



CAMPBELLTOWN
CITY COUNCIL

ORDINARY BUSINESS PAPER

13 APRIL 2021

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



06 April 2021

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 13 April 2021 at 6:30 pm.

Lindy Deitz
General Manager

Agenda Summary

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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/LEAVE OF ABSENCE

Nil at time of print.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 9 March 2021

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 9 March 2021, copies of which have been circulated to each Councillor, be taken as read and confirmed.

Report

That the Minutes of the Ordinary Meeting of Council held 9 March 2021 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 9 March 2021 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 9 March 2021.

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Minutes of the Ordinary Meeting of the Campbelltown City Council held on 9 March 2021

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

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the General Manager.

2. APOLOGIES/LEAVE OF ABSENCE

Nil

Note: That Councillor R George has been granted a leave of absence from Council incorporating all meetings until further notice.

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of Council held 9 February 2021**

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

That the Minutes of the Ordinary Council Meeting held 9 February 2021, copies of which have been circulated to each Councillor, be taken as read and confirmed.

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

4. DECLARATIONS OF INTEREST

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

Pecuniary Interests

Non Pecuniary – Significant Interests

Councillor Gilholme – Item 8.3 – Request to Exhibit a Site Specific Development Control Plan for the Campbelltown RSL Planning Proposal. Councillor Gilholme advised he is an alternate member of the Sydney Western City Planning Panel and will leave the meeting.

Councillor Greiss – Item 8.3 – Request to Exhibit a Site Specific Development Control Plan for the Campbelltown RSL Planning Proposal. Councillor Greiss advised he is a member of the Sydney Western City Planning Panel and will leave the meeting.

Councillor Lound – Item 8.3 – Request to Exhibit a Site Specific Development Control Plan for the Campbelltown RSL Planning Proposal. Councillor Lound advised he is a member of the Sydney Western City Planning Panel and will leave the meeting.

Councillor Lound – Item 8.8 – Sarah Redfern Playing Fields – Licence Deed and Agreement. Councillor Lound advised he is the Chairman of the Macarthur Football Association and has an affiliation with a club involved and will leave the meeting.

Councillor Morrison – Item 8.10 – 24 Hour Fight Against Cancer Macarthur. Councillor Morrison advised he is the Chairperson of 24 Hour Fight Against Cancer Macarthur and will leave the meeting.

Non Pecuniary – Less than Significant Interests

Councillor Greiss – Item 8.12 – Proposed Road Names for use within the Claymore Urban Renewal Project (Stage 3). Councillor Greiss advised he has a professional relationship with one of the Board members involved. Councillor Greiss advised he will remain in the meeting and vote against the item.

Other Disclosures

Nil

5. MAYORAL MINUTE

5.1 Recognition of Patricia Thomson

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

That Council recognise the contributions of Patricia Thomson to the community of Campbelltown.

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

6. PETITIONS

7. CORRESPONDENCE

7.1 Formation of the National Federation Reform Council and Cessation of the Council of Australian Governments.

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

That the letter be received and the information be noted.

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

8. REPORTS FROM OFFICERS

8.1 Development Application Status

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

That the information be noted.

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

8.2 Request to Exhibit amendments to the Campbelltown (Sustainable City) Development Control Plan 2015

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

1. That Council endorse the draft Amendment No.11 to Volume 1 and Volume 2 of Campbelltown (Sustainable City) Development Control Plan 2015 as shown in attachments 1 and 2 to this report for the purpose of public exhibition.
 2. That should Council receive any submissions during the public exhibition of draft Amendment No 11, that a further report be provided to Council following the completion of the public exhibition period.
 3. That where Council receives no submissions on draft Amendment No 11, that the amendments be adopted and notified in accordance with the Environmental Planning and Assessment Regulation 2000.
-

A Division was recorded in regard to the Resolution for Item 8.2 with those voting for the Motion being Councillors G Brticevic, M Oates, M Chowdhury, K Hunt, D Lound, R Manoto, B Gilholme, M Chivers, P Lake, B Moroney, W Morrison, B Thompson, G Greiss and T Rowell.

Voting against the Resolution were Nil.

024 The Motion on being Put was **CARRIED** unanimously.

Meeting note: Having declared an interest in Item 8.3 Councillor Gilholme, Councillor Greiss and Councillor Lound left the meeting at 6:44 pm and did not take part in the discussion or vote on the matter.

8.3 Request to Exhibit a Site Specific Development Control Plan for the Campbelltown RSL Planning Proposal

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

1. That Council endorse the public exhibition of proposed amendment no. 12 to the Campbelltown (Sustainable City) Development Control Plan which seeks to add Part 15 'Site Specific Development Control Plan - Campbelltown RSL' to volume 2, as shown in attachment 1 to this report.
2. That subject to Council endorsement, the Site Specific Development Control Plan be forwarded with the Planning Proposal to the Department of Planning, Industry and Environment for their endorsement prior to public exhibition in accordance with the Gateway Determination.
3. That all land owners be advised of the decision.

A Division was recorded in regard to the Resolution for Item 8.3 with those voting for the Motion being Councillors G Brticevic, M Oates, M Chowdhury, K Hunt, R Manoto, M Chivers, P Lake, B Moroney, W Morrison, B Thompson and T Rowell.

Voting against the Resolution were Nil.

025 The Motion on being Put was **CARRIED** unanimously.

Meeting note: At the conclusion of the discussion regarding Item 8.3 Councillor Gilholme, Councillor Greiss and Councillor Lound returned to the meeting at 6:48 pm.

8.4 Glenfield Place Strategy Submission

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

That Council endorse a formal submission to the NSW Department of Planning, Industry and Environment and Transport for NSW on the draft Glenfield Place Strategy and Cambridge Avenue Upgrade with matters contained in this report.

026 The Motion on being Put was **CARRIED** unanimously.

8.5 Quarterly Report - Clause 4.6 Variations to Development Standards

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

That the information be noted.

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

8.6 Re-appointment of Local Planning Panel Members

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

That:

1. Council re-appoint the current, Chair, expert and community members to 30 June 2021 as follows:
 - a) Mr Ian Reynolds as Chair and Mr Stuart McDonald as the alternate Chair.
 - b) Ms Mary-Lynn Taylor and Mr Scott Lee as the expert members and Ms Helena Miller as the alternate expert member.
 - c) Ms Cecilia Cox as the community member and Mr Phil Hayward and Mr Edward Saulig as the alternate community members.
2. Due to the resignation of Dr Keith Dedden and Ms Jenny Rudolph, the General Manager be delegated the authority to select an alternate Chair and expert member from the NSW State Government's expert pool for the temporary period to 30 June 2021.

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

8.7 Cambridge Avenue Upgrade and Extension Submission

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

That Council endorse a formal submission to the Transport for New South Wales (with a copy to the Department of Planning Infrastructure and Environment) on the Cambridge Avenue Upgrade proposal and draft Glenfield Place Strategy with matters contained in this report.

029 The Motion on being Put was **CARRIED** unanimously.

Meeting note: Having declared an interest in Item 8.8 Councillor Lound left the meeting at 7:06 pm and did not take part in the discussion or vote on the matter.

8.8 Sarah Redfern Playing Fields - Licence Deed and Agreement

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

That Council authorise the General Manager to execute the Licence Deed and Agreement for the ongoing use and management of the Sarah Redfern Playing Fields.

030 The Motion on being Put was **CARRIED** unanimously.

Meeting note: At the conclusion of the discussions regarding Item 8.8 Councillor Lound returned to the meeting at 7:09 pm.

8.9 Investments and Revenue Report - January 2021

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

That the information be noted.

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

Meeting note: Having declared an interest in Item 8.10 Councillor Morrison left the meeting at 7:10 pm and did not take part in the discussion or vote on the matter.

8.10 24 Hour Fight Against Cancer Macarthur

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

That Council determine the request for a 3 year sponsorship arrangement for the 24 Hour Fight Against Cancer Macarthur 2021 to 2023 including coverage of the cost of Campbelltown Athletics Stadium hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur Annual Walk event as detailed in the report.

An **Amendment** was **Moved** Councillor Oates, **Seconded** Councillor Rowell:

That Council support a one year sponsorship arrangement for the 2021 24 Hour Fight Against Cancer Macarthur event including coverage of the cost of Campbelltown Athletics Stadium hire and associated security and cleaning for the 2021 event as detailed in the report.

The Amendment was **CARRIED**.

The **Amendment** became the **Motion**.

A Division was recorded in regard to the Motion for Item 8.10 with those voting for the Motion being Councillors G Brticevic, M Oates, M Chowdhury, K Hunt, D Lound, R Manoto, B Gilholme, M Chivers, B Moroney, G Greiss and T Rowell.

Voting against the Motion were Councillors P Lake and B Thompson.

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

Meeting note: At the conclusion of the discussion regarding Item 8.10 Councillor Morrison returned to the meeting at 7:29 pm.

8.11 Reports and Letters Requested

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

That the information be noted.

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

8.12 Proposed Road Names for use within the Claymore Urban Renewal Project (Stage 3)

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

1. That Council approve the revised proposed road names (using second names only) in the attachment to this report for use in the Claymore Urban Renewal Project area noting, that to pay respect to the named artists, Council's unanimous preference is to use both names.
2. That Council advertise its proposal to use these road names and notifies the authorities prescribed by the Roads Regulation 2018.
3. That should no objections to the proposal to use these road names be received during the exhibition period, Council publish notice of these new road names in the NSW Government Gazette.
4. That Council write to the Ministers and Shadow Ministers of Planning, Transport and Roads and Local Government, appealing the decision of the Geographical Names Board, and requesting that it be overturned, in order to pay due respect to the named artists.

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

Note: Councillor Greiss voted against the matter.

8.13 Minutes of the Audit Risk and Improvement Committee Report

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

That the minutes of the Audit Risk and Improvement Committee held 23 February 2021 be noted.

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

8.14 Audit, Risk and Improvement Committee Charter

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

That Council adopt the Audit, Risk and Improvement Committee Charter.

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

8.15 Migrating Financial Management System to a Cloud-based Solution

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

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, due to unavailability of competitive tenders, a satisfactory result would not be achieved by inviting tenders for the provision of transitioning the financial management system to a cloud-based solution.
2. That Council notes the reason why a satisfactory result would not be achieved by inviting tenders is, that the recommended organisation's offer represents value for money to continue with a strategic partnership with TechnologyOne to leverage their industry expertise and proven product set as a modern Cloud based offering. This product set is not available via other vendors or a channel partner.
3. An agreement between Council and TechnologyOne Limited is approved to be signed by the General Manager under delegation.

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

8.16 Progress Report - July to December 2020

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

That Council receive and note the 6 monthly progress report which outlines the progress of principle activities and service delivery for the July-December 2020 period.

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

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

11.1 Knowledge Foundation

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

That Council supports the growth of the library's collection by encouraging, supporting and promoting financial donations to the Knowledge Foundation.

039 The Motion on being Put was **CARRIED** unanimously.

11.2 Promotion of Board Game Activities

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

1. That Council, to encourage and promote board game activities in the City, particularly CHESS and CATAN, prepare a report on the feasibility of:
 - a) Trialling a series of events highlighting the game CATAN for beginners and regular players as part of International Games Week in November.
 - b) Holding a Chess Tournament and continuing to support the weekly CHESS Club at Eagle Vale Library.

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

11.3 Grant and Funding Opportunities

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

1. That a report be presented on the feasibility of employing a Grants/Funding Officer to investigate and access potential government, non-government, corporate and philanthropic funding opportunities.
 2. The Grants/Funding Officer would seek out opportunities to fund projects across the cultural, social, sporting, environmental and infrastructure operations of Council.
-

A Division was recorded in regard to the Resolution for Item 11.3 with those voting for the Motion being Councillors G Brticevic, M Oates, M Chowdhury, K Hunt, D Lound, R Manoto, B Gilholme, M Chivers, P Lake, B Moroney and W Morrison.

Voting against the Resolution were Councillors B Thompson, G Greiss and T Rowell.

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

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Meg Oates on 8 March attended the well supported Local Government NSW International Women's Day luncheon to celebrate women in government. The Walkley award winning journalist and political commentator, Annabel Crabb was the inspirational guest speaker and Councillor Linda Scott, the president of Local Government NSW spoke about celebrating the leadership of women in government, and how Local Government can make a difference.
2. Councillor Meg Oates on 5 March attended Campbelltown Arts Centre for the exhibition Space YZ. The exhibition curated by Daniel Mudie Cunningham draws inspiration from the visual arts legacy of Western Sydney University. From the first graduating class in 1986 to the final cohort as the curtain closed in 2009, the art school was a pioneering hub for experimentation and risk-taking across a broad variety of media. Space YZ presents significant early works created by 88 Visual Arts and Electronic Arts alumni during their undergraduate studies or within two years of graduation. Councillor Oates encouraged the community to view the exhibition to support art in Western Sydney.
3. Councillor Masood Chowdhury on 5 March attended the Macarthur Football Association M League season launch. Special guests were Anne Stanley MP, Anoulack Chanthivong MP, Macarthur FC's Captain, Mark Milliagan and Chairman Gino Marra and was a celebration of football in Macarthur. Councillor Chowdhury wished all the clubs and teams the best for the upcoming season.
4. Councillor Masood Chowdhury on 7 March joined residents and community groups for Clean Up Australia Day at Fifth Avenue Reserve, Macquarie Fields. Councillor Chowdhury thanked the community who participated in Clean Up Australia Day and highlighted the importance of caring for our natural environment.
5. Councillor Rey Manoto on 19 February attended the Homelessness & Community Matters (Network) Meeting at the Uniting Church, Campbelltown. The group meets to discuss and collaborate on youth homelessness issues. Councillor Manoto thanked all the community organisations for being part of this group and collaborating to find solutions that effect our youth.

6. Councillor Rey Manoto on 26 February attended the Greg Percival Community Centre, Ingleburn for a Georges Riverkeeper meeting. Georges Riverkeeper manages the protection of the Georges River and has members from across 8 councils. Members of Georges Riverkeeper visited Fifth Avenue Reserve, Macquarie Fields, the site of the Environmental Trust Grant Project, where thousands of trees have been planted. The project aims to improve the bush regeneration and the animal habitat especially the koalas, control the weeds and remove the sediments and rubbish in this key riparian corridor from Fifth Avenue Reserve down to Simmos Beach of the Georges River in Macquarie Fields.
7. Councillor Rey Manoto on 7 March joined volunteers at Fifth Avenue Reserve, Macquarie Fields for Clean Up Australia Day. Councillor Manoto thanked the volunteers for their efforts with 27 sacks of rubbish being collected from the reserve.
8. Councillor Margaret Chivers on 16 February attended the CSIRO Generation STEM 2021 Principal's Information Session at the Campbelltown Council Civic Hall. The program delivered by CSIRO Education and Outreach creates partnerships with schools, industries and Council. Students participating hear about challenges faced by businesses and have opportunities to provide solutions. Councillor Chivers and the Generation STEM leaders had the opportunity to speak with the principal's and staff about the advantages of being involved in the program. Councillor Chivers passed on her appreciation to Council staff, noting the passion for Campbelltown that Ishan Acharya, Economy and Business Project Officer expressed when speaking to attendees.
9. Councillor Margaret Chivers on 6 March represented the Mayor at the Garrad's 2021 Miracle Mile at Menangle Park Paceway. Councillor Chivers presented the trainer's trophy to Derby winner, PatsBeachStorm and thanked Robert Marshall, Chairman of Club Menangle and Josh Webster who emceed the event and created a great family atmosphere.
10. Councillor Ben Moroney acknowledged the 2021 Gay and Lesbian Mardi Gras, particularly the demonstration in Taylor Square by Pride in Protest and the event at the Sydney Cricket Ground. Councillor Moroney confirmed that Mardi Gras should always be a public assertion of the strength and solidarity of the community and passed on support to their comrades who were in attendance.
11. Councillor Warren Morrison on 4 March attended the Macarthur Bush Fire Management Committee meeting. Councillor Morrison expressed how hard the committee is working to absorb strategies to create a bushfire free community. The committee is currently working on bush fire trail plans to ensure access when needed.
12. Councillor Warren Morrison on 6 March attended Waminda Oval, Campbelltown to watch Peru vs El Salvador. Councillor Morrison thanked East Campbelltown Rugby League Club for arranging a great multicultural display with traditional dances before the game commenced. Councillor Morrison congratulated El Salvador on the win.
13. Councillor Bob Thompson passed on his thanks to the city works team for their continued efforts in keeping the city tidy.

- 14. The Mayor, Councillor George Brticevic shared his excitement regarding the commencement of Milton Park, Macquarie Fields which will be an inclusive park for all abilities. The park was designed in house and construction has just commenced. Councillor Brticevic shared that Cook Reserve, Ruse is undergoing a renewal of the play equipment, exercise equipment and surrounds ensuring it remains a refreshed space for the community.

- 15. The Mayor, Councillor George Brticevic on 27 February attended the launch of Angela Kiki Konstantinopoulou’s exhibition Heroes of 1821. The artworks were inspired by the Greek War of independence culminating the 200th anniversary of the Greek Revolution. Councillor Brticevic thanked the Macarthur Greeks Inc. for organising the event.

14. CONFIDENTIAL REPORTS FROM OFFICERS

Nil

There being no further business the meeting closed at 8:56 pm.

Confirmed by Council

..... General Manager Chairperson

4. DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

Other Disclosures

5. MAYORAL MINUTE

5.1 A tribute to Angela Lonergan

Recommendation

That Council recognise the contributions of Angela Lonergan to the community of Campbelltown and extend our condolences to her family.

Angela Lonergan devoted her professional career and her life to supporting others.

In Angela's 10 years at Campbelltown City Council she made a significant contribution to our community. She was known for her wise advice and counsel, and for providing hands-on support and countless hours of her own time giving back and supporting those in need.

Her support of our important NGO sector and her constant advocacy to Government for increased funding, resources and pursuing changes to legislation was exemplary.

When Angela was diagnosed with cancer and while fighting her own illness, she still passionately fought for the rights of others, campaigning for better treatment outcomes for those in our community who were battling cancer.

She regularly spoke in the media, raised funds and made submissions to Government to highlight the challenges faced by those navigating the health system, including access to critical treatment and the availability of allied services and support. She tirelessly advocated for more support for those faced with cancer and its devastating effects on their lives.

Angela recently lost her battle after a long and courageous fight. She built such solid community foundations for our city and her strong, determined advocacy voice will be missed by us all.

On behalf of the community of Campbelltown I would like to extend our gratitude and condolences to Angela's family and take this opportunity to acknowledge her contributions to our city.

Attachments

Nil

6. PETITIONS

7. CORRESPONDENCE

Nil

8. REPORTS FROM OFFICERS

8.1 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 Local Planning Panel (LPP), South Western City Planning Panel and approved by the General Manager under delegation of a value of more than \$1 million, 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 Sydney Western City Planning 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	>20 million (registered prior to \$30mil threshold)	Panel briefed in March 2021 – revised plans currently on exhibition	
434/2020/DA-C	158 Queen Street Campbelltown	Amalgamation of two allotments, demolition of structures and construction of an 11 storey building comprising of a 2 storey RSL club with 152 hotel rooms above	\$50,056,894	>\$30 million capital investment value	Deferred at Panel's February 2021 meeting	
4609/2018/DA-SW	Appin Road, Gilead	Staged subdivision to create 424 residential lots, 20 residue lots and associated civil works	\$33,446,465	>\$30 million capital investment value	Under assessment	
4079/2017/DA-CD	Western Sydney University, 183 Narellan Road, Campbelltown	Concept application for the staged development of residential, mixed use and open space land uses including Stage 1 for super lot subdivision and civil works	\$6,175,279	>\$5 million capital investment value Crown development	Under assessment	
906/2020/DA-SW	Gidley Crescent, Claymore	Stage 4 Claymore Renewal - Subdivision to create 179 residential lots two residual lots including associated works	\$13,940,148	>\$5 million capital investment value Crown development	Under assessment	

Development Application Register

DAs to be considered by the Sydney Western City Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
504/2021/DA-SW	Clarendon Place, Winbourne Place, Rawdon Place, Dalkeith Place, Greengate Road, Airds	Stage 8 Airds/Bradbury Renewal - Subdivision to create 82 lots comprising of 80 residential lots and 2 lots for parks and associated works	\$6,354,141	>\$5 million capital investment value Crown development	Preparing for public exhibition	
535/2021/DA-SW	Woolwash Road, Greengate Road, Teeswater Place, Wallinga Place, Katella Place and Mamre Crescent, Airds	Stage 7 Airds/Bradbury Renewal - Subdivision of 71 existing lots to create 214 lots comprising of 207 residential lots, 2 lots for future development, 1 lot containing an existing senior housing	\$13,914,412	>\$5 million capital investment value Crown development	Preparing for public exhibition	
3532/2020/DA-SW	Goldsmith Avenue, Campbelltown	Concept master plan for a high density residential and mixed use development (known as Macarthur Gardens North), and construction of Stage 1 of the master plan, encompassing roads, parks, civil works, landscaping and subdivision of the site into super lots	\$ 281,673,000	>\$5 million capital investment value Crown development	Panel briefing set for April 2021	

Development Application Register

DAs to be considered by the Sydney Western City Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
1384/2020/DA-SW	Goldsmith Avenue, Campbelltown	Subdivision to create 56 residential lots and 2 residue lots and associated drainage and road works and construction of 56 dwellings	\$14,000,000	>\$5 million capital investment value Crown development	Panel briefing set for April 2021	
11/2021/DA-SW	Various lots, Fullwood Reserve, Gould Road, Preston and Abrahams Ways and Beryl Close, Claymore	Stage 11 Claymore Renewal - Subdivision creating 91 Torrens titled residential allotments, 1 residue lot and associated site, civil and landscape works	\$8,621,292	>\$5 million capital investment value Crown development	Panel briefing set for April 2021	
4604/2020/DA-SW	Various Lots, Norman Crescent, Dobell Road and Arkley Avenue, Claymore	Stage 5 Claymore Renewal - Subdivision of land to create 86 residential lots 1 residue lot 1 lot for future park and associated road and drainage works	\$14,290,245	>\$5 million capital investment value Crown development	Panel briefing set for April 2021	
774/2021/DA-SW	Various lots, Riverside Drive, Airds	Consolidation of four existing lots to create four new lots and new road, landscape and open space infrastructure embellishment works - Airds/Bradbury Renewal	\$11,456,074	>\$5 million capital investment value Crown development	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	

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
2225/2020/DA-DW	Lot 8177 DP 881519, 1 Denfield Place, St Helens Park	Construction of a single storey dwelling	\$84,500	Development standard variation greater than 10%	Deferred for more information by Panel at its February meeting	Unavailable at time of report preparation
2675/2008/DA-S	Lot 7304 Kellerman Drive, St Helens Park	Subdivision into 355 residential lots and associated civil and road works	\$9,000,000	More than 10 unique objections	Under assessment	
2687/2018/DA-SW	Appin Road, Gilead	Subdivision of land and associated civil works into 139 residential lots and 3 residue lots	\$7,972,417	More than 10 unique objections, planning agreement	Under assessment	

Development Application Register

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
2135/2020/DA-C	19 Parliament Road, Macquarie Fields	Change of use to a community facility, alterations to the existing premise (ground floor), use of adjoining lands for car parking and associated works	\$120,000	Includes Council-owned land	Completed	Approved with conditions at Panel's February meeting
681/2018/DA-SW	Menangle and Cummins Roads, Menangle Park	Subdivision of land and associated civil works into 90 residential lots and 3 residue lots	\$6,930,000	Planning agreement	Under assessment	
2611/2019/DA-M	42 Brenda Street, Ingleburn	Demolition of existing structures and construction of three semi-detached dwellings	\$855,350	Development standard variation greater than 10%	Under assessment	
3859/2019/DA-M	116 Ingleburn Road, Ingleburn	Demolition of existing structures and construction of three x two storey semi-detached dwellings	\$878,000	Development standard variation greater than 10%	Waiting on information from applicant	
1786/2020/DA-C	10 Wickfield Street, Ambarvale	Mixed use commercial, child care centre and residential development	\$12,585,013	SEPP 65 - Residential Apartment	Waiting on information from applicant	
3503/2019/DA-M	19 Dan Street, Campbelltown	Demolition of existing dwelling and construction of 4 multi-unit dwellings	\$670,000	Conflict of interest	Completed	Approved with conditions at Panel's February meeting

Development Application Register

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
3233/2020/DA-82A	37 Cumberland Road, Ingleburn	Review of Determination - Demolition of an existing dwelling and construction of a four storey residential apartment building, basement car-parking and associated site works	\$6,267,272	Review of application Determined by the Panel, SEPP 65 - Residential Apartment	Completed	Approved with conditions at Panel's February meeting

DAs with a value of \$1 million or more approved under Delegated Authority since last Council meeting						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
4551/2020/DA-DW	69 Bruce Ferguson Avenue, Bardia	Construction of a dwelling and swimming pool	\$1,256,000	Delegated	Completed	Approved with conditions
2256/2019/DA-RS	69 Bruce Ferguson Avenue, Bardia	Demolition of 2 dwellings and construction of 7 affordable rental housing multi-unit dwellings	\$1,318,350	Delegated	Completed	Approved with conditions
2645/2020/DA-C	4 Lancaster Street, Ingleburn	Construction of a service station and food and drink premises	\$2,469,372	Delegated	Completed	Approved with conditions

Development Application Register

DAs with a value of \$1 million or more approved under Delegated Authority since last Council meeting						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
1929/2020/DA-I	18 Williamson Road, Ingleburn	Demolition of the existing building and construction of a two tenancy warehouse and distribution industrial building	\$8,023,288	Delegated	Completed	Approved with conditions

8.2 Review of the Campbelltown Design Excellence Panel

Reporting Officer

Executive Manager Urban Centres
City Development

Community Strategic Plan

Objective	Strategy
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 note the review of the Campbelltown Design Excellence Panel as detailed in this report.
2. That Council endorse the revised Campbelltown Design Excellence Panel Procedure at attachment 1.
3. That Council advise all members of the Campbelltown Design Excellence Panel of the outcome of the review and provide them with a copy of the revised Campbelltown Design Excellence Panel Procedure.

Purpose

To provide Council with a review of the operation of the Campbelltown Design Excellence Panel (CDEP) in accordance with the Council resolution of 6 August, 2019 which sought a review after the CDEP had been in operation for 12 months.

To seek Council's endorsement of a revised CDEP Procedure to:

- improve and clarify the operation of the CDEP as detailed in this report
- expand the types of applications reviewed by the CDEP to include the following:
 - boarding houses with more than 10 rooms
 - medium density residential and mixed use development (multi-dwelling and shop top housing) that involves 20 or more dwellings (currently the threshold is 30 or more dwellings)
 - new commercial buildings/shopping centres with a gross floor area over 2,000 m²

History

Council at its meeting of 6 August 2019 considered a confidential report on the formation of CDEP and resolved:

1. That Council endorse the formation of the Campbelltown Design Excellence Panel (CDEP) and appoint the six panel members recommended in this report.
2. That Council endorse the Campbelltown Design Excellence Panel Procedure located at attachment 2 to this report.
3. That the Panel review all relevant Development Applications submitted after 1 September 2019.
4. That a report providing a review of the Panel's operation be provided to Councillors after it has been in operation for 1 year.

The first meeting of the CDEP was not required until 26 March 2020. The CDEP has now been in operation for one year. Accordingly a review of the CDEP's operation is now provided in response to resolution 4 above.

Report

Overview of the CDEP

Each CDEP meeting consists of 3 members who have the relevant expertise. The 3 members at each meeting are chosen from the following pool of members who were chosen by a public expression of interest process:

- Lynne Hancock
- Matthew Taylor
- Tony Quinn
- Aldo Raadik
- Iain Stewart
- Michael Stott

The CDEP have met 4 times.

The CDEP was scheduled to meet every other month (6 times per year). On 3 occasions during 2020 the meeting was cancelled as there was no business. In response to a request from the applicant for a planning proposal one extraordinary meeting of the CDEP was arranged.

The CDEP reviewed and provided valuable input into the design of 10 matters as listed below:

Meeting of 26 March 2020

- Draft site specific Development Control Plan for 158-168 Queen Street, 1 Carberry Lane, 3 and 11 Cordeaux Street, Campbelltown (Campbelltown RSL Planning Proposal)
- Draft site specific Development Control Plan for 22-32 Queen Street, Campbelltown (former factory outlet site)

- Development application for alterations and additions to Wests Leagues Club, Leumeah
- Development application for Campbelltown RSL and Hotel, 158 Queen Street, Campbelltown

Meeting of 23 July 2020

- Pre-lodgement proposal for commercial development at 263 Queen Street, Campbelltown
- Modification to an approved 15-storey mixed use development at 6-12 Dumaresq Street, Campbelltown
- Development application for a mixed use development at 10 Wickfield Circuit, Ambarvale

Meeting - 14 October 2020

- Pre-lodgement proposal for serviced apartments at 11-13 King Street, Campbelltown
- Development application for construction of 72 dwellings in the form of attached dwellings and residential flat buildings at 74 Fern Avenue, Bradbury

Extraordinary Meeting of 23 October 2020

- Draft site specific Development Control Plan for the Kellicar Road Precinct.

This extraordinary meeting was requested and fully funded by the applicant.

Reasons for referral to the CDEP

The site specific development control plans (DCP) were all referred to the CDEP in accordance with Section 21A of the Environmental Planning and Assessment Regulation 2000 which states:

- 1) The council must not approve a draft development control plan (including an amending plan) containing provisions that apply to residential apartment development unless the council:
 - (a) has referred the provisions of the draft development control plan that relate to design quality to the design review panel (if any) constituted for the council's local government area (or for 2 or more local government areas that include the council's area), and
 - (b) has taken into consideration –
 - i. any comments made by the design review panel concerning those provisions, and
 - ii. the matters specified in Parts 1 and 2 of the Apartment Design Guide.
- 1) This clause extends to a plan the preparation of which commenced before the constitution of the design review panel.

Some Development Applications were referred to the CDEP because they met the criteria originally set by Council when the CDEP was established (eg the Campbelltown RSL and Hotel), or because they would have met the criteria had the CDEP been in operation when the application was submitted.

It was pleasing to see that some applicants took the opportunity to seek the advice of the CDEP prior to formal submission of a development application. This enabled constructive discussion about the design of the proposal without the time expectations that apply to the development application process.

Review of the Operation of the CDEP

The review of the operation of the CDEP has occurred in consultation with members who have proposed changes to the operating procedure. The review also incorporated feedback provided by applicants informally after each meeting.

The review also considered operational challenges experienced including those arising from COVID-19. The first meeting of the CDEP occurred just as the COVID-19 restrictions began and resulted in a socially separated meeting in a very big room. This hampered discussion over plans and as a result all of the other meetings of the CDEP have been held electronically over Microsoft Teams. For these meetings CDEP members have conducted their own separate inspections of the site and surrounds.

The outcome of the review is that a number of adjustments and enhancement have been identified. None of the adjustments or enhancements relate to the quality of advice provided by the CDEP members. The expert advice of the CDEP has been extremely valuable in improving both the design of proposals at pre-lodgement and development application stages and in refining the proposed planning controls in draft Development Control Plans.

As a result of the review, it is proposed to amend the CDEP operating procedure. A copy of the revised draft CDEP Procedure document is at attachment 1 to this report.

The following points detail the proposed amendments and enhancements to the current CDEP Procedure.

1. Scope of the CDEP

Part 3 (Scope of the Panel) of the CDEP Procedure specifies the type of developments that are to be referred as follows:

3.1 The CDEP will provide expert and independent advice on the following developments:

- New residential apartment development above 3 storeys
- Medium density developments of 30 units or more
- New commercial buildings over 3 storeys
- Any other development/proposal that in the opinion of the General Manager or a Director should be referred to the CDEP

- Any modification of a consent for a development that meets the qualifying referral criteria and proposes a significant change to the approved built form and public interface of the development.

During the last year, Council received a number of applications that would have benefitted from being reviewed by the CDEP due to their type and/or scale, however did not meet the criteria identified above. This included applications for multi-dwelling development with less than 30 dwellings, boarding houses, an application for a new commercial centre with a large floor plate but less than 3 storeys, and a modification to a high density mixed use development.

To address the above issue, it is recommended that the scope of the CDEP be expanded to include the following types of development:

- All boarding houses
- Medium density mixed use residential development (including shop top housing) of 20 units or more
- New commercial buildings/town centres with a gross floor area of 2,000 m² or more.

2. Responsibility for preparation of minutes

The procedure provides that minutes of the first CDEP meeting are taken by a staff member. These were then circulated to the CDEP members for their review and input. This process was followed for the first meeting and increased the time to provide the advice of the CDEP to the applicant and was challenging due to the architectural language used for some items.

The minutes of the other CDEP meetings have been prepared and finalised by the chairperson of the CDEP. This was not part of the original arrangement under which all CDEP members were to be paid the same, including the chairperson. It is considered reasonable for the chairperson to be paid an additional fee for chairing the meeting and preparing the final minutes. It is considered that \$400 is a suitable additional fee for this task.

It is also important the minutes of the CDEP be written in plain English to enable the applicants and others involved in the application, including Council staff, to fully understand them.

Therefore it is recommended that Sections 14 (Advice to Council) and 15 (Meeting Procedures) of the CDEP Procedure be amended by clarifying that the preparation of the minutes shall be the responsibility of the Chairperson, shall be completed in plain English and shall be finalised and submitted to Council no longer than one week from the date of the meeting.

3. Attendance by the applicant's architect/urban designer

During initial evaluation of options for the establishment of the CDEP Council staff consulted with other Councils on the operation of their design excellence panels. Some of the feedback received indicated that there was a risk of passionate discussion as an architect's work was critiqued by the panel members. Therefore the CDEP procedure was drafted with this in mind and the first 2 meetings of the CDEP were conducted without the applicant or their representatives. This posed challenges as CDEP members were not able to question the applicant or their representative on the reason behind a particular design.

The most recent CDEP meetings have occurred with the applicant, their architect or other representative invited to present their project to the CDEP and directly engaged in answering questions from the members of the CDEP.

The latter approach has proven to be more effective in terms of conveying input directly from the CDEP to the applicant or their designer/architect and reducing the risk of misinterpretation of the CDEP's comments.

Given the above it is recommended that all meetings of the CDEP be open to the applicant, their designer/architect or other relevant representative. However it is considered important to limit the time provided to the applicant to showcase their proposal to a maximum of 30 minutes to enable the efficient operation of the meeting. This recommended practice is in line with the other Council's practices in relation to this matter.

4. Half day versus full day meetings

The payment of CDEP members has been based on half day and full day meetings. It has been identified that clarification is required on what encompasses a half day meeting versus a full day meeting. Through the examining of practices of other Councils, it is considered appropriate that where one to two items are considered by the CDEP, the meeting will be considered to be a half day meeting. Where more than 2 items are considered by the CDEP, the meeting will be considered a full day. It is noted that the CDEP members spend time outside of the meeting itself to undertake inspections and review the information provided.

CDEP Members also suggested that a time limit be allocated to each item within the meeting itself depending on the complexity of the proposal to help prevent a prolonged discussion or 'fishing' proposals from under prepared applicants.

It is recommended that Section 11 Remuneration of Panel Members be amended by:

- including an additional clause that clarifies that where panel members review 2 or less items, the meeting be considered a half day meeting, and where more than 2 items are considered, the meeting will be considered a full day meeting
- deleting clause 11.4 which specifies the starting time for the full day and half a day meetings.

5. Referral of revised building design to the CDEP

The current CDEP Procedure (under section 5.5) specifically states:

The Panel shall not request that an application is re-referred to the Panel unless a full rejection of the application is recommended on design grounds. The Panel shall instead include specific recommendations relating to the changes requested to the design to address any concerns raised.

However, there has been one occasion where the Sydney Western City Planning Panel has requested that the development application be referred back to the CDEP to ensure that the revised design has addressed the concerns/comments raised by the CDEP.

In such instances, and to maintain a consistent approach, it is considered necessary to amend the CDEP Procedure to include information in relation to the process to be followed and the fees to be applied.

In this regards, the revised building design should wherever possible be reviewed by the same CDEP members who considered the proposal when it was first submitted to the CDEP.

To address the above matter, it is proposed to amend the CDEP Procedure to include additional information that reads:

5.6 Despite 5.5 above, where the Panel is required to re-consider a revised design:

- (a) Council staff shall organise a meeting (face to face or electronically) and invite the same members of the Panel who provided comments on the original design; and
- (b) Panel members attending the meeting shall be paid a remuneration of \$250 Plus GST per hour; and
- (c) The Chair organising the revised minutes for the subject item shall be paid an additional fee at a rate of \$250 Plus GST per hour.

Financial implications

The CDEP has met 4 times, and considered 10 items. The table below provides a snapshot of the funds spent on running the CDEP and the fees received. Overall, the cost of running the CDEP is considered reasonable.

The current fee for referring an item to the CDEP is \$3,000. Notably, where items were not identified for referral under the CDEP Procedure document, and a decision was made to refer the application, the applicant was not required to pay a fee.

Year	Spent	Fees received	Total
26 March 2020 – 30 June 2020	\$5,500	\$6,000	\$500
1 July 2020 – March 2021	\$14,650	\$10,510	-\$4,140
		Total	-\$3,640

Additionally, the experience of the first year of operation of the CDEP is that there is the potential for an applicant to request an extraordinary meeting of the CDEP to suit their own timeframe. Accordingly it is recommended that a new fee of \$5,000 (to facilitate such a request) be added to Council's fee and charges.

Draft Design and Place State Environmental Planning Policy

The Department of Planning, Industry and Environment has just released an explanation of intended effect (EIE) for a draft Design and Place State Environmental Planning Policy. The Design and Place SEPP will repeal State Environmental Planning Policy No.65 – Design Quality of Residential Apartment Development and State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 to provide a planning policy that aims to simplify and consolidate how good design is delivered in NSW.

As part of this review a new draft Design Review Guide is proposed. The new draft Design Review Guide will establish consistent terms of reference and robust requirements for design review panels and design quality evaluation, addressing industry concern. The guide will define thresholds for State and local government design review, and establish consistent terms of reference and methods for design review, evaluation and non-compliance.

Once the new Design Review Guide is finalised by the Department of Planning Industry and Environment, there may be a need to revise the operations of CDEP to be in line with the new Guide. This review should also consider the outcomes of the City Centre Design Framework currently being prepared as part of the implementation of the Reimagining Campbelltown City Centre Master Plan.

Conclusion

Since its first meeting in March, 2020 the CDEP considered/reviewed 10 matters. This included three draft development control plans for major planning proposals within Campbelltown City Centre, 4 significant development applications, a modification to an approved mixed use development and 2 pre lodgement proposals. The CDEP provided valuable input into the design of those applications.

The architects/urban designers have worked well together.

The net cost of operating the CDEP over the past 12 month period is recorded at -\$3,640. This is considered not unreasonable and is likely to decrease if Council endorses the amendment to expand the scope of the CDEP as outlined in this report.

A review of the CDEP has identified some opportunities to improve the functioning of the CDEP and clarify matters within its operating procedure. These changes are contained in attachment 1 to this report.

It is recommended that Council endorse the continuation of the operation its CDEP and the proposed amendments to the CDPEP Procedure.

Attachments

1. Revised Design Excellence Panel Procedure (contained within this report)



Campbelltown Design Excellence Panel

Procedure

1.1 Executive Summary

The primary function of the Campbelltown Design Excellence Panel (CDEP) is to advise on the design quality of certain development types and proposals. The objective is to increase the focus on quality urban and building design outcomes that meet Council's vision and create great and interesting places for people who live and work in or visit Campbelltown.

The Panel members will provide expert advice on matters referred to them which may include development applications, planning proposals or policies relating to major commercial and residential development within the Campbelltown Local Government Area. Matters will be sent to the Panel as early in the process as possible whether prior to the submission of a relevant application/proposal, or following the receipt of an application by Council where appropriate.

This Campbelltown Design Excellence Panel Procedure establishes the membership, function, terms and conditions of office and procedures for the CDEP.

1. Purpose of the Panel

1.1 The purpose of the CDEP is to:

- (a) Examine, evaluate and critique the design aspects of relevant proposed commercial, residential and community developments and identify how the proposed development could be improved by design changes to better achieve the objectives of the relevant planning controls and an optimum design outcome.
- (b) Provide comments to applicants and their professional consultants through Council staff on actions that could be taken to improve the quality of the design.

2. Aims

2.1 The aims of the CDEP are to:

- (a) Encourage quality development through promotion of best practice in urban design
- (b) Connect with the development industry by succinctly communicating practical critiques so they recognise the value of good design
- (c) Provide pragmatic design advice that encourages development while ensuring outcomes that contribute to design excellence
- (d) Encourage proponents to engage with the members of the Panel during the pre- lodgment stage of development to ensure maximum benefits to all stakeholders

3. Scope of the Panel

3.1 The CDEP will provide expert and independent advice on the following developments:

- (a) New residential apartment development above three storeys
- (b) Medium density developments including shop top housing of ~~thirty(30)~~ twenty (20) units or more
- (c) New commercial buildings over three storeys or with a floor area of 2000 sqm or more
- (d) Boarding houses
- (e) Any other development/proposal that in the opinion of the General Manager or a Director should be referred to the CDEP
- (f) Any modification of a consent for a development that meets the qualifying referral criteria and proposes a significant change to the approved built form and public interface of the development.

4. Reference Material

The members of the CDEP will make recommendations and provide advice to Council on the matters referred to them having regard to the material forwarded to them in each case by the applicant and in every case having regard to Campbelltown City Council adopted policies including:

- (a) Campbelltown Local Environmental Plan 2015
- (b) Campbelltown (Sustainable City) Development Control Plan
- (c) State Environmental Planning Policy No. 65 – Design Quality of Residential Flat Buildings
- (d) Residential Flat Design Code
- (e) Re-imagining Campbelltown CBD

5. Functions of the Panel

- 5.1 The CDEP plays an advisory role and is not a decision-making body.
- 5.2 The role of the CDEP is to thoroughly examine, evaluate and comment upon the design aspects of applications/proposals within their scope in the Campbelltown Local Government Area.
- 5.3 The matters that are to be considered by the CDEP are:
 - whether a high standard of architectural design, materials and detailing appropriate to the building type and location will be achieved
 - whether the form and external appearance of the development will improve the quality and amenity of the public domain

- whether the development detrimentally impacts on view corridors
 - how the development addresses the following matters:
 - the suitability of the land for development
 - existing and proposed uses
 - heritage issues and streetscape constraints
 - bulk, massing and modulation of buildings
 - street frontage heights
 - environmental impacts such as sustainable design, overshadowing, wind and reflectivity
 - the achievement of the principles of ecologically sustainable development, pedestrian, cycle, vehicular and service access, circulation and requirements
 - the impact on, and any proposed improvements to, the public domain
 - the interface with the public domain
 - the quality and integration of landscape design
- 5.4 Additionally the panel shall provide advice on measures that will improve the design and the interaction of the public having regard to:
- Seasons
 - Day time, evening and night
 - Lighting
 - Extreme weather
- 5.5 The Panel shall not request that an application is re-referred to the Panel unless a full rejection of the application is recommended on design grounds. The Panel shall instead include specific recommendations relating to the changes requested to the design to address any concerns raised.
- 5.6 Despite 5.5 above, where the Panel is required to re-consider a revised design:
- Council staff shall organise a meeting (face to face or electronically) and invite the same members who provided comments on the original design; and
 - Panel members attending the meeting shall be paid a remuneration of \$250 Plus GST per hour; and
 - The Chair organising the minutes for the subject item shall be paid an additional fee at a rate of \$250 Plus GST per hour.
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6. Membership of the Panel

6.1 The CDEP shall comprise of a pool of at least five respected professionals who are or have been involved in the design of major projects. Such members shall have extensive expertise in one or more of the following professions:

- (a) Architecture
- (b) Urban design
- (c) Landscape architecture

A member cannot be employed by Campbelltown Council, including Council officers and elected Councillors, in accordance with the requirements of State Environmental Planning Policy No. 65 (SEPP No.65).

7. Panel Appointment

- 7.1 Campbelltown City Council will seek a pool of suitably qualified and experienced Panel representatives.
- 7.2 Only three Panel members will attend any particular meeting of the Panel.
- 7.3 Expert members shall not live in or do business in the Council area in a related field.
- 7.4 Panel members will be appointed on the basis of their qualifications and experience and absence of any real or potential pecuniary or non-pecuniary conflict of interest.
- 7.5 If a vacancy occurs in the membership of the Panel, the Director City Development may appoint an additional person to fill the vacant position, where the pool of panel members is reduced below five.
- 7.6 Selected Architects shall be registered with the Royal Institute of Architects, or have extensive architectural design experience.

8. Chairperson

8.1 The chairperson for any particular panel meeting will be chosen from the members of the pool rostered on for that particular meeting and will be appointed by Director City Development. Preference will be given to those that scored higher in the assessment criteria in the process of appointing panel members.

9. Quorum

9.1 A quorum of three Panel members is required for a meeting.

10. Conduct and Disclosures

10.1 Panel members shall act lawfully and with integrity and professionalism.

- 10.2 Panel members shall comply with all requirements imposed by the *Local Government Act 1993* on persons providing advice to a Council.
- 10.3 All Panel members are required to understand, acknowledge and sign Council's Code of Conduct prior to being appointed on Council's list of Panel members.
- 10.4 Any declarations for a conflict of interest shall be disclosed prior to acceptance of meeting attendance. Where a conflict of interest is either a pecuniary interest or a significant non-pecuniary interest the panel member shall advise prior to the meeting and exclude themselves from the meeting. Where this occurs, the panel member will be replaced by another member of the pool of members chosen by the Director City Development.

11. Remuneration of Panel Members

- 11.1 Panel members will be engaged for a term of three years.
- 11.2 Panel members shall be paid a remuneration of \$1200.00 per half day (up to 4 hours) or \$1700.00 per full day.
- 11.3 The Chairperson shall be paid an additional remuneration of \$400 for chairing and preparing the minutes of the meeting and providing them within one week of the meeting.
- 11.4 A full day Panel meeting will commence at 9.30am and a half day Panel meeting will commence at 1.30pm. A full day Panel meeting will have 3 or more items on the Agenda, and a half a day meeting will have two or less items.

12. Responsibilities of the Panel

- 12.1 Prior to the assessment of the design quality of a development/proposal, it is required that each Panel member commenting on the proposal/application will have:
- (a) Received copies of the proposal/application
 - (b) Become familiar with the proposal/application
 - (c) Conducted a site visit of the subject site and surrounding area

1.2 PROCEDURES

13. Documentation to Panel

- 13.1 The following electronic documentation is to be provided to the Panel electronically one week before the meeting:
- (a) The assessing officer's briefing report
 - (b) An electronic copy of the Architectural drawings in A3 size

- (c) All other relevant information that has been provided

14. Advice to Council

- 14.1 Council staff shall attend meetings with Panel members. ~~These meetings are not open to members of the public.~~
- 14.2 ~~The members of the Panel attending the meetings~~ The Chairperson of the meeting shall prepare written advice in the form of meeting minutes, ~~no longer than one week from the date of the meeting.~~
- 14.3 The minutes shall be written in plain English.
- 14.4 The minutes of the Panel shall be circulated to the applicant by Council staff.

Note: The Panel recommendations may have implications on the assessment of the application against Section 4.15 of the Environmental Planning and Assessment Act, 1979 and this will need to be clearly communicated to the Applicant.

- 14.5 The Panel's recommendations shall be communicated to the Applicant in writing within ~~seven-2 weeks~~ days of the meeting.

15. Meeting Procedures

- 15.1 The CDEP will meet at such place and time as notified to the Panel members by Campbelltown City Council. It is expected that the Panel will be available to meet at least ten times a year on dates and at places to be scheduled in advance for each year.
- 15.2 Where there is no business for a particular meeting, Campbelltown City Council will cancel the meeting and no remuneration will be provided to Panel members.
- 15.3 Campbelltown City Council may call an extraordinary meeting to take place as required, with at least one week written notice to all Panel members.
- 15.4 A chairperson appointed by the Director City Development will preside as Chairperson for the meeting they are appointed to. The role of chairperson will be rotated.
- 15.5 ~~Campbelltown City Council staff~~ The Chairperson will take minutes of the CDEP meetings. The minutes will include the following:
- A statement of the status and purpose of the meeting
 - Attendance
 - Apologies

- Declarations of interest
- A record of all recommendations made by the Panel

15.6 The applicant's architect shall be provided with the opportunity to attend the meeting and present their design and answer questions. The time provided to the applicants' architects shall be limited to 30 minutes.

15.7 Meeting minutes will be reviewed by all Panel members and approved for circulation by the Panel Chair. Once the minutes are confirmed, Council staff will circulate the minutes to all members and to the relevant staff and to the applicant. A copy of the agenda for and minutes of each panel meeting will be made available on Council's website

DRAFT

8.3 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 comments and updates to the reports and letters requested be noted.

Report

Attached for the information of Councillors is a status list of reports and letters requested from Council as at 6 April 2021.

Attachments

1. Reports requested listing (contained within this report)
2. Letters requested listing (contained within this report)

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
12.11.19 RM	<p>ORD NM - 11.2 Stormwater Usage</p> <p>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.</p>	This item has been listed for a future briefing evening to Councillors. A report will follow the briefing.	May 2021
10.12.19 WM	<p>ORD NM - 11.2 Grey Water Usage</p> <p>1. That a report be presented on the feasibility of the re-use of grey water within the community.</p>	This item has been listed for a future briefing evening to Councillors. A report will follow the briefing.	May 2021
13.10.20 PL	<p>ORD NM - 11.1 Charging for parking within the Campbelltown Local Government Area</p> <p>That a full feasibility report be presented to Council outlining the financial and non-financial implications of introducing paid parking into the Campbelltown Local Government Area.</p>	The matter is being investigated.	July 2021
City Development			
13.11.18 GB	<p>ORD - 8.3 Household E-Waste Drop Off Event</p> <p>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.</p>	This report is subject to the time frame of the Community Recycling Centre. A report is anticipated to be presented to Council at the May 2021 meeting.	May 2021
09.04.19 WM	<p>ORD - 8.2 Planning Proposal - Ingleburn CBD</p> <p>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.</p>	Development Control Plan preparation held pending study completion.	June 2021

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
09.04.19 BT	<p>ORD 8.6 Submission Report - Amendment to Campbelltown Sustainable City Development Control Plan (Caledonia Precinct)</p> <p>5. That a further report be submitted to Council in regard to the acquisition of No. 306 Bensley Road, Ingleburn for open space purposes.</p>	To be included in the next amendment to the Campbelltown Contribution Plan 2018.	October 2021
06.08.19 GG	<p>ORD 14.1 Campbelltown Design Excellence Panel</p> <p>That a report providing a review of the Panel's operation be provided to Councillors after it has been in operation for 1 year.</p>	First meeting held 26 March 2020. A report to be presented to Council at the April 2021 meeting as Item 8.2 on the agenda.	April 2021
10.09.19 KH	<p>ORD 8.1 Mount Gilead Planning Proposal - Relocation of Proposed Community Hub Building and Additional Permitted Use</p> <p>5. That following an exhibition, a report on submissions be presented to Council.</p>	Extension for Gateway requested.	December 2021
10.03.20 WM	<p>ORD 8.2 Menangle Park - Draft Planning Proposal</p> <p>4. That following the public exhibition a report on any submissions received be presented to Council.</p>	Gateway received October 2020. Works to be carried out by proponent.	December 2021
10.03.20 MO	<p>ORD 8.6 Mt Gilead - Draft Planning Proposal</p> <p>3. That should the Minister determine under section 3.3.4(2) of the Environmental Planning and Assessment Act 1979 (EP&A Act) that the proposal may proceed without significant amendment, Council publicly exhibit the draft Planning Proposal in accordance with the Gateway Determination.</p> <p>4. That following the public exhibition a report on any submissions received be presented to Council.</p>	Gateway received October 2020. Works to be carried out by proponent.	June 2021

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
12.05.20 BT	<p>ORD 8.3 Planning Proposal to rezone Land at the corner of Appin Road and Kellerman Drive, St Helens Park</p> <p>3. That subject to satisfying the requirements of the Gateway determination, the Proposal be placed on public exhibition and the outcome of that exhibition be reported to the Council.</p>	Awaiting additional information from proponent to comply with Gateway conditions.	June 2021
10.11.20 DL	<p>ORD 8.3 Re-establishment of South Area Alcohol Free Zones</p> <p>2. Any submissions received during the public exhibition period be reported back to Council.</p> <p>4. Any submissions received from the organisations/groups listed in Recommendation No.3 during the notice period be reported to Council.</p>	<p>2. Public exhibition ended on 23/12/2020. No public submissions were received.</p> <p>4. Letters are currently being drafted to provide formal notice to the organisations/ groups listed in Recommendation No. 3.</p>	June 2021
10.11.20 MO	<p>ORD 8.5 The Meadows, Ingleburn Gardens Planning Proposal</p> <p>That following the public exhibition:</p> <p>(a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council, or</p> <p>(b) where no submissions are received by Council during the public exhibition period, the draft Planning Proposal be finalised.</p>	Gateway issued 28/1/2021. Currently preparing exhibition.	June 2021
8.12.20 KH	<p>ORD 8.2 Amendments to the Mount Gilead Stage 2 Biodiversity Certification Application</p> <p>3. That a further report be provided to Council detailing the outcomes of the public exhibition process and associated amendments to the Biodiversity Certification Application.</p>	Public exhibition closed on 14/2/2021. A report is being drafted and anticipated to be presented to Council at the June 2021 meeting.	June 2021

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
9.3.21 MO	<p>ORD 8.2 Request to Exhibit amendments to the Campbelltown (Sustainable City) Development Control Plan 2015</p> <p>2. That should Council receive any submissions during the public exhibition of draft Amendment No 11, that a further report be provided to Council following the completion of the public exhibition period.</p>	Currently being prepared for public exhibition.	July 2021
City Governance			
9.06.20 GB	<p>NM 11.1 - Extension of the Sponsorship Policy</p> <p>1. That Council seeks a feasibility report to consider extending the sponsorship policy in relation to the following:</p> <p>a. The extension of the roundabout beautification program by offering corporate sponsorship of major thoroughfare locations such as the intersection of Pembroke and Ben Lomond Roads at Minto.</p> <p>b. Expanding Council tree planting days by offering corporate sponsorship and consideration be given to include the expansion in the Koala Town Project.</p>	Consultation with the business has commenced and a report is anticipated to be presented to Council at the June 2021 meeting.	June 2021
9.06.20 BG	<p>NM 11.2 - Data Capture</p> <p>That a report be presented to Council that explores opportunities to engage and educate our community on the value of capturing, sharing and using data to help people, businesses and government make better evidence-based decisions and improve the lives of our citizens</p>	Management are currently reviewing opportunities and aim to have a report to Council at the May 2021 meeting.	May 2021
9.03.21 MO	<p>NM 11.3 - Grant and Funding Opportunities</p> <p>1. That a report be presented on the feasibility of employing a Grants/Funding Officer to investigate and access potential government, non-government, corporate and philanthropic funding opportunities.</p>	Report being prepared and anticipated to be presented at the May 2021 meeting.	May 2021

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
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>Due to COVID-19 this project is on hold. The team is currently reviewing the feasibility for construction of a childcare.</p> <p>Investigations are being completed regarding the feasibility of progressing this project.</p>	June 2021
09.07.19 KH	<p>ORD NM 11.1 Reimagining Campbelltown</p> <p>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.</p> <p>2. That a report be provided to Council investigating the feasibility and benefit including the costs and potential risks of energy- generating footpaths.</p>	<p>1. Investigations in progress to explore options for potential locations for vehicle charging stations with a report anticipated to be presented to Council at the June 2021 meeting.</p> <p>2. A report on energy generating footpaths was prepared and presented to Council at the November 2019 meeting.</p>	June 2021
10.03.20 BM	<p>ORD 8.12 Latest Findings on Climate Change</p> <p>1. That a further report be provided outlining the emission reduction pathways required for Council and the community to transition towards net zero emissions.</p>	<p>Research has now commenced to support this project.</p>	June 2021
09.06.20 PL	<p>ORD 8.1 Development Application Status</p> <p>That Council prepare a feasibility report with regard to the development of a physical and virtual model of the LGA from Macarthur Square to Leumeah to provide a visual perspective of proposed developments in the LGA to be displayed in the foyer of the Council building and placed on Council's website.</p>	<p>This project will be included as part of a broader digital and data transformation program for Council to ensure alignment and increase the potential capability and value of a 3D visualisation and planning tool/model.</p>	June 2021

Reports requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
8.12.20 WM	<p>ORD NM 11.1 Advertising Campbelltown</p> <p>That a report be presented to Council detailing the feasibility of erecting signage before the northern and southern M31 city entrances advertising the unique attractions of the Campbelltown LGA, including, but not limited to heritage, historical, environmental, and entertainment places of interest to help attract passing traffic into the city for tourism and business for the benefit of the community.</p>	A report to be presented to Council at the April 2021 meeting as Item 8.14 on the agenda.	April 2021
City Lifestyles			
9.3.21 RM	<p>ORD NM 11.2 Promotion of Board Game Activities</p> <p>1. That Council, to encourage and promote board game activities in the City, particularly CHESS and CATAN, prepare a report on the feasibility of:</p> <p>a) Trialling a series of events highlighting the game CATAN for beginners and regular players as part of International Games Week in November.</p> <p>b) Holding a Chess Tournament and continuing to support the weekly CHESS Club at Eagle Vale Library.</p>	<p>CATAN sessions will be held in the lead up to International Games Week in November.</p> <p>Chess Tournament is current under investigation to be held at Eagle Vale Library. Date TBC.</p>	August 2021

Letters requested effective 6 April 2021

*Date of Decision *Mover	Action Item	Comments / updates
City Governance		
9.03.21 MO	4. That Council write to the Ministers and Shadow Ministers of Planning, Transport and Roads and Local Government, appealing the decision of the Geographical Names Board, and requesting that it be overturned, in order to pay due respect to the named artists.	The letters are currently being drafted.

8.4 Investments and Revenue Report - February 2021

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 February 2021.

Report

This monthly report provides details of Council's investment and revenue portfolio.

Investments

Council's investment portfolio as at 28 February 2021 stood at approximately \$247 million. 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 whilst historically has, and continues to outperform the AusBond Bank Bill Index benchmark, the interest income will not reach the estimated original budget, which is a direct result of the ongoing impact to the economy of historically low interest rates. The impact is significant and adjustments to expected revenue have been reflected in quarterly budget reviews.

For the month of February, Council's return exceeded the benchmark by some 96 basis points on an annualised basis which is a positive on an absolute basis. This return excludes funds held in at call account but includes the 30 day notice saver account and the NSW TCorp Cash Fund. The yield on the AusBond Bank Bill Index has been very low, with February's return being zero per cent, and while Council's investment performance has fallen in recent times, it has however maintained an excellent return over the benchmark index and relative to comparative councils.

The portfolio is diversified with maturities ranging up to a 5 year period in accordance with Council's Investment Policy.

Council's investment advisor, Amicus Advisory have confirmed that Council's investment portfolio is being well managed and is compliant with current policy settings, with clear buffers between exposures to individual entities and credit limits.

Council's total liquidity of around \$42 million to meet short to medium term cash flow needs remains strong with \$3 million held in an at call account, \$26 million in the TCorp Cash Fund and \$3 million in a 30 day notice account and \$10 million in an at call cash accelerator account. The latter two accounts are effectively a hybrid of a term deposit and an at call account that attract slightly higher market interest rates.

The official cash rate is 0.10 per cent, where it has remained since the November 2020 Reserve Board of Australia Board meeting. The Board remains optimistic that in Australia economic recovery is under way, however it is still expected to be uneven and drawn out and dependant on policy support. The ASX200 closed at 6,673.30 at the completion of February. This represents an annualised monthly performance result of positive 11.97 per cent ex dividend, the monthly change was positive one per cent.

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 *Trustee 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 28 February 2021 totalled \$124,280,875 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of February totalled \$82,180,101. In percentage terms 66.9 per cent of all rates and charges due to be paid have been collected, compared to 70.7 per cent collected in the same period last year. An analysis of payments received has attributed this shortfall to the third quarterly instalment falling due on Sunday 28 February 2021.

The NSW Government set penalty interest charges to zero per cent on all unpaid rates and charges for the period between 1 July 2020 and 31 December 2020, this rate changed on 1 January 2021 to 7 per cent.

Due to the current COVID-19 pandemic, formal debt recovery action has not been taken allowing the community the time needed to bring their accounts up to date. Letters were sent regarding 'starting the conversation' with a view to getting back on track with payments or a suitable payment arrangement. These were sent to ratepayers that had not made any payments since 1 July 2020 and with a balance exceeding \$1,000.

Council staff have been actively assisting ratepayers to manage any overdue quarterly instalments and advise on options available such as regular weekly payments. Council has created a dedicated 'Here for you' support page on the website including links to assistance packages provided by the Federal Government. Debt recovery action during the month involved the issue of 227 Statements of Claim to ratepayers who had not responded to requests or have failed to maintain their agreed payments.

Positive feedback has been received from pensioners that can now make an application to receive a Pension Rebate Concession over the phone and via the internet. During the month, 62 applications were made over the phone and 23 online. Given the level of success, implementation for both phone and internet will continue as a permanent service to the community alongside the paper based over the counter process.

Ratepayers who purchased property since the annual rates and charges notices had been issued are provided a 'Notice to new owner' letter. During the month, 36 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 28 February 2021 were \$3,318,179 reflecting an increase of \$298,916 since January 2021. During the month 873 invoices were raised totalling \$2,326,169. 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 \$1,143,993 as at 28 February 2021. The majority of this debt relates to Government and Other Grants totalling \$660,299. The most significant portion is \$600,000 relating to the Department of Regional NSW for the Campbelltown Billabong Parklands project claim. Payment for this invoice was received in early March 2021. Also incorporated in this debt is \$60,298 grant from the Environment Protection Authority regarding the Regional Coordination and Strategy Program 2020-21. Contact has been made with the department with payment now expected by the end of the month.

Various Sundry items total \$125,886. A major portion of this amount for \$56,976 relates to NSW Health and Infrastructure for the Campbelltown Hospital Redevelopment "Arts Health Collaboration Project", payment of this invoice was received in early March 2021. Road and Footpath occupancy fees of \$10,547 being for a development in Broughton Street, Council's agents were instructed to enter Judgment on the account, no response has been received and they are now exploring Garnishee options for recovery.

Also incorporated within the sundry items group is \$11,284, which relates to a ticket sale rebate for the "Crusty Demons Event" at Campbelltown Sports Stadium in August 2019. The company involved have been placed into liquidation. A report to creditors was received in March 2021 advising that no dividends will be declared due to lack of available assets. The account will now be forwarded for write-off.

Road and Footpath Restoration debts totalling \$118,003 primarily relate to Jemena Gas. Contact has been made with the company and have been advised that system changes has resulted in the delay with payment now expected by the end of the month.

Corporate Administration outstanding debt total \$104,221 with the most significant amount of \$88,000 in relation to contributions to Western Parkland Councils financial year 2020-21. Contact has been made with the relevant Councils and staff and are awaiting update for payment.

Debts categorised in Sports and Field Hire totalled \$44,727, the most significant portion is \$26,220 for "catering sales commission" for events at Campbelltown Sports Stadium. The company involved had entered into an arrangement with Council for payment of \$5,000 per month. Unfortunately this arrangement has defaulted and after many request to bring the payments up to date, the company has not responded resulting in Council issuing a letter of demand. Other significant debts in this category for the combined value of \$9,690 relates to various sporting groups within the community affected by the current pandemic. One club has finalised their account in early March 2021 bringing this balance to \$3,452. Council staff are continuing to liaise with committee members of these sporting groups to resolve these issues.

Public hall hire fees of \$24,192 are a result of debts raised in advance and in accordance with council policy do not need to be finalised until 2 weeks prior to function. This process also gives hirers an option to book in advance and then to make smaller regular payments leading up to their event.

Debt recovery action is normally 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.

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 February 2021 (contained within this report)
2. Rates and Charges Summary and Statistics February 2021 (contained within this report)
3. Debtors Summary and Ageing Report February 2021 (contained within this report)

Summary of Council's Investment Portfolio



Portfolio as at 28 February 2021

Product Type	Face Value	% of Total
At Call Deposits	13,106,636	5.3%
Notice Account	3,021,417	1.2%
Term Deposits - Fixed Rate	84,582,203	34.2%
Term Deposits - Floating Rate	79,000,000	32.0%
Fixed Rate Bond	12,500,000	5.1%
FRN	29,250,000	11.8%
Managed Funds - TCorp	25,566,659	10.3%
Grand Total	247,026,915	100.0%

Total Term Deposits (Fixed and Floating Rate) by Institution's Long-Term Credit Rating

Credit Rating	Holdings	% of Total
AA+	6,900,000	4.2%
AA-	116,525,403	71.2%
A+	1,000,000	0.6%
BBB+	11,137,945	6.8%
BBB	24,018,856	14.7%
Baa2	4,000,000	2.4%
Total Term Deposits	163,582,203	100.0%

Fixed and Floating Rate Notes

ISIN	Issuer	Issuer Rating	Maturity Date	Coupon	Face Value
none	NT Treasury Corp	Aa3	15-Dec-22	0.90% Annually	\$5,000,000
none	NT Treasury Corp	Aa3	15-Dec-23	0.80% Annually	\$5,000,000
none	NT Treasury Corp	Aa3	15-Jun-25	0.90% Annually	\$2,500,000
AU3FN0046769	Newcastle Perm	BBB	26-Feb-21	3m BBSW + 1.10%	\$500,000
AU3FN0031886	CBA	AA-	12-Jul-21	3m BBSW + 1.21%	\$5,000,000
AU3FN0044269	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
AU3FN0051165	Teachers Mutual Bank	BBB	28-Oct-22	3m BBSW + 0.90%	\$2,400,000
AU3FN0053146	RACQ Bank (prev QT Bank)	BBB+	24-Feb-23	3m BBSW + 0.93%	\$1,850,000
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
AU3FN0051561	Citibank	A+	14-Nov-24	3m BBSW + 0.88%	\$1,000,000
AU3FN0052908	Macquarie Bank	A+	12-Feb-25	3m BBSW + 0.84%	\$5,000,000

Summary of Council's Investment Portfolio - February 2021 cont'd

Long-Term Credit Rating	Exposure of Entire Portfolio			
	Actual	Minimum	Maximum	Compliant
AA+, AA, AA- and above (or MTB*)	72.2%	40%	100%	Yes
A+, A, A- and above	79.1%	60%^	100%	Yes
BBB+, BBB, BBB- and above	100.0%	100%	100%	Yes
TCorp MTGF and LTGF	0%	0%	20%	Yes
TCorp Hour Glass Cash Fund	10.4%	0%	20%	Yes

Portfolio Return

Council's investment portfolio (excluding At Call Deposits but includes TCorp Cash Fund & Notice Saver Account) provided a weighted average return (running yield) of:

28 February 2021	Monthly Return	Annual Return
Campbelltown City Council - Investment Portfolio	0.068%	1.166%
Benchmark - Bloomberg Ausbond Bank Bill Index	0.000%	0.210%
Performance Relative to Benchmark	0.068%	0.955%

Rates Summary

Statement of all Outstanding Rates and Extra Charges



Rate - Charge	Net Arrears 1/7/2020	Net Levy for Year	Pension Rebates	Extra Charges	Total Receivable	Cash Collected	Net Amount Due	Postponed Rates & Interest	Gross Amount Due
Residential	3,134,057.23	69,310,446.40	1,489,431.54	152,949.45	71,108,021.54	46,242,239.19	24,865,782.35	300,761.18	25,166,543.53
Business	608,426.97	20,080,479.67		19,104.04	20,708,010.68	14,774,964.09	5,933,046.59		5,933,046.59
Farmland	16,104.97	551,706.46	327.51	191.94	567,675.86	387,995.71	179,680.15	271,892.31	451,572.46
Mining	0.00	28,627.08		0.00	28,627.08	28,627.08	0.00		0.00
SR - Loan	525.47	0.00		32.52	557.99	0.00	557.99	130.92	688.91
SR - Infrastructure	368,470.21	6,820,763.07		2,279.67	7,191,512.95	4,691,941.32	2,499,571.63	57,368.91	2,556,940.54
Total	\$4,127,584.85	\$96,792,022.68	\$1,489,759.05	\$174,557.62	\$99,604,406.10	\$66,125,767.39	\$33,478,636.71	\$630,153.32	\$34,108,792.03
Garbage	956,513.47	23,079,548.85	880,627.03	8,804.89	23,164,240.18	15,043,779.09	8,120,461.09		8,120,461.09
Stormwater	70,141.68	1,441,943.74		143.54	1,512,228.96	1,010,554.94	501,674.02		501,674.02
Grand Total	\$5,154,240.00	\$121,313,515.27	\$2,370,386.08	\$183,506.05	\$124,280,875.24	\$82,180,101.42	\$42,100,773.82	\$630,153.32	\$42,730,927.14

Total from Rates Financial Transaction Summary	41,801,691.85
Overpayments	-929,235.29
Difference	0.00

Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	522,986.28
Rate accounts greater than 12 months less than 18 months in arrears	0.00
Rate accounts greater than 18 months in arrears	121,987.00
TOTAL rates and charges under instruction with Council's agents	\$644,973.28

Rates Statistics



No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Mar-20
Rate Notices	56,941	485		57	3								
Electronic - DoH	4,929												
Instalment Notices				49,133			48,053						
Electronic - DoH				4,895			4,836						
Missed Instalment Notices						10,871							
- Pensioners > \$15.00						801							
Notice to new owner	144	133	119	107	22	44	48	36					25
7-day Letters - Council issued							674						
- Pensioners > \$500.00							13						
7-day Letters - Agent Issued							617						
Statement of Claim								227					14
Judgments								0					8
Writs								0					7
Electronic - eRates & BPAYView	9,019	9,577	9,881	9,935	10,082	10,171	10,265	10,413					8,340
Pensioner applications	149	170	603	486	475	460	134	85					-
Arrangements	199	165	134	98	88	73	63	98					300

DEBTORS SUMMARY 1 February 2021 to 28 February 2021



DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/01/2021	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 28/02/2021	% DEBT RATIO
Corporate Administration	279,238	192,328	163,367	308,200	29.49%
Abandoned Items	1,949	0	0	1,949	0.35%
Education and Care Services	18,710	0	0	18,710	0.98%
Community Bus	89	0	0	89	0.01%
Sportsground and Field Hire	116,356	114,811	9,460	221,706	5.46%
Government and other Grants	1,441,479	1,187,319	903,081	1,725,718	12.87%
Public Hall Hire	42,482	38,041	27,644	52,879	1.39%
Health Services	350	0	0	350	0.02%
Land and Building Rentals	314,786	433,383	397,105	351,065	5.63%
Healthy Lifestyles	22,442	60,402	36,806	46,038	0.15%
Library Fines and Costs	0	0	0	0	0.00%
Licence Fees	116,418	8,778	35,175	90,021	1.85%
Pool Hire	2,136	13,380	8,853	6,663	0.39%
Private Works	2,612	0	0	2,612	0.52%
Road and Footpath Restoration	144,118	3,150	20,150	127,118	28.17%
Shop and Office Rentals	48,220	50,079	52,811	45,488	2.17%
Various Sundry Items	495,417	206,428	361,333	340,513	6.42%
Waste Collection Services	11,140	18,068	11,470	17,738	6.17%
	3,019,263	2,326,169	2,027,253	3,318,179	100%

AGEING OF SUNDRY DEBTOR ACCOUNTS - 28 February 2021



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Administration	181,854	21,517	608	104,221	308,200	157,382
Abandoned Items	0	0	0	1,949	1,949	1,949
Education and Care Services	18,710	0	0	0	18,710	0
Community Bus	89	0	0	0	89	0
Sportsground and Field Hire	112,148	32,537	32,094	44,927	221,706	44,727
Government and other Grants	432,319	22,000	611,100	660,299	1,725,718	668,249
Public Hall Hire	15,963	3,992	8,732	24,192	52,879	22,262
Health Services	0	0	0	350	350	350
Land and Building Rentals	349,058	1,811	15	181	351,065	140
Healthy Lifestyles	28,936	3,255	154	13,693	46,038	14,858
Licence Fees	6,318	8,519	28,147	47,037	90,021	45,178
Pool Hire	4,830	0	0	1,833	6,663	1,533
Private Works	1,189	0	0	1,423	2,612	1,423
Road and Footpath Restoration	3,150	0	5,965	118,003	127,118	129,018
Shop and Office Rentals	39,536	3,624	2,328	0	45,488	2,533
Various Sundry Items	204,006	436	10,184	125,886	340,513	65,201
Waste Collection Services	17,738	0	0	0	17,738	0
	1,377,168	97,691	699,327	1,143,993	3,318,179	1,154,802

8.5 Rescind Accounting Practices 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

That the Accounting Practices Policy be rescinded.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Accounting Practices Policy was originally adopted on 15 July 2003, was last reviewed on 28 February 2017 and is now due for further review.

Report

The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review and it is recommended to rescind the policy.


The principles within this policy overlap the accounting policy disclosures contained within the Annual Financial Statements that are required in accordance with the Local Government Code of Accounting Practice and Australian Accounting Standards.

The Local Government Code of Accounting Practice is updated and published annually by the Office of Local Government and ensures the principles remain current and comply within the Code and Accounting Standards.

The Annual Financial Statements are presented to Council each year for adoption. It is therefore recommended to rescind the Accounting Practices Policy.

Attachments

1. Accounting Practices Policy (contained within this report)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Accounting Practices	
Related Documentation	Significant Accounting Policy	
Relevant Legislation	<i>Local Government Act 1993</i> The Australian Accounting Standards Board Local Government Code of Accounting Practices and Financial Reporting <i>Local Government (General) Regulations 2005</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

The purpose of this policy is to document the accounting practices by Campbelltown City Council. These accounting practices are in addition to the 'significant accounting policies' listed in the annual financial statements and refer to matters which are of less significance or considered immaterial.

Policy Statement

This policy has been developed in conjunction with Council's external Auditor to develop a process for the dealing of various transactions affecting Council's end of year financial position. The policy has been developed taking into account all relevant legislation.

Scope

The scope of this policy is to formalise the accounting treatment for transactions affecting Council's end of year financial position.

Definitions

Contingent Asset - is recognised in the Notes to the end of year financial reports. This is reliant on a set of events and does not affect the Income Statement or the Statement of Financial Position as presented in Council's end of year financial reports.

Immaterial - relates to the quantum of the amount of a transaction and where this amount is of a minor nature, it is considered to be immaterial.

Legislative Context

This policy is in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulations 2005*, the Local Government Code of Accounting Practice and Financial Reporting and the Accounting Standards as released by the Australian Accounting Standards Board.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 2109510	Adopted Date: 15/07/2003 Revised Date: 28/02/2017 Minute Number: 30 Review Date: 30/03/2020	Page: 1 of 3

Campbelltown City Council

Principles

Childcare Income, Childcare Fees in advance and Childcare Debtors

Council's policy is to only recognise childcare income on a cash basis. The extent of any childcare fees in advance or childcare debtors is considered immaterial and the cost of gathering the information on a monthly basis is prohibitive.

The recoverability of childcare debtors is also considered doubtful so any debtors would need to be provided for by way of a doubtful debts provision liability.

Library Fines

Library fines are brought to account as income on a cash received basis. Outstanding fines are accrued as a debtor with an offsetting provision to enable Council to monitor the balance. The Library system is used as the subsidiary ledger. Due to the minor nature and likelihood recoverability, no contingent asset is recognised.

Prepayments

Although Council prepares its accounts on an accrual basis, prepayments will only be recognised if the prepayment exceeds \$1,000 per month.

Issues such as prepaid motor vehicle registration or telephone services in advance are considered immaterial and not recorded as prepayments.

Income In Advance

Although Council prepares its accounts on an accruals basis, income in advance will only be recognised if the advance exceeds \$1,000 per month.

Specific issues such as prepaid childcare fees or leisure centre membership fees are considered immaterial and not recorded as income in advance.

Stock on Hand

Stock on hand at Council's Central Store is accounted for by the Council's Inventory Module within the Financial Management Information System and an annual stocktake is performed to reconcile the physical stock to the expected stock levels.

Other stock owned by Council such as stationery, kiosk supplies and clothing and equipment at leisure centres is expensed when purchased and not recorded as an asset of the Council.

Parking Fines

Fines are referred to the Infringement Processing Bureau for monitoring and recovery. The Infringement Processing Bureau maintains the controls and checks to monitor outstanding fines. Fines are subject to appeal and negotiation. Therefore it is Council's policy only to recognise the income on a cash received basis.

Additionally, Council also chooses not to recognise these debtors as a contingent asset as Council has no control over the recovery process.

Section 94

Section 94 Contributions are brought to account on a cash received basis. This accounting approach is consistent with the funding of Section 94 works, ie: the funds are received before the works can commence.

Although a contingent asset exists, this asset is matched with an obligation of Council to perform tasks documented in the Section 94 plan. Therefore, no contingent asset or liability is recognised in the accounts in relation to Section 94.

DATA AND DOCUMENT CONTROL		
DocSet: 2109510	Page: 2 of 3	

Campbelltown City Council

Developer Contributions

Developer contributions are brought to account as soon as Council has a legal claim to the contribution. The allocation of the subsequent receivable between current and non-current will be determined by the conditions of the approval where an agreement is executed.

Related Party Disclosures

For the purposes of AASB 124 Related Party Disclosures, Council will review and identify Key Management Personnel (KMP) and related party transactions annually. This will include but not limited to the review of Key Management Personnel Disclosure Forms, Pecuniary Interest Disclosure Statements, minutes of Council meetings, Annual Reports, development applications lodged and financial accounts such as rates and sundry debtors. A determination will then be made to assess the materiality, whether quantitative or qualitative, of any transactions to be disclosed in Council's Financial Statements.

Information obtained on Key Management Personnel Disclosure Forms will be accessed and reviewed by the Responsible Accounting Officer, Manager Governance and Risk, Finance and Tax Accountant and Council's External Auditors.

Fixed Assets Derecognition

For the purposes of AASB 116 (68) Property Plant and Equipment, Council will disclose gains and losses arising from the derecognition of each item within any asset class of property, plant and equipment through the profit and loss account, with the exception of partial disposals of road assets. Road assets are subject to a fair valuation process each financial year and due to the complex nature of accounting for partial disposals, will be absorbed in fair valuations.

Responsibility

The Manager Financial Services shall ensure that all transactions are treated in accordance with this policy at the end of each financial year and reflected consistently in Council's end of year financial reports.

Effectiveness of this Policy

This policy will be reviewed on a three year basis or where alterations in legislation will require a review of the treatment of transaction associated within this policy.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 2109510	Page: 3 of 3	

8.6 Overhead Charges Applicable to Works for External Organisations 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 Overhead Charges Applicable to Works for External Organisations Policy as attached to this report be adopted.
2. That the Overhead Charges Applicable to Works for External Organisations Policy review date be set at 31 March 2024.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Overhead Charges Applicable to Works for External Organisations Policy was originally adopted on 18 April 1989, was last reviewed on 14 August 2018 and is now due for further review.


Report

The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review and requires no changes.

It is therefore recommended that the Overhead Charges Applicable to Works for External Organisations Policy be adopted and the review date be set at 31 March 2024.

Attachments

1. Overhead Charges Applicable to Works for External Organisations Policy (contained within this report)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Overhead Charges Applicable To Works for External organisations	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993 Roads 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 ensure the recovery of Council's overhead costs when conducting works on behalf of external organisations.

Policy Statement

That Council's on-cost rates by works be set as follows:

1. 15% of the total cost of the job be added in order to recover the administration and project management overheads.
2. 30% be added to the wages component of the work in order to recover the wages overhead costs.

Scope

This policy applies to the recovery of overhead costs incurred for all works carried out by Council staff and/or its contractors following a request from an external organisation or as a need identified by Council to ensure public safety.

Definitions

Nil

Legislative Context

Local Government Act 1993 and Roads Act 1993.

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to ensure that on-costs are recovered on matters relating to the works carried out by Council.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 1555276	Adopted Date: 18/4/89 Revised Date: 14/08/2018 Minute Number: 175 Review Date: 30/12/2018	Page: 1 of 2 Print Date:

Campbelltown City Council

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. Proper documentation is retained in support of the amount claimed.
2. All costs are recovered in an efficient and timely manner.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1555276	Page: 2 of 2	Print Date:

8.7 Cashier Shortages 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 Cashier Shortages Policy as attached to this report be adopted.
2. That the Cashier Shortages Policy review date be set at 31 March 2024.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Cashier Shortages Policy was originally adopted on 26 April 1983, was last reviewed on 21 July 2015 and is now due for further review.

Report

The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. It is recommended that minor positional title changes be made in line with the current organisational structure.

It is recommended that Cashier Shortages Policy be adopted with the suggested changes and the review date be set at 31 March 2024.

Attachments

1. Cashier Shortages Policy current (contained within this report)
2. Cashier Shortages Policy proposed (contained within this report)

  CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Cashier Shortages	
Related Documentation	Nil	
Relevant Legislation	Nil	
Responsible Officer	<u>Manager Financial Services Executive Manager Corporate Services and Governance</u>	

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

Objectives

Reimbursement of shortages in cash handling at all Council facilities.

Policy Statement

1. That all shortages be recorded, with no make up required from the employee subject to a satisfactory explanation being given on each occasion that a shortage occurs.
2. That if regular incidence of shortages occurs or unsatisfactory explanations are given, the employee involved is to be transferred to other duties.

Scope

This policy applies to all staff that handle cash in the form of floats for the purposes of giving change and petty cash for reimbursement of minor out of pocket expenses.

Definitions

Employee Any person conducting official duties on behalf of Council and remunerated through wages or salary on either a full time or part time basis.

Shortage A difference that is less than the amount recorded in Council's financial management system with the amount physically held as a float or as petty cash.

Legislative Context

Nil

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 appropriate checks and balances in the integrity of all cash floats recorded in Council's financial records.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 1555269	Adopted Date: 26/04/1983 Revised Date: 21/07/2015 Minute Number: 138 Review Date: 21/07/2018	Page: 1 of 2

Campbelltown City Council

Responsibility

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:

Minimal exposure in lost income due to shortages in the reconciliation of cash and petty cash floats.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1555269	Page: 2 of 2	

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Cashier Shortages	
Related Documentation	Nil	
Relevant Legislation	Nil	
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

Reimbursement of shortages in cash handling at all Council facilities.

Policy Statement

1. That all shortages be recorded, with no make up required from the employee subject to a satisfactory explanation being given on each occasion that a shortage occurs.
2. That if regular incidence of shortages occurs or unsatisfactory explanations are given, the employee involved is to be transferred to other duties.

Scope

This policy applies to all staff that handle cash in the form of floats for the purposes of giving change and petty cash for reimbursement of minor out of pocket expenses.

Definitions

Employee Any person conducting official duties on behalf of Council and remunerated through wages or salary on either a full time or part time basis.

Shortage A difference that is less than the amount recorded in Council's financial management system with the amount physically held as a float or as petty cash.

Legislative Context

Nil

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to maintain the appropriate checks and balances in the integrity of all cash floats recorded in Council's financial records.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 1555269	Adopted Date: 26/04/1983 Revised Date: 21/07/2015 Minute Number: 138 Review Date: 21/07/2018	Page: 1 of 2

Campbelltown City Council

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.

Effectiveness of this Policy

Key performance indicators:

Minimal exposure in lost income due to shortages in the reconciliation of cash and petty cash floats.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1555269	Page: 2 of 2	

8.8 Rateable Valuation Aggregation (Strata Schemes) 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 Rateable Valuation Aggregation (Strata Schemes) Policy as attached to this report be adopted.
2. That the Rateable Valuation Aggregation (Strata Schemes) Policy review date be set at 31 March 2024.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Rateable Valuation Aggregation (Strata Schemes) Policy was originally adopted on 12 February 2008, was last reviewed on 16 February 2016 and is now due for further review.


Report

The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. It is recommended that minor positional title changes be made in line with the current organisational structure.

It is recommended that Rateable Valuation Aggregation (Strata Schemes) Policy be adopted with the suggested changes and the review date be set at 31 March 2024.

Attachments

1. Rateable Valuation Aggregation (Strata Schemes) Policy current (contained within this report)
2. Rateable Valuation Aggregation (Strata Schemes) Policy proposed (contained within this report)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Rateable Valuation Aggregation (Strata Schemes) Policy	
Related Documentation	Nil	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Valuation of Land Act 1916</i> <i>Strata Schemes (Freehold Development) Act 1973</i>	
Responsible Officer	Manager Financial Services <u>Executive Manager Corporate Services and Governance</u>	

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

Objectives

To aggregate valuations on certain parcels for the purposes of rating in order to apply minimum rates fairly and prevent hardship to a rateable person on up to three related assessments.

Policy Statement

That Council aggregate the valuation used in strata schemes for rating purposes on the following basis;

- One car parking lot and one utility/storage lot be aggregated with the occupiable business or residential lot in the strata scheme
- The aggregation to apply from 30 June subsequent to a written application being received
- The aggregation to cease on 30 June subsequent to change in ownership or transfer of unit entitlement
- Aggregation be permitted only where the rateable parcel of land is owned solely by the applicant.

Scope

This policy is intended to apply to all ratepayers within the Local Government Area. Its effect is anticipated to have a direct impact on no more than 150 persons or entities at any given time.

Definitions

- Aggregate To add the predetermined unit entitlement allocated on a strata plan resulting in a new entitlement for rating purposes
- Unit entitlement A number representative to the value of an individual lot in the strata scheme

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 2172195	Adopted Date: 12/02/2008 Revised Date: 16/02/2016 Minute Number: 15 Review Date: 30/03/2018	Page: 1 of 2

Campbelltown City Council

Legislative Context

The following sections are included and influence this policy.

- *Local Government Act 1993* - Section 531B and Section 548A
- *Valuation of Land Act 1916* - Section 7B and Section 14A
- *Strata Schemes (Freehold Development) Act 1973* - Section 90 and Section 93.

Principles

The ~~Executive Manager Corporate Services and Governance~~~~Manager Financial Services~~ will be responsible for administering the principles of this policy by ensuring that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of applying aggregation fairly and equitably.

Responsibility

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, relevant legislation and Financial Audit.


Effectiveness of this Policy

Key performance indicators:

- Apply maintenance changes to rateable assessments in a timely manner
- Ensure effective communication is maintained with affected ratepayers
- Monitor applications degree of compliance with this policy.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:2172195	Page: 2 of 2	

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Rateable Valuation Aggregation (Strata Schemes) Policy	
Related Documentation	Nil	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Valuation of Land Act 1916</i> <i>Strata Schemes (Freehold Development) Act 1973</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 aggregate valuations on certain parcels for the purposes of rating in order to apply minimum rates fairly and prevent hardship to a rateable person on up to three related assessments.

Policy Statement

That Council aggregate the valuation used in strata schemes for rating purposes on the following basis;

- One car parking lot and one utility/storage lot be aggregated with the occupiable business or residential lot in the strata scheme
- The aggregation to apply from 30 June subsequent to a written application being received
- The aggregation to cease on 30 June subsequent to change in ownership or transfer of unit entitlement
- Aggregation be permitted only where the rateable parcel of land is owned solely by the applicant.

Scope

This policy is intended to apply to all ratepayers within the Local Government Area. Its effect is anticipated to have a direct impact on no more than 150 persons or entities at any given time.

Definitions

- Aggregate To add the predetermined unit entitlement allocated on a strata plan resulting in a new entitlement for rating purposes
- Unit entitlement A number representative to the value of an individual lot in the strata scheme

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 2172195	Adopted Date: 12/02/2008 Revised Date: 16/02/2016 Minute Number: 15 Review Date: 30/03/2018	Page: 1 of 2

Campbelltown City Council

Legislative Context

The following sections are included and influence this policy.

- *Local Government Act 1993* - Section 531B and Section 548A
- *Valuation of Land Act 1916* - Section 7B and Section 14A
- *Strata Schemes (Freehold Development) Act 1973* - Section 90 and Section 93.

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles of this policy by ensuring that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of applying aggregation fairly and equitably.

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, relevant legislation and Financial Audit.

Effectiveness of this Policy

Key performance indicators:

- Apply maintenance changes to rateable assessments in a timely manner
- Ensure effective communication is maintained with affected ratepayers
- Monitor applications degree of compliance with this policy.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:2172195	Page: 2 of 2	

8.9 Sundry Debtor 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 Sundry Debtor Recovery Procedures Policy as attached to this report be adopted.
2. That the Sundry Debtor Recovery Procedures Policy review date be set at 31 March 2024.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Sundry Debtor Recovery Procedures Policy was originally adopted on 10 July 1990, was last reviewed on 19 July 2016 and is now due for further review.

Report

The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. It is recommended that minor positional title changes be made in line with the current organisational structure.

It is therefore recommended that Sundry Debtor Recovery Procedures Policy be adopted with the suggested changes and the review date be set at 31 March 2024.

Attachments

1. Sundry Debtor Recovery Procedures Policy current (contained within this report)
2. Sundry Debtor Recovery Procedures Policy proposed (contained within this report)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Sundry Debtor Recovery Procedures	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation</i> <i>Civil Procedure Act 2001</i> <i>Corporations Act 2001</i>	
Responsible Officer	<u>Manager Financial Services</u> <u>Executive Manager Corporate Services</u> <u>and Governance</u>	

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 sundry debtor accounts.

Policy Statement

1. Issue of Original Account

- a) Debtor accounts are due and payable one month after the issue of the original invoice. A debtor may approach Council and seek an arrangement to finalise the account if they are experiencing financial difficulties. It must be stressed that recovery action will only apply to debtors who have failed to make satisfactory arrangements to finalise their outstanding account or those who default on an arrangement.
- b) If at the end of the month in which the debt was raised the amount remains unpaid, a statement will be issued followed by subsequent statements each calendar month thereafter.

2. Statements issued with debts aged 30 days shall incorporate a reminder message, prompting account holders to contact and discuss the matter with Council's Revenue staff.

- 3.**
 - a) Statements issued with debts aged 60 days will incur an additional administration charge or interest charges as determined from year to year in Council's Fees and Charges document and as stated in the Operational Plan.
 - b) Every effort shall be made to contact debtors by telephone or mail during the month debts are aged to 60 days. In the event that a suitable arrangement or payment is not made, a seven day letter is to be issued indicating referral of the matter to Council's agent for legal recovery action.
 - c) Legal recovery action to commence 10 days following the issue of a final letter of demand by Council's agents.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 1555277	Adopted Date: 10/07/1990 Revised Date: 19/07/2016 Minute Number: 117 Review Date: 30/06/2019	Page: 1 of 4

Campbelltown City Council

4. Additional action in respect of Companies

Where companies continue to default after Judgment is obtained, it is considered that steps for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated and the matter reported to Council. At this stage the matter be placed in the hands of Council's recovery agents.

5. Lease or Hire of Ovals by Sporting Clubs, Associations, 530A Committees and the like

All outstanding matters to be referred to the Executive Manager Community Businesses Sport, Recreation and Leisure Facilities once they reach Step 2. The Executive Manager Community Businesses Sport, Recreation and Leisure Facilities (or delegate) is to negotiate with officials of the responsible association to determine an appropriate payment resolution. Such matters shall also be referred to the Executive Manager Corporate Services and Governance Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Matters shall progress further once approved by the Executive Manager Community Businesses Sport, Recreation and Leisure Facilities and Executive Manager Corporate Services and Governance Manager Financial Services.

Cancellation of lease or re-allocation of a ground should be considered as a last resort and will require a resolution of Council if a formal lease or licence exists.

6. Property Rentals

All outstanding matters to be referred to the Coordinator Manager Property Services once they reach Step 2 for appropriate action in accordance with the lease provisions. Such matters shall also be referred to the Executive Manager Corporate Services and Governance Manager Financial Services for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Penalty interest charges may be payable as part of the lease provisions and these will continue to accrue until a satisfactory outcome is resolved. Matters shall progress further once approved by the Coordinator Manager Property Services and Executive Manager Corporate Services and Governance Manager Financial Services.

7. Hire of Halls

Monies should be paid prior to use, except in the case of permanent bookings.

Recovery action will be taken up to and including Step 3.

Where successful contact with a permanent hirer cannot be established it may be prudent to consider the denial of further access to Council's facility via the posting of a security guard on the day of hire, and the changing of alarm access codes. This step to be authorised by the Director City Governance, with any costs recovered from the debtor.

Legislative Context

Local Government Act 1993; Local Government (General) Regulations 2005 (Clause 201-213); Civil Procedures Act 2005 (Sections 1-154); Corporations Act 2001 (Section 459).

Responsibility

The Executive Manager Corporate Services and Governance Manager Financial Services may delegate responsibility to the Senior Revenue Accountant to ensure proper procedural

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documentation is maintained at a level satisfactory to Council, relevant legislation and financial audit.

|

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Effectiveness of this Policy

Key Performance Indicators:

Improvements in monthly debt recovery ratio - performance management ratio adapted from LGMA Health Check. The calculation ratio is invoices greater than 60 days divided by the total invoices raised.

END OF POLICY STATEMENT

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Sundry Debtor Recovery Procedures	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation</i> <i>Civil Procedure Act 2001</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 sundry debtor accounts.

Policy Statement

1. Issue of Original Account

- a) Debtor accounts are due and payable one month after the issue of the original invoice. A debtor may approach Council and seek an arrangement to finalise the account if they are experiencing financial difficulties. It must be stressed that recovery action will only apply to debtors who have failed to make satisfactory arrangements to finalise their outstanding account or those who default on an arrangement.
- b) If at the end of the month in which the debt was raised the amount remains unpaid, a statement will be issued followed by subsequent statements each calendar month thereafter.

2. Statements issued with debts aged 30 days shall incorporate a reminder message, prompting account holders to contact and discuss the matter with Council's Revenue staff.

- 3. a)** Statements issued with debts aged 60 days will incur an additional administration charge or interest charges as determined from year to year in Council's Fees and Charges document and as stated in the Operational Plan.
- b) Every effort shall be made to contact debtors by telephone or mail during the month debts are aged to 60 days. In the event that a suitable arrangement or payment is not made, a seven day letter is to be issued indicating referral of the matter to Council's agent for legal recovery action.
- c) Legal recovery action to commence 10 days following the issue of a final letter of demand by Council's agents.

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Division: City Governance Section: Financial Services DocSet: 1555277	Adopted Date: 10/07/1990 Revised Date: 19/07/2016 Minute Number: 117 Review Date: 30/06/2019	Page: 1 of 3

Campbelltown City Council

4. Additional action in respect of Companies

Where companies continue to default after Judgment is obtained, it is considered that steps for the winding up of companies under Section 459 of the *Corporations Act 2001* should be contemplated and the matter reported to Council. At this stage the matter be placed in the hands of Council's recovery agents.

5. Lease or Hire of Ovals by Sporting Clubs, Associations, 530A Committees and the like

All outstanding matters to be referred to the Executive Manager Community Businesses once they reach Step 2. The Executive Manager Community Businesses (or delegate) is to negotiate with officials of the responsible association to determine an appropriate payment resolution. Such matters shall also be referred to the Executive Manager Corporate Services and Governance for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Matters shall progress further once approved by the Executive Manager Community Businesses and Executive Manager Corporate Services and Governance.

Cancellation of lease or re-allocation of a ground should be considered as a last resort and will require a resolution of Council if a formal lease or licence exists.

6. Property Rentals

All outstanding matters to be referred to the Coordinator Property once they reach Step 2 for appropriate action in accordance with the lease provisions. Such matters shall also be referred to the Executive Manager Corporate Services and Governance for endorsement.

Accounts shall continue to progress to Step 3a while negotiations to resolve payment are being undertaken. Penalty interest charges may be payable as part of the lease provisions and these will continue to accrue until a satisfactory outcome is resolved. Matters shall progress further once approved by the Coordinator Property and Executive Manager Corporate Services and Governance.

7. Hire of Halls

Monies should be paid prior to use, except in the case of permanent bookings.

Recovery action will be taken up to and including Step 3.

Where successful contact with a permanent hirer cannot be established it may be prudent to consider the denial of further access to Council's facility via the posting of a security guard on the day of hire, and the changing of alarm access codes. This step to be authorised by the Director City Governance, with any costs recovered from the debtor.

Legislative Context

Local Government Act 1993; *Local Government (General) Regulations 2005* (Clause 201-213); *Civil Procedures Act 2005* (Sections 1-154); *Corporations Act 2001* (Section 459).

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, relevant legislation and financial audit.

Effectiveness of this Policy

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Key Performance Indicators:

Improvements in monthly debt recovery ratio - performance management ratio adapted from LGMA Health Check. The calculation ratio is invoices greater than 60 days divided by the total invoices raised.

END OF POLICY STATEMENT

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8.10 Refunds 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 Refunds Policy as attached to this report be adopted.
2. That the Refunds Policy review date be set at 31 March 2024.

Purpose

To review Council's policy in accordance with Council's Information Management Authorised Statement and the adopted procedure.

History

The Refunds Policy was originally adopted on 10 April 2012, was last reviewed on 14 August 2018 and is now due for further review.

Report


The abovementioned policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review.

Council has recently introduced a further credit card option of AMEX and it is recommended to amend the Refunds Policy to include the option of AMEX.

It is recommended that Refunds Policy be adopted with the suggested changes and the review date be set at 31 March 2024.

Attachments

1. Refunds Policy current (contained within this report)
2. Refunds Policy proposed (contained within this report)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Refunds	
Related Documentation	Refund Report	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993 Local Government (General) Regulation 2005</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 provide clear objectives and outcomes in the process of refunding monies paid to Council.

Policy Statement

Where a refund of monies is required, payment shall be made within 10 business days in the name of the person or organisation appearing on the original receipt. Alternative arrangements may only be considered where an authority has been provided in writing by an authorised person.

Refunds will be made by cheque or EFT. Credit card payments made over the counter are available same business day as 'card present' transactions only and for the full amount of the original payment. Phone, internet and mail remittances are to be refunded to the card initiating the payment.

No cash refunds are permitted unless receipt issued prior to end of day process and receipt reversed. Reversed receipts must be authorised by Supervisor or Cashier Supervisor.

Applications for refund must be made in writing by an authorised person.

Scope

It is estimated that fewer than 500 refunds are processed per annum.

Definitions

- Authorised person the person whose name appears on the receipt, their agent or legal representative. In the case of a business or company their title and position within that organisation
- EFT Electronic Funds Transfer
- Credit Card Mastercard, ~~or~~ Visa credit or AMEX card facilities
- Card Present Where the card is presented by the holder and either signed or PIN authorised
- Cashier Supervisor Staff appointed to managing Pathway cashiers
- Supervisor Staff appointed to managing cashiers at off-site locations.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 3022584	Adopted Date: 10/04/2012 Revised Date: 14/08/2018 Minute Number: 176 Review Date: 30/06/2021	Page: 1 of 2

Campbelltown City Council

Legislative Context

Local Government Act 1993 – Division 2
Local Government (General) Regulation 2005 – Division 5

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and ensuring that appropriate steps are taken to maintain a level of confidentiality and proper process for all refunds.

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.

Effectiveness of this Policy

Key performance indicators that may be used to measure the effectiveness of this Policy are:

- All refunds are to be made within 10 business days.


END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Position/Section	Executive Manager Corporate Services and Governance
Contact Number	4645 4695

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Refunds	
Related Documentation	Refund Report	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</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 provide clear objectives and outcomes in the process of refunding monies paid to Council.

Policy Statement

Where a refund of monies is required, payment shall be made within 10 business days in the name of the person or organisation appearing on the original receipt. Alternative arrangements may only be considered where an authority has been provided in writing by an authorised person.

Refunds will be made by cheque or EFT. Credit card payments made over the counter are available same business day as 'card present' transactions only and for the full amount of the original payment. Phone, internet and mail remittances are to be refunded to the card initiating the payment.

No cash refunds are permitted unless receipt issued prior to end of day process and receipt reversed. Reversed receipts must be authorised by Supervisor or Cashier Supervisor.

Applications for refund must be made in writing by an authorised person.

Scope

It is estimated that fewer than 500 refunds are processed per annum.

Definitions

- Authorised person the person whose name appears on the receipt, their agent or legal representative. In the case of a business or company their title and position within that organisation
- EFT Electronic Funds Transfer
- Credit Card Mastercard, Visa or AMEX credit card facilities
- Card Present Where the card is presented by the holder and either signed or PIN authorised
- Cashier Supervisor Staff appointed to managing Pathway cashiers
- Supervisor Staff appointed to managing cashiers at off-site locations.

DATA AND DOCUMENT CONTROL		
Division: Business Services Section: Financial Services DocSet: 3022584	Adopted Date: 10/04/2012 Revised Date: 14/08/2018 Minute Number: 176 Review Date: 30/06/2021	Page: 1 of 2

Campbelltown City Council

Legislative Context

Local Government Act 1993 – Division 2
Local Government (General) Regulation 2005 – Division 5

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and ensuring that appropriate steps are taken to maintain a level of confidentiality and proper process for all refunds.

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.

Effectiveness of this Policy

Key performance indicators that may be used to measure the effectiveness of this Policy are:

- All refunds are to be made within 10 business days.

END OF POLICY STATEMENT

DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

Position/Section	Executive Manager Corporate Services and Governance
Contact Number	4645 4695

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8.11 T21/05 Design and Construct Structural Concrete Retaining Wall

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 Council:

1. Declines to accept any of the tenders received for the design and construct of a structural concrete retaining wall.
2. In accordance with section 178 of the Local Government (General) Regulation 2005 Council declines to accept any of the tenders received for the design and construct of a structural concrete retaining wall as the design specifications have changed since the closing of the Request for Tender. This Request for Tender process identified efficiencies to be gained by a change in design treatment achieving both aesthetics and budget benefits.
3. Enter into negotiations with organisations that submitted a tender and achieved a satisfactory score for the company experience evaluation criteria, and the organisation who submitted a late tender. The evaluation panel do not see any benefit in inviting fresh tenders for the same service as the market was tested through this process and satisfactory results were achieved for the company experience criteria. It was determined it to be appropriate for Council to enter into negotiations with GC Civil Contracting Pty Ltd, MAK Construction (Aust) Pty Ltd t/as MAK Civil and Construction Group, Terra Civil Pty Ltd and The RIX Group Pty Ltd.
4. Notify Tenderers of the results of the tender process.

Purpose

To advise Council of the tenders received for the design and construct structural concrete retaining wall and recommend that Council declines to accept all tenders submitted.

History

Council had identified a requirement for a contract for the design and construct of structural concrete retaining wall at the Billabong Parklands, Bradbury. The anticipated expenditure for these works was due to exceed \$250,000, therefore a public tender process was required.

Report

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget for the Billabong Parklands project.

Contract Term

The term for this contract will be from the date of acceptance until completion.

Advertising of Tenders

Tenders were advertised on Tenderlink and Council's website on Thursday 11 February 2021. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified, as well as YARPA Hub.

A tender briefing/site inspection was held on Thursday 18 February 2021.

Tender Document

Organisations were requested to submit the following information with their tender response:

- experience, including details of any subcontractors and their experience
- proposed key personnel
- proposed program and methodology
- price
- insurances
- work health and safety management system
- environmental practices
- social sustainability practices
- conflicts of interest declaration
- code of conduct and statement of business ethics declarations
- collusive submission declaration
- workplace relations information and undertaking
- proposed contract departures
- addenda acknowledgement form.

Tenders Received

Tenders closed on Thursday 4 March 2021. Four on-time responses were received from the following organisations:

- GC Civil Contracting Pty Ltd
- MAK Construction (Aust) Pty Ltd t/as MAK Civil and Construction Group
- Milestone Construction Group Pty Ltd
- Terra Civil Pty Ltd (conforming and non-conforming).

One late tender was submitted to Council by The RIX Group Pty Ltd.

Evaluation Process

The Evaluation Panel consisting of officers from Assets and Infrastructure, evaluated against the following weighted assessment criteria:

- experience of the company and their subcontractors
- key personnel
- program and methodology
- lump sum price
- work health and safety
- environmental commitment.

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of none, partially complies or fully complies.

The scoring of tendered prices were proposed to be evaluated based on the lump sum price.

Recommendation of the Evaluation Panel

1. Council decline to accept any of the tenders received for the design and construct of a structural concrete retaining wall as the design specifications have changed since the closing of the Request for Tender. This Request for Tender process identified efficiencies to be gained by a change in scope, with the new design achieving both aesthetics and budget benefits.
2. That Council enter into negotiations with the following organisations that achieved satisfactory scores for the company experience evaluation criteria, GC Civil Contracting Pty Ltd, MAK Construction (Aust) Pty Ltd t/as MAK Civil and Construction Group and Terra Civil Pty Ltd. The RIX Group Pty Ltd tender was submitted to Council after the closing of tenders. The Rix Group Pty Ltd have provided a satisfactory service to Council in the past, therefore the Evaluation Panel deemed it beneficial to include them in the negotiations. This is in accordance with section 178 of the Local Government (General) Regulation 2005 which provides, in part:

- (1) After considering the tenders submitted for a proposed contract, the council must either:
 - (a) accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or
 - (b) decline to accept any of the tenders.
- (3) A council that decides not to accept any of the tenders for a proposed contract must, by resolution do one of the following:
 - (e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.
- (4) If a council resolves to enter into negotiations as referred to in subclause (3)(e), the resolution must state the following:
 - (a) the council's reasons for declining to invite fresh tenders or applications as referred to in subclause (3)(b)-(d)
 - (b) the council's reasons for determining to enter into negotiations with the person or persons referred to in subclause (3)(e).

3. That the Tenderers be notified of the results of the tender process.

Delegation

As the recommendation is to decline to accept the tender, the Council must resolve to do so. The General Manager does not hold delegation under the *Local Government Act 1993*.

Tenders Not Recommended to Enter into Negotiations

Milestone Construction Group Pty Ltd is not recommended for further negotiations as they did not provide satisfactory details of their company experience.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Attachments

Nil

8.12 Australian Local Government Association National General Assembly 2021

Reporting Officer

Manager Governance and Risk
City Governance

Community Strategic Plan

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

Officer's Recommendation

1. That Council endorse the attendance of the General Manager or delegate/s to the 2021 National General Assembly of Local Government in Canberra from 20-23 June 2021.
2. That interested Councillors contact the Director City Governance in regard to attending the 2021 National General Assembly of Local Government in Canberra from 20-23 June 2021.

Purpose

To advise Councillors of the 2021 National General Assembly of Local Government in Canberra from 20-23 June 2021.

History

Council Representatives have attended the Australian Local Government Association National General Assembly infrequently in previous years depending on the availability Councillors.

Report

The 2021 National General Assembly of Local Government (NGA) is to be held in Canberra on 20-23 June 2021. Convened by the Australian Local Government Association, the National General Assembly (NGA) of Local Government is an annual event for Local Government, with over 800 Mayors and Councillors attending each year.

This event provides an opportunity for Council to engage directly with the Federal Government, to develop national policy and to influence the future direction of local government and our communities.

A brief discussion paper prepared by the Australian Local Government Association is attached which provides an introduction to the theme of the NGA - 'Working together for our communities' with a focus on Council resilience, community resilience and collaboration and partnerships.

Attachments

1. ALGA 2021 National General Assembly Discussion Paper (contained within this report)



**WORKING
TOGETHER
FOR
OUR
COMMUNITIES
NGA21**

20 - 23 June 2021
National Convention Centre Canberra



INTRODUCTION

2020 has been a year like no other. A year that many individuals and organisations, including councils, would wish to forget. While the drought lessened its hold on parts of the country to be replaced by floods, more than 110 local government areas were severely impacted by the Black Summer (2019-20) bushfires - and no one was spared the effects of the battle against COVID-19. The 2020-21 storm and fire season may add to the sense that it was a year of disasters.

Friedrich Nietzsche said: "That which does not kill us, makes us stronger." So how can councils become stronger after 2020? How can we ensure that our communities are stronger and more resilient? How do we work together and with our partners to ensure that we build back better from the series of unprecedented events that have marked 2020?

COUNCIL RESILIENCE

In the first quarter of 2020, state and territory Governments closed facilities where people gathered in numbers to reduce the probability that hospitals would be overwhelmed by a rise in COVID-19 cases. This included a substantial number of council owned and operated revenue generating facilities which had flow-on effects for other revenue- generating enterprises such as paid parking. Major funding gaps rapidly emerged in many councils that typically generated significant amounts of own revenue.

Councils that cannot generate significant amounts of the own revenue are typically dependent on grant funding from other levels of government, including Financial Assistance Grants from the Australian Government. These councils tend to service rural, regional and remote communities that are often large in area but small in terms of population. The capacity of these councils to deliver all their required services and infrastructure can be severely strained at any time.

With local government funding under pressure across the nation, and other levels of government facing fiscal constraints, councils may need to do more with less in the near term and be innovative with both budgeting, service delivery, balancing competing demands and longer term financial planning. Services may need to be scaled down or delivered in innovative ways. Asset management and maintenance programs may need to be varied. Working collaboratively with neighbouring councils or forming alliances may be a way of achieving efficiencies and enhancing service delivery along with fostering innovation, cutting red tape, and working in partnership with third parties may be others.

Digital service delivery and working from home - adopted during the height of the pandemic - may become the new norm. This may increase opportunities for councils to innovate, work together and share resources, and fill long term skill gaps. New challenges may emerge including how staff are supported and how productivity, collaboration and motivation maintained. There may be significant consequences for local democracy and council's ability to engage authentically with their communities. Digital transformation and technology modernisation will be essential for some councils. Even already well-established adopters of digital technology may need to rethink their approach.

Can the Australian Government assist councils with efficiency measures that reduce the cost of services without a major change in service levels experienced by the community?

What opportunities are available to enhance the adaptive capacity of councils and its potential to 'weather the storm' through innovation and creativity? How can the Australian Government assist?

Apart from Financial Assistance Grants, how can the Australian Government assist councils to become more financially sustainable and able to better meet the needs of their communities? Are there new partnership programs or policy changes the Government



COMMUNITY RESILIENCE

Community resilience is the capacity of communities to respond to, withstand, and recover from adverse situations including natural disasters, persistent drought, pandemics, fluctuations in global trade, recession, and a rise in inequality. In some circumstances in response to these pressures and stresses, local communities are not able to recover to their previous state. Instead they need to adapt to cope with long term stresses. But ideally, we want all communities to not only survive but thrive.

Local governments play a critical role in building resilient and sustainable communities and helping to buffer people and places against social, economic, and environmental disruptions and overcome adversity. One critical area is through the provision of resilient infrastructure. Councils' infrastructure should meet the community's current and future demand, be built to contemporary standards, be affordable for both the council and the user, and be reliable with appropriate asset management practices in place to ensure maximum return on investment.

In addition to physical infrastructure, social infrastructure is also vital for resilience. Social infrastructure is broader than just buildings, it includes the individuals and groups, places, and institutions, including councils, that foster community cohesion and social support. Communities and individuals with good social networks and connections demonstrate greater resilience.

The loneliness epidemic is challenging social resilience. Research produced before the coronavirus pandemic revealed that one in four adult Australians are experiencing loneliness with over half the nation reporting they feel lonely for at least one day each week. In addition to its impacts on community resilience, feeling lonely can pose a bigger risk for premature death than smoking or obesity and can be associated with depression, poorer cardiovascular health and, in old age, a faster rate of cognitive decline and dementia.

Communities that are more vulnerable to shocks and disasters are often reliant on only one industry, have minimal redundancy or no backups for essential services and infrastructure such as only one source of water, one powerline or one access road. They also often only have few voluntary or charitable organisations working in the community. Often community leadership is weak or fails to inspire, engage, and unleash the power of other leaders and critical social networks.

Community resilience cannot be built and then left to its own devices. It needs to be strengthened continuously, not just in times of crisis. It involves people getting together to create sustainable links within their community and the community and its leaders having the ability to learn from experience and improve over time.

How can councils work in partnership with the other tiers of government to adopt a community development approach that builds resilience?

What are the best models available to councils to ensure that our communities thrive and focus on prevention and preparation rather than relief and recovery? How can the Australian Government partner with councils to ensure thriving communities?

What actions can councils take, in partnership with others including the Australian Government to promote community resilience and protect against external shocks such as industry closures or natural disasters? Are tools available to assist councils build community resilience or do we need new or different tools?

COLLABORATION AND PARTNERSHIPS

Creating a resilient community and ensuring a resilient and sustainable council requires partners. Councils can work with partners in different ways to find local solutions to local problems. They can partner with a wide range of organisations including other councils, other levels of government, the voluntary and community sector or business and research sector organisations. The aims of these partnerships are typically to improve services and deliver changes to benefit the local area.

Collaboration and partnerships with other councils and public or private organisations can also bring benefit from economies of scale in providing services or purchasing in bulk for example. Procurement partnerships have been a particularly successful example of this. Working in partnership can make a considerable contribution to efficiency improvements, such as through cost savings in back-office functions or sharing of plant and equipment.

Other benefits associated with partnerships and collaboration include opening the way for local communities to share ideas and connect with others. Partnerships enhance the ability of a council to access innovation, enhance skills development, work across council boundaries to address regional issues, and maximise competitive advantage in the delivery of major infrastructure projects.

Strategic collaboration is not just about savings and sharing resources. It is also about maximising capacity in addressing community expectations, or working with members of the community to overcome challenges and seize opportunities. For example, building and maintaining productive partnerships with Aboriginal and Torres Strait Islander people and communities is critical for councils committed to Closing the Gap and involving Aboriginal and Torres Strait Islander communities in decision-making and service development and delivery.

Collaboration and partnerships that work well are underpinned by good governance, an agreed purpose, and mutual benefit.

There is a long history of local government partnering with the Australian Government to deliver projects and programs that benefit local communities, achieve fairness and equity across the nation, and support local delivery of services and infrastructure. In the absence of constitutional change, how do we further build and strengthen this partnership with the Australian Government?

How do we encourage and incentivise councils to embrace partnerships and collaborative arrangements more enthusiastically including those which seek to ensure the development of economic development supporting infrastructure?

What are the obstacles to working in partnership with other councils or organisations? Can the Australian Government help overcome these?

How do councils, together with their communities, work in partnership to build resilience and entrench it into everyday life?



**AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION**

AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
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8.13 T21/04 Design and Construction of Aquatics at the Billabong Parklands

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 Council:

1. In accordance with section 178 of the Local Government (General) Regulation 2005, Council decline to accept the sole select tender received for the design and construction of the Billabong Parklands aquatics as they did not submit a satisfactory response.
2. Enter into negotiations with the 2 organisations that responded to our Request for Expressions of Interest and other similarly experienced organisations to determine their capacity to meet our project objectives.
3. Notify the Tenderer of the results of the tender process.

Purpose

To advise Council of the select tender (singular) received for the design and construction of the Billabong Parklands aquatics and recommend that Council declines to accept the tender submitted.

History

Council had identified a requirement for a contract for the design and construction of the Billabong Parklands aquatics. The anticipated expenditure for these works was expected to exceed \$250,000 therefore a public tender process was required. It was agreed to seek expressions of interest to then proceed to select tenders to engage a company for the works.

The Evaluation Panel deemed it appropriate to seek expressions of interest in order to gauge the market to see what type of services can be offered and to assist in preparing appropriate tender specifications. As a result of the expressions of interest Council received, a selective tender process was undertaken with selected companies.

Report

Legislation

This Request for Expressions of Interest and select tender process was conducted in accordance with the *Local Government Act 1993*, the Local Government (General) Regulation 2005 and Council's Procurement Policy and Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget for the Billabong Parklands project.

Contract Term

The term for this contract will be from the date of acceptance until completion.

Advertising of Request for Expressions of Interest

The Request for Expressions of Interest was advertised on Tenderlink and Council's website on Thursday 19 November 2020. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified, as well as YARPA Hub.

An online briefing was held on Thursday 26 November 2020.

Request for Expressions of Interest Document

Organisations were requested to submit the following information with their expression of interest:

- experience, including details of any subcontractors and their experience
- high level indicative program for the delivery of the project
- indicative price
- conflict of interest declaration
- collusive submission declaration

Expressions of Interest Received

Request for Expressions of Interest closed on Thursday 10 December 2020. Two on-time responses were received from the following organisations:

- Crystal Pools Pty Ltd
- Omnistruct Building (NSW) Pty Ltd

Evaluation Process

The Evaluation Panel consisting of officers from infrastructure and leisure services, evaluated the expression of interests taking into account experience, ability to meet the program, and an indicative price.

Expression of Interest Recommendation

Both companies were invited to the select tender stage for the design and construction of the Billabong Parklands aquatics as they both provided acceptable responses for each of the criteria.

Select Tender

The selected companies were invited to tender on Friday 12 February 2021.

Select Tender Document

Organisations were requested to submit the following information with their tender response:

- details of similar commercial contracts willing to act as references , and details of who was to perform all aspects of the works whether themselves or subcontracted
- proposed key personnel
- proposal in response to the concept drawings, proposed program and detailed methodology
- warranty
- value for money including a lump sum price and bill of quantities
- insurances
- work health and safety management system
- environmental practices
- social sustainability practices
- conflicts of interest declaration
- code of conduct and statement of business ethics declarations
- collusive submission declaration
- workplace relations information and undertaking
- proposed contract departures
- addenda acknowledgement form.

Tenders Received

Tenders closed on Friday 19 March 2021. One on-time response was received from Omnistruct Building (NSW) Pty Ltd.

Evaluation Process

The Evaluation Panel consisting of officers from infrastructure and leisure services, evaluated against the following weighted assessment criteria:

- references, details of who was to perform all aspects of the works and proposed subcontractors
- proposal, program and methodology
- warranty
- value for money
- work health and safety
- environmental commitment

The Evaluation Panel used Council's standard 0-10 scoring system for all criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of none, partially complies or fully complies.

Recommendation of the Evaluation Panel

1. Council decline to accept the sole tender received for the design and construction of the Billabong Parklands aquatics as they did not detail a satisfactory response.
2. Enter into negotiations with the two organisations that responded to our Request for Expressions of Interest and other similarly experienced organisations to determine their capacity to meet our project objectives. The evaluation panel do not see any benefit in inviting fresh tenders as the market was tested through this process.

This is in accordance with section 178 of the Local Government (General) Regulation 2005 which provides:

- (1) After considering the tenders submitted for a proposed contract, the council must either:
 - (a) accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or
 - (b) decline to accept any of the tenders.
 - (3) A council that decides not to accept any of the tenders for a proposed contract must, by resolution do one of the following:
 - (e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.
 - (4) If a council resolves to enter into negotiations as referred to in subclause (3)(e), the resolution must state the following:
 - (a) the council's reasons for declining to invite fresh tenders or applications as referred to in subclause (3)(b)-(d)
 - (b) the council's reasons for determining to enter into negotiations with the person or persons referred to in subclause (3)(e).
3. That the Tenderer be notified of the results of tender process.

Delegation

As the recommendation is to decline to accept the tender, the Council must resolve to do so. The General Manager does not hold delegation under the *Local Government Act 1993*.

Attachments

Nil

8.14 Feasibility of Advertising Signage on M31

Reporting Officer

Manager City Marketing and Economy
City Growth

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 information be noted.

Purpose

To advise Council of the feasibility of erecting advertising signage on the northern and southern city entrances on the M31.

Report

At its meeting of 8 December 2020 Council resolved:

“that a report be presented to Council detailing the feasibility of erecting signage before the northern and southern M31 city entrances, advertising the unique attractions of the Campbelltown LGA, including, but not limited to heritage, historical, environmental, and entertainment places of interest to help attract passing traffic into the city for tourism and businesses for the benefit of the community”.

The desired outcome of this Notice of Motion is to raise awareness of and drive visitation to Campbelltown.

In response to the Notice of Motion, the feasibility of erecting advertising signage on the M31 has been investigated.

According to the Department of Planning and Environment's 'Transport Corridor Outdoor Advertising and Signage Guidelines', an approval under section 138 of the *Roads Act 1993* is required from RMS for the erection of any advertising structure in, on or over a freeway. It is worth noting that welcome signs into a city are not allowed on any motorway, only on local roads. Council had previously requested permission to install city entrance signs on the M31, but were refused.

Campbelltown's location on the M31 is not considered rural, so is subject to very strict outdoor advertising guidelines. Other than the already established billboard advertising locations, only the green and white directional signage and the brown and white tourist signage is permissible.

To be eligible for tourist signposting on a local road, an attraction has to meet strict criteria including being open at least 5 days a week, 6 hours a day, 11 months of the year. Tourist signposting on a motorway is limited to 'state significant tourism attractions' such as Taronga Zoo (attractions must be open 7 days a week and exceed 150,000 visitors a year, independently audited).

As an alternative to traditional signposting, there are digital advertising signage opportunities on overhead bridges and at various locations along the length of the M31. The Brooks Road overbridge is the most sought after location for billboard advertising. At a size of 12.44 m x 3.29 m, to advertise here costs from \$4,900 per week (with a minimum duration of 4 weeks), with popular times such as Christmas, summer, Easter and school holidays more expensive.

There are non-digital options at a similar size, starting from \$16,000 for one month. There are limitations as to the amount of content and imagery that can be displayed on billboard signage due to the speed of passing traffic on the motorway and potential safety concerns.

Billboard advertising is expensive and it can be difficult to measure its effectiveness in terms of increasing awareness of a place. However, in October 2018, Council, in a paid partnership with the Australian Botanic Garden, implemented a month-long trial of digital billboard advertising on the Brooks Road overbridge.

Council is currently partnering with the Garden to bring the Hello Koala Trail to Campbelltown. Part of the partnership includes digital billboard advertising on the Brooks Road overbridge, forming part of a broader promotional campaign.

It should be noted that large advertising signage on freeways is just one method which may potentially increase awareness of, and drive visitation to, cities such as Campbelltown – however it is more effective to include advertising signage such as this in a larger marketing campaign which uses multiple communications tools to spread key messages. Further billboard advertising may be an option that could be explored as a potential communications tool as part of the Campbelltown City Positioning Strategy, which is currently in development.

As part of the strategic work that is currently being undertaken, a city positioning framework will be developed in the next financial year that aims to increase awareness of our City, position us favourably to targeted audiences, and sell the City as the place 'where opportunity comes to life' for businesses, investors and our community.

It is important that this work is aligned with key strategies and projects already underway across the organisation such as the Campbelltown Billabong Parklands, the Campbelltown Cultural Precinct, the Private Health Study, the Cultural Precinct Plan and the Justice Precinct. That way, we ensure real value from the project with tangible outcomes related to the communications we choose for the sectors we target. This city positioning work will form the foundation for ongoing city marketing, including key messages, collateral development and market sector segmentation.

Council currently utilises a number of methods to promote the city to a broad audience, including:

- community and business e-newsletters, newsletters, flyers
- online tools, including the Council website, Visit Campbelltown and Visit Macarthur websites, social media platforms such as Facebook, Instagram and LinkedIn
- advertising in speciality and niche publications
- bus shelter posters and billboards
- overhead banners and flags.

In recent months, a number of successful marketing campaigns have been rolled out to help bring awareness to some of the unique people, businesses and attractions in Campbelltown.

“We Are Campbelltown” was a 10-part documentary series that was launched in November 2020 and continued throughout the summer months. The aim of the series was to introduce some of the spirited community members that are the people, heart and soul behind some of our local businesses. It celebrated the stories, real experiences, amazing food, enviable landscape and shareable moments – all here in Campbelltown.

The series was filmed and produced by Brick Studios, a collective of locally based filmmakers with experience across a broad range of film, entertainment and creative projects, including award winning tourism campaigns.

As well as being a local pride piece – something that encouraged our local community to be proud of what we have right here in our own backyard – it was also a tourism attraction piece, promoting our city, our people and our experiences to Sydney, NSW and beyond.

To promote the series, the video segments were profiled heavily on our social media channels and a range of both internal and external communication channels were utilised including our website, email signatures, e-newsletters, Time Out, news.com, Spotify and petrol pump media.

The engagement with the series has been incredibly positive, as can be seen by the following highlights:

Social Media

Social media was one of the main features of the campaign, with our Facebook posts resulting in a reach of more than 61,000 people, generating more than 520 likes, more than 140 comments and more than 120 shares from the initial round of posts.

Spotify

A Spotify campaign was implemented in October, directed at the Campbelltown community encouraging them to visit the website and view the video segments. More than 19,000 Campbelltown locals listened to our Spotify advertisements.

News.com

We advertised the series on news.com, generating 60,959 impressions and more than 44,339 video views.

Time Out

Our partnership with Time Out included display advertising, social media posts, a feature article and an EDM. There were more than 4,000 views of the feature article, with the time spent on the page by users averaging 2.25 minutes (the Time Out average dwell time is 1.5 minutes). The social media posts generated more than 70,000 impressions.

In Macarthur Magazine

Following the launch, We Are Campbelltown was profiled in a 5 page article in the In Macarthur Magazine, summer 2020-21 edition. The magazine has a print run of 20,000.

The "OWN IT" Local Support Program was rolled out in October 2020 during Small Business Month.

After a difficult summer, with bushfires and heatwaves, followed by the COVID-19 pandemic, our small businesses were suffering more than ever. The aim of this campaign was to help showcase our unique local businesses to the community, and to encourage the community to support them by shopping and supporting local.

The campaign spotlighted a different local business every day on Council's social media channels, and also encouraged our community to support local businesses by spending locally and finding out more about the many local businesses on our Local Business Directory.

As with "We Are Campbelltown", promotion of the campaign was multifaceted – the individual businesses and local business directory were profiled heavily on our social media channels, and a range of both internal and external communication channels were utilised including bus shelter posters, e-newsletter, Spotify, shopping centre digital screens and the Macarthur Square roadside billboards were utilised.

The social media engagement results of the "OWN IT" campaign were particularly impressive, with our Facebook posts alone resulting in a reach of more than 170,000 people throughout the month of October.

In the lead up to the Easter School Holidays, a feature on Campbelltown titled 'A local's guide to the neighbourhood', will appear in Parra News to encourage visitation to Campbelltown from the greater Parramatta region. This feature will promote Campbelltown's cultural spaces, food and beverage offer, national parks and gardens, and upcoming events such as Hello Koala and Macarthur FC games.

Following the success of the campaigns for OWN IT and We Are Campbelltown, a phase two of both programs will be investigated in the next financial year and local businesses will be encouraged to participate. Other options for local business promotion include a spotlight in the monthly business e-newsletter which highlights a successful local business in each issue. Businesses can register their interest in appearing in the e-newsletter by emailing business@campbelltown.nsw.gov.au

In summary, attracting visitation to Campbelltown requires a consistent and multi-pronged approach aligned to the creation of quality experiences. Positioning Campbelltown as a destination must be supported by on-the-ground quality experiences. Clever and unique campaigns are essential when positioning Campbelltown to a broad audience (i.e. on-line, social media, print and advertising). However additional benefits are realised when long-term campaigns are inextricably linked to quality place outcomes. The City Marketing and Economy

team are preparing long-range strategies that aim to bring together compelling local stories, supported by place-based investments to improve the visitor experience. Investments in new infrastructure or even maintenance or renewal of existing assets must always be aligned to the place-experience. Simply put - if visitors and locals have a great experience then investment and jobs will invariably follow. The other way round rarely works.

Attachments

Nil

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

Nil

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Lease - Council Property

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.

14.2 Acquisition of Open Space 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.

14.3 Deed of Release - 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:

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

