note that there are some areas of conflict between Region and District requirements and our community’s desires for its own future. The Draft Campbelltown LSPS seeks to achieve a balance between NSW Government directives and community concerns. A copy of the Draft Campbelltown LSPS (as endorsed by Council on 11 June 2019) is provided at attachment 1 for reference purposes.

## 2. Main features of the Draft Campbelltown LSPS

The vision of the Campbelltown LSPS is for the Campbelltown LGA to become the Lifestyle Capital – a place where people can have everything they need to achieve a high quality lifestyle. It is also a place with a strong economy, a protected natural environment and heritage assets, attractive to visitors, and well-serviced and connected via infrastructure and transport.

The vision, in its entirety, is provided as part of attachment 1.

The GSC, Government, our community and other key stakeholders who have commented on the Draft LSPS are generally supportive of this vision.

The Draft Campbelltown LSPS is structured to align with broader strategic planning for Greater Sydney and with Council's CSP, as shown in Table 1.

**Table 1 Alignment of Campbelltown LSPS Planning Priorities**

<b>Greater Sydney Commission 10 Directions for Greater Sydney</b>	<b>Greater Sydney and Western District Themes</b>	<b>City Deal Commitments</b>	<b>Campbelltown LSPS and CSP Themes</b>	<b>Campbelltown LSPS Planning Priorities</b>
LA city for people Housing the city A city of great places	Liveability	Respecting and building on local character, enhancing liveability and improving the quality of the local environment  Innovative approaches to planning and delivery of housing	1. A vibrant, liveable city	1. Creating a great place to live, work, play and visit 2. Creating high quality, diverse housing 3. Embracing our heritage and cultural diversity 4. Celebrating the arts and culture
A city in its landscape An efficient city A resilient city	Sustainability	Respecting and building on local character, enhancing liveability and improving the quality of the local environment	2. A respected and protected natural environment	5. Embracing our unique landscape setting 6. Respecting and protecting our natural assets 7. Managing our use of finite resources 8. Adapting to climate change and building resilience

Jobs and skills for the city A well connected city	Productivity	Creating 200,000 jobs by supercharging the Western Parkland City  Skilling our residents in the Region and initiating new education opportunities	3. A thriving, attractive city	9. Building an internationally recognised local economy  10. Creating strong and vibrant centres  11. Striving for increased local employment  12. Creating a smart, connected, productive city
A city supported by infrastructure A collaborative city	Infrastructure and Collaboration	Realising the 30-minute city by delivering public transport for the Western Parkland City  Getting on with delivering for the Western Parkland City through enduring tri-level governance	4. A successful city	13. Connecting our city via strategic links  14. Ensuring infrastructure aligns with growth  15. Strengthening relationships with key stakeholders  16. Involving our community

### Campbelltown LSPS Planning Priorities

The planning priorities will be implemented through a range of actions listed in the Campbelltown LSPS to guide land use and related decisions over the next 20 years. Once the Campbelltown LSPS is operational, planning priorities and actions will be monitored and reviewed on a regular basis and the Campbelltown LSPS will be updated as required. This review process will be aligned as closely as possible with Council's established processes for Integrated Planning and Reporting as required under the *Local Government Act 1993*.

The GSC, Government and the community are generally supportive of the 16 planning priorities in the Draft Campbelltown LSPS. A small number of submissions suggested amendments to the priorities. While valuable, the suggested changes would reduce the broad scope of the original priorities and potentially affect alignment with the District Plan.

### 3. Public Exhibition

The Draft LSPS was publicly exhibited from 12 June to 22 July 2019, exceeding the minimum 28 day period required by the *Environmental Planning and Assessment Act 1979*. The exhibition involved the following:

- notice of the public exhibition was provided in local newspapers and via Council's Facebook page
- a media release also occurred during the exhibition period
- the Draft Campbelltown LSPS and associated documentation was available on Council's website, at Council's Civic Centre and libraries

- Council planning officers were available to provide further information and answer questions
- public authorities, adjoining councils and local members (State and Federal elected representatives) were notified in writing.

The public exhibition period provided an important opportunity for consultation with the local community, other key stakeholders and government.

#### 4. Submissions

75 submissions were received from:

- residents
- land owners
- community groups
- a local member of NSW Parliament
- organisations
- developers
- business and Industry Groups
- government departments and agencies (Federal and NSW).

A list of government representatives, departments, agencies and local councils notified as part of the public exhibition is provided at attachment 2. An analysis of submissions by issue is provided at attachment 3.

An overview of the issues raised in submissions (in relation to the planning themes and priorities Draft LSPS) is provided in Table 2.

**Table 2 Outline of issues raised in submissions**

<b>Campbelltown LSPS Theme 1 - A Vibrant, Liveable City</b>	
<b>1. Creating a great place to live, work, play and visit</b>	
Support	<ul style="list-style-type: none"> <li>• Shared uses in schools</li> <li>• Upper Canal corridor for recreation</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>• Higher density housing close to Glenfield – Macarthur Corridor</li> <li>• Public ownership of some of Scenic Hills to allow walking and bike trails</li> <li>• Possible rural residential adjacent to Scenic Hills</li> <li>• Upgrade sport facilities</li> </ul>
Concern	<ul style="list-style-type: none"> <li>• More land release</li> <li>• Upper Canal corridor for recreation</li> <li>• Railway noise</li> <li>• Size of housing target</li> </ul>

<b>2. Creating high quality, diverse housing</b>	
Support	<ul style="list-style-type: none"> <li>Local Housing Strategy</li> <li>Housing diversity</li> <li>Affordable housing provision and targets</li> <li>Land release at Menangle Park and Campbelltown South</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>Measures to support affordable housing</li> <li>Biodiversity Certification in release areas</li> <li>More rural-residential development</li> <li>More residential at WSU, major City Centre locations, and east of Minto</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Land release at Menangle Park and Campbelltown South (Greater Macarthur)</li> </ul>
<b>3. Embracing our heritage and cultural identity</b>	
Support	<ul style="list-style-type: none"> <li>Aboriginal Interpretation Strategy</li> <li>Planning Priority 5 - respects Aboriginal heritage</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>Refer to Aboriginal culture and heritage in priorities</li> <li>Refer to significance of places in Aboriginal culture</li> <li>Aboriginal Cultural Centre</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Loss of tree cover with more development</li> <li>Loss of Aboriginal, European and Convict heritage</li> </ul>
<b>4. Celebrating the arts and culture</b>	
Suggest	<ul style="list-style-type: none"> <li>Arts to enhance community skills and cohesion at community hubs</li> <li>Include art and culture as an important contributor to place identity</li> </ul>
<b>Campbelltown LSPS Theme 2 - A Respected and Protected Natural Environment</b>	
<b>5. Embracing our unique landscape setting</b>	
Suggest	<ul style="list-style-type: none"> <li>Clearer position on agricultural and rural land and as green infrastructure</li> <li>Limit Georges River Open Space to existing bushland</li> <li>Public ownership of some of Scenic Hills</li> </ul>
Concern	<ul style="list-style-type: none"> <li>More development at Blairmount</li> </ul>
<b>6. Respecting and protecting our natural assets</b>	
Suggest	<ul style="list-style-type: none"> <li>Contaminated land requirements</li> <li>Upper Georges River National Park</li> <li>Finalise Koala PoM, prepare a koala and platypus habitat strategy</li> <li>No development in natural and significant habitat areas</li> <li>More content on water sensitive urban design</li> </ul>

Concern	<ul style="list-style-type: none"> <li>• More assessment in relation to biodiversity protection</li> <li>• Impact of Georges River Parkway on bushland</li> <li>• Loss of koala habitat, bushland, tree cover and open space</li> </ul>
<b>7. Managing our use of finite resources</b>	
Suggest	<ul style="list-style-type: none"> <li>• Emphasis on resource recovery</li> <li>• Bushland and waterway restoration and reducing mosquito breeding habitats</li> <li>• Waterway Restoration Strategy for Nepean and Georges Rivers</li> </ul>
<b>8. Adapting to climate change and building resilience</b>	
Support	<ul style="list-style-type: none"> <li>• Need to address waste avoidance</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>• Actions and measures for air and water quality and noise</li> <li>• Avoid development in bush fire risk areas</li> </ul>
Concern	<ul style="list-style-type: none"> <li>• Increased heat due to more development</li> <li>• Loss of trees due to more development</li> <li>• Possible mine subsidence under new development</li> </ul>
<b>Campbelltown LSPS Theme 3 - A Thriving, Attractive City</b>	
<b>9. Building an internationally recognised local economy</b>	
Support	<ul style="list-style-type: none"> <li>• Agri-business and agri-tourism</li> <li>• Employment lands study</li> <li>• Leverage opportunities from new airport and aerotropolis</li> <li>• Economic development strategy and economic masterplan for CBD</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>• Support rural lands and manage rural land use conflicts</li> <li>• WSU has potential to develop more community and industry partnerships</li> <li>• Review industrial land at Minto and Leumeah</li> </ul>
<b>10. Creating strong and vibrant centres</b>	
Support	<ul style="list-style-type: none"> <li>• Redevelopment in Glenfield to Macarthur corridor</li> <li>• Revitalisation of Campbelltown CBD</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>• Consider changing retail trends and formats in employment study</li> <li>• More flexibility for retail in industrial areas</li> <li>• Manage car parking demand with public transport, pedestrian and cycling works</li> <li>• More investment in rail corridor</li> <li>• More retailing at Minto, Blairmount and Eagle Vale Drive</li> <li>• Locate new centres in accessible and viable locations and oriented to public domain</li> <li>• Macarthur Square will evolve to a town centre</li> <li>• Campbelltown-Macarthur should be the strategic centre</li> <li>• Acknowledge role of Campbelltown Mall</li> </ul>

	<ul style="list-style-type: none"> <li>WSU is integral to the Health and Education Precinct and plans to have a presence in CBD</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Amount of redevelopment in Campbelltown</li> <li>Lack of sufficient appropriately zoned and sized land to support new development</li> <li>'Reimagining Campbelltown' doesn't forecast retail floor space demand</li> </ul>
<b>11. Striving for increased local employment</b>	
Support	<ul style="list-style-type: none"> <li>WSU developing a highly educated work force</li> </ul>
Suggest	<ul style="list-style-type: none"> <li>Employment lands study to identify future economic activity and land use directions</li> <li>Flexibility of land uses in industrial areas</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Insufficient industrial land to allow for a 30-minute commute</li> </ul>
<b>12. Creating a smart, connected, productive city</b>	
Suggest	<ul style="list-style-type: none"> <li>Structure plan should identify industrial / freight producing areas</li> <li>Consider retail in Business Parks</li> </ul>
<b>Campbelltown LSPS Theme 4 – A Successful City</b>	
<b>13. Connecting our city via strategic links</b>	
Suggest	<ul style="list-style-type: none"> <li>Need pedestrian, cycleway links and fast transit</li> <li>Reduce levels of transport disadvantage</li> <li>Greater commitment and prioritisation of transport infrastructure</li> <li>Macarthur should be the major transport interchange</li> <li>N-S Metro from Campbelltown CBD</li> <li>Early delivery of transit to avoid higher car dependence</li> <li>Protect north-south transport corridor in Greater Macarthur land release</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Greater Macarthur Area is not an accessible area</li> </ul>
<b>14. Ensuring infrastructure aligns with growth</b>	
Suggest	<ul style="list-style-type: none"> <li>Need an implementation plan</li> <li>Protect freight corridors, freight generating and receiving areas</li> <li>Growth needs new and upgraded infrastructure</li> <li>NSW Gov is planning various road links</li> <li>Guide orderly roll-out of infrastructure for land south of Gilead</li> </ul>
Concern	<ul style="list-style-type: none"> <li>Increasing population</li> <li>Insufficient infrastructure for new development</li> <li>Contributions set up involving State and local contributions</li> <li>Greater Macarthur Priority Growth Area plans already decided</li> </ul>

<b>15. Strengthening relationships with key stakeholders</b>	
Suggest	<ul style="list-style-type: none"> <li>• Liaise with Defence to minimise potential land use conflict</li> <li>• Urban Development Program</li> <li>• Liaise with Sydney Water to assist with infrastructure delivery</li> </ul>
<b>16. Involving our community</b>	
Suggest	<ul style="list-style-type: none"> <li>• Review LSPS regularly</li> <li>• Clear timelines for outstanding studies to permit further planning decisions</li> <li>• Allow land owner involvement in developing masterplans</li> </ul>

Attachment 3 provides a summary of all submissions received, responses to key matters raised, and identifies proposed amendments for inclusion in the Revised Draft LSPS as a result of consideration of submissions.

## **5. Preliminary Health Check of Campbelltown LSPS by Greater Sydney Commission**

At the Preliminary Health Check on 2 September 2019, a number of issues were identified that will need to be addressed prior to the Health Check on 28 January 2020. The key issues raised are summarised as follows:

- Structure Plan Map needs to be augmented with a broader context and additional detail
- additional depiction and discussion about Regional and District Context needs to be included
- provide additional information about other NSW Government priorities such as Greater Macarthur 2040
- strengthen line of sight across all levels in the planning framework
- replace the word “advocate” with “collaborate” or similar wording in the actions to reflect the new approach to cross-government working relationships
- additional actions on specific matters related to liveability, sustainability, productivity infrastructure and collaboration
- include information on sequencing and timeframes
- State Infrastructure Contributions need to be considered
- provide more social and economic context
- provide more information about retail potential
- reinforce that no urban development permitted in Metropolitan Rural Area
- additional information on urban heat, cooling and tree canopy
- additional information and actions relating to transport and freight
- consider adding additional maps on a range of matters
- ensure all District Plan actions have been addressed
- include additional information on staging and timeframes for implementation.

A full list of comments provided by the GSC after the Preliminary Health Check, and proposed amendments to the Draft LSPS to address these matters, is provided at attachment 4.



## 6. Next steps and Timeframe

The next step in the process is to prepare the Revised Draft LSPS, after considering matters raised in submissions and via GSC and Government feedback, as outlined in the report. Attachment 5 lists the proposed actions to be included in the Revised Draft LSPS. The remaining timeframe for finalising the LSPS is outlined in Table 3.

**Table 3 Remaining Timeframe**

Date	Action
21 January 2020 (Date set by GSC)	Pre-Health Check Lodgement (Document lodgement with GSC)
28 January 2020 (Date set by GSC)	Health Check GSC and NSW Government (Council representatives to attend)
18 February 2020	Council Meeting (Possible Extraordinary Meeting – endorse Revised Draft LSPS for submission for GSC Assurance and possibly grant GM delegation to make LSPS)
25 February 2020 (Date set by GSC)	Submission of Revised Draft LSPS for consideration by the Assurance Panel (The LSPS needs to be endorsed by Council for referral to the GSC for the purposes of assurance and be accompanied by the required documentation)
3 March 2020 (Date set by GSC)	Assurance Meeting GSC
31 March 2020 (Date set by legislation)	Extraordinary Council Meeting/GM Delegation (LSPS Adoption)

This timeframe is tight and cannot be altered. Council Officers are continuing to undertake the work required to achieve these deadlines.

The Health Check will assess the alignment of the Revised Draft LSPS with the Western City District Plan and particularly the District Plan's priorities and actions. Council is required to lodge the Revised Draft LSPS and associated documentation with the GSC one week prior to the Health Check.

Following the Health Check, Council will be requested to endorse the Revised Draft LSPS (inclusive of any changes required as a result of the Health Check) for the purposes of seeking the GSC's support to make the LSPS. The GSC will then consider the Council endorsed document at an Assurance Meeting. It is anticipated that following the Assurance Meeting, Council will receive a letter of support from the GSC. It is possible that the letter may also include conditions or terms to which the GSC's support is subject.

Once a letter of support has been received, Council (or the General Manager on behalf of Council, if delegation has been granted) can make the LSPS, subject to any conditions or terms of assurance. The LSPS also needs to be published in the DPIE e-planning portal. This needs to occur prior to 31 March 2020.

## **7. Conclusion**

Earlier this year, Council prepared, endorsed and publicly exhibited its first Draft LSPS. 75 submissions were received including feedback by the GSC and Government Departments/Agencies.

Council is required to prepare a Revised Draft LSPS, having regard to matters raised in submissions. Council officers are currently undertaking this process.

It is recommended that Council endorse the preparation of the Revised Draft LSPS, in accordance with the proposed amendments identified in this report (including attachments 3-5) and its lodgement with the GSC for formal review (Health Check) in January 2020.

## **Attachments**

1. Draft Campbelltown LSPS - as exhibited (distributed under separate cover)
2. Government representatives and authorities consulted and submissions received (distributed under separate cover)
3. Summary of submissions, proposed responses and proposed amendments to the Draft LSPS (as a result of the submissions) (distributed under separate cover)
4. Matters raised by the GSC and Government at the Preliminary Health Check (2 September 2019) (distributed under separate cover)
5. Proposed revised Actions and Timeframes for inclusion in the Revised Draft Campbelltown LSPS (distributed under separate cover)

## 8.20 Revised Policy - Sustainable Events

### Reporting Officer

Sustainability and Resilience Coordinator  
City Growth

### Community Strategic Plan

Objective	Strategy
2 Outcome Two: A Respected and Protected Natural Environment	2.1 - Implement and advocate for initiatives that conserve the city's natural environment

### Officer's Recommendation

That the revised Sustainable Events Policy as attached to this report be adopted.

### Purpose

To seek Council's consideration and endorsement of the revised Sustainable Events Policy.

### History

The Sustainable Events Policy was first adopted by Council at its meeting on 31 May 2011 in accordance with funding requirements under the State Government's Waste and Sustainability Improvements Payments program (now dissolved).

Since its adoption, the Policy has been reviewed and presented to Council on two occasions (July 2014 and May 2015), resulting in minor amendments. Both reviews were undertaken in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review.

The findings for the third review are presented in this report for the Council's consideration and adoption.

### Report

Earlier this year, Council received an enquiry from a member of the community who sought information on Council's approach to the use and promotion of helium balloons at Council events. The community member was concerned that the use of helium balloons posed a pollution risk to the environment, including local bushland, waterways and fauna.

As a result, Council undertook a review of the Policy to address the community member's enquiry, as well as strengthen the Policy in line with current and up-to-date information and practices. This review proposes a number of amendments to the Policy, which are provided below and as tracked changes in attachment 1 to this report. Overall, the feedback

demonstrated staff interest in sustainable event practices and confirmed the continued need for the Policy.

The following changes are recommended as a result of the review:

- inclusion of bicycle parking and further promotion of public transport under the policy principle 'transport'
- modification of the policy principle 'promotion' to 'marketing and communications' to better represent the variety of communication types available to events
- consideration of vegan and ethical food choice options under policy principle 'catering'
- addition of recommendations to reduce energy consumption associated with lighting, heating and cooling under policy principle 'power'
- consideration of dual flush toilets and grey water recovery under policy principle 'water'
- addition of recommendations under policy principle 'waste management' including the prohibition of the purchase, sale and/or distribution of balloons and plastic straws at Council events.

The abovementioned proposed amendments will assist in improving the Policy by providing greater scope and guidance for staff in implementing sustainable events. In this regard, it is recommended that the revised Sustainable Events Policy be adopted incorporating the suggested amendments.

## **Attachments**

1. Sustainable Events Policy current (contained within this report)
2. Sustainable Events Policy proposed (contained within this report)

 <b>campbelltown</b> city council		<b>POLICY</b>
Policy Title	Sustainable Events	
Related Documentation	Draft Sustainability Strategy Draft Healthy Drink and Food Policy	
Relevant Legislation/ Corporate Plan	Local Government Act 1993 Protection of the Environment Operations (Waste) Regulation 2005 Procurement Policy	
Responsible Officer	Manager Sustainable City and Environment	

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

### Objectives

1. To minimise the environmental impact of Council events.
2. To provide guidance and encourage Council employees to adopt sustainable practices as part of their events.

### Policy Statement

Events, whether they are small team meetings or large festivals, include internal stakeholders, external stakeholders or community members/representatives, and provide an opportunity for Council to lead by example and to demonstrate its commitment to sustainable practices. Sound and sustainable event management can assist Council to minimise its ecological footprint and associated financial costs by reducing energy and water consumption, greenhouse gas emissions and waste.

This policy is intended to encourage the use and promotion of sustainable event practices, where possible. The policy recognises that there are a number of constraints associated with planning an event, and that in some cases implementing all sustainable practices may not be possible.

### Scope

This policy is provided for consideration and implementation by all Council employees.

### Definitions

1. Sustainability:

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

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## Campbelltown City Council

### 2. Ecologically Sustainable Development (ESD):

ESD is defined by the NSW *Local Government Act 1993* as:

“requiring the effective integration of economic and environmental considerations in decision-making processes”.

### 3. Event:

This policy defines an event to include:

- Any gathering of internal and/or external stakeholders (including general public).
- Gatherings ranging from small team meetings and Council meetings to large festivals ( Festival of Fishers Ghost-Riverfest). This also includes special events, such as exhibitions and award ceremonies.

### Legislative Context

This policy was developed in 2011 by the Sustainability Committee to demonstrate Council's compliance with State Government grant funding requirements.

### Principles

#### 1. Venue/site selection:

- Take advantage of multimedia conferencing facilities (i.e. WebEx and Skype) and consider hosting an online meeting.
- To avoid excessive use of lighting and air conditioning, ensure that the venue is suitable in size.
- Select venues that have existing infrastructure to limit the amount of additional equipment being brought in such as lighting, ablution blocks, etc.

#### 2. Transport

- When selecting a venue outside of Council offices, consider its proximity to public transport.
- Where external stakeholders or community members/representatives are commuting, promote the use of public transport by providing directions, relevant train timetables and details of bus services. Alternatively, encourage car-pooling.
- Try to reduce/restrict traffic (motor vehicle and people) in environmentally sensitive areas, such as bushland. Where these areas are affected, encourage restoration works to be undertaken.
- Offer ticket holders to an event free public transport to and from the venue.
- Consider if the venue can support bicycle parking.

#### 3. Promotion Marketing and Communications:

- Reduce printed material where possible by communicating electronically through social media, emails and Council's website.
- Provide agendas/run sheets electronically prior to the event, and ask that participants do not print.
- During the event, consider having the agenda/run sheet written on the whiteboard or displayed on a screen rather than handing out printed copies.
- Where printing is unavoidable, print doubled sided and on recycled paper.
- Avoid varnishes and glazes on printed materials that prohibit recycling.
- Plan and design event signage for reuse.
- Collect all unwanted printed material and either recycle or reuse as scrap paper.
- Try to create attendee ownership/stewardship of the event's sustainable principles by promoting your intentions/goals.

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### Campbelltown City Council

- Utilise projection displays to eliminate producing on-off set or stage designs.

#### 4. Catering:

- Encourage the sourcing of food from local providers and businesses. This will in turn reduce associated food miles. Food miles refer to the total distance an item travels after production to the consumer.
- Where food is unused, consider the possibility of forming a partnership with a local charity that provides meals for the disadvantaged community. ~~Details of organisations who collect food to be distributed to charities can be found at - givenow.com.au/otherways/food~~
- Consider sustainable and healthy nutritious menus, choosing local produce based on seasonality where possible.
- Encourage the use of foods that are sourced and produced using ethical practices. For example, free range products such as poultry, eggs and pork.
- Try to ensure that food options are culturally appropriate and provide options for vegetarians, vegans and people with special dietary needs are available.
- Consider options that provide less wastage such as instant coffee in a jar and biscuits on a plate. Individually packaged tea, coffee, sugar, lollies, chocolates and biscuits create unnecessary packaged waste.
- Avoid using disposable cutlery and crockery. If there are no other practical alternatives, use biodegradable ones instead of plastic polystyrene.
- Prioritise catering that uses organic, fair trade and/or ethical choices where possible.

#### 5. Power:

- Try to utilise natural lighting instead of artificial lighting by opening blinds. Choose meeting rooms where this is possible.
- Utilise LED lighting when possible to reduce energy consumption.
- If possible, purchase green power from an accredited renewable supplier to offset carbon emissions.
- Ensure that all equipment, including computers and projectors are turned off or placed on stand-by when not in use (e.g. during question and answer sessions, breaks and other times deemed appropriate).
- Use well maintained and current equipment that carries a favourable energy rating
- Choose low wattage appliances where available.
- Set the thermostat between 24 and 26 degrees for cooling and between 18 and 20 degrees for heating.

#### 6. Water:

- For internal events, seek to provide drinking water in refillable, washable and reusable containers, cups and/or glasses. Encourage the use of glasses and jugs of water in preference to bottled water.
- For outdoor events, provide refilling stations and consider using recyclable/biodegradable cups/bottles. In addition, provide and promote the use of recycle bins for unwanted litter.
- Consider if dual flush toilets or grey water recovery systems are available.

#### 7. Waste management:

- Apply the waste hierarchy – in order of preference Avoid, Reduce, Reuse, Recycle.
- Prioritise equipment and materials that contain recycled materials and have end-of-life recycling.
- Collect business cards or email addresses to provide electronic distribution of material produced during the meeting/event to attendees.
- Provide recycling bins at highly visible locations.
- Use a laptop to take meeting minutes or whiteboards to capture and present ideas and thoughts.
- Where portable toilets are required, consider sourcing toilets that utilise environmentally-friendly chemicals and/or compost waste disposal.
- Reuse name badges and lanyards where possible. Provide a facility for guests/delegates to

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return them as the leave the event.

- Avoid using stickers/labels for name tags as the sheets on which they arrive cannot be recycled.
- Ensure chemicals and oils are responsibly disposed of.
- Minimise the distribution and use of single use items, in particular plastic items.
- Prohibit the use of plastic straws at Council events.
- Prohibit the purchase, sale and/or distribution of balloons at Council events.
- Provide attendees with an opportunity to return reusable products at the end of an event.

8. Other:

- Consider planting trees to assist with reducing the carbon footprint of the event.
- Select suppliers in accordance with Council's Procurement Policy.
- Use table linens that can be washed, rather than disposable alternatives.
- Consider discussing the achievements and challenges of running a sustainable event at team meetings.
- Purchase locally made products to reduce carbon miles.
- Utilise share goods and services, leasing and hiring, opposed to purchasing.
- Where possible purchase products with an environment or social certification.
- Utilise large events as an opportunity to communicate important sustainability information or programs.

**Responsibility**

This policy is provided for consideration and implementation by all Council employees. The ~~Manager of Sustainable City and Environment~~ Sustainability and Resilience Coordinator is responsible for its monitoring and review.

**Effectiveness of this Policy**

This policy will be reviewed in accordance with Council's adopted procedure for policy development.

**END OF POLICY STATEMENT**

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 <b>CAMPBELLTOWN</b>		<b>POLICY</b>
Policy Title	Sustainable Events	
Related Documentation	Draft Sustainability Strategy Draft Healthy Drink and Food Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Protection of the Environment Operations (Waste) Regulation 2005</i> Procurement Policy	
Responsible Officer	Manager Sustainable City and Environment	

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This policy is intended to encourage the use and promotion of sustainable event practices, where possible. The policy recognises that there are a number of constraints associated with planning an event, and that in some cases implementing all sustainable practices may not be possible.

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<b>Section:</b> Sustainability and Resilience <b>DocSet:</b> 2676717	<b>Review Date:</b> 30/06/2018	

## Campbelltown City Council

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This policy defines an event to include:

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- Select venues that have existing infrastructure to limit the amount of additional equipment being brought in such as lighting, ablution blocks, etc.

#### 2. Transport

- When selecting a venue outside of Council offices, consider its proximity to public transport.
- Where external stakeholders or community members/representatives are commuting, promote the use of public transport by providing directions, relevant train timetables and details of bus services. Alternatively, encourage car-pooling.
- Try to reduce/restrict traffic (motor vehicle and people) in environmentally sensitive areas, such as bushland. Where these areas are affected, encourage restoration works to be undertaken.
- Offer ticket holders to an event free public transport to and from the venue.
- Consider if the venue can support bicycle parking.

#### 3. Marketing and Communications:

- Reduce printed material where possible by communicating electronically through social media, emails and Council's website.
- Provide agendas/run sheets electronically prior to the event, and ask that participants do not print.
- During the event, consider having the agenda/run sheet written on the whiteboard or displayed on a screen rather than handing out printed copies.
- Where printing is unavoidable, print doubled sided and on recycled paper.
- Avoid varnishes and glazes on printed materials that prohibit recycling.
- Plan and design event signage for reuse.
- Collect all unwanted printed material and either recycle or reuse as scrap paper.
- Try to create attendee ownership/stewardship of the event's sustainable principles by promoting your intentions/goals.
- Utilise projection displays to eliminate producing on-off set or stage designs.

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**4. Catering:**

- Encourage the sourcing of food from local providers and businesses. This will in turn reduce associated food miles. Food miles refer to the total distance an item travels after production to the consumer.
- Where food is unused, consider the possibility of forming a partnership with a local charity that provides meals for the disadvantaged community.
- Consider sustainable and healthy nutritious menus, choosing local produce based on seasonality where possible.
- Encourage the use of foods that are sourced and produced using ethical practices. For example, free range products such as poultry, eggs and pork.
- Try to ensure that food options are culturally appropriate and provide for vegetarians, vegans and people with special dietary needs.
- Consider options that provide less wastage such as instant coffee in a jar and biscuits on a plate. Individually packaged tea, coffee, sugar, lollies, chocolates and biscuits create unnecessary packaged waste.
- Avoid using disposable cutlery and crockery. If there are no other practical alternatives, use biodegradable ones instead of plastic polystyrene.
- Prioritise catering that uses organic, fair trade and/or ethical choices where possible.

**5. Power:**

- Try to utilise natural lighting instead of artificial lighting by opening blinds. Choose meeting rooms where this is possible.
- Utilise LED lighting when possible to reduce energy consumption.
- If possible, purchase green power from an accredited renewable supplier to offset carbon emissions.
- Ensure that all equipment, including computers and projectors are turned off or placed on stand-by when not in use (e.g. during question and answer sessions, breaks and other times deemed appropriate).
- Use well maintained and current equipment that carries a favourable energy rating.
- Choose low wattage appliances where available.
- Set the thermostat between 24 and 26 degrees for cooling and between 18 and 20 degrees for heating.

**6. Water:**

- For internal events, seek to provide drinking water in refillable, washable and reusable containers, cups and/or glasses. Encourage the use of glasses and jugs of water in preference to bottled water.
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- Prioritise equipment and materials that contain recycled materials and have end-of-life recycling.
- Collect business cards or email addresses to provide electronic distribution of material produced during the meeting/event to attendees.
- Provide recycling bins at highly visible locations.
- Use a laptop to take meeting minutes or whiteboards to capture and present ideas and thoughts.
- Where portable toilets are required, consider sourcing toilets that utilise environmentally- friendly chemicals and/or compost waste disposal.
- Reuse name badges and lanyards where possible. Provide a facility for guests/delegates to return them as they leave the event.
- Avoid using stickers/labels for name tags as the sheets on which they arrive cannot be

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**Campbelltown City Council**

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recycled.

- Ensure chemicals and oils are responsibly disposed of.
- Minimise the distribution and use of single use items, in particular plastic items.
- Prohibit the use of plastic straws at Council events.
- Prohibit the purchase, sale and/or distribution of balloons at Council events.
- Provide attendees with an opportunity to return reusable products at the end of an event.

8. Other:

- Consider planting trees to assist with reducing the carbon footprint of the event.
- Select suppliers in accordance with Council's Procurement Policy.
- Use table linens that can be washed, rather than disposable alternatives.
- Consider discussing the achievements and challenges of running a sustainable event at team meetings.
- Purchase locally made products to reduce carbon miles.
- Utilise share goods and services, leasing and hiring, opposed to purchasing.
- Where possible purchase products with an environment or social certification.
- Utilise large events as an opportunity to communicate important sustainability information or programs.

**Responsibility**

This policy is provided for consideration and implementation by all Council employees. The Sustainability and Resilience Coordinator is responsible for its monitoring and review.

**Effectiveness of this Policy**

This policy will be reviewed in accordance with Council's adopted procedure for policy development.

**END OF POLICY STATEMENT**

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## **8.21 Minutes of the Campbelltown Arts Centre Strategic Committee meeting held 9 October 2019**

### **Reporting Officer**

Executive Manager Creative Life  
City Growth

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### **Officer's Recommendation**

That the minutes of the Campbelltown Arts Centre Strategic Committee held 9 October 2019 be noted.

### **Purpose**

To seek Council's endorsement of the minutes of the Campbelltown Arts Centre Strategic Committee meeting held 9 October 2019.

### **Report**

Detailed below are the recommendations of the Campbelltown Arts Centre Strategic Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration.

### **Reports listed for consideration**

#### **4.1 Minutes of the previous Campbelltown Arts Centre Strategic Committee Meeting held 26 June 2019**

##### **Committee's Recommendation:**

That the information be noted.

#### **5.1 Campbelltown City Council Collection - New Acquisitions**

##### **Committee's Recommendation:**

That the proposed donation by Athena Thebus be endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

## **5.2 Overview of the 2020 Artistic Program**

### **Committee's Recommendation:**

That the information be noted.

## **5.3 2021-2024 Campbelltown Arts Centre Strategic Plan**

### **Committee's Recommendation:**

That the information be noted.

## **5.4 Revised Campbelltown City Council Collection Policy**

### **Committee's Recommendation:**

That the Campbelltown Arts Centre Strategic Committee note and endorse the proposed changes to the Campbelltown City Council Collection Policy.

## **Attachments**

1. Minutes of the Campbelltown Arts Centre Strategic Committee held 9 October 2019 (contained within this report)

# **CAMPBELLTOWN CITY COUNCIL**

## **Minutes Summary**

**Campbelltown Arts Centre Strategic Committee Meeting held at 6.30pm on Wednesday, 9 October 2019.**

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<b>2.</b>	<b>APOLOGIES</b>	<b>2</b>
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	<b>2</b>
<b>4.</b>	<b>MINUTES OF THE PREVIOUS CAMPBELLTOWN ARTS CENTRE STRATEGIC COMMITTEE MEETING HELD 26 JUNE 2019</b>	<b>2</b>
<b>5.</b>	<b>REPORTS</b>	<b>3</b>
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<b>6.</b>	<b>GENERAL BUSINESS</b>	<b>4</b>

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**Minutes of the Campbelltown Arts Centre Strategic Committee Meeting held on 09 October 2019**

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**Present**

Councillor Meg Oates	Chairperson, Campbelltown City Council
Councillor Masood Chowdhury	Chairperson, Campbelltown City Council
Councillor Ben Moroney	Committee Member, Campbelltown City Council
Mr Steven Donaghey	Committee Member, Business Sector/Community
Ms Lorna Gear	Committee Member, Education Sector
Mrs Joan Long	Committee Member, Friends of Campbelltown Arts Centre
Mr Andrew Christie	Committee Member, Arts Community
Mrs Rebecca Grasso	Nominee for Campbelltown City Council General Manager

**Also Present**

Mr Michael Dagostino	Executive Manager Creative Life, Campbelltown City Council
Mrs Kelly Wooden	Executive Support, Campbelltown City Council

**1. ACKNOWLEDGEMENT OF LAND**

An Acknowledgement of Land was presented by the Chairperson Councillor Meg Oates.

**2. APOLOGIES**

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

That the following apologies from Campbelltown Arts Centre Strategic Committee members and representatives be received and accepted:

Councillor Michael Banasik	Committee Member, Wollondilly Shire Council
Dr Cheryle Yin –Lo	Committee Member, Camden Council
Mr Rudi Kolkman	Committee Member, Business Sector/Community
Ms Mariah Calman	Committee Member, Education Sector
Ms Alison Derrett	Committee Member, Business Sector/Community
General Manager Ms Lindy Deitz	Committee Member, Campbelltown City Council
Ms Lucy Stackpool	Committee Member, Business Sector/Community
Ms Dorothy Heatley	Committee Member, Friends of Campbelltown Arts Centre

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

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**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.



#### **4. MINUTES OF THE PREVIOUS CAMPBELLTOWN ARTS CENTRE STRATEGIC COMMITTEE MEETING HELD 26 JUNE 2019**

##### **Reporting Officer**

Executive Manager Creative Life

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

That the information be noted.

It was **Moved** Mr Donaghey, **Seconded** Councillor Moroney:

That the information be noted.

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

---

##### **Report**

The minutes of the Campbelltown Arts Centre Strategic Committee Meeting held 26 June 2019, copies of which have been circulated to each Sub Committee member, were adopted by Council at its meeting held 6 August 2019.

##### **Attachments**

Nil

## 5. REPORTS

### 5.1 Campbelltown City Council Collection - New Acquisitions

#### Reporting Officer

Executive Manager Creative Life  
City Growth

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#### Officer's Recommendation

That the proposed donation by Athena Thebus by endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

It was **Moved** Councillor Oates, **Seconded** Ms Gear:

That the proposed donation by Athena Thebus by endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

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

---

#### Purpose

To seek the endorsement of the Campbelltown Arts Centre Strategic Committee for the acquisition of the donation to the Campbelltown City Council collection.

#### Report

Campbelltown City Council's Collection Policy provides a framework for the management of Council's permanent collection by Campbelltown Arts Centre. Listed below is the proposed donated work by Athena Thebus to be acquired for Council's collection in line with the policy objectives.

Athena Thebus is a contemporary artist whose practice tells stories of Desire and Pleasure. Using several mediums in chorus, her works have incorporated tattoo, studded leather, neon lights, holes in walls, and burning blankets. These are held together by impressions of a celestial Catholicism as influenced by her Filipina heritage, but from the position of the damned. Athena is guided by the force of Desire, pursuing a path of pleasure that is often of an unrecognisable shape. Her works therefore focuses on experiences close to the body of those who must move through the shadows to find radical modes of kinship and joy. Her practice offers to light a way, with an intentionality that is Filipina, oceanic, and diasporic within the neo-colonial context of Australia.

This work was presented at Darren Knight Gallery and at ACE Open in an exhibition titled Into My Arms (2018). The work is being offered from a private collector and is an opportunity to collect a tangible work from this emerging artist.

In 2018, she presented a new solo work at Next Wave Festival and collaborative works at Sugar Mountain Festival with musician Marcus Whale; and as part of Campbelltown Arts Centre's live streamed performance series Real Real with Akil Ahamat and Ainslie Templeton. In 2019 she will be presenting work at Melbourne's Midsumma Festival, developing an installation with musician Chloe Corkran, guest editing Runway Experimental Art magazine's 39th issue on the theme of oceans, and fulfilling her role as a Firstdraft Co-director.

**Donation**

POWER FUCK

2017

Cowhide and studs

Dimensions variable

Images: Stephen Oxenbury

**Attachments**

Nil

## 5.2 Overview of the 2020 Artistic Program

### Reporting Officer

Executive Manager Creative Life  
City Growth

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### Officer's Recommendation

That the information be noted.

It was **Moved** Mr Christie, **Seconded** Councillor Chowdhury:

That the information be noted.

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

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### Purpose

To provide the Campbelltown Arts Centre Strategic Committee with an overview of the Arts Centre's 2020 artistic program.

### Report

The Executive Manager Creative Life will provide the Committee with an overview of the Arts Centre's 2020 artistic program.

### Attachments

Nil

### 5.3 2021-2024 Campbelltown Arts Centre Strategic Plan

#### Reporting Officer

Executive Manager Creative Life  
City Growth

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#### Officer's Recommendation

That the information be noted.

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

That the information be noted.

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

---

#### Purpose

To provide the Campbelltown Arts Centre Strategic Committee with an overview of the proposed 2021-2024 Campbelltown Arts Centre Strategic Plan which will form the application to Australia Council for the Arts multi-year funding.

#### Report

The Executive Manager Creative Life will provide the Committee with an overview of the proposed 2021-2024 Campbelltown Arts Centre Strategic Plan.

#### Attachments

Nil

## 5.4 Revised Campbelltown City Council Collection Policy

### Reporting Officer

Executive Manager Creative Life  
City Growth

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### Officer's Recommendation

That the Campbelltown Arts Centre Strategic Committee note and endorse the proposed changes to the Campbelltown City Council Collection Policy.

It was **Moved** Mr Donaghey, **Seconded** Councillor Chowdhury:

That the Campbelltown Arts Centre Strategic Committee note and endorse the proposed changes to the Campbelltown City Council Collection Policy.

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

---

### Purpose

To provide the Campbelltown Arts Centre Strategic Committee with proposed changes to the Campbelltown City Council Collection Policy.

### Report

The Campbelltown City Council Collection Policy was adopted by Council at its meeting on 28 November 2017.

In late 2018 Campbelltown Arts Centre engaged The Countess Report to review the Campbelltown City Council Collection as part of the 2019 Collections exhibition 'Borrowed Scenery'. As part of this process, The Countess Report discovered that there was a gender disparity in the Collection and advised the Campbelltown City Council Collection policy be reviewed to address this inequality.

In view of the above, it is proposed that the following additions be made to the Policy:

Under 'Objectives'

10. To commit to a diverse and equal gender representation within the Campbelltown City Council Art Collection and curation of exhibitions.

Under 'Collection Management'

- 3.2 The collection is to be periodically audited and maintained to reflect and strive for a representation of gender equality through new acquisitions and deaccession of artworks

It is also proposed that the name of the Policy be changed to:

Campbelltown City Council Art Collection Policy

## **Attachments**

1. Campbelltown City Collection - Existing Policy (contained within this report)

## **6. GENERAL BUSINESS**

The next meeting of the Campbelltown Arts Centre Strategic Committee will be held at 6.30pm on Wednesday 20 November 2019 at the Campbelltown Arts Centre.

**Councillor Meg Oates**

**Chairperson**

Meeting Concluded: 8.10pm

## 8.22 Western Parkland City Overseas Study Tour

### Reporting Officer

Strategic Partnerships Manager  
General Manager

### Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.1 - Support the resilience, growth and diversity of the local economy

### Officer's Recommendation

That the Mayor and General Manager be authorised to attend the 2020 City Deal Study Tour to the United Kingdom and Amsterdam.

### Purpose

This report outlines an invitation from the NSW Minister for Jobs, Investment, Tourism and Western Sydney, the Hon Stuart Ayres, MP, for Council to participate in an overseas study tour with other partners in the Western Sydney City Deal. The tour focuses on examples of best practice in regional development such as Manchester and Sheffield in the United Kingdom and the Schiphol airport precinct in Amsterdam, and will also provide an opportunity to promote investment.

### Report

#### Background

The Mayoral Forum of the Western Parkland Councils has recently considered a suggestion from the Minister for Jobs, Investment, Tourism and Western Sydney, the Hon Stuart Ayres MP for the City Deal Councils to join him and the Minister for Population, Cities and Urban Infrastructure, the Hon Alan Tudge MP, together with Geoff Roberts, Global Head of Relationships (NSW Treasury) on an overseas study tour.

#### Purpose of the Tour

The key purpose of the proposed study tour is to provide a learning opportunity for leaders from Local, State and Commonwealth governments. The itinerary focuses on:

- examples of best practice in regional development such as Manchester and Sheffield in the UK and Schiphol airport in Amsterdam
- experiences of UK local government in successful "City Deals" and how they have evolved as the regional governance arrangements matured.



The visit to Sheffield, for example, provides an opportunity to learn about the economic redevelopment of this region and how academia and industry are partnering to ensure local residents have the skills and qualifications required for emerging jobs in advanced manufacturing. Similarly, the visit to Schiphold will include an examination of how agri-tech, agri-logistics and agri-science has worked in the Netherlands and the lessons that may be applied throughout the Western Parkland region.

In addition, the tour incorporates opportunities for the participating Councils to promote investment opportunities, either for the whole Western Parkland region or individual LGAs. Such opportunities will be co-ordinated through Austrade and the NSW Department of Planning, Industry and Environment, utilising existing connections to align with regional priorities.

It is also envisaged that the tour will provide a further opportunity for relationship building, both with overseas networks and within the leadership group for the Western Sydney City Deal.

### **Participants**

Participation in the study tour will be open to Minister Tudge and Minister Ayres and the Mayors and General Managers and/or their representatives of all Councils of the Western Parkland region.

On return, it is proposed that a briefing will be provided to Councillors and key staff on the insights obtained through the study tour.

### **Timeframe**

The proposed timeframe for the study tour is likely to be seven days including travel times, depending on final confirmation of the itinerary and travel arrangements.

The trip would be held in the first quarter of 2020, most likely in mid-March when neither the Commonwealth or NSW State Parliament are sitting as this will enable Minister Tudge and Minister Ayres to join the tour, pending confirmation of other commitments.

### **Consultation**

The study tour proposal has been developed by relevant Commonwealth and NSW State Government agencies including the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development, the Western Sydney City Deal Delivery Office and the Western City and Aerotropolis Authority (WCAA) and incorporates feedback received from the Mayoral Forum. Travel arrangements will be finalised with participants once confirmed and agencies such as Austrade consulted regarding potential investment attraction activities.

### **Financial Implications**

The WCAA will meet the costs associated with planning the itinerary and incidental costs such as speaker and venue arrangements. Councils are required to cover the direct costs associated with each participant including airfares, accommodation and meals.

While the costs cannot be estimated until the itinerary and travel arrangements have been finalised, similar study tours have cost in the vicinity of \$10,000 - \$12,000 for each participant.

Costs of the tour are proposed to be recovered through Council's corporate travel program, if endorsed, and would therefore be cost neutral to Council's budget.

**Conclusion**

It is considered important for our region to promote economic opportunities, using our City Deal stakeholder relationships to do so. The proposed program of visits will increase potential for positive learnings, economic outcomes and investment. The outlined approach will leverage important links with key potential international partners to explore new economic opportunities and deliver on the aspirations of our city.

**Attachments**

Nil

**9. QUESTIONS WITH NOTICE**

Nil

**10. RESCISSION MOTION**

Nil

## **11. NOTICE OF MOTION**

### **11.1 QR Codes on Monuments and Street Signage**

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#### **Notice of Motion**

Councillor Warren Morrison has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 10 December 2019.

1. That as part of the development of Menangle Park, the opportunity and feasibility of QR codes or similar electronic internet based information devices/portal be investigated for inclusion on all street signs, monuments, plaques, information/historic name plates or similar, that display a name and/or other historic information within a public area for the education of the community.
  2. That subject to item No.1, the developer of land within Menangle Park provide Council with relevant historical background information for inclusion in the portal prior to the release of the respective subdivision certificate.
  3. That in addition to street sign plates, the opportunity and feasibility of QR codes or similar electronic internet based information devices to be included on all similar information devices referred to in item No.1, across the Campbelltown LGA, be investigated and reported back to Council for its consideration.
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## **11.2 Grey Water Usage**

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### **Notice of Motion**

Councillor Warren Morrison has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 10 December 2019.

1. That a report be presented on the feasibility of the re-use of grey water within the community.
-

**12. URGENT GENERAL BUSINESS**

**13. PRESENTATIONS BY COUNCILLORS**

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

### **14.1 3-17 Queen Street, Campbelltown**

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

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 Request for Caveator Consent**

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.

### **14.3 Activation of Council land**

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.

### **14.4 Campbelltown Sports Stadium Naming Rights Expressions of Interest**

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

commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

### **14.5 Relocation of Services - Macquarie Fields**

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

commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

## 14.6 Acquisition of land for Road Widening

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.



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