



CAMPBELLTOWN
CITY COUNCIL

ORDINARY BUSINESS PAPER

10 MAY 2022

COMMON ABBREVIATIONS

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



03 May 2022

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 10 May 2022 at 6:30 pm.

Lindy Deitz
General Manager

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1. ACKNOWLEDGEMENT OF LAND

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

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

2. APOLOGIES/LEAVE OF ABSENCE

Nil at time of print.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 12 April 2022

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 12 April 2022, 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 12 April 2022 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 12 April 2022 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 12 April 2022.

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Minutes of the Ordinary Meeting of the Campbelltown City Council held on 12 April 2022

Present The Mayor, Councillor G Greiss
 Councillor G Brticevic
 Councillor J Chew
 Councillor M Chivers
 Councillor M Chowdhury
 Councillor J Cotter
 Councillor M George
 Councillor K Hunt
 Councillor M Khalil
 Councillor D Lound
 Councillor R Manoto
 Councillor W Morrison
 Councillor R Munro
 Councillor M Oates
 Councillor M Stellino

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the General Manager.

2. APOLOGIES/LEAVE OF ABSENCE

Nil

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of Council held 8 March 2022**

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

That the Minutes of the Ordinary Council Meeting held 8 March 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

059/2022 The Motion on being Put was **CARRIED**.

4. DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

Other Disclosures

Nil

5. MAYORAL MINUTE

5.1 Thoughts and Reflections

It was **Moved** Councillor Greiss:

That the information be noted.

060/2022 The Motion on being Put was **CARRIED**.

5.2 Paying tribute to Paul Hawker

It was **Moved** Councillor Greiss:

That the information be noted.

061/2022 The Motion on being Put was **CARRIED**.

Meeting note: The Chamber observed one minute of silence in memory of former Campbelltown Mayor and Councillor, Paul Hawker.

6. PETITIONS

7. CORRESPONDENCE

Nil

8. REPORTS FROM OFFICERS

8.1 Outcome of Public Exhibition - Draft Amendment to the Campbelltown (Sustainable City) Development Control Plan 2015 - Koala Sympathetic Development

Meeting note: Ms Patricia Durman and Mr Barry Durman addressed the meeting.

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

1. That Council adopt the Amendment to the Campbelltown (Sustainable City) Development Control Plan 2015 shown at attachment 1.
2. That upon Council's adoption, the amendment be published on Council's website and take effect from the date of publication.
3. That Save Sydney Koalas be advised of Council's decision and the changes made in response to their submission.

A Division was recorded in regard to the Resolution for Item 8.1 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

062/2022 The Motion on being Put was **CARRIED**.

8.2 Outcome of Public Exhibition - Mount Gilead Development Control Plan

Meeting note: Ms Sue Gay, Ms Patricia Durman, Mr Barry Durman and Mr Brendan O'Brien addressed the meeting.

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

1. That Council adopt the Campbelltown (Sustainable City) Development Control Plan 2015, Volume 2 Part 7 Mt Gilead as amended in attachment 1, relating to land within the Mt Gilead Urban Release Area.
 2. That upon Council's adoption, Volume 2 Part 7 Mt Gilead Development Control Plan as amended be published on Council's website and take effect from the date of publication.
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3. That the submission authors be advised of Council's decision.

A Division was recorded in regard to the Resolution for Item 8.2 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Councillor M Stellino.

063/2022 The Motion on being Put was **CARRIED**.

Meeting note: Additional documents supplied by Brendan O'Brien on behalf of Lendlease and Patricia and Barry Durman and were tabled at the meeting.

Procedural Motion

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

That Item 8.4 Outcome of Public Exhibition - Evelyn Street, Macquarie Fields Planning Proposal be brought forward to be considered after Item 8.2 Outcome of Public Exhibition - Mount Gilead Development Control Plan.

064/2022 The Motion on being Put was **CARRIED**.

8.3 Outcome of Public Exhibition and Public Hearing - Reclassification of Land at Campbelltown Sportsground Planning Proposal

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

1. That Council forward the Planning Proposal to reclassify land at Campbelltown Sportsground at attachment 1 to this report to the Minister for Planning and Public Spaces and request that the Planning Proposal be made.
2. That all those who made a formal submission on this Planning Proposal, be notified of Council's decision.

A Division was recorded in regard to the Resolution for Item 8.3 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

065/2022 The Motion on being Put was **CARRIED**.

8.4 Outcome of Public Exhibition - Evelyn Street, Macquarie Fields Planning Proposal

Meeting note: Ms Sue Mossman and Mr Michael Hanson addressed the meeting.

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

1. That Council adopt the Planning Proposal at attachment 1, for the Evelyn Street Fringe (Macquarie Fields) with the following post exhibition amendments:
 - a. Rezone only part of the Evelyn Street fringe from E4 (C4) Environmental Living to R2 Low Density Residential. Future proposed lot numbers, 21 and 22 to remain zoned C4 Environmental Living.
 - b. Apply a minimum lot size of 1 ha to the "residue" E4 (C4) Environmental Living zone land, aligning with proposed lots 21, 22 and 15.
 - c. Apply a minimum lot size of 1 ha for dual occupancy on the "residue" E4 (C4) Environmental Living Zone land in the plan area aligning with proposed lots 21, 22 and 15.
 - d. Revert back to the existing 2 ha minimum lot size for land aligning with proposed lots 23, 24, 25 and 26.
2. That subject to recommendation 1, Council forward the Planning Proposal to the Department of Planning and Environment and request the Minister for Planning and Homes finalise the plan.
3. That the persons and agencies responsible for submissions be thanked for their submissions and be advised of Council's decision.
4. That the applicant and owners be advised of Council's decision.

A Division was recorded in regard to the Resolution for Item 8.4 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, J Cotter, M George, J Chew and R Munro.

Voting against the Resolution were Councillors M Stellino, G Brticevic and M Chivers.

066/2022 The Motion on being Put was **CARRIED**.

8.5 Outcome of Public Exhibition - Signage as Exempt Development Planning Proposal

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

1. That Council adopt the subject Planning Proposal (attachment 1) to permit certain types of signage as exempt development on bus stop shelters and Council sporting fields.
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2. That subject to recommendation 1, Council exercise its plan making function, via the General Manager being the functions of the Minister for Planning under section 3.36(2) of the *Environmental Planning and Assessment Act 1979*, pursuant to the Instrument of Delegation dated 14 October 2012.

3. That the State agency submitters be advised of Council's decision.

A Division was recorded in regard to the Resolution for Item 8.5 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

067/2022 The Motion on being Put was **CARRIED**.

8.6 Submission on A New Approach to Rezoning Discussion Paper

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

That Council endorse the submission on A New Approach to Rezoning discussion paper as provided in attachment 1 and forward the submission to both the NSW Department of Planning and Environment and The Honourable Anthony Roberts MP, Minister for Planning and Minister for Homes.

068/2022 The Motion on being Put was **CARRIED**.

8.7 Development Application Status

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

That the information be noted.

069/2022 The Motion on being Put was **CARRIED**.

8.8 Revised Asset Management Policy

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

1. That the revised Asset Management Policy as attached to this report be adopted.
 2. That the Asset Management Policy review date be set at 30 June 2024.
-

070/2022 The Motion on being Put was **CARRIED**.

8.9 Investments and Revenue Report - February 2022

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

That the information be noted.

071/2022 The Motion on being Put was **CARRIED**.

8.10 Disclosure of Interest Returns 2021-22

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

That the information be noted.

072/2022 The Motion on being Put was **CARRIED**.

8.11 Reports and Letters Requested

It was **Moved** Councillor Munro, **Seconded** Councillor Cotter:

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

073/2022 The Motion on being Put was **CARRIED**.

8.12 Licence on Community Land

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

That Council approve the following in relation to the creation of a proposed new Telecommunications Facility at Jaycees Reserve, 22 Hume Street, Campbelltown:

1. That Council endorse an EOI for tender for the Licence of a Telecommunications Facility on Community Land.
 2. That Council approve a public consultation process is undertaken in relation to Licensing on Community Land under the terms of the *Local Government Act 1993* and if required that Ministerial approval is sought to proceed with the Licence.
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3. That Council endorse that the terms set out in the successful tender submission form the basis for the Licence between parties.
 4. That Council endorse the Licence Agreement is executed by way of delegated authority under Section 377 of the *Local Government Act 1993*.

074/2022 The Motion on being Put was **CARRIED**.

8.13 Campbelltown City Council Collection - New Acquisitions

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

That Council accept the following proposed donations for acquisition as a part of the Campbelltown City Council collection:

- direct donation by Helene Buckman – ‘Morning mist at Tunit’ by Ted Lewis
- donations by Michelle Cawthorn – ‘Sprinkler on a hot summer’s day’ 2019 and ‘The Bubbler – Jackpot’ 2018 as a proposed donation through the Cultural Gifts Program.

075/2022 The Motion on being Put was **CARRIED**.

8.14 Submission on the Draft Western Parkland City Blueprint and Economic Development Roadmap (Phase 1)

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

That Council endorse the attached submission on the draft Western Parkland City Blueprint and Economic Development Roadmap (Phase 1).

076/2022 The Motion on being Put was **CARRIED**.

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

11.1 Women's Shed

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

That Council present a report on the feasibility of developing a Women's Shed Pilot Program to complement Council's focus on community resilience and sustainability.

077/2022 The Motion on being Put was **CARRIED**.

11.2 Scenic Hills Walking / Cycling Trail

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

That Council officers provide a briefing to Councillors on the potential to create a Scenic Hills Walking / Cycling Trail to connect Campbelltown's Scenic Hills to the existing walking/ cycling networks in the adjacent Western Sydney Parklands.

078/2022 The Motion on being Put was **CARRIED**.

11.3 Cost of Living Assistance for Local Residents

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

That Council:

1. Notes that local residents are facing significant pressures in terms of the rising cost of living.
 2. Further notes that household budgets are under significant strain, with real wages going backwards compared to inflation.
 3. Investigates these issues and provide a report to Council on:
 - a. What steps Council is presently taking to mitigate pressures on local residents and ratepayers.
 - b. Further actions that Council can take to assist ratepayers in dealing with the rising cost of living.
-

An **Amendment** was **Moved** Councillor Brticevic, **Seconded** Councillor Chivers:

1. That Council officers provide a briefing and a report to Councillors on the Rate Assistance and Hardship Policy.
2. That Council officers provide a briefing and a report to Councillors on the Resilience Hazard Assessment.
3. That Council write to the Member for Macarthur, Dr Mike Freeland MP, Member for Werriwa, Anne Stanley MP and any candidates for the Federal election seeking their policies on improving the lives of the residents in the Campbelltown LGA.

The Amendment was Carried and became the Motion.

079/2022 The Motion on being Put was **CARRIED**.

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

That a Division be recorded in regard to the Resolution for Item 11.3 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Karen Hunt on 4 April with the Mayor, Councillor Greiss and Councillor Chowdhury attended Campbelltown Arts Centre for the opening of the exhibition 'Portraits of a Resilient Campbelltown'. The exhibition is a display of 10 portraits, painted by local resident Emmanuel Asante, that captured some of Campbelltown's most resilient community members.
2. Councillor Karen Hunt on 11 March attended the Ingham Institute International Women's Day Luncheon at West Leagues Club. The guest speaker was Associate Professor Suzanne Hodgkinson who leads the Immune Tolerance research group which is working on new treatments and therapies for Autoimmune diseases. The day was a great celebration of the achievements of women.

3. Councillor Karen Hunt on 12 March attended the Macarthur Bulls vs Western Sydney Wanderers soccer game at Campbelltown Stadium. There were large numbers of supporters in attendance, although Councillor Hunt noticed the Wanderers fans becoming quieter as the match progressed as the Macarthur Bulls walked away with a 3-1 victory over the Wanderers.
4. Councillor Karen Hunt on 10 April with Councillor Lound and Councillor Chowdhury attended the Australian Muslim Welfare Centre Inc. Annual Ifter Ramadan Dinner. Councillor Hunt spoke about how welcoming and gracious the community was and was pleased to be able to partake in this dinner.
5. Councillor Masood Chowdhury wished the Chamber a Happy Holy Ramadan, *Aahalan WaSahalan Ramadan Kareem, Ramadan Moubark* as those of Islamic faith all over the world fast from dawn until sunset.
6. Councillor Masood Chowdhury on 8 April was delighted to attend Macquarie Fields High School Ifter Dinner in the school auditorium. The dinner was organised by the students and parents. Councillor Chowdhury thanked the students and parents for organising such a great event every year in Ramadan.
7. Councillor Masood Chowdhury on 25 March attended the Lifeline Macarthur and Western Sydney 2022 Annual Dinner fundraising event at Ottimo House. Lifeline Macarthur and Western Sydney provide 24/7 crisis support and aim to empower and support individuals to be 'suicide safe'. Councillor Chowdhury encouraged anyone needing support to call Lifeline on 13 11 14.
8. Councillor Masood Chowdhury on 9 April attended Sydney Nepal Himalaya Lions Club fundraising event. The fundraiser was to raise funds for the NSW and QLD flood victims. The event featured legendary Nepalese comedian Mr Rajaram Poudyal.
9. Councillor Rey Manoto on 31 March attended the Georges Riverkeeper AGM. Councillor Manoto was pleased to share that Councillor Stellino was appointed Vice Chair, Councillor Banasik (from Wollondilly Shire Council) was appointed Chair and Councillor Manoto was humbled to be reappointed as the Treasurer. Councillor Manoto advised that Georges Riverkeeper has now partnered with Sydney Water as a member organisation and Councillor Manoto shared his excitement regarding the new partnership.
10. Councillor Rey Manoto on 9 April attended the opening on the Campbelltown Community Recycling Centre. Councillor Manoto expressed his excitement that the centre has opened and the community has a facility to easily dispose and recycle household waste that don't belong in the yellow recycling bins such as oils, paints and batteries.
11. Councillor Rey Manoto on 7 April attended the induction ceremony of 25th year of the Sto. Nino Association of Campbelltown and Macarthur. It celebrated the devotion of Santo Nino, where the first holy icon of an infant Jesus was installed in the Philippines in the year 1521.
12. Councillor Meg Oates on 9 March as part of the celebrations for International Women's Day attended HJ Daley Library for the presentation 'Women of Macarthur – Stories of the Past'. The presentation, by the local history team outlined the lives of 5 women (Elizabeth Hume, Giribunger Nanny Barrett, Rose Payten, Genevieve Tregear and Kathleen Whitten) who have been part of the story and fabric of the Macarthur area. These women, were often

overlooked when the history of the region is recorded, and the presentation provided an insight into their struggles, successes and aspirations. Councillor Oates thanked the library and history teams for their efforts in ensuring these stories continue to be told.

13. Councillor Meg Oates attended Campbelltown Arts Centre and participated in the 'Down to Earth' clay making workshop which was run as part of the International Women's Day celebrations. The workshop was a wonderful opportunity to work with clay.
14. Councillor Meg Oates on 10 April attended the Handmade and Homegrown Markets. Councillor Oates shared her excitement to have a place where the community can come together and shared with the Chamber the positive feedback she received from stallholders, noting that some stallholders attended the second markets after hearing great feedback from the first market.
15. Councillor Meg Oates celebrated seniors week attending Glenquarie Library on 28 March to participate in the Germination and Propagation workshop. The workshop was run by the Natural Areas and Open Space Team of Council and educated attendees in sustainable plants, seed bombs and growing cuttings. Councillor Oates thanked the staff for sharing their knowledge and all attendees left with new skills to take back to their gardens.
16. Councillor Meg Oates attended the opening of the Community Recycling Centre in Hephher Road, Campbelltown. Councillor Oates noted the positive impact it will have on the environment, as it now provides residents with a local and easier option to recycle more unusual items such as paint tins, televisions and gas bottles.
17. Councillor Meg Oates attended the opening of the 'Macarthur & Beyond' art exhibition at Campbelltown Arts Centre. Councillor Oates shared her excitement to attended her first opening in a number of years due to COVID-19 lockdowns. 'Macarthur & Beyond' is a collective exhibition featuring works from: Maryanne Wick – A Sense of Place & Time; Macarthur Ceramics Group – Dust to Table; Yirran Miigaydhu – Weaving Ways to Country and Friends Annual & Focus. Councillor Oates encouraged the community to visit the exhibition as it reflects who Campbelltown really is.
18. Councillor Warren Morrison echoed the words from Councillor Greiss in also thanking the City Delivery and City Works teams for their assistance to the community during the floods. Councillor Morrison acknowledged the efforts of the teams to promptly work to repair the roads and potholes caused after all the rain. Councillor Morrison thanked all the local volunteers, SES volunteers, police and firefighters for their assistance in the community.
19. Councillor Warren Morrison on 5 February attended the Little Athletics Regional Championships at Campbelltown Athletics Stadium. Councillor Morrison congratulated all athletes for their achievement in making to region and congratulated all the athletes on their performances passing on his best wished for those that qualified for the State Championships.
20. Councillor Morrison shared the amazing achievements of the local Wooldridge family who have all represented Australia in sport. Councillor Morrison shared every major achievement of the family in particular noting their accomplishments in triathlons. Councillor Morrison wished the family continued success as they continue to succeed and represent Australia in the sporting world.

21. Councillor Warren Morrison on 4 April attended Campbelltown Arts Centre to view the exhibition 'Portraits of a Resilient Campbelltown'. Councillor Morrison shared that Mal Fruean, the Chairperson for the NSW Council for Pacific Communities had his portrait on display in the exhibition and Councillor Morrison passed on his appreciation to Mal for his support and work in the community.
22. Councillor Warren Morrison on 7 April attended Hurlstone Agricultural High School for their ANZAC Day Ceremony. Councillor Morrison congratulated the school's orchestra on their outstanding performance and thanked the principal and school captains for their hospitality.
23. Councillor Josh Cotter on 20 March attended the Harmony Day Celebrations at Oz Funland. Councillor Cotter thanked Brian and Christerine Laul who are always supporting the community and hosting this event. The celebrations were filled with performances, sharing food and stories.
24. Councillor Josh Cotter on 31 March attended the open day of St Peter's Anglican Grammar and St Peter's Heart. St Peters Anglican Grammar has been rebranded into a senior school which will cater from Pre-kindy to Year 12. St Peter's Heart is a new specialist school catering for students with mild to moderate autism and/or intellectual disability and provides more opportunities for families in the area. Councillor Cotter spoke to families who shared how appreciative they are to have the school. Councillor Cotter spoke to staff who shared that their aim is to provide an inclusive and supportive environment.
25. Councillor Josh Cotter on 31 March attended St Peter's Church for Paul Hawkers funeral. Councillor Cotter noted that the funeral was a celebration of Paul's life and highlighted his willingness to assist the community and serve the residents of the Campbelltown LGA.
26. Councillor Josh Cotter on 10 April attended the Handmade and Homegrown Markets in Lithgow St, Campbelltown. Councillor Cotter expressed how wonderful it was to have some sun and see the community out and about with lots of stallholders and live music. Councillor Cotter encouraged the community to come down to the next market day in May.
27. Councillor George Brticevic on 9 April attended the opening of the Community Recycling Centre. The recycling centre accepts car and household batteries, lights, paint tins and electronic waste. In attendance was the 2022 Environmental Citizen of the Year recipient, Alexis Bowen the driving force behind The Bin Chicken which encourages the community to reduce the amount of waste produced that ends up in our red bins.
28. Councillor George Brticevic on 10 April attended the Handmade and Homegrown Markets in Campbelltown. Councillor Brticevic passed on his congratulations to Councillor Oates as the markets were a suggestion raised through a Notice of Motion submitted by Councillor Oates in the Chamber last term. Councillor Brticevic thanked the staff for organising the series of markets as they appear to be very well received in the community and he looks forward to the next market in May.
29. Councillor George Brticevic passed on his thanks to Natalie Viset from the Communications Team who has just resigned from Council. Natalie was responsible for helping all Council staff with their social media posts and her assistance was appreciated. Councillor Brticevic wished Natalie all the best in her next endeavour.

30. Councillor Margaret Chivers attended Campbelltown Arts Centre for the opening of the exhibition 'Portraits of a Resilient Campbelltown'. One of the portraits on display was of local Ricardo Lonza who is best known in the community for the tireless work he dedicates to caring for the koalas. Councillor Chivers praised the efforts of Ricardo in the community as he is a true example of resilience in Campbelltown. Ricardo is also a true supporter of small business in Campbelltown and he administers a community facebook page to encourage support for these local businesses. Ricardo works with the children at Passfield Park School, runs his own small business and turns up to Council meetings to show his support for items put to Council to consider. Councillor Chivers thanked Ricardo for his dedication, knowledge and support he provides the residents in the Campbelltown region, acknowledging that Ricardo is truly an example of resilience.
31. Councillor Chivers passed on her thanks to the staff member, Yathugiri Logathassan, Acting Program Manager, Western Sydney Health Alliance who at the last minute stepped up to emcee the opening of the exhibition 'Portraits of a Resilient Campbelltown' and did an amazing job.
32. Councillor Marian George on 11 March attended the Ingham Institute International Women's Day Luncheon. Councillor George appreciated the opportunity as a new Councillor to get to know other Councillors and staff who were in attendance a little better.
33. Councillor Marian George on 19 March attended the St Patrick's College Emerald Gala Ball. The Gala Ball was a fundraiser for the Scholarship Fund which provides financial scholarships to local families enabling their daughters to attend the school. Councillor George recalled a story shared on the night of former scholarship recipient, and how the scholarship assisted her to complete her schooling at St Patrick's and how due to changing circumstances her family has donated another scholarship to enable future students to have the same opportunities.
34. Councillor George Greiss wished all residents Happy Easter, Happy Ramadan, Happy Passover and acknowledged the contributions of soldiers past and present for their sacrifices as the community observes ANZAC Day.

There being no further business the meeting closed at 9:31 pm .

Confirmed by Council

..... General Manager Chairperson

3.2 Minutes of the Extraordinary Meeting of Council held 26 April 2022

Officer's Recommendation

That the Minutes of the Extraordinary Meeting of Council held 26 April 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

Report

That the Minutes of the Extraordinary Meeting of Council held 26 April 2022 are presented to Council for confirmation.

Attachments

1. Minutes of the Extraordinary Meeting of Council held 26 April 2022 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Extraordinary Council Meeting held at 6:30 pm on Tuesday, 26 April 2022.

ITEM	TITLE	PAGE
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2.	APOLOGIES/ LEAVE OF ABSENCE	2
3.	DECLARATIONS OF INTEREST	2
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	Other Disclosures	
4.	REPORTS FROM OFFICERS	3
4.1	Public Exhibition: Delivery Program and Long-term Financial Plan	3
5.	URGENT GENERAL BUSINESS	3

Minutes of the Extraordinary Meeting of the Campbelltown City Council held on 26 April 2022

Present The Mayor, Councillor G Greiss
 Councillor G Brticevic
 Councillor J Chew
 Councillor M Chivers
 Councillor M Chowdhury
 Councillor J Cotter
 Councillor K Hunt
 Councillor M Khalil
 Councillor D Lound
 Councillor R Manoto
 Councillor W Morrison
 Councillor R Munro
 Councillor M Oates
 Councillor M Stellino

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the General Manager.

2. APOLOGIES/ LEAVE OF ABSENCE

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

That the apology from Councillor M George be received and accepted.

080/2022 The Motion on being Put was **CARRIED**.

3. DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Nil

Other Disclosures

Nil

4. REPORTS FROM OFFICERS

4.1 Public Exhibition: Delivery Program and Long-term Financial Plan

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

That Council endorse the following:

1. That Council approve the draft Delivery Program 2022-26 and Operational Plan 2022-23 (including the Budget and Fees and Charges) and draft Long-term Financial Plan 2022-32 being placed on public exhibition for a period of 28 days (27 April 2022 to 25 May 2022).
2. That, following the aforementioned public exhibition period, a further report is submitted to Council seeking formal adoption of the draft Delivery Program 2022-26 and Operational Plan 2022-23, and Long-term Financial Plan.

081/2022 The Motion on being Put was **CARRIED**.

5. URGENT GENERAL BUSINESS

There being no further business the meeting closed at 6:41 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 Thoughts, Opportunities and Priorities

Recommendation

That the information be noted.

On the 26 April 2022, the Council unanimously passed that the draft Delivery Program 2022-26 and Operational Plan 2022-23 (including the Budget and Fees and Charges) and draft Long-term Financial Plan 2022-32 to be placed on public exhibition from 27 April 2022 to 25 May 2022.

The Delivery Program identifies 37 essential services and over 150 actions and deliverables in 2022-23. The Program sets out the Principal Activities we will undertake during this elected term to address the Community Strategic Plan, with City Revitalisation and City Resilience being our 2 overarching strategic priority areas.

City Revitalisation is not an easy task. It's a complex endeavour that requires cooperation between Council, Governments (State and Federal), private stakeholders and residents to work together to achieve our City's inspiration.

City Revitalisation is my, and I am sure of all the Councillors, commitment to making the whole of Campbelltown an attractive place to live, work and play. We will continue to work with all stakeholders to ensure the best outcome for our community, and our \$280 million draft Operational Plan 2022-23 is the next step to achieve our objective for the first year of this term.

Council's budget includes a rate increase of 1.2 per cent, set by the Independent Pricing and Regulatory Tribunal of NSW and significantly below CPI.

The Operational Plan contains ongoing capital works of \$69 million, including:

- \$25.8 million in road and road-related projects
- \$1.4 million in drainage and flood mitigation
- \$7.9 million in open space, including parks and sports field major improvements
- \$3.8 million in land and buildings
- \$3.9 million in Plant and equipment
- \$26.6 million in community facilities.

In addition to our ongoing works, the Operational Plan also includes further investment in the City's presentation to build on civic pride through a new City Amenity and Appeal Program worth \$2.4 million:

- Acceleration of shade sails will see 6-8 new shade sails delivered in 2022-23 (\$300,000).
- Investment in public space to improve our public space assets (\$400,000).
- CBD and high profile zones will have enhanced maintenance, including improved quick response capacity, hot pressure washing and improved weed control (\$600,000).
- Facility improvements at leisure and childcare centres to improve the presentation and the user experience (\$1.1 million).

The draft Operational Plan and budget are financially sound and robust, meeting or exceeding all financial benchmark indicators set by the Office of Local Government.

Our second overarching strategic priority area is City Resilience. As I detailed in my last Mayoral Minute, resilience is defined as the capacity of communities to survive, adapt, and thrive no matter what kinds of chronic stresses (slow-burning pressures that impact everyday life) and acute shocks (abrupt events that can stop a city) they experience.

The City Resilience priority reflects our commitment to helping our community continue, and build on, the robust resilience we demonstrated in the face of fire, floods and COVID-19 over the last few years. A focus on resilience is timely and essential as we get exposed to more shocks and stresses, which can cause substantial disruption and lead to adverse outcomes.

In this month's business paper, 3 Officer reports focus on our City's Resilience, including items:

- 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives
- 8.2 - Amendment to Campbelltown Local Environmental Plan 2015 - Natural Disasters Clause
- 8.11 - Our Resilience Hazard Assessment.

These items help build the foundation of our strategies and reflect lessons we have learned, using best practice methodology applied to other cities in Australia and overseas.

The business paper also has 2 items in response to the motion passed during the last term of Council that deal with our communities Resilience:

- 8.4 - Response to Support for the Homeless in Campbelltown Notice of Motion
- 8.5 - Response to Glenalvon House Notice of Motion

While the recommendation in both reports are not conclusive, they demonstrate the further work we must undertake with our community in the coming months and years to achieve the envisioned City Resilience priority.

I look forward to tonight's debate on all of the 5 issues.

Admittedly, the concept of City Resilience is relatively new to me. The credit for the result achieved so far, including the Resilience Hazard Assessment, our city's collaboration with all 33 metropolitan Council's and our community's recent resilience art exhibition, has to be given to the former Mayor Cr George Bricevic, our General Manager and our dedicated Council staff.

As I develop the necessary understanding of the resilience issues facing our city, I intend to bring key recommendations from our expert partners and professional staff to the Chamber for public discussion and consultation.

For now, we will continue to foster City Resilience through the range of projects and programs highlighted in our Delivery Program and Operational Plan.

We will continue to support a higher than statutory pensioner concession rebate of \$300 per annum and undertake a \$745,000 community and cultural events program, which will see the return of favourites like Chill Fest, Feast Campbelltown and our flagship Festival of Fisher's Ghost celebrations.

Advocacy Update

With the exception of a few NSW Ministerial meetings scheduled over the next few weeks, I have now completed all of the meetings I set out to undertake when I first commenced as Mayor. I am awaiting the result of the Federal election before I start on our next round of advocacy meetings in Canberra. I look forward to meeting and working with the newly elected Government, and our Local Members for the benefit of our city.

One key item of discussion that continues to be a priority in all of my discussions with all tiers of Government is the Community and Justice Precinct, an essential piece of social and economic infrastructure in our city and region more broadly. As I have previously mentioned in past Mayoral Minutes this project will bring jobs, critical services and much needed investment in our CBD. It must remain high on the agenda and it is important that we continue our strong advocacy around this project at every available opportunity. As such, I have asked the General Manager to explore any other mechanisms that may assist us securing this city-shaping opportunity for Campbelltown.

Outstanding Matters

In my previous Mayoral Minutes, I have outlined my request to the General Manager to undertake an urgent review of our public space infrastructure and develop an actionable plan that ensures our public spaces are always well maintained and that we plan for a continuous city beautification program for cleaning and maintaining our assets for the enjoyment of all our residents.

The program is highlighted above and consists of the City Amenity and Appeal Program worth \$2.4 million. I would like to thank the General Manager and the staff for being able to derive such a program quickly. I believe that the success of this program will be the beginning of our further commitment to the continuous city beautification and amenity program. I look forward to the program implementation and the feedback from our community.

I am also pleased to advise that the planning for the WestInvest allocation of \$26.6 million committed to Campbelltown has begun, and Councillors have been briefed. There are a broad range of proposed projects across our Local Government Area that are intended to benefit the diverse needs and demographic of our city. I look forward to sharing more information about these projects over the coming months.

Attachments

Nil

6. PETITIONS

7. CORRESPONDENCE

7.1 Koala Care and Treatment Facilities

Officer's Recommendation

That the letters be received and the information be noted.

A copy of the letters from the Federal Member for Macarthur, Dr Mike Freelander MP and Federal Member for Werriwa, Anne Stanley MP in response to Council's resolution on 8 March 2022 seeking their support for Council to obtain funding from the Federal Government to boost the long-term protection and recovery efforts of Australia's koala population.

Attachments

1. A copy of the response from Dr Mike Freelander MP (contained within this report) [↓](#)
2. A copy of the response from Anne Stanley MP (contained within this report) [↓](#)
3. A copy of the letter sent to Dr Mike Freelander MP and Anne Stanley MP (contained within this report) [↓](#)



MYREF: 120422-KM

Ms Lindy Deitz
General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

26 APR 2022

12th April 2022

To Whom It May Concern,

RE: Letter of support – Federal funding to support protection of Campbelltown's koala population

I write on behalf of Campbelltown City Council who contacted my office seeking support for funding from the federal government under the recently announced \$50 million grants package to boost the long-term protection and recovery efforts of Australia's koalas.

I have enclosed a copy of the original correspondence for your perusal.

As you are aware, Campbelltown has a unique koala population within the Sydney Basin. The community works tirelessly in partnership with local wildlife carers to ensure the conservation, protection and enhancement of our koala population.

In 2020 Council launched the Koalatown campaign to further educate and engage the community in conservation and deliver practical methods to safeguard the population into the future.

Koalatown tree planting days have encouraged local residents and school groups to plant koala food trees to safeguard against habitat loss and ensure a stable food supply which will help protect and enhance the population.

Federal funding would enable the Council to strengthen their partnership with local wildlife carers and the university to expand existing programs and initiatives to ensure Campbelltown's koalas can continue to thrive and contribute to the NSW government's commitment to double the state's koala population by 2050.

I support Campbelltown City Council's application for funding under the federal government's recent grants package as the financial boost will enable our community to continue their invaluable work protecting our beloved koala colony.

Yours sincerely,

SIGNATURE HAS BEEN REMOVED

Dr Mike Freeland MP
Federal Member for Macarthur

Office: 37 Queen St Campbelltown NSW 2560 **Mail:** PO BOX 88 Campbelltown NSW 2560
Phone: (02) 4620 0293 **Fax:** (02) 4620 4414 **Email:** Mike.Freeland;MP@aph.gov.au





20/4/2022

Ms Lindy Deitz,
General Manager,
Campbelltown City Council,
PO Box 57, Campbelltown,
NSW, 2560


Dear Ms Deitz,

Thank you very much for your letter of 7 April, 2022 detailing the terrific work that Campbelltown City Council is doing to enact the Campbelltown Koala Plan of Management and the more recent development of the Koalatown campaign.

I have watched with interest and support your efforts to protect our local koala colonies and I am heartened they have resulted in an increase in the local koala population. It is vital that we continue to expand efforts to protect koalas and other iconic native species to maintain and enhance the unique biodiversity of the Australian bush and suburbs.

As requested, I am writing to indicate my support for your plans to seek funding support from the Federal government as part of their recently announced grant program to protect koala populations.

Please let me know if there is any further support I can provide for this worthwhile initiative.

Yours Sincerely,

SIGNATURE HAS BEEN REMOVED

Anne Stanley
Member of Werriwa

Shop 7, 441 Hoxton Park Rd, Hinchinbrook NSW 2168 | PO Box 88, Hoxton Park, 2171 | T: (02) 8783 0977
F: (02) 9825 0244 | E: Anne.Stanley.MP@aph.gov.au | www.annestanley.com.au | Anne.Stanley.Werriwa

Authorised by Anne Stanley MP, Australian Labor Party, Shop 7, 441 Hoxton Park Rd, Hinchinbrook NSW. Printed by Jeffries Printing, 5/71a Milperra Rd, Revesby NSW.

Office of the General Manager



7 April 2022

Dr Mike Freeland MP
Federal Member for Macarthur
PO Box 88
CAMPBELLTOWN NSW 2560
E: Mike.FreelandMP@aph.gov.au

Dear Dr Freeland,

I am writing to you on behalf of Council who at the Council meeting held on the 8 March 2022 resolved to write to you seeking your support for funding from the Federal Government under the recently announced \$50 million grants package to boost the long-term protection and recovery efforts of Australia's koalas in line with the NSW Government's commitment to double the NSW koala population by 2050.

As you are aware Campbelltown has a unique koala population within the Sydney basin and we are passionate and dedicated to ensuring conservation, protection and enhancement of our koala population. We have been strongly advocating for this very important Australian icon for many years and are delivering projects and programs to achieve this. We have established strong relationships with the local wildlife carers and University to ensure our programs are targeted to help protect the koalas where it is most needed.

In 2018, we adopted the Campbelltown Comprehensive Koala Plan of Management and further to this in 2020, we launched the Koalatown campaign. Koalatown aims to educate and engage the community in koala conservation whilst delivering practical and effective actions to safeguard the population into the future including targeting key threats such as dog attacks, habitat loss and vehicle strikes. I have attached a photo collage of some of our achievements to date.

Since the launch of Koalatown Council has delivered a wide range of projects and programs to conserve and protect our koalas and assist our passionate wildlife carers and university researches, however more is needed to ensure our upward population trend is maintained.

On 4 April 2022 the Federal Government announced a \$5 million grant to help protect the koala population and we are currently considering a range of actions and initiatives to include in our application for this funding. We invite you to provide a letter of support which we may include as part of our application.

Based on our close working relationship with local wildlife carers, we know that with the support of this grant we can ensure that our programs can expand and that our carers can continue to ensure Campbelltown's koalas can thrive and contribute to the NSW Government's population target.

Office of the General Manager



If you require any further information please contact Council's Director City Delivery, Kevin Lynch on (02) 4645 4636.

Yours sincerely

SIGNATURE HAS BEEN REMOVED

Lindy Deitz
General Manager

8. REPORTS FROM OFFICERS

8.1 Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives

Reporting Officer

Executive Manager Urban Centres
City Development

Community Strategic Plan

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

Officer's Recommendation

1. That Council note the Local Housing Strategy (LHS) Approval conditions issued by the Department of Planning and Environment in July 2021 and amended 12 April 2022 (attachment 1).
2. The Council engage with the relevant state government agencies in regards to the Implementation and Delivery Plan for the LHS.
3. That Council endorse the preparation of an Affordable Rental Housing Strategy guided by the options paper forming the Western Sydney Affordable Housing Strategy 2021 (attachment 2).
4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.

Purpose

The purpose of this report is:

1. To inform Council of the approval of the Campbelltown Local Housing Strategy (LHS) by The Department of Planning and Environment (DPE) in July 2021 (amended 12 April 2022).
2. To seek Council's agreement to consult with state agencies like Transport for NSW on the implementation and Delivery Program for the LHS.
3. To update Council on the district wide Affordable Housing Strategy completed in 2021 to investigate affordable housing options for local Councils in the Sydney West Region, undertaken through the Western Sydney Planning Partnership (refer WSAH Strategy 2021 attachment 2).

4. To seek Council's endorsement to commence the preparation of a stand-alone Campbelltown Affordable Housing Strategy, to be guided by the endorsed Campbelltown LHS and the 2021 Western Sydney Affordable Housing Strategy (WSAH Strategy).

This report also enables new Councillors to become familiar with the work previously done in regards to the Campbelltown Local Housing Strategy.

Report

Background – Campbelltown Local Housing Strategy

At its meeting of 29 September 2020, Council considered and endorsed the Campbelltown LHS (attachment 3), undertaken in accordance with the Western City District Plan (WCDP) and Campbelltown Local Strategic Planning Statement (LSPS) to guide future local and regional decisions on housing provision and growth in the Campbelltown Local Government Area (LGA). The LHS provides an evidence based assessment of housing trends and demand, and sets clear priorities and actions for Council to achieve appropriate housing outcomes in the LGA that meet the current and future needs of the local community.

The LHS must be considered for any new planning proposals affecting housing supply, and will inform future reviews of Council's LSPS, Campbelltown Local Environmental Plan 2015 (CLEP 2015) and Campbelltown (Sustainable City) Development Control Plan 2009 (CSCDCP).

DPE Conditional Approval of LHS

The Council endorsed LHS was forwarded to DPE on 30 September 2020 for their approval as required under the WCDP.

On 8 July 2021, DPE issued a conditional approval to Council which generally aligned with the actions agreed by Council under the LHS, however a number of conditions did impose more onerous commitments that were not contemplated by Council. On 7 November 2021, a formal request was made to DPE requesting amendment of the conditions to address a number of concerns, and Council received an amended approval on 12 April 2022 (attachment 1).

The concerns raised with DPE regarding the original approval conditions are generally summarised as follows:

- Completion of planning tasks within compressed timeframes that do not account for Council decision making or reporting processes.
- The conditions limiting the ability of the elected Councillors to consider or endorse alternative planning outcomes.
- Attainment of housing targets by Council that rely upon the making of the Kellicar Road Precinct Planning Proposal, which has since been refused by DPE.
- Council being required to manage and coordinate State Government agencies responsible for the delivery of State-led infrastructure projects necessary to support housing growth in the LGA.
- State led planning reforms affecting housing delivery that will prevail over Council's LHS, with no obligation to consider or align with Council's LHS.
- Arbitrary time frames for the review of the LHS being imposed for Council to consider and respond to Planning Reforms which are yet to be undertaken by DPE.

The DPE approval as amended contains 17 specific conditions or 'requirements' that Council must undertake in the implementation of the LHS, generally relating to the following areas:

- LHS Implementation and Delivery Plan
- Housing target goals and related data collection
- Review of the LHS to align with State Government Planning Policy Reforms
- Provision of infrastructure by State Government agencies
- Review and amendment of Council Planning Policies – CLEP 2015 and CSCDCP
- Advancement of Local Affordable Housing Initiatives.

The amended DPE Approval conditions relevantly determine Council's obligations and commitments to implement and deliver on the agreed actions of the LHS. The key issues for Council's current consideration as a result of the DPE conditions are outlined below.

Key Issues – LHS Actions and Approval Conditions

Revised Housing Targets

The LHS approved by Council identified a 6-10 year (2021-26) housing target for delivery of suitable housing in the Campbelltown LGA to be in the range of 4,750 and 8,250 dwellings.

The DPE Approval sets a revised 2021-26 housing target range of 7,100 – 8,250 dwellings for the Campbelltown LGA. This revised DPE housing target is at the upper end of the dwelling delivery target put forward by Council in the LHS, and aligns with the State Government's Letter of Support for the Campbelltown LSPS.

Preliminary housing completion data sourced by Council for the 6 month period 1 July 2021 to 31 December 2021 indicates a total of approximately 658 dwellings completed. This would equate to a total of 6,580 dwellings over the 2021-26 time period assuming an unchanged rate of dwelling completions, less than the target range set by the DPE Approval Conditions.

As part of the DPE Conditions, Council is required to regularly monitor housing delivery and collaborate with DPE to ensure timely progression towards the set targets. In this regard, ongoing consultation will continue with DPE to ensure any issues with attaining the higher targets can be identified early and resolved as required.

Review and Update of LHS: 2022 - 2023

The DPE Conditions require a broad review of the LHS in the 2022-23 time period, including updates required to address the revised housing targets.

The review and update of the LHS will provide an opportunity to consider new demographic and housing data, planning work completed by Council since the adoption of the LHS in September 2020, and other relevant changes affecting housing delivery and supply. The work to update and review the LHS is intended to commence in late 2022 and is critical to ensure the accuracy and effectiveness of the Strategy, alignment with Council's LSPS, and provision of an up to-date evidence base to support proposed actions.

The review of the LHS will also need to address the DPE approval conditions, including revised housing targets set for the 2021-26 time period. Other changes include revision of the LHS implementation and delivery (ID) plan (Section 9) to be updated in accordance with DPE

Guidelines, to ensure the delivery of agreed actions over the 'short term' (2020 to 2021), 'medium term' (2021 to 2026) and 'long term' (2026 to 2036) periods. The ID Plan is also to be updated to consider the ongoing changes to the planning proposal pipeline affecting the planned delivery of housing growth.

Given the delayed timing of the amended DPE Approval (12 April 2022), the timeframe for short term actions under the LHS is being worked as '2020 to 2023' to allow for sufficient time for the completion of remaining actions relating to housing affordability and diversity outcomes (see below).

Housing Diversity and Affordability

A key short-term action of the LHS and the DPE Approval is for Council to pursue housing diversity and affordability initiatives.

In line with the LHS commitments, Council has been actively involved in the preparation of the Western Sydney Affordable Housing (WSAH) Strategy 2021 (attachment 2), undertaken by the Western Sydney Planning Partnership to examine affordable housing needs and opportunities across the Western Sydney region. The Strategy provides a regional and common basis for each of the Councils in the area to prepare their own local affordable housing plans, including consideration of affordable housing contribution schemes.

The DPE Conditions of Approval place strong emphasise on the promotion of housing diversity and affordability outcomes by Council, with a key condition being the development of future housing diversity targets to be approved by DPE. This matter is to be addressed in collaboration with DPE as work continues toward the next broad review of the LHS in 2022-23.

The short-term actions under the LHS to address housing diversity issues in the Campbelltown LGA require Council to review its LEP and DCP controls to better promote smaller sized dwellings in apartment developments, dual occupancies and secondary dwellings. This work is planned to be undertaken concurrently with the affordable housing work undertaken by Council following preparation of the WSAH.

It is therefore recommended that Council prepares the draft Campbelltown Local Affordable Housing Strategy (LAHS), to consider the options identified in the WSAH, comply with the actions of the LHS, and address the conditions of the DPE approval. To reduce the resourcing implications of undertaking this work, a suitably qualified planning consultant can be engaged and funded through grant funds already set aside for this purpose as part of the Department's LEP Planning Reforms package. The Draft LAHS Strategy would be prepared in line with DPE requirements, including consultation with specific stakeholder groups, and then be reported back to Council for consideration and approval for public exhibition.

Conclusion

At its meeting of 29 September 2020, Council considered and endorsed the Campbelltown Local Housing Strategy (LHS) to guide future local and regional decisions on housing provision and growth in the Campbelltown Local Government Area. On 30 September 2020, the LHS was forwarded to the Department of Planning and Environment (DPIE) for approval.

On 8 July 2021, DPE issued a conditional approval to Council which generally aligned with the actions agreed by Council under the LHS, however a number of conditions did impose more onerous commitments that were not contemplated by Council. On 7 November 2021, a formal request was made to DPE requesting amendment of the conditions to address a number of concerns, and Council received an amended approval on 12 April 2022.

The conditions of the DPE Approval generally align with Council's commitments under the LHS, with notable amendments made to the 2021-26 housing targets to now be within the upper range of dwelling delivery projections under the LHS. A number of the conditions require further revision of the LHS, with a broad review and redrafting of the LHS to be undertaken by Council in 2022-23. The ongoing review of the LHS is necessary to ensure the evidence base of the LHS is appropriately updated.

The key short term actions of the LHS that are to be completed by Council relate to the promotion of housing diversity outcomes through the revision of Council's DCP and LEP, and the preparation of an Affordable Rental Housing Strategy for the Campbelltown LGA. It is therefore recommended that Council completes these initiatives through the preparation of a draft Campbelltown Local Affordable Housing Strategy, to consider the options identified in the WSAH, comply with the actions of the LHS, and address the relevant conditions of the DPE approval.

Attachments

1. Updated LHS Approval Conditions-12 April 2022 (contained within this report) [↓](#)
2. WSAH Affordable Housing Strategy (due to size)(distributed under separate cover)
3. Campbelltown Local Housing Strategy (due to size)(distributed under separate cover)

**Department of Planning and Environment**

Ms Lindy Deitz
General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Our ref: IRF22/937

Your ref:

File: EF20/1671

7 April 2022

Dear Ms Deitz

Campbelltown City Council's Local Housing Strategy (LHS) – Amended Letter of Approval

The department has considered Council's request received on 17 November 2021 seeking amendments to Council's LHS conditions of approval. Following consideration of the request, I have amended Conditions 2, 3, 5, 8 and 15. All other requirements and Advisory Notes remain as per the approval letter dated 8 July 2021.

The revised list of conditions is:

1. Council is to revise the 6-10 year (2021-2026) target to 7,100 – 8,250 dwellings to align with the lower GSC target range identified in the LSPS Letter of Support for the Campbelltown LSPS on the basis that the committed pipeline and capacity of existing planning controls are capable of achieving this target range.
2. Within twelve (12) months of this approval being granted by the department, Council is to review and revise the LHS Actions for housing diversity and housing affordability to ensure they clearly articulate expected outcomes. In doing so, Council is to:
 - a. confirm potential changes to the LEP and/or DCP to achieve the expected outcomes and the proposed timing by which Council will consider any necessary planning proposals;
 - b. update the nominated timeframes for all actions; and
 - c. nominate a timeframe for Action 4.7 of the LHS should it be retained.
3. As a direct outcome of Item 2 above, Council is to prepare and commence any planning proposals that are required to facilitate housing diversity and/or affordability outcomes within twelve (12) months of this approval being granted by the department. Council is encouraged to actively engage with the department and other State agencies to ensure the evidence base and strategic merit of any proposal is properly founded.
4. To enable achievement of Council's 6-10 year (2021-2026) GSC housing target, Council is to complete draft LEP amendments for the following planning proposals and submit to the department for finalisation by the following dates:
 - PP-2020-3129 Menangle Park 21 April 2022
 - PP-2020-3305 Kellicar Road, Macarthur 11 August 2021

**Department of Planning and Environment**

5. Within twelve (12) months of Council being notified of the LHS approval, Council prepares an updated and prioritised Implementation and Delivery Plan that clearly articulates the actions, roles and responsibilities and timing to facilitate housing supply, diversity and affordability between 2021 and 2026 and beyond. The Plan should be prepared in consultation with DPIE, TfSNW, Sydney Water and the Western Sydney Planning Partnership, to ensure any interdependencies are satisfactorily identified.
6. As part of the required Implementation and Delivery Plan per requirement 5 above, Council is to provide the department with the proposed program and milestones for finalising the current active planning proposals, which collectively will support the achievement of Council's 6-10 year and 10+ year housing supply horizons:
 - a. Minto Urban Renewal (PP-2020-3670)
 - b. The Meadows (PP-2020-3901)
 - c. St Andrews Rd, Varroville (PP-2020-2816)
 - d. Gilead Stage 1 (PP-2020-3093)
 - e. Ingleburn Town Centre (PP-2020-1845).
7. Future iterations of the LHS should provide housing diversity targets including non-standard dwellings, and outline the specific diversity and affordability outcomes that will be implemented to support key cohorts such as seniors housing, key worker housing, affordable housing and other typologies that suit the changing needs of existing and future households in identified investigation areas.
8. Future iterations of the LHS should consider the Metropolitan Rural Area and, in consultation with the DPE Regional Team, outline the specific actions that will be implemented by Council and the DPE to protect the rural, environmental and natural attributes of the Campbelltown City LGA.
9. Future iterations of the LHS should consider the Glenfield Place Strategy, if necessary.
10. Council is to monitor and review the supply and delivery of housing, in particular to track its performance against the 6-10 year housing target and the housing diversity and affordability outcomes delivered. A monitoring and review system will ensure that appropriate mechanisms can be identified and implemented to meet Campbelltown's housing needs.
11. In line with Council's commitment, it is to prepare an Affordable Housing Contribution Scheme (AHCS) in accordance with the department's Guideline for Developing an Affordable Housing Contribution Scheme. This is to commit Council to examine the feasibility of levying affordable housing contributions for any new planning proposals that would result in development uplift or an increase in land value. When preparing the AHCS, Council is to demonstrate:
 - a. it has considered all mechanisms and locations that may be available to secure affordable housing; and
 - b. in consultation with relevant stakeholders, State Government-owned sites,

**Department of Planning and Environment**

capable of contributing to long-term social and affordable housing demand, are identified.

12. Council is to collaborate with DPIE and other State agencies (in particular Sydney Water and TfNSW) to ensure infrastructure provision aligns with land release/housing delivery and to better articulate impacts to housing delivery.
13. When preparing planning proposals, Council is to clearly articulate the methodology used to calculate dwelling potential, and ensure robust data is included in future iterations of the LHS.
14. Council is to undertake a review of the LHS in 2022/23 following release of the updated Western City District Plan / Future Transport 2056 Plan. The outcomes of the review and any updates to the LHS are to be submitted to the department for approval.
15. Council is to prepare principles for assessing proponent-initiated requests for planning proposals, including out-of-sequence criteria to consider any additional housing opportunities for growth that are not identified in its LHS, or for urban renewal opportunities.
16. The direction and strategic planning approaches endorsed in any State-led strategies or plans are to prevail in the event of any inconsistency with this approval and/or the Council's LHS (as revised and current).
17. Council is to update or revise its LHS to inform Council's updates/revision to its Local Strategic Planning Statement following the making of a future District Plan.

Any planning proposals for new housing development will be assessed against Campbelltown City LHS, the conditions above and Advisory Notes. Any State Government policy changes that may occur in the future are to prevail in the event of any inconsistency.

Please be advised this amended letter of approval will be published on the NSW ePlanning Portal alongside the LHS and Advisory Notes.

Should you have any further questions, please contact Lance Collison, Senior Planning Officer on 9860 1536.

Yours sincerely,

12/04/2022

Catherine Van Laeren
Executive Director, Metro West
Planning & Land Use Strategy

8.2 Amendment to Campbelltown Local Environmental Plan 2015 - Natural Disasters Clause

Reporting Officer

Executive Manager Urban Centres
City Development

Community Strategic Plan

Objective	Strategy
2 Outcome Two: A Respected and Protected Natural Environment	2.5 - Plan for and ensure that development in our city is sustainable and resilient

Officer's Recommendation

1. That Council support the insertion of the Natural Disasters Clause into the Campbelltown Local Environmental Plan 2015 and that this clause apply to the RU2, RU5, RU6, R2, R3, IN1, IN2, C3 and C4 zones.
2. That the Department of Planning and Environment be advised of Council's decision.

Purpose

The purpose of this report is to advise Council of representation made by Department of Planning and Environment (DPE) to allow Council to opt in to an amendment to the Campbelltown Local Environmental Plan 2015 (CLEP 2015) to insert a Natural Disasters Clause that would enable the reconstruction of a dwelling or a secondary dwelling that has been damaged or destroyed by a natural disaster.

The purpose is also to seek Council's agreement to the insertion of the Natural Disasters Clause.

History

On 23 June 2021, the NSW Government introduced a new provision to give Council's the flexibility they need to make it easier for homeowners to rebuild or repair their homes after a natural disaster.

The provision is an optional clause in the Standard Instrument (Local Environmental Plans) Order. Currently, there are 32 other councils who have already implemented the optional natural disaster's clause into their respective LEPs. The Natural Disasters Clause makes it clear that a dwelling or secondary dwelling damaged or destroyed by a natural disaster is able to be rebuilt on the same land.

Report

On 14 March 2022 DPE contacted Campbelltown City Council, along with many other Councils, seeking an expression of interest for the inclusion of the natural disasters clause within the CLEP 2015 which would allow the reconstruction or repair of a dwelling or secondary dwelling after a natural disaster. The aim of the natural disasters clause is to future-proof the planning system from natural disasters.

The clause, should it be included in CLEP 2015, applies to development applications (DAs) to rebuild or replace lawfully erected dwelling houses and secondary dwellings that have been damaged or destroyed by a natural disaster.

Applicants seeking to make DAs in accordance with the clause will need to outline the nature, extent and circumstances of the damage caused by a natural disaster to the dwelling house or secondary dwelling. A merit assessment is still required, however the rebuild or repair cannot be refused on the basis of any other development standards in the LEP.

As part of the process of opting to implement the natural disasters clause into CLEP 2015, Council will need to nominate appropriate zones that the clause will apply to.

The draft clause is proposed below with the nominated zones listed under Clause 5.9 (2):

5.9 Dwelling house or secondary dwelling affected by natural disaster

- (1) The objective of this clause is to enable the repair or replacement of lawfully erected dwelling houses and secondary dwellings that have been damaged or destroyed by natural a disaster.
- (2) This clause applies to the following zones –
 - (a) RU2 – Rural Landscape
 - (b) RU5 – Village
 - (c) RU6 – Transition
 - (d) R2 – Low Density Residential
 - (e) R3- Medium Density Residential
 - (f) IN1 – Light Industrial
 - (g) IN2 – General Industrial
 - (h) C3 – Environmental Management
 - (i) C4 – Environmental Living
- (3) Despite other provisions of this Plan, development consent may be granted to development on land to which this clause applies to enable a dwelling house or secondary dwelling that has been damaged or destroyed by a natural disaster to be repaired or replaced if –
 - (a) The dwelling house or secondary dwelling was lawfully erected, and
 - (b) The development application seeking the development consent is made to the consent authority no later than 5 years after the day on which the natural disaster caused the damage or destruction.

The zones nominated under Clause 5.9 (2) have been considered the most appropriate due to the higher likelihood of current or future planning controls preventing, whether inadvertently or deliberately, the reconstruction of the dwelling or secondary dwelling after a natural disaster.

It is noted that there is no definition of natural disaster to accompany this clause. A natural disaster may include bushfire, flooding, earthquake, tornado, tsunami, hail, strong winds but is not limited to any particular natural disaster. In some cases there may be a need for interpretation, for example if a land slip occurs and damages a dwellings, it will need to be considered whether the landslip was a result of a natural disaster, eg intense rainfall, or whether it was a result of another cause.

The inclusion of this clause needs careful consideration and has potential benefits and potential consequences. To include the clause may result in a dwelling or secondary dwelling being constructed contrary to other planning rules in place at the time. To not include the clause may result in a resident being unable to rebuild their family home on the land where it had originally been lawfully constructed. To help explain this dilemma an example is provided below.

The western side of Ingleburn Station currently includes both IN1 - General Industrial and IN2 - Light Industrial zones. A number of single dwellings are located within the IN1 zone. Should a natural disaster occur to this area and the natural disaster clause was not active in CLEP 2015 the existing dwellings would not be able to be rebuilt as dwelling houses are not a permissible use within the IN1 zone. In this case the family would not be able to reconstruct their family home on the same land. However, if the IN1 and IN2 clauses were included in Clause 5.9 (2) of CLEP 2015 the dwelling would be able to be reconstructed on this land even though the dwelling house would otherwise not be a permitted use under CLEP 2015. While the dwelling may be at odds with the future intended use of the area as industrial land, if it were not for the natural disaster the dwelling would have remained on site until such time as the land was developed for industrial purposes, and as such there is no net loss to employment, and no change to the risk of land use conflict, arising from the proposed clause.

On balance, it is recommended that the Clause be included due to its potential benefits to individuals and families who have been devastated by the effects of a natural disaster.

If Council adopts the recommendation, DPE will prepare an amending State Environmental Planning Policy which will insert the Natural Disasters Clause into the CLEP 2015.

Conclusion

The proposed amendment to Campbelltown Local Environmental Plan 2015 would allow for dwellings and secondary dwellings to be rebuilt following a natural disaster. Assessment of future development applications would be undertaken in accordance with relevant development standards such as the Campbelltown (Sustainable City) Development Control Plan.

The purpose of Clause 5.9 is to safeguard existing properties and to future-proof the planning system from natural disasters. Campbelltown LGA, like other local government areas, is considered susceptible to natural disasters including particularly bushfire and flooding.

Attachments

Nil

8.3 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
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	Completed	Approved with conditions by Panel at its March meeting
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	Waiting on information from applicant	
3312/2021/DA-I	35 – 47 Stennett Road, Ingleburn	Construction of three warehouse buildings with ancillary offices, amenities, loading areas and car parking	\$57,876,890	>\$30 million capital investment value	Waiting on information from applicant	Approved with conditions by Panel at its April meeting
3263/2021/DA-C	263 Queen Street, Campbelltown	Restoration of the existing heritage-listed building, demolition of the commercial building at the rear of the site and construction of an eight storey commercial building with basement car parking	\$32,978,000	>\$30 million capital investment value	Waiting on information from applicant	

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	Waiting on information from applicant	
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 development	\$13,914,412	>\$5 million capital investment value Crown development	Waiting on information from applicant	
3944/2021/DA-CD	Goldsmith Avenue, Campbelltown	Concept master plan for a high density residential and mixed use development (to be known as Macarthur Gardens North), and construction of Stage 1 of the master plan, including roads, parks, civil works, landscaping and subdivision of the site	\$509,000,000	>\$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-7500-MOD2	5-9 Culverston Road, Minto	Modification of existing state significant development consent for a warehousing and distribution centre	N/A	State Environmental Planning Policy (Planning Systems) 2021	Response provided to Planning Department referral of application	

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
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	Assessment in progress	
1091/2021/DA-RA	14 – 20 Palmer Street, Ingleburn	Construction of a five storey mixed use commercial and residential building	\$17,972,417	Development standard variation >10%	Assessment in progress	
1786/2020/DA-C	10 Wickfield Street, Ambarvale	Mixed use commercial, child care centre and residential development	\$12,585,013	SEPP 65 – Residential Apartment	Assessment in progress	

Development Application Register

DAs to be considered by the Local Planning Panel						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
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	Assessment in progress	
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	Assessment in progress	
3720/2020/DA-O	Macquarie Fields Park, Fourth Avenue, Macquarie Fields	Construction of a mobile telecommunications tower	\$250,000	Council owned land	Assessment in progress	
3/2022/DA-C	64 Harold Street, Macquarie Fields	Construction of alterations and additions to the existing restaurant	\$890,000	Council owned land	Assessment in progress	
3467/2021/DA-CW	Farrow Road, Campbelltown	Bulk earthworks and construction of retaining walls, drainage works and vehicular entry and exit points to Blaxland Road	\$643,500	Council owned land	On public exhibition	
3259/2020/DA-C	66 Kittyhawk Crescent, Raby	Alterations to an existing dwelling and construction of a 72 place child care centre	\$822,900	More than 10 unique objections	Waiting on information from applicant	

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
1938/2021/DA-C	14 Blaxland Road, Campbelltown	Construction of an addition to the existing building including new landscaping and relocation of car parking spaces	\$ 1,440,611	Delegated authority	Completed	Approval issued with conditions
3627/2021/DA-C	2 Blaxland Road, Campbelltown	Installation of two new fuel tanks and associated fuel systems	\$2,600,000	Delegated authority	Completed	Approval issued with conditions

8.4 Response to Support for the Homeless in Campbelltown Notice of Motion

Reporting Officer

Executive Manager Community Life
City Lifestyles

Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.2 - Ensure that service provision supports the community to achieve and meets their needs

Officer's Recommendation

That:

1. Council note the implementation of Council's Homelessness Response Procedures across Council.
2. Council's continued collaboration and advocacy with Department of Communities and Justice and local service providers regarding the variety of issues related to people experiencing homelessness be noted.
3. Council's commitment to engagements with identified stakeholders as per recommendations of the Resilience Hazard Assessment be noted.

History

Council at its meeting on 14 September 2021 resolved the following Notice of Motion:

1. That a report be presented detailing the initiatives, services and strategies that Council has implemented, and is continuing to implement, during [and before] the COVID-19 crisis, to assist local community organisations and NGOs, working to support homeless people in our LGA.
2. That Council investigate future opportunities to reduce/eliminate homelessness in the Campbelltown LGA and include these initiatives in the report.

Report

Homelessness is defined by where a person does not have suitable accommodation which meets basic needs including a sense of security, stability, privacy and safety. This may be defined as:

- **Primary:** no conventional accommodation or shelter; a person lives on the street, sleeps in parks, squats in derelict buildings, or uses cars or railway carriages for temporary shelter; often referred to as street sleepers.
- **Secondary:** living in shelters, emergency accommodation, refuges and couch surfing.
- **Tertiary:** living in accommodation that falls below minimum community standards (eg unlicensed boarding house or overcrowding living conditions).

Prevalence

The Australian Bureau of Statistics estimated in 2016, there were 2,588 people in NSW who were living in improvised dwellings, tents and or sleeping out.

Department of Communities and Justice (DCJ) undertake an annual 'Street Count' to provide monitoring data that is used to measure the effectiveness of initiatives to reduce street homelessness. Presented in Table 1 below, the NSW State-wide street count visits 23 locations in South West Sydney, counting 25 street sleepers in 2020 and 24 street sleepers in 2021.

Table 1: NSW State-wide Street Count

District Group	Dates	Scheduled Locations	2020 Street Count Results	2021 Street Count Results
Western Sydney & Nepean Blue Mountains	23 Feb	6	123	57
South Western Sydney	24 Feb	23	25 (2.8%)	24 (3.5%)
Sydney, South Easter Sydney, Northern Sydney	9 Feb-1 Mar	92	530	431
Hunter/Central Coast	4-25 Feb	85	178	99
Illawarra Shoalhaven, Southern	17-24 Feb	37	27	71
TOTAL		243	883	682

Drilling deeper into the South West Sydney data, Table 2 below shows that 9 of the 23 locations in the region are in the Campbelltown LGA. In 2020, 10 street sleepers were counted in Campbelltown LGA, and no street sleepers were counted in 2021 (please note a zero count does not mean that there are no street sleepers in the LGA as the number of street sleepers fluctuate).

Table 2: South Western Sydney District Street Group

South Western Sydney District Group	LGA	Dates	Scheduled Locations	2020 Street Count Results	2021 Street Count Results
	Camden	24-Feb	3	1	0
	Campbelltown	24-Feb	9	10	0
	Fairfield	24-Feb	6	7	15
	Liverpool	24-Feb	5	7	9
	TOTAL		23	25	24

At the time of this report, the 2022 Street Count was performed but data not yet available. DCJ will provide this to Council as soon as possible.

Local Response to Homelessness

Assertive Outreach street patrols, comprised of DCJ Housing staff, specialist case workers and health professions, proactively engage with people experiencing street homelessness and provide pathways to stable long term housing. Assertive Outreach street patrols commenced in Campbelltown in April 2020 and visit locations identified by Council, community members and non-government services. In the period April to June 2020, there were 55 Assertive Outreach street patrols. During this same period, DCJ also conducted outreach through their Housing Operations team and assisted a further 26 individuals.

Once referred to DCJ, street sleepers are initially placed into temporary accommodation, which may be a hotel, refuge, boarding house or hostel. If they are unable to access social housing options, there are several funded programs that offer subsidies and support people experiencing homelessness into sustainable private rentals. These programs include Together Home, Start Safely, Staying Home Leaving Violence, Housing Pathways, Rent Choice and Homelessness Youth Assistance.

In Campbelltown, 25 individuals have been supported through the Together Home program, a two year funded program that aims to transition people onto a trajectory into long-term stable housing. The program aims to improve overall personal wellbeing, build individual capability and capacity, and help foster connections to community. The two local partners implementing this program are Argyle Housing and Uniting.

Council's Role and Initiatives

Role

Council's role in responding to homelessness is that of referral, information and advocacy. Attachment 1 provides a case study of a local man experiencing homelessness and Council's role.

Over the past two years, Council has established service relationships and referral protocols with DCJ's Housing team, Operations team and Planning and Commissions team, as well as the contracted non-government agencies that deliver funded programs for people experiencing homelessness. These community partnerships are essential to Council's advocacy efforts, maintenance of service information and referral integrity.

The Community Life team has facilitated collaboration across Council to build capacity, response procedures and centralised information and referral activities. Cross-council collaboration has focused on training and education of the customer-focused areas, including Customer Service, Libraries, Compliance and Community Life.

Since the roll-out of the Homelessness Response Procedure in February 2022, Council staff made 12 referrals to DCJ.

Initiatives

A. Homelessness Referral Procedure

During 2021, Council formalised the Homelessness procedure, staff guide and information session (Attachment 2). The procedure enables all staff to report the location of a street sleeper and activate referral to the Assertive Outreach street patrols.

Council's response to homelessness supports the three focus areas of the NSW Governments Homelessness Strategy. The objectives of Council's Homelessness Referral Procedure are to ensure:

- i. All Council staff who come into direct contact with someone experiencing homelessness are able to effectively respond and refer to the appropriate support services,
- ii. Council staff respond in an empathetic and person-centred manner when engaging with a person who is experiencing homelessness,
- iii. Council's response forms part of a holistic community response.

B. Resilience Hazard Assessment

The Resilience Hazard Assessment identifies a number of challenges that impact the most vulnerable members of our community. Resilience Challenge 8 focuses on affordable housing, disadvantage and homeless and identifies that mortgage stress, domestic and family violence, food insecurity, mental health and unemployment rates are the most significant impacts and contributing factors to homelessness.

While Council maintains community partnerships and key stakeholder relationships with service providers and Government, the Resilience Hazard Assessment identifies opportunities to further collaborate on matters related to homelessness, domestic and family violence and food insecurity. Example of this include the annual Homeless Hub delivered by the Macarthur Homeless Steering Committee and an annual Food Security Forum.

C. Food Security

On 3 March 2020, Council hosted a local Food Security Forum in partnership with the Macarthur Homeless Steering Committee and the Local Health District's Health Promotion team at the Civic Centre. The Forum identified a number of initiatives that would positively impact people experiencing homelessness, including food projects, community capacity building, sharing of resource opportunities and infrastructure, empowerment and resilience projects.

As a COVID-19 response, Council's Environmental Compliance team provided free food handling training and risk assessments for volunteers across all 21 local food security services. Council also provided labels so local businesses and services preparing meals for the community were able to safely label and distribute food. The 2020 Campbelltown Cares grant resourced \$50,500 in handwashing stations, Personal Protection Equipment (PPE), sinks, food, fridges and a community garden at the Uniting youth homeless refuge.

To support people experiencing or at risk of homelessness during the pandemic, Council fostered community partnerships with the three key local food security services (Lomandra, Minto Multicultural Community Centre, Church of Christ in Ambarvale) to ensure food security efforts reached those most vulnerable in the community. Community organisations continue to identify assets and infrastructure needed locally to better service the community.

Opportunity exists for reconvene a local Food Security Forum and reflect on the response to the pandemic. It is recommended that the Forum review emerging food security issues, identify local asset and infrastructure need, and prioritise community-led or coordinated action, as recommended by the Resilience Hazard Assessment.

D. Street Sleeper Support Bags

The Macarthur Homeless Steering Committee continues to provide Council Street Sleeper Support Bags for the Rangers and Library staff to distribute as scenarios emerge.

E. Affordable Rental Housing Strategy

One of the barriers identified to addressing homelessness is demand for transitional accommodation and affordable long-term rental properties.

The NSW Government has a number of Strategies and Policies that inform local housing affordability (NSW Housing Strategy, Housing 2041, Housing Diversity impact statement within the State Environmental Planning Policy). Locally, it is expected that some affordable rental housing controls will soon be implemented, for example, parts of the Hurlstone site are identified as part of the State Government led rezoning of the Glenfield Precinct.

Council has previously partnered with the other Western Sydney Councils to complete a Western Sydney Affordable Housing Strategy based on feasibility assessment and housing need.

The Campbelltown Local Housing Strategy was prepared as part of the LEP review program and endorsed by Council on 29 September 2020. It is a condition of the approval of the Campbelltown Local Housing Strategy by the Department of Planning and Environment that Council prepare an Affordable Rental Housing Strategy and an internal Working Group is established to collaborate on this work. It is recommended that the Working Group host a collaborative workshop with State Government colleagues that can support further scoping, need analysis and planning required to inform the development the Local Affordable Rental Housing Strategy.

Communication Strategy

Between February and March 2022 Community Life presented the homelessness procedure to all business sections across Council. A notice on FRED went live on the 2 March 2022 [<https://www.campbelltown.nsw.gov.au/intranet/InternalServices/CityLifeStyles/CommunityLife/Homelessness>]

Consultation with Internal and External Stakeholders

This report has been prepared following engagement with the Resilience Hazard Assessment team and The Affordable Rental Housing Strategy Working group.

Note: Council's Homeless Procedure was developed in consultation with internal Council departments and external stakeholders such as:

- Macarthur Homelessness Steering Committee
- DCJ Assertive Outreach team
- DCJ Commissioning and Planning teams

Attachments

Nil

Homeless person on Council property

High Risk Situation

When it could be a **high risk** situation and the person does not consent to help.

OBSERVATION

You see someone putting themselves or the community at risk of harm. They decline any offers of help.

High risk factors include:

- **Intoxication**
- **Violence**
- **Mental illness**

PROCEDURE

- 1** Do not approach the person.
- 2** Call 000 for Police assistance. Wait for the Police to arrive.
- 3** Call our Compliance Technical Support Officer on 4645 4604 and provide them with the location and description of the person who will then report the incident in Pathway.



Homeless person on Council property

Low Risk Situation

When it's a **low risk** situation and you **can't help** or locate the person.

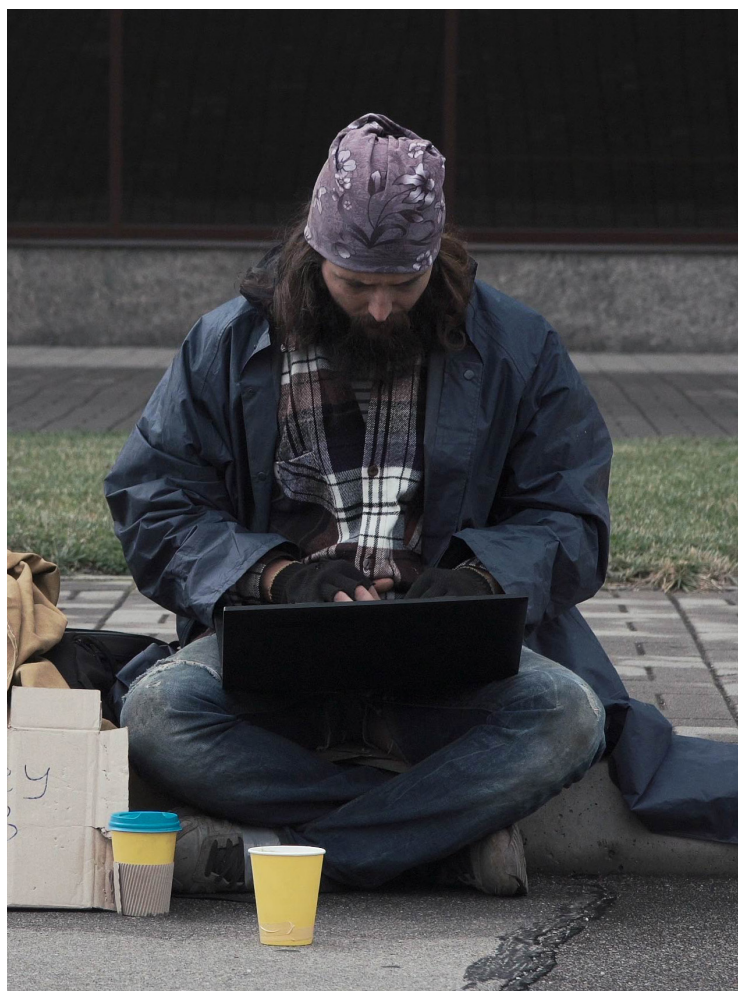
OBSERVATION

- Someone is sleeping rough on Council property (parks, shelters, tents in parks etc.)
- The person hasn't asked for help.
- There are belongings that suggest someone is sleeping at the location, but the person hasn't been seen.

PROCEDURE

- 1 Call our Compliance Technical Support Officer on 4645 4604 and provide them with the location and description. They will report the incident in Pathway.
- 2 Log the location and description via the homelessness form available on FRED. Ensure all notes are kept factual.

This enables the Rangers and Community Life team to respond.



Homeless person on Council property

Low Risk Situation

When it's a **low risk situation
and the person **wants help****

OBSERVATION

Person doesn't appear to be at risk of harm to themselves or others or they have asked for help.

PROCEDURE

- 1** Do not approach alone and seek assistance from another staff member prior to assisting the person.
- 2** Offer to help them make a call to the Link2Home number 1800 152 152.

Provide pen and paper, if available.
- 3** Reassure them and advise the call may take some time.

Offer to stay with them, or close by if they want help.
- 4** Offer to refer to support services for help. This can be done by completing the homelessness form on FRED.
- 5** If they don't want be referred to a support service, or connected by phone, provide them the details of the DCJ housing office that can offer temporary accommodation:

Department of Communities and Justice (DCJ)
Housing Office
6 Lithgow Street, Campbelltown
- 6** Log the location and description via the homelessness form available on FRED. Ensure all notes are kept factual.

This enables the Rangers, Community Life team and the Macarthur Homelessness Steering Committee (MHSC) team to respond.

Homeless person on private property

High or Low Risk Situation

When it's a **high risk or low risk** situation

SITUATION

A call has been received from the community reporting a homeless person on private property.

PROCEDURE

- 1 Advise the caller not to approach the person.
- 2 Collect details of location and description of the person.
- 3 Ask the caller to call 000 for Police assistance.
- 4 Log the call through Pathway under PKIA – *Illegal activity or misuse of a park*. If you do not have access to Pathway, call our Compliance Technical Support officer on 4645 4604 and provide them with the details, they will log the incident.



8.5 Response to Glenalvon House Notice of Motion

Reporting Officer

Executive Manager Community Life
City Lifestyles

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 engage a Heritage Architect to:
 - a. Update the Conservation Management Plan
 - b. Produce an Asset Management Plan
 - c. Audit safety related factors on the site
2. That Council continue to collaborate with the Historic Society on options to expand awareness and use of the site within the spirit of the Deed of Licence 2020-25.
3. That Council improve signage to enhance pedestrian access.

History

Council at its meeting on 13 July 2021 resolved the following Notice of Motion:

1. That a report be presented to Council investigating the potential to provide for a small restaurant/café with industry standard cooking facilities and associated rest rooms in the grounds of Glenalvon House.

Glenalvon House is located at 6-8 Lithgow Street, Campbelltown. The site maintains a high level of historic and cultural significance within New South Wales as a two-storey sandstone dwelling with barn, stables and landscaped gardens constructed before 1840. The estate is owned by Council and licensed to the Campbelltown and Airds Historic Society (herein referred to as the Historic Society).

Purpose

To retain and enhance the historic and cultural significance of the site while broadening the scope of use to promote community access.

Report

Site Protection and Management

The plans and guidelines prepared to govern the use and development of the Glenalvon House site are listed in Table A below. A Deed of Licence binds the agreement between Council and the Historic Society and notes the requirement of the Historic Society to provide an annual Visitor Plan in accordance with the Plan of Management and Interpretation Strategy. The Conservation Management Plan overviews the approved use and development of the site, ensuring the preservation of items listed as Items of State Significance with the NSW Heritage Council and Historic Tree Register and Historic Studies. Council's restoration and repair schedule, Public Spaces Asset Management Plan, is informed by the Conservation Management Plan.

Table A: Governance Documents

Document	Details	Date / Period
Deed of Licence – 'Glenalvon'	Prepared by Marsdens Lawyers, executed by Council and the Historic Society	13/08/2020 – 12/08/2025
Visitor Plan	Produced annually by the Historic Society for Council	Annual
Plan of Management	Prepared by Council	03/07/2012
Interpretation Strategy	Informs programming by the Historic Society, cites as Annexure B in Deed of Licence	
Conservation Management Plan	Prepared by OCP Architects, commissioned by Council	05/08/2015
Item of State Significance – Deposited Plan 34658	NSW Heritage Council	
Public Spaces Asset Management Plan	Captured in Council's asset management system, conquest	

Implication of Heritage Significance

Glenalvon House is listed on the NSW Heritage Register under the *NSW Heritage Act 1977*. Accordingly, any alterations will need to meet the criteria for a standard exemption (for minor works) or be approved by Heritage NSW.

The cultural significance of the site's key areas are assessed by the Conservation Management Plan, summarised in Table B below. The level of significance determines heritage value and outlines protection and treatment policies.

Table B: Summary, Levels of Significance by Space

Space	Program	Significance
Main house	Exhibits items owned by the Historic Society	Exceptional
Veranda	Catering is served	Exceptional
Landscaped curtilage		Exceptional
Stables	Historic Society office and seating area	Exceptional
Landscaped gardens		Major
Outbuilding, former kitchen	Kitchenette	High
Front timber fence		Moderate
Barn	Alex Goodsell Rural Exhibition Centre	Low

As per the Conservation Management Plan, spaces of 'exceptional', 'major' and 'high' value are to be retained with any design being reversible. This poses significant implication to potential development as design can only be temporary with minimal lasting impact upon the space and all efforts made to preserve the integrity of site.

Current Use of the Site

Within scope of the governance documents and the 50 person capacity limit, the Historic Society curates activation of the site. Current programming includes:

- Open days to the general public (3 days per month)
- Tours, booked through the website, private tour companies or school groups
- Venue hire for wedding ceremonies and photographs, family reunions and memorials
- Garden access for On Q activations
- Historic Society office administration, storage and events.

The site does not have an alcohol license and would not meet the minimum threshold for amenities required by the license. The kitchenette is not suitable for commercial cooking and used only to serve off-site catering during events. There is minimal signage on the gate and no signage in adjacent high pedestrian areas on Lithgow Mall or Queen Street.

Options to Increase Engagement

Within the parameters of the governance plans and guidelines, there are a number of options to both increase patronage and broaden the scope of how the community uses House. Each consideration has its own set of merits and limitations, each to be weighed up with respect to the Agreement with the Historic Society, the governance plans and strategies produced by Council designed to protect and preserve the historic integrity of the spaces, as well as the significant resource investment that would need to be committed. Furthermore options for use need to be considered with regard to the investigations of a Heritage Architect and the Conservation Management Plan.

Options for Council consideration include:

- To fully extend the hospitality offer of Glenalvon House to small-scale event hirers and/or a commercial café, the site would require facilities for food and beverage service and potentially an alcohol license. Recognising the heritage significance of the site, the introduction of a commercial kitchen and additional toilet/s would best be installed in a space of 'low' heritage significance such as the Barn. Patrons to the café could access via the rear double-gates to minimise impact on the Lithgow Street streetscape curtilage. Engagement of a Heritage Architect would be required to ensure design is inspired by the era of the house and scope the longer-term impact of development upon the site, and development consent would need to be obtained.
- To provide a seated dining area on the site for venue hirers or patrons from the cafe, a temporary gazebo structure or conservatory could be erected in the garden as an outdoor seating / dining area. This development would not easily satisfy the parameters of the current Conservation Management Plan and engagement of a Heritage Architect would be required to ensure that the structure is reversible and has minimal lasting impact on the site. Even though a temporary structure, development consent would need to be obtained.
- Without need to develop the site, there is possibility to broaden the scope of hire to increase small-group functions for local special interest groups such as the local Veterans group, the Australian Garden History Society, history groups and new arrivals to the area. Within the current Licence Agreement, these activities would be the responsibility of the Historic Society and dependent on their capacity as a volunteer-led organisation. With additional resourcing, Council could support these activities through a volunteer recruitment drive and with volunteer training support.
- To deepen Council's promotion of the site, access could be tied to other heritage items located across the LGA (e.g. Emily Cottage and Parkholme) for multi-site tours including high tea at Glenalvon House. This would capitalise on its already successful tours and could be a collaboration between the Visitor's Information Centre, the Library and the Historic Society, again dependent on the volunteer capacity of the Historic Society to host additional tours.
- Further, Council could look at tactics to enhance the street-appeal of the site, including embellishments perimeter fencing and security, entryways, perimeter lighting and signage.
- Council's Learning and Library Service could include Glenalvon House in their series of videos 'Only In Campbelltown' currently on the Council's website.

Attachments

Nil

8.6 Investments and Revenue Report - March 2022

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 March 2022.

Report

Council's investment portfolio as at 31 March 2022 stood at approximately \$174 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.

As at 31 March, Council's return exceeded the benchmark by some 86 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.

The yield on the AusBond Bank Bill Index has been very low, with the monthly annualised return being 0.036 per cent, and while Council's investment performance has fallen in recent times, it has however maintained an excellent return over the benchmark index with an annualised monthly return of 0.901 per cent.

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 to meet short to medium term cash flow needs remains strong with \$30 million held in an at call account and \$10 million in a 31 day notice saver account. Although it isn't the normal approach to hold large sums of surplus cash in call accounts, the \$30 million is held with Council's banker, National Australia Bank, where it is available on a daily basis and is currently attracting a competitive interest rate of 0.50 per cent, generally higher than a standard 6 month term deposit rate; and comparable to longer dated securities that would otherwise be held to maturity. This approach will be monitored in the coming months to ensure sufficient cash funds are available to meet operational needs whilst optimising investment returns in what appears to be a rising interest rate environment, albeit conservative increases at present.

The official cash rate is 0.10 per cent, where it has remained since the November 2020 Reserve Bank of Australia Board meeting. The Board remains optimistic that in Australia economic recovery is well underway and has previously indicated in their meeting minutes that they were prepared to be patient when it comes to monetary policy. The latest media release however has removed any reference to being patient signalling that a rate hike may come earlier than expected. Inflation continues to be closely monitored and is continuing to increase in many parts of the world, coupled with ongoing supply chain issues and the war in Ukraine all contributing to upward pressure on prices. The Australian economy is strong, which is evidenced by the labour market and historically low unemployment. The ASX200 closed at 7,481.80 at the completion of March. This represents an annualised monthly performance result of positive 73.66 per cent ex dividend; the monthly change was positive 6.14 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 31 March 2022 totalled \$131,043,478 representing 99.9 per cent of the current budget estimate.

The rates and charges receipts collected to the end of March totalled \$99,248,683. In percentage terms 76.7 per cent of all rates and charges due to be paid have been collected, compared to 76.3 per cent collected in the same period last year.

To mitigate the risk of debts becoming unmanageable, Council staff have been actively assisting ratepayers with their quarterly instalments and provide advice on options available such as regular weekly payments. Special consideration is given to support all ratepayers that have been affected by the COVID-19 pandemic with particular attention to the business community. Where the charging of penalty interest causes hardship, the charges are waived in accordance with Council's Hardship Policy and an application being made. An on-line application form is available on Council's website to assist ratepayers to apply and complete their request at a convenient time.

Debt management action commenced with the issue of 926 personalised 'time to get back on track' letters to ratepayers with 2 or more instalments outstanding and a combined balance exceeding \$1,000. These letters sought payment in full or suitable arrangements to clear their debt in a reasonable time affordable to the ratepayer. A second letter was sent out to all ratepayers that had not reduced their balance to less than \$1,000 by the end of March 2022.

Debt recovery action during the month involved the issue of 25 Statements of Claim to ratepayers who were issued the abovementioned letters and had not made suitable arrangements to clear their debt or failed to maintain their agreed payments. Further recovery on accounts with previous action resulted in 39 Judgments and 8 Writs being served on defaulters that have not made suitable payment arrangements or failed on multiple occasions to maintain an agreed payment schedule.

Positive feedback continues to be received from Pensioners that can now make an application for a Pension Rebate Concession over the phone and via the internet. During the month, 21 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 or by mail.

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, 37 of these notices were sent to ratepayers advising them of the amount unpaid on their account and the amount levied in annual rates and charges.

Sundry Debtors

Debts outstanding to Council as at 31 March 2022 are \$3,326,037 reflecting a decrease of \$1,056,630 since February 2022. During the month, 523 invoices were raised totalling \$1,768,522. 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.

Debts exceeding 90 days of age totalled \$707,541 as at 31 March 2022. The majority of this debt relates to Grant items totalling \$406,664. The most significant amount of \$264,000 relates to funding for the "Raby Indoor Cricket Centre" milestone one payment. Feedback from our Project Director is that ministerial approval has been received for an additional \$136,000 within this milestone payment. A new invoice will now be raised with payment expected immediately following. Another amount of \$80,000 consists of 2 invoices for the "5 Million Trees Spatial Data Grey to Green Grant Program" milestone 3 and 4, payment expected to be received by the end of the month.

A further amount of \$27,629 relates to the NSW Environmental Trust grant being the final payment of the 'Campbelltown Community Recycling Centre', following official opening of the facility payment is imminent. Another grant amount of \$35,035 is for the "Weeds Action Program 2020-2025 Year 2 Funding Claim". Payment had been overlooked by the debtor and recent confirmation has been received that payment will be made urgently.

Also grouped in this category is the combined amount of \$24,287, relating to various property related debts for clean-up orders issued and the recovery of costs associated with restoring private property to a suitable healthy status. In some cases, property owners are already in financial distress or are uncontactable. Council staff continue to reach out to the owners in the hope of a positive resolution however, debts are encumbered to the land and are often finalised with the sale of the property.

Another significant amount of \$5,466 relates to bin services supplied for 'Eat, Shop, Love', Market events. The organiser had entered into a payment arrangement of \$500 per week however requested a hold until the end of February due to COVID-19. The debtor has not responded to our requests since to bring the account up to date following this extension and is avoiding contact. The account will now be referred to our agents for recovery. Also outstanding within this category is an amount of \$3,300 which is for the sponsorship of the 2021 Fishers Ghost Art Award. Council staff have reached out to the debtor but have had no response, further recovery action is now being considered.

City Standards debts total \$90,128 with the most significant amount of \$87,137 consisting of health licence inspection fees. These fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems for the whole local government area. Council staff continue to reach out to our customers experiencing difficulty in paying to offer suitable payment arrangements. A portion of the debt is also due to shop closures and the licensee is no longer contactable. If the cost of recovery is uneconomical to recover, the debt is recommended for write-off.

Community Life debts totalling \$55,347. The most significant portion of \$49,450 relates to a previous contractor for 'catering sales commission' of various events at the Campbelltown Sports Stadium. The company involved has defaulted on previous arrangements and as a result, Council's debt recovery process has commenced with the issue of our Letter of Demand which has had no response. The account has been referred to our debt recovery agents and contact has been made with the debtor, they have 14 days to either pay the due amount or make a suitable payment plan.

Public hall hire fees of \$29,513 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.

Debts categorised within Community Businesses totalled \$12,796. The most significant amount of \$6,419 relates to the Bicycle Education Centre and, as these are treated the same as hall hire fees, are a result of debts raised in advance.

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 7 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 are mindful of the ongoing impact of COVID-19 on our community and 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 - March 2022 (contained within this report) [↓](#)
2. Rates and Charges Summary and Statistics - March 2022 (contained within this report) [↓](#)
3. Debtors Summary and Ageing Report - March 2022 (contained within this report) [↓](#)

Summary of Council's Investment Portfolio

Portfolio as at 31 March 2022



Product Type	Face Value	% of Total
At Call Deposits	30,271,612	17.4%
Notice Account	10,017,671	5.8%
Term Deposits - Fixed Rate	52,271,013	30.0%
Term Deposits - Floating Rate	44,000,000	25.3%
Fixed Rate Bond	21,050,000	12.1%
FRN	16,550,000	9.5%
Grand Total	174,160,296	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	7.2%
AA-	76,371,013	79.3%
A+	1,000,000	1.0%
BBB+	3,000,000	3.1%
BBB	7,000,000	7.3%
Baa2	2,000,000	2.1%
Total Term Deposits	96,271,013	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-Dec-24	1.00% Annually	\$5,000,000
none	NT Treasury Corp	Aa3	15-Jun-25	0.90% Annually	\$2,500,000
AU3CB0282358	ING Covered Bond	AAA	19-Aug-26	1.10% Annually	\$1,800,000
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
AU3FN0048724	NAB	AA-	19-Jun-24	3m BBSW + 0.92%	\$1,300,000
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
AU3FN0063103	CBA - Green Bond	AA-	23-Dec-26	3m BBSW + 0.41%	\$5,000,000

Summary of Council's Investment Portfolio – 10 May 2022 cont'd

Long-Term Credit Rating	Exposure of Entire Portfolio			
	Actual	Minimum	Maximum	Compliant
AA+, AA, AA- and above (or MTB*)	80.9%	40%	100%	Yes
A+, A, A- and above	84.9%	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	0%	0%	20%	Yes

Portfolio Return

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

31 March 2022	Monthly Return	Annual Return
Campbelltown City Council – Investment Portfolio	0.076%	0.901%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.003%	0.036%
Performance Relative to Benchmark	0.073%	0.865%

Rates Summary

Statement of all Outstanding Rates and Extra Charges



Rate - Charge	Net Arrears 1/7/2021	Net Levy for Year	Pension Rebates	Extra Charges	Total Receivable	Cash Collected	Net Amount Due	Postponed Rates & Interest	Gross Amount Due
Residential	3,592,824.67	71,437,218.31	1,371,409.85	736,904.70	74,395,537.83	55,562,471.88	18,833,065.95	294,301.33	19,127,367.28
Business	601,012.56	20,642,141.73		79,647.72	21,322,802.01	16,964,513.28	4,358,288.73		4,358,288.73
Farmland	15,521.60	517,292.78	495.05	2,051.75	534,371.08	406,416.32	127,954.76	263,336.45	391,291.21
Mining	0.00	29,200.08		0.00	29,200.08	29,200.08	0.00		0.00
SR - Loan	628.02	1.26		99.05	728.33	0.00	728.33	20.29	748.62
SR - Infrastructure	400,650.65	6,983,121.00		11,233.09	7,395,004.74	5,561,450.18	1,833,554.56	55,655.07	1,889,209.63
Total	\$4,610,637.50	\$99,608,975.16	\$1,371,904.90	\$829,936.31	\$103,677,644.07	\$78,524,051.74	\$25,153,592.33	\$613,313.14	\$25,766,905.47
Garbage	1,091,384.56	25,537,156.41	848,193.70	42,081.50	25,822,428.77	19,550,673.72	6,271,755.05		6,271,755.05
Stormwater	77,891.31	1,464,599.86		914.15	1,543,405.32	1,173,957.29	369,448.03		369,448.03
Grand Total	\$5,779,913.37	\$126,610,731.43	\$2,220,098.60	\$872,931.96	\$131,043,478.16	\$99,248,682.75	\$31,794,795.41	\$613,313.14	\$32,408,108.55

Total from Rates Financial Transaction Summary	31,192,706.69
Overpayments	-1,215,401.86
Difference	0.00

Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	980,648
Rate accounts greater than 12 months less than 18 months in arrears	0
Rate accounts greater than 18 months in arrears	413,176
TOTAL rates and charges under instruction with Council's agents	1,393,824



Rates Statistics

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Mar-22
Rate Notices	57,620	238	66	18	79								
Electronic - DoH	4,866												
Instalment Notices							43,256						
Electronic - DoH							4,353						
Missed Instalment Notices			10,084	43,662		8,951			8,684				8,388
- Pensioners > \$15.00			1,074	4,691		987			691				618
Notice to new owner	133	92	109	113	19	41	62	30	37				41
7-day Letters - Council issued						1,237			843				1,151
- Pensioners > \$500.00						127			83				126
7-day Letters - Agent Issued									453				730
Statement of Claim							241	47	25				13
Judgments							39	21	39				
Writs							11	35	8				
Electronic - eRates & BPAYView	11,666	11,798	12,084	12,294	12,673	12,858	13,042	13,341	13,452				10,578
Pensioner applications	257	99	60	61	52	53	51	45	44				89
Arrangements	207	193	113	101	99	172	183	171	112				108

DEBTORS SUMMARY 1 March 2022 to 31 March 2022



DEBTOR TYPE/DESCRIPTION	ARREARS AT 28/02/2022	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/03/2022	% DEBT RATIO
Corporate Governance	1,327,917	299,508	1,225,912	401,514	12.07%
City Delivery	107,823	2,683	104,412	6,095	0.18%
City Standards	135,346	64,463	42,698	157,110	4.72%
Community Businesses	43,054	16,224	15,673	43,605	1.31%
Community Life	135,649	66,820	47,689	154,780	4.65%
Grants	2,106,785	730,600	528,928	2,308,457	69.41%
Hall Hire	32,838	4,335	3,724	33,448	1.01%
Property Services	493,255	583,890	856,117	221,028	6.65%
	4,382,667	1,768,522	2,825,153	3,326,037	100%

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 March 2022



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	222,456	93,915	2,260	82,883	401,514	467,206
City Delivery	2,495	1,716	0	1,883	6,095	1,883
City Standards	44,614	17,521	4,847	90,128	157,110	91,192
Community Businesses	26,788	2,040	1,980	12,796	43,605	13,754
Community Life	47,076	49,343	3,015	55,347	154,780	54,849
Grants	506,672	1,097,621	297,500	406,664	2,308,457	291,629
Hall Hire	3,445	311	180	29,513	33,448	29,783
Property Services	151,573	33,981	7,148	28,326	221,028	128
	1,005,119	1,296,448	316,929	707,541	3,326,037	950,423

8.7 Quarterly Business Review Statement as at 31 March 2022

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 adjustments recommended in the Quarterly Business Review be adopted.

Purpose

To advise Council that the quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2021-22 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Introduction

The current planning and reporting framework for NSW Local Government has a greater focus on financial sustainability. In an effort to achieve consistency in reporting between councils, the Office of Local Government introduced a set of minimum requirements and predefined templates to assist councils in meeting their legislative obligations. Collectively, these documents are known as the quarterly budget review statement (QBRs). The latest QBRs under the reporting framework is attached.

Report

In accordance with Clause 203 of the Local Government (General) Regulations 2005, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRs must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 31 March 2022.

This review has considered the continuing impact of the COVID-19 pandemic on Council's operations until the end of this financial year. There a number of adjustments to both income and expenditure items across many section budgets. While there will be loss of revenue in some operations and increased costs in others, the measures that Council has implemented forecasts a balanced budget at year end.

In June 2021, Council adopted a balanced budget for 2021-22. There is no proposed change to the budget result in this review.

The recommended movements relating to income and expenditure are summarised in the attachment and details of significant items greater than \$20,000 are listed in the body of this report for Council's consideration.

The following items are detailed with corresponding adjustments recommended following the completion of the quarterly financial review:

Adjustments to salaries across the following functions:

Office of the General Manager - \$67,000 increase in expenditure
Strategic Partnerships - \$16,700 decrease in expenditure
Planning and Development - \$220,000 decrease in expenditure
Education and Care Services - \$50,000 decrease in expenditure
Community Life - \$75,000 decrease in expenditure
Creative Life - \$70,000 decrease in expenditure
Community Learning and Library Services - \$197,500 decrease in expenditure
Leisure Services - \$58,000 decrease in expenditure
Asset Services - \$150,000 decrease in expenditure
Procurement - \$57,000 decrease in expenditure
Operations - \$423,800 decrease in expenditure
Sport and Recreation - \$20,000 decrease in expenditure
Building Services - \$75,000 increase in expenditure
Visitor Information Services - \$30,000 decrease in expenditure
Hall Caretakers - \$162,600 decrease in expenditure
Infrastructure and Design - \$154,000 decrease in expenditure
Corporate Services and Governance - \$45,000 decrease in expenditure
People and Performance - \$6,900 increase in expenditure
Corporate Planning and Strategy - \$85,600 decrease in expenditure
Open Space and Natural Areas - \$72,000 decrease in expenditure

The major adjustments are listed above, the total salary adjustment is approximately a \$1.7 million reduction. As part of the budget preparation process, the organisational salary structure is fully funded. In response to the current pandemic, these salary savings have resulted from decreased casual usage, limiting overtime where possible and general staff turnover. These savings have been utilised to fund other programs and loss of revenue due to the COVID-19 pandemic impact.

Adjustments to hired personnel and consultants across the following functions:

Operations - \$418,000 increase in expenditure
Project Management - \$54,000 increase in expenditure

The above consulting and hired personnel costs have resulted from the use of agencies and temporary contracted staff to provide specialised advice or services. All costs have been off-set by salary savings. During the pandemic, the use of hired personnel and consultants has been limited and temporary in nature.

Animal Care Facility – \$100,500 increase in expenditure

Operations at the Animal Care Facility are undergoing review. While the review is being finalised additional resources have been required including salaries, veterinary fees and hired personnel.

Effluent Disposal Facility– \$30,000 decrease in income

The volume of effluent disposed at the facility is reducing as the number of on-site systems decline due to changes in land usage in the surrounding areas. It is anticipated that this trend will continue resulting in reduced income from the facility.

Mobile Toy and Book Library (MTBL) – \$70,000 decrease in income

The MTBL has been operating as a long-term grant funded program. This year, one of the funding bodies has advised that it will not be supporting the program going forward. This loss of income has been offset by reduced salary costs and utilisation of savings from previous year's operations. The program will be reviewed for alternative funding sources or reduced operating costs.

Facility Hire/Program Income – \$486,500 decrease in income

Recovery from COVID-19 has been slower than anticipated in some areas. Income losses have been identified in the usage of Council facilities and a number of programs including: entry fees, facility hire, membership, program income and the sale of equipment and food. In addition, the recent adverse weather has also impacted on attendances. These services include the following:

Leisure Services – \$397,500 decrease in income, part offset by salary and utility savings \$120,700

Campbelltown Arts Centre facility hire – \$30,000 decrease in income

Community Halls and Centres – \$29,000 decrease in income

Sporting Grounds Facility Hire – \$30,000 decrease in income

This loss of income is offset by reduced expenditure in these services during closures, reductions in programs and operational savings. This includes reduced staffing costs, utility and operational savings and savings in artistic programs.

Traffic and Transport – \$50,000 increase in income

Income received from Road Occupancy Fees and Standing Plant Permits has exceeded the estimated budget.

Open Space Programs – \$250,000 decrease in expenditure

This adjustment is to the sequencing of a small portion of the open space program to reflect part the program not able to be delivered in the current year mainly due to delays resulting from inclement weather. Works will however be built into future programs next financial year.

Grey Headed Flying Fox (GHFF) Plan of Management - \$42,300 increase in expenditure

The GHFF management plans have been finalised and these funds will assist with its implementation, including the Residential Assistance and Site Restoration plans.

Development Reserve Movements - various adjustments

There have been changes to rental income within the Development Reserve budget. Movements to or from the reserve offset all adjustments. Adjustments include the following items:

- Cinema Complex - \$72,500 income increase - return to post COVID-19 operations
- Homebase - \$392,200 income increase - additional income from complex

Land Sales - \$500,000 decrease in income

The proposed sale of the Lark Hill pre-school site has been placed on hold while further investigations are conducted. The income from the sale was to be retained in Council's reserves to fund future works as required, as such this will not affect the overall budget result.

Interest on Investments - \$150,000 decrease in income

The projected income from interest earned on cash investments has been revised down, due to the continuing low interest rates and anticipated expenditure on major construction programs.

Rates Income - \$465,000 increase in income

This adjustment reflects additional rates levied since the original rate levy at the start of the financial year arising from growth within the City.

WestInvest Grant - \$2,600,000 increase in expenditure and income

Council has been advised that the NSW Government is investing in WestInvest to transform local communities in West and South-West Sydney into even better places to live. The WestInvest program supports local infrastructure that improves community amenity and boosts economic recovery. Council will be eligible to receive a minimum of \$26 million to expedite local projects with 10 per cent allowed for planning and business case development. This adjustment is for the development of the WestInvest comprehensive business case development and will be offset by the grant funds.

Summary

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. The liquidity ratio has improved to a satisfactory level and as such, a balanced budget is projected for the 2021-22 financial year.

While the COVID-19 pandemic continues to impact the operations of Council, as per the Responsible Accounting Officer's statement, the 2021-22 results continue to support Council's sound financial position in the short to medium term. During 2022-23, Council will further refine its financial strategy in line with the development of the 10 year Long-Term Financial Plan (which will include a scenario of easing pandemic restrictions), required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

Attachments

1. Quarterly Business Review Statement as at 31 March 2022 (contained within this report) [↓](#)

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 March 2022

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 31/03/22 indicates that Council's projected financial position at 30/6/22 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: signature has been removed
Corinne Mears
Responsible Accounting Officer

date:

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 March 2022

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Mar Qtr		Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs						
Income											
Rates and Annual Charges	123,876	-	-	51	138	124,065	573	1		124,638	125,527
User Charges and Fees	10,851	-	-	(1,358)	(802)	8,691	(517)	2		8,175	5,370
Interest and Investment Revenues	2,281	-	-	-	(200)	2,081	(140)	3		1,941	1,181
Other Revenues	6,265	-	-	(862)	(420)	4,983	102	4		5,085	3,961
Grants & Contributions - Operating	26,484	154	679	809	29	28,156	2,759	5		30,914	21,393
Grants & Contributions - Capital	27,410	9,949	2,139	-	420	39,918	-			39,918	27,788
Total Income from Continuing Operations	197,168	10,103	2,818	(1,360)	(835)	207,894	2,777			210,670	185,220
Expenses											
Employee Costs	77,707	-	1,747	(1,812)	(533)	77,109	(1,709)	6		75,400	53,975
Borrowing Costs	303	-	-	-	-	303	-			303	159
Materials & Contracts	34,538	2,424	2,593	(329)	106	39,332	563	7		39,895	23,110
Depreciation	27,649	-	-	-	-	27,649	-			27,649	19,440
Legal Costs	1,079	-	11	(19)	64	1,135	2	8		1,137	655
Consultants	3,430	1,126	3,951	3,305	470	12,282	2,746	9		15,028	3,105
Other Expenses	33,454	261	(1,100)	(296)	1	32,320	(164)	10		32,155	22,260
Total Expenses from Continuing Operations	178,159	3,811	7,202	850	108	190,130	1,438			191,567	122,705
Net Operating Result from All Operations	19,008	6,292	(4,384)	(2,210)	(943)	17,764	1,339			19,103	62,516
Net Operating Result before Capital Items	(8,402)	(3,657)	(6,522)	(2,210)	(1,363)	(22,154)	1,339			(20,815)	34,728

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/22 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Additional rate income generated from supplementary levies.
2	COVID-19 related loss of income due to facility closure or reduced activity, including leisure centres and community facilities. These losses have been partly offset by increased Road Occupancy Fees.
3	The projected income from interest earned on cash investments has been revised down, due to the continuing low interest rates and anticipated expenditure on major construction programs.
4	Minor adjustments to various revenues, the main ones being the rebate on hired personnel and job retention allowances.
5	Various adjustments, including new grant funds received from Create NSW, WestInvest and increased child care subsidies due to increased utilisation. Part offset by lost funding for the Mobile Toy and Book Library program.
6	Variations in employee costs due to new staff and staff vacancies. Reduction in casual salary and overtime costs due to operational changes. Temporary slow down on the replacement of staff.
7	Funding of contracted positions due to staff vacancies, transfer of funds to/from the capital budget, offsetting funding for new grant funds and redistribution of funds to accommodate programs.
8	Minor adjustments to legal advice budget.
9	Additional consultancy services utilised for waste project, WestInvest and property related works, as well as staff vacancies.
10	Various increases and decreases across a number of areas, including contribution to other authorities, additional equipment, hired personnel and unspent funds taken as savings, such as; utility charges and various programs and events either cancelled or deferred.

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Capital Budget Review Statement

Budget review for the quarter ended 31 March 2022

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2021/22	Approved Changes				Revised Budget 2021/22	Variations for this Mar Qtr		Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs						
Capital Expenditure											
New Assets											
- Land & Buildings	6,909	-	483	(5,770)	(18)	1,605	-			1,605	3,294
Renewal Assets (Replacement)											
- Plant & Equipment	3,309	-	47	(32)	50	3,374	7	1		3,381	1,924
- Office Equipment/Furniture & Fittings	84	385	55	-	28	551	37	2		588	273
- Land & Buildings	102,368	9,012	4,769	39,930	(596)	155,483	(185)	3		155,298	94,561
- Roads, Bridges, Footpaths	13,697	13,525	3,139	81	-	30,443	(27)	4		30,416	16,553
- Stormwater/Drainage	1,573	1,615	(1,473)	-	4	1,719	-			1,719	-
- Other Assets	349	-	-	-	425	774	-			774	594
Loan Repayments (Principal)	2,431	-	-	-	-	2,431	-			2,431	1,504
Total Capital Expenditure	130,719	24,537	7,020	34,210	(108)	196,378	(168)			196,210	118,703
Capital Funding											
Rates & Other Untied Funding	30,703	4,853	1,095	25,611	(528)	61,734	332	5		62,066	44,040
Capital Grants & Contributions	27,410	9,949	2,139	-	420	39,918	-			39,918	27,788
Reserves:											
- External Restrictions/Reserves	(7,677)	1,597	2,810	(300)	-	(3,570)	-			(3,570)	(8,809)
- Internal Restrictions/Reserves	78,148	8,138	977	6,349	-	93,612	-			93,612	52,870
Receipts from Sale of Assets											
- Plant & Equipment	1,030	-	-	-	-	1,030	-			1,030	1,163
- Land & Buildings	1,100	-	-	2,550	-	3,650	(500)	6		3,150	1,650
- Other Assets	4	-	-	-	-	4	-			4	1
Total Capital Funding	130,719	24,537	7,020	34,210	(108)	196,378	(168)			196,210	118,703
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-			-	-

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/03/22 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

**Capital Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes Details

- | | |
|---|--|
| 1 | Purchase of equipment funded through transfers from operational budgets. |
| 2 | Purchase of new office equipment and office refurbishment to furnish new positions. |
| 3 | Funding for additional infrastructure renewal rate income allocated, offset by deferral of playground renewal works. |
| 4 | Funds transferred from capital budget to fund operational expenditure for K&G Renewal. |
| 5 | Reconciliation of untied funds as a result of capital movements utilised to fund capital works. |
| 6 | Sale of Lark Hill has been placed on hold and property will not go to market before 30/6/22. |

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 March 2022

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2021/22	Movement in Reserves			Current Balance 2021/22	Projected Movement Mar Qtr		Notes	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from	Works in Kind						
Externally Restricted ⁽¹⁾										
Stormwater Management	609	-	(108)	-	501	-			501	501
Specific Purpose Grants	19,466	-	(8,416)	-	11,049	(2,500)			8,549	8,484
Specific Purpose Contributions	4,784	130	(53)	-	4,861	-			4,861	4,861
Developer Contributions - S7.11	25,437	4,179	(710)	-	28,905	(1,500)			27,405	28,905
Developer Contributions - Other	1,527	34	-	-	1,561	-			1,561	1,561
Domestic Waste Management	15,340	-	(78)	-	15,262	-			15,262	15,262
Self Insurance Workers Compensation Claims	5,350	-	-	-	5,350	-			5,350	5,350
Total Externally Restricted	72,513	4,343	(9,365)	-	67,490	(4,000)			63,490	64,925
(1) Funds that must be spent for a specific purpose										
Internally Restricted ⁽²⁾										
Property Development	79,826	-	(82,449)	-	(2,623)	3,000			377	(2,623)
Committed Works	8,450	-	(4,300)	-	4,151	(500)			3,651	4,151
Self Insurance Workers Compensation Claims	1,278	-	-	-	1,278	-			1,278	1,278
Replacement of Plant and Vehicles	9,239	-	(340)	-	8,899	(1,500)			7,399	8,899
Committed Works funded by Loans	2,641	-	(251)	-	2,390	(500)			1,890	2,390
Employee Leave Entitlements	8,450	-	-	-	8,450	-			8,450	8,450
Environmental Sustainability	1,783	-	(166)	-	1,616	-			1,616	1,616
Asset Replacement	5,205	-	1,079	-	6,284	-			6,284	6,284
Infrastructure Replacement Fund	41,047	-	(440)	-	40,607	(10,000)			30,607	40,607
Olympic Ambassador	125	-	5	-	130	-			130	130
Event Attraction	1,427	-	550	-	1,977	-			1,977	1,977
Insurance Claims - Excess	7,283	-	614	-	7,896	-			7,896	7,896
Local Government Elections	1,030	-	193	-	1,223	(800)			423	1,223
Other	107	-	(12)	-	95	-			95	95
Total Internally Restricted	167,890	-	(85,517)	-	82,373	(10,300)			72,073	82,373
(2) Funds that Council has earmarked for a specific purpose										
Unrestricted (i.e. available after the above Restricti	5,560				33,946	-			33,946	36,511
Total Cash & Investments	245,962				183,809	(14,300)			169,509	183,809

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/22 and should be read in conjunction with the total QBRS report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Cash & Investments Budget Review Statement**Comment on Cash & Investments Position**

Not Applicable

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$183,809,254.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/03/21.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

\$ 000's

Cash at Bank (as per bank statements)		10,221,954
Investments on Hand		174,160,296
less: Unpresented Cheques	(Timing Difference)	(4,063)
add: Undeposited Funds	(Timing Difference)	121,577
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(690,822)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	312
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
Reconciled Cash at Bank & Investments		183,809,254
Balance as per Review Statement:		183,809,254
Difference:		-

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

--

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2022

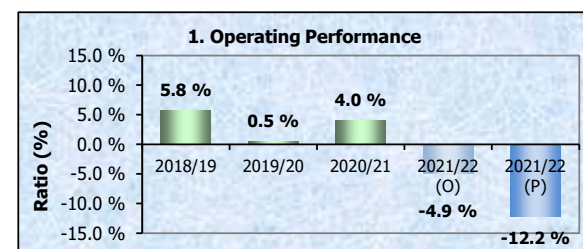
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	-20,815	-12.2 %	-4.9 %	4.0 %	0.5 %
Operating Revenue (excl. Capital Grants & Contributions)	170,752				

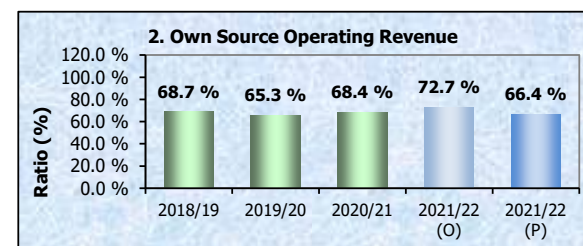
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	139,838	66.4 %	72.7 %	68.4 %	65.3 %
Total Operating Revenue (incl. Capital Grants & Cont)	210,670				

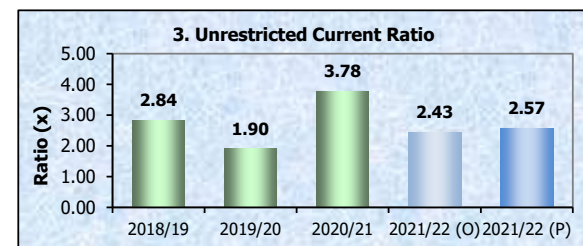
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



3. Unrestricted Current Ratio

Current Assets less all External Restrictions	112,410	2.57	2.43	3.78	1.90
Current Liabilities less Specific Purpose Liabilities	43,800				

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.



Campbelltown City Council

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 31 March 2022

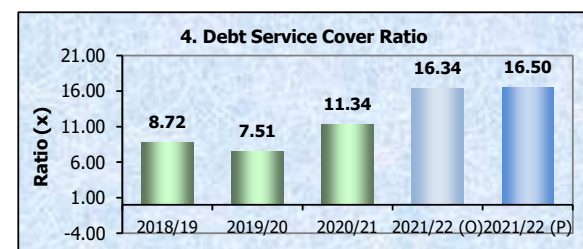
(\$000's)	Current Projection		Original Budget 21/22	Actuals Prior Periods	
	Amounts	Indicator		20/21	19/20
	21/22	21/22			

NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

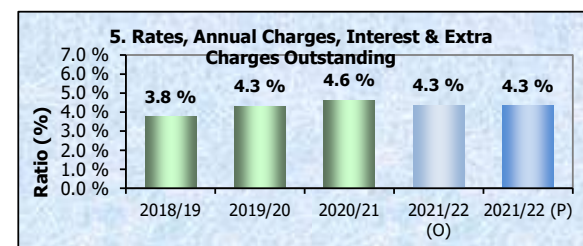
Operating Result before Interest & Dep. exp (EBITDA)	45,114	16.50	16.34	11.34	7.51
Principal Repayments + Borrowing Interest Costs	2,734				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

**5. Rates, Annual Charges, Interest & Extra Charges Outstanding**

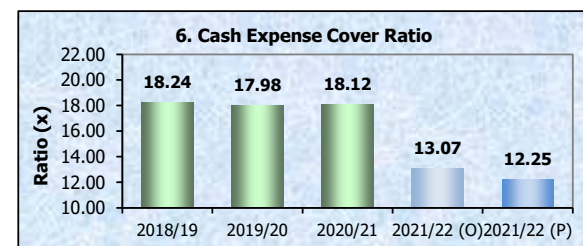
Rates, Annual & Extra Charges Outstanding	5,250	4.3 %	4.3 %	4.6 %	4.3 %
Rates, Annual & Extra Charges Collectible	121,374				

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

**6. Cash Expense Cover Ratio**

Current Year's Cash & Cash Equivalents (incl. Term Deposits)	183,809	12.25	13.07	18.12	17.98
Operating & financing activities Cash Flow payments	180,000				

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.



Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22

Contracts Budget Review Statement

Budget review for the quarter ended 31 March 2022

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
EXPENDITURE \$50,000 - \$150,000						
Perfection Landscape Services Pty Ltd	Q21/41 Harvey Brown Reserve	Public quote	01/02/22	Until completion	Y	
EXPENDITURE \$150,000 - \$300,000						
EXPENDITURE > \$300,000						
Acron Building Services Pty Ltd AJ Grant Building Pty Ltd Andrik Construction Group Pty Ltd Reylon Constructions Pty Ltd	T21/22 Building Maintenance	Public Tender	17/01/22	Two years with two options for extension of 12 months each	Y	1
Acron Building Services Pty Limited The Almar Group Pty Ltd	T21/26 Toilet and Shower Partitions	Public Tender	07/03/22	Two years with two options for extension of 12 months each	Y	2
KPMG Australia	Q22/01 Business Case Writer - Community and Justice Precinct	NSW Procurement	31/03/22	Until completion expected duration is 268 days	Y	
D&M Built Pty Ltd	D22/04 Emergency Repair Works at the Arts Centre	Quotation	24/02/22	Until Completion	Y	
McGregor Coxall Australia Pty Ltd	Q21/43 City Centre Design Framework	NSW Procurement	24/02/22	7 months	Y	
John Wardle Pty. Limited	Q22/02 Design Services - Community and Justice Precinct	NSW Procurement	29/03/22	Until Completion	Y	

Notes:

** Contract Values are commercial in confidence

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.

2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.

3. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/03/22 and should be read in conjunction with the total QBRS report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/01/22 to 31/03/22**Contracts Budget Review Statement**
Comments & Explanations relating to Contractors Listing**Notes Details**

1	Services are as and when required split amongst the panel, therefore price is estimate only.
2	Price is per service as and when required, therefore contract value is an estimate only.

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/01/22 to 31/03/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	3,105,274	Y
Legal Fees	655,466	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

8.8 Code of Conduct and Code of Conduct Procedures

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

That Council adopt:

1. The Code of Conduct Policy with a review date of 30 June 2025.
2. The Procedures for the Administration of the Model Code of Conduct Policy with a review date of 30 June 2025.

Purpose

The purpose of this report is to recommend that Council adopt the current code of Conduct and associated procedures as required by the *Local Government Act 1993*.

History

The current version of the Code of Conduct was adopted by Council on 8 September 2020.

The current version of the Procedures for the Administration of the Model Code of Conduct was adopted by Council on 8 September 2020.

Report

Section 440 (7) of the *Local Government Act 1993* prescribes that Council must, within 12 months after each ordinary election, review its adopted code and make such adjustments as it considers appropriate and as are consistent with the section.

Since the Code was last adopted by Council, no further amendments have been made to the Model Code by the Office of Local Government (OLG). However, the OLG is still in the process of undertaking a review of the Councillor misconduct provisions in the Code.

Attachments

1. Code of Conduct Policy (contained within this report) [↓](#)
2. Procedures for the Administration of the Model Code of Conduct Policy (contained within this report) [↓](#)



CODE OF CONDUCT

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Governance and Risk DocSet: 2259414	Adopted Date: 24/09/2002 Revised Date: 21/09/2020 Minute Number: 152 Review Date: 30/09/2022	Page: 1 of 53



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PART 1 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2005* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

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PART 2 DEFINITIONS

In this code the following terms have the following meanings:

LGA	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
committee	see the definition of "council committee"
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and improvement committee
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
conduct	includes acts and omissions
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
environmental planning instrument	has the same meaning as it has in the <i>Environmental Planning and Assessment Act 1979</i>
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA
local planning panel	a local planning panel constituted under the <i>Environmental Planning and Assessment Act 1979</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW prescribed under the Regulation
the Regulation	the Local Government (General) Regulation 2005
voting representative	a voting representative of the board of a joint organisation
wholly advisor committee	a council committee that the council has not delegated any functions to

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PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

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3.7 For the purposes of this code, “harassment” is any form of behaviour towards a person that:

- a) is not wanted by the person
- b) offends, humiliates or intimidates the person, and
- c) creates a hostile environment.

This clause of the Code is supported by Council's Equal Employment Opportunity Policy and Inappropriate Workplace Behaviour Policy.

Bullying

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or ‘initiation ceremonies’
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct

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- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

This clause of the Code is supported by Council's Workplace Bullying Policy.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WH&S Act). You must comply with your duties under the WH&S Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WH&S Act and any policies or procedures adopted by the council to ensure workplace health and safety
 - d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
 - e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
 - f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WH&S Act in relation to the same matter.

This clause of the Code is supported by Council's Work Health and Safety Policy

Violence in the Workplace

- 3.13 All council officials must be committed to upholding the organisation's zero tolerance for workplace violence across all mediums and contexts, and know that the organisation will hold employees accountable for breaches.

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This clause of the Code is supported by Council's Family Domestic Violence Authorised Statement.

Land use planning, development assessment and other regulatory functions

- 3.14 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.
- 3.15 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Binding caucus votes

- 3.16 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.17 For the purposes of clause 3.16, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.18 Clause 3.16 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.19 Clause 3.16 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

Obligations in relation to meetings

- 3.20 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.21 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

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- 3.22 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.23 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
 - b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
 - c) deliberately seek to impede the consideration of business at a meeting.

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PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the Interpretation Act 1987.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or

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- (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

- (a) your interest as an elector
- (b) your interest as a ratepayer or person liable to pay a charge
- (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership

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- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) the general manager
- (b) other senior staff of the council for the purposes of section 332 of the LGA

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- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

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- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

What disclosures must be made by a councillor?

- 4.20 A councillor:
- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
 - (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a councillor or designated person, and
 - (b) 30 June of each year, and
 - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

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- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a councillor or designated person in the preceding 3 months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

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4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:

- (a) a member of, or in the employment of, a specified company or other body, or
- (b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

- (a) the matter is a proposal relating to:
 - (i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
 - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
- (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

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- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
- (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
 - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - (b) that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

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PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

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- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

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- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

Political donations

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
- a) made by a major political donor in the previous four years, and
 - b) the major political donor has a matter before council,
- you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.
- 5.17 For the purposes of this Part:
- a) a “reportable political donation” has the same meaning as it has in section 6 of the Electoral Funding Act 2018
 - b) “major political donor” has the same meaning as it has in the Electoral Funding Act 2018.

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- 5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
- a) the matter is a proposal relating to:
 - i) the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council’s area, and
 - b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person’s principal place of residence, and
 - c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
 - b) that it is in the interests of the electors for the area to do so.

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- 5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Other business or employment

- 5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.
- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
- a) conflict with their official duties
 - b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
 - c) require them to work while on council duty
 - d) discredit or disadvantage the council
 - e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

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Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
- a) Items with a value of \$10 or less
 - b) a political donation for the purposes of the Electoral Funding Act 2018
 - c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
 - d) a benefit or facility provided by the council to an employee or councillor
 - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
 - f) free or subsidised meals, beverages or refreshments of token value provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

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Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
- a) seek or accept a bribe or other improper inducement
 - b) seek gifts or benefits of any kind
 - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
 - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
 - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
 - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
 - g) personally benefit from reward points programs when purchasing on behalf of the council.
- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
- a) the nature of the gift or benefit
 - b) the estimated monetary value of the gift or benefit
 - c) the name of the person who provided the gift or benefit, and
 - d) the date on which the gift or benefit was received.

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- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
 - b) gifts of alcohol that do not exceed a value of \$100
 - c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
 - d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

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"Cash-like gifts"

- 6.13 For the purposes of clause 6.5(e), "cash-like gifts" include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

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PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS

Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
 - b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
 - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
 - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.
- 7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
- a) give their attention to the business of the council while on duty

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- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Inappropriate interactions

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media

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- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

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PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the Government Information (Public Access) Act 2009 (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.
- 8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

Councillors and administrators to properly examine and consider information

- 8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

Refusal of access to information

- 8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

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Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
- a) subject to clause 8.14, only access council information needed for council business
 - b) not use that council information for private purposes
 - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
 - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
 - b) protect confidential information
 - c) only release confidential information if you have authority to do so
 - d) only use confidential information for the purpose for which it is intended to be used
 - e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
 - g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

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Personal information

8.12 When dealing with personal information you must comply with:

- a) the Privacy and Personal Information Protection Act 1998
- b) the Health Records and Information Privacy Act 2002
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters.
- b) the representation of employees with respect to grievances and disputes.
- c) functions associated with the role of the local consultative committee.

8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:

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- a) for the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

8.19 You must not convert any property of the council to your own use unless properly authorised.

Internet access

8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

8.21 You must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council
- b) contains content about the council that is misleading or deceptive
- c) divulges confidential council information
- d) breaches the privacy of other council officials or those that deal with council
- e) contains allegations of suspected breaches of this code or information about the consideration of a matter under the Procedures, or
- f) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment-

Council record keeping

8.22 You must comply with the requirements of the State Records Act 1998 and the council's records management policy.

8.23 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the State Records Act 1998 and the council's approved records management policies and practices.

8.24 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

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- 8.25 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the State Records Act 1998.

Councillor access to council buildings

- 8.26 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.27 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.
- 8.28 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

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PART 9 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment

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- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or a matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the Public Interest Disclosures Act 1994.

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Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

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PART 10 SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

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gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

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travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. Interests etc. outside New South Wales: A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
3. References to interests in real property: A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
4. Gifts, loans etc. from related corporations: For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the Corporations Act 2001 of the Commonwealth are all given, made or supplied by a single corporation.

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Part 2: Pecuniary interests to be disclosed in returns**Real property**

5. A person making a return under clause 4.21 of this code must disclose:
- a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
- a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.21 of this code must disclose:
- a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
- a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
 - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
 - c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

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Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

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16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
 - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.
19. Interests as a property developer or a close associate of a property developer
20. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
21. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

22. A person making a return under clause 4.21 of the code must disclose:
 - a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
23. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

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Dispositions of real property

24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
25. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
26. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

Sources of income

27. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
28. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
 - (i) a description of the occupation, and
 - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
 - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
29. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.

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30. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
31. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

32. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
33. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
34. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

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Discretionary disclosures

35. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

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**PART 11 SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS
SUBMITTED UNDER CLAUSE 4.21**'Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by *[full name of councillor or designated person]*

as at *[return date]*

in respect of the period from *[date]* to *[date]*

[councillor's or designated person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

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C. Gifts

Description of each gift I received at any time since 30 June

Name and address of donor

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any) position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	---	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

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J. Discretionary disclosures

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PART 12 SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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Special disclosure of pecuniary interests by *[full name of councillor]*

in the matter of *[insert name of environmental planning instrument]*

which is to be considered at a meeting of the *[name of council or council committee (as the case requires)]*

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest ¹	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) ² <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	

¹ Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

² A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

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Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]</i>	

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Procedures for the Administration of the Model Code of Conduct	
Related Documentation	Code of Conduct	
Relevant Legislation/ Corporate Plan	Section 440 <i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Local Government (General) Amendment (Conduct) Regulation 2012</i>	
Responsible Officer	Manager Governance and Risk	

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PART 1 INTRODUCTION

These procedures ("the Model Code Procedures") are prescribed for the administration of the *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct").

The Model Code of Conduct is made under section 440 of the *Local Government Act 1993* ("the LGA") and the *Local Government (General) Regulation 2005* ("the Regulation"). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

Note: Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.

PART 2 DEFINITIONS

In these procedures the following terms have the following meanings:

LGA	the <i>Local Government Act 1993</i>
administrator	an administrator of a council appointed under the LGA other than an administrator appointed under section 66
code of conduct	a code of conduct adopted under section 440 of the LGA
code of conduct complaint	a complaint that is a code of conduct complaint for the purposes of clauses 4.1 and 4.2 of these procedures
complainant	a person who makes a code of conduct complaint
complainant councillor	a councillor who makes a code of conduct complaint
complaints coordinator	a person appointed by the general manager under these procedures as a complaints coordinator. Council's complaints coordinator is the Director City Governance.
conduct reviewer	a person appointed under these procedures to review allegations of breaches of the code of conduct by councillors or the General Manager
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to

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council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee
councillor	any person elected or appointed to civic office, including the Mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
council official	any councillor, member of staff of council, administrator, council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct, council adviser
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
external agency	a state government agency such as, but not limited to, the Office, the ICAC, the NSW Ombudsman or the police
general manager	includes the executive officer of a joint organisation
ICAC	the Independent Commission Against Corruption
joint organisation	a joint organisation established under section 400O of the LGA
Mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	the Office of Local Government
investigator	a conduct reviewer
the Regulation	the <i>Local Government (General) Regulation 2005</i>
respondent	a person whose conduct is the subject of investigation by a conduct reviewer under these procedures
wholly advisory committee	a council committee that the council has not delegated any functions to

PART 3 ADMINISTRATIVE FRAMEWORK

The establishment of a panel of conduct reviewers

3.1 The council must establish a panel of conduct reviewers.

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- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
- a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations
 - ii) law
 - iii) public administration
 - iv) public sector ethics
 - v) alternative dispute resolution, and
 - d) meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.
- 3.6 A person is not eligible to be a conduct reviewer if they are:
- a) a councillor, or
 - b) a nominee for election as a councillor, or
 - c) an administrator, or
 - d) an employee of a council, or
 - e) a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
 - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.

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- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

The appointment of complaints coordinators

- 3.17 The General Manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff.
- 3.18 The General Manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The General Manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act 1994*.
- 3.21 The role of the complaints coordinator is to:
- a) coordinate the management of complaints made under the council's code of conduct
 - b) liaise with and provide administrative support to a conduct reviewer
 - c) liaise with the Office and
 - d) arrange the annual reporting of code of conduct complaints statistics.

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PART 4 HOW MAY CODE OF CONDUCT COMPLAINTS BE MADE?

What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
- a) complaints about the standard or level of service provided by the council or a council official
 - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
 - c) complaints about the policies or procedures of the council
 - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

When must a code of conduct complaint be made?

- 4.4 A code of conduct complaint must be made within three months of the alleged conduct occurring or within three months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the General Manager or their delegate, or, in the case of a complaint about the General Manager, the Mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

How may a code of conduct complaint about a council official other than the General Manager be made?

- 4.6 All code of conduct complaints other than those relating to the General Manager are to be made to the General Manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The General Manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the General Manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

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How may a code of conduct complaint about the General Manager be made?

- 4.11 Code of conduct complaints about the General Manager are to be made to the Mayor in writing. This clause does not operate to prevent a person from making a complaint about the General Manager to an external agency.
- 4.12 Where a code of conduct complaint about the General Manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the General Manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The Mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the Mayor becomes aware of a possible breach of the council's code of conduct by the General Manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

PART 5 HOW ARE CODE OF CONDUCT COMPLAINTS TO BE MANAGED?

Delegation by General Managers and Mayors of their functions under this Part

- 5.1 A General Manager or Mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the General Manager or Mayor are also to be taken to be references to their delegates.

Consideration of complaints by General Managers and Mayors

- 5.2 In exercising their functions under this Part, General Managers and Mayors may consider the complaint assessment criteria prescribed under clause 6.31.

What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the General Manager or, in the case of a complaint about the General Manager, the Mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
- a) is not a code of conduct complaint, or
 - b) subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
 - c) is trivial, frivolous, vexatious or not made in good faith, or
 - d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
 - e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

How are code of conduct complaints about staff (other than the General Manager) to be dealt with?

- 5.4 The General Manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary

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interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.

- 5.5 The General Manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The General Manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the General Manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The General Manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The General Manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The General Manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.
- 5.13 Where the General Manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the General Manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the General Manager resolves a code of conduct complaint under clause 5.14 to the General Manager's satisfaction, the General Manager must notify the complainant in writing

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of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.

- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
- a) censure
 - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the General Manager
 - c) prosecution for any breach of the law
 - d) removing or restricting the person's delegation
 - e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the General Manager or any person making enquiries on behalf of the General Manager must comply with the requirements of procedural fairness. In particular:
- a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
 - b) the person must be given an opportunity to respond to the allegation, and
 - c) the General Manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

How are code of conduct complaints about administrators to be dealt with?

- 5.18 The General Manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The General Manager must notify the complainant of the referral of their complaint in writing.

How are code of conduct complaints about councillors to be dealt with?

- 5.20 The General Manager must refer the following code of conduct complaints about councillors to the Office:
- a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
 - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the General Manager refers a complaint to the Office under clause 5.20, the General Manager must notify the complainant of the referral in writing.
- 5.22 The General Manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.

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- 5.23 Where the General Manager decides to take no action in relation to a code of conduct complaint about a councillor, the General Manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the General Manager considers it to be practicable and appropriate to do so, the General Manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.25 Where the General Manager resolves a code of conduct complaint under clause 5.24 to the General Manager's satisfaction, the General Manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The General Manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

How are code of conduct complaints about the General Manager to be dealt with?

- 5.27 The Mayor must refer the following code of conduct complaints about the General Manager to the Office:
- complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
 - complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
 - complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the Mayor refers a complaint to the Office under clause 5.27, the Mayor must notify the complainant of the referral in writing.
- 5.29 The Mayor may decide to take no action in relation to a code of conduct complaint about the General Manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the Mayor decides to take no action in relation to a code of conduct complaint about the General Manager, the Mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.31 Where the Mayor considers it to be practicable and appropriate to do so, the Mayor may seek to resolve code of conduct complaints about the General Manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.32 Where the Mayor resolves a code of conduct complaint under clause 5.31 to the Mayor's satisfaction, the Mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

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- 5.33 The Mayor must refer all code of conduct complaints about the General Manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

How are complaints about both the General Manager and the Mayor to be dealt with?

- 5.34 Where the General Manager or Mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the General Manager and the Mayor, the General Manager or Mayor must either:
- delegate their functions under this part with respect to the complaint to a member of staff of the council other than the General Manager where the allegation is not serious, or to a person external to the council, or
 - refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

Referral of code of conduct complaints to external agencies

- 5.35 The General Manager, Mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The General Manager, Mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the General Manager, Mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
- the complainant consents in writing to the disclosure, or
 - it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
 - it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
 - a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
 - it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the General Manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the General Manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

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- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The General Manager or Mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the General Manager or Mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures Act 1994*. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the General Manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.
- 5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the General Manager or the Mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the *Public Interest Disclosures Act 1994*.

Special complaints management arrangements

- 5.48 The General Manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
- imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
 - impeded or disrupted the effective administration by the council of its code of conduct, or
 - impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
- the code of conduct complaints the arrangement relates to, and
 - the period that the arrangement will be in force.
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct

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complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.

- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the General Manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

PART 6 PRELIMINARY ASSESSMENT OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER BY CONDUCT REVIEWERS

Referral of code of conduct complaints about councillors or the General Manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the General Manager that have not been referred to an external agency or declined or resolved by the General Manager, Mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the General Manager or the Mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
- a) a panel of conduct reviewers established by the council, or
 - b) a panel of conduct reviewers established by an organisation approved by the Chief Executive of the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.
- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
- a) they have a conflict of interest in relation to the matter referred to them, or
 - b) a reasonable apprehension of bias arises in relation to their consideration of the matter, or
 - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
 - d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.

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- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.
- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
- comply with these procedures in their consideration of the matter, or
 - comply with a lawful and reasonable request by the complaints coordinator, or
 - exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

Preliminary assessment of code of conduct complaints about councillors or the General Manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
- to take no action
 - to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - to refer the matter back to the General Manager or, in the case of a complaint about the General Manager, the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - to refer the matter to an external agency
 - to investigate the matter.

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- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.
- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs (b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:
- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
 - b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the General Manager under their contract of employment if it were proven, and
 - c) that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:
- a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
 - b) the likely impact of the alleged conduct on the reputation of the council and public confidence in it
 - c) whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
 - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.

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- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

Referral back to the General Manager or Mayor for resolution

- 6.26 Where the conduct reviewer determines to refer a matter back to the General Manager or to the Mayor to be resolved by alternative and appropriate means, they must write to the General Manager or, in the case of a complaint about the General Manager, to the Mayor, recommending the means by which the complaint may be resolved.
- 6.27 The conduct reviewer must consult with the General Manager or Mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The General Manager or Mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.
- 6.29 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.13(c), the General Manager or, in the case of a complaint about the General Manager, the Mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the General Manager or Mayor under clause 6.13(c), the General Manager, or, in the case of a complaint about the General Manager, the Mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

Complaints assessment criteria

- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
- a) whether the complaint is a code of conduct complaint for the purpose of these procedures
 - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
 - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
 - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
 - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
 - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
 - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
 - h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
 - i) any previous proven breaches of the council's code of conduct
 - j) whether the conduct complained of forms part of an ongoing pattern of behaviour
 - k) whether there were mitigating circumstances giving rise to the conduct complained of
 - l) the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
 - m) the significance of the conduct or the impact of the conduct for the council

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- n) how much time has passed since the alleged conduct occurred
- o) such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

PART 7 INVESTIGATIONS OF CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS OR THE GENERAL MANAGER

What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the General Manager, or, in the case of alleged conduct on the part of the General Manager, to the Mayor.
- 7.3 The General Manager or the Mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
 - a) disclose the substance of the allegations against the respondent, and
 - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
 - c) advise of the process to be followed in investigating the matter, and
 - d) advise the respondent of the requirement to maintain confidentiality, and
 - e) invite the respondent to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice, and
 - f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within at least 14 days or such other period specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the complainant, the complaints coordinator and the Mayor. The notice must:
 - a) advise them of the matter the investigator is investigating, and

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- b) in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within at least 14 days or such other period specified by the investigator in the notice.

Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.
- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued a draft report, an investigator may determine to:
- a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
 - b) refer the matter to the General Manager, or, in the case of a complaint about the General Manager, to the Mayor, for resolution by alternative and appropriate

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- strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
- c) refer the matter to an external agency.

- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the General Manager, or in the case of a complaint about the General Manager, to the respondent, the complainant, the complaints coordinator and the Mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause 7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within at least 14 days or such other period specified by the investigator.
- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.

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7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

Final investigation reports

7.33 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.

7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

7.35 The investigator's final report must:

- a) make findings of fact in relation to the matter investigated, and,
- b) make a determination that the conduct investigated either,
 - i. constitutes a breach of the code of conduct, or
 - ii. does not constitute a breach of the code of conduct, and
- c) provide reasons for the determination.

7.36 At a minimum, the investigator's final report must contain the following information:

- a) a description of the allegations against the respondent
- b) the relevant provisions of the code of conduct that apply to alleged conduct investigated
- c) a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
- d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
- e) a description of any attempts made to resolve the matter by use of alternative means
- f) the facts of the matter
- g) the investigator's findings in relation to the facts of the matter and the reasons for those finding
- h) in the case of a breach by the General Manager, that action be taken under the General Manager's contract
- i) the investigator's determination and the reasons for that determination
- j) any recommendation.

7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:

- a) in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager's contract of employment for the breach, or
- b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under 440G of the LGA, or
- c) in the case of a breach by a councillor, that the council resolves as follows:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.

7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.

7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.

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- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
- that the council revise any of its policies, practices or procedures
 - that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
- the investigator's findings in relation to the facts of the matter and the reasons for those findings
 - the investigator's determination and the reasons for that determination
 - any recommendations, and
 - such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the General Manager or, where the report relates to the General Manager's conduct, to the Mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.
- 7.45 Where it is apparent to the complaint coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaint coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

Consideration of the final investigation report by council

- 7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation/s.
- 7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.

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- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 Prior to imposing a sanction, the council may by resolution:
- a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
 - b) seek an opinion from the Office in relation to the report.
- 7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.
- 7.58 A council may by resolution impose one or more of the following sanctions on a respondent:
- a) in the case of a breach by the General Manager, that disciplinary action be taken under the General Manager's contract of employment for the breach, or
 - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA or
 - c) in the case of a breach by a councillor:
 - i. that the councillor be formally censured for the breach under section 440G of the LGA, and
 - ii. that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.
- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.

PART 8 OVERSIGHT AND RIGHTS OF REVIEW

The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has

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misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.

- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

Complaints about conduct reviewers

- 8.4 The General Manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The General Manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The General Manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

Practice rulings

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

Review of decisions to impose sanctions

- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
that the investigator has failed to comply with a requirement under these procedures, or
a) that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
b) that in imposing its sanction, the council has failed to comply with a requirement under these procedures.
- 8.13 A request for a review made under clause 8.11 must be made in writing and must specify the grounds upon which the person believes the investigator or the council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.

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- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.
- 8.19 Where the Office considers that the investigator of the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose the sanction be reviewed:
- a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
 - a) the council must:
 - i. review its decision to impose the sanction, and
 - ii. consider the Office's recommendation in doing so, and
 - iii. resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19 (b), the council resolved to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.

PART 9 PROCEDURAL IRREGULARITIES

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
- a) the non-compliance is isolated and/or minor in nature, or
 - b) reasonable steps are taken to correct the non-compliance, or
 - c) reasonable steps are taken to address the consequences of the non-compliance.

PART 10 PRACTICE DIRECTIONS

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.

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- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

PART 11 REPORTING STATISTICS ON CODE OF CONDUCT COMPLAINTS ABOUT COUNCILLORS AND THE GENERAL MANAGER

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
- the total number of code of conduct complaints made about councillors and the General Manager under the code of conduct in the year to September (the reporting period)
 - the number of code of conduct complaints referred to a conduct reviewer during the reporting period
 - the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
 - the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
 - without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
 - the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
 - the total cost of dealing with code of conduct complaints made about councillors and the General Manager during the reporting period, including staff costs.

- 11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

PART 12 CONFIDENTIALITY

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the General Manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the General Manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within at least 14 days or such other period specified by the General Manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the General Manager or their delegate.
- 12.5 The General Manager or their delegate must give written notice of a determination made under clause 12.2 to:
- the complainant
 - the complaints coordinator
 - the Office, and
 - any other person the General Manager or their delegate considers should be notified of the determination.

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- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the General Manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the *Government Information (Public Access) Act 2009* or to receive information under the *Public Interest Disclosures Act 1994* in relation to a complaint they have made.

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8.9 Minutes of the Audit Risk and Improvement Committee meeting held 19 April 2022

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

Officer's Recommendation

That the minutes of the Audit Risk and Improvement Committee held 19 April 2022 be noted.

Purpose

To seek Council's endorsement of the minutes of the Audit Risk and Improvement Committee meeting held 19 April 2022.

Report

Detailed below are the recommendations of the Audit Risk and Improvement Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration.

Reports listed for consideration

6.1 Internal Audit Progress Report

That the Committee receive and note the internal audit update.

6.2 Credit Card Management Review

That the Committee receive and note the credit card management review.

6.3 2021-22 Annual Engagement Plan

That the information be noted.

6.4 Update on Management Letter Points

That the information be noted.

6.5 Risk Management Update

That the committee note the information in this report.

6.6 Integrated Planning and Reporting Update

That the committee note the following update:

- Council's progress against the Operational Plan 2021-22, for the period January 2022 to March 2022.

6.7 Business Excellence Update

That the committee note the following:

- The Business Excellence report for the period January 2022 to March 2022.

6.8 Compliance and Reporting Matters

That the information be noted.

6.9 Outstanding Actions

That the comments and updates regarding the outstanding and completed ARIC actions be noted.

Attachments

1. Minutes of the Audit Risk and Improvement Committee held 19 April 2022 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Audit Risk and Improvement Committee Meeting held at 4:00 pm on Tuesday, 19 April 2022.

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Minutes of the Audit Risk and Improvement Committee Meeting held on 19 April 2022

Present Mr Bruce Hanrahan - Independent Member (Chairperson)
Mr Jim Mitchell - Independent Member
Ms Rhonda Wheatley - Independent Member
Councillor Warren Morrison - Elected Council Representative

In attendance Ms Lindy Deitz - General Manager
Mr Sam Helweh - Internal Auditor
Mr Phu Nguyen - Director City Governance
Mr Kevin Lynch - Director City Delivery
Ms Rebecca Grasso - Director City Growth
Mr Scott Grant - Director City Lifestyles
Mr Jim Baldwin - Director City Development
Ms Corinne Mears - Executive Manager Corporate Services and Governance
Mr Ali Amjad - Audit Leader - Audit Office of NSW
Ms Monique Dunlop - Manager Governance and Risk
Mr Warren Kear - Risk Coordinator
Ms Samantha Fletcher - Financial Accountant
Mr Chris Magee - Manager Insights and Corporate Strategy
Ms Erin Austin - Executive Support

1. ACKNOWLEDGEMENT OF LAND

An Acknowledgement of Land was presented by the Chairperson Mr Bruce Hanrahan.

2. APOLOGIES

Nil

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of the Audit Risk and Improvement Committee held 15 February 2022**

Committee's Recommendation: (Hanrahan/Mitchell)

That the Minutes of the Ordinary Audit Risk and Improvement Committee Meeting held 15 February 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

5. GENERAL MANAGER UPDATE

The General Manager provided an update to the Committee:

- Over the last few months all the Executive have been spending time with our new Council refreshing the Community Strategic Plan, developing the Delivery Program and the Operational Plan and Budget. Our Community Strategic Plan has been put on public exhibition and subject to Council approval our Delivery Program and Operational Plan and Budget will be on public exhibition later this month.
- WestInvest - There is a significant opportunity for Councils to access grant funding from the State Government under the WestInvest grant program. Our officers have been working hard in the background to make sure we put up a strong case for the Campbelltown community. There will be a direct grant allocation for Campbelltown and also a contestable component that NSW Councils will have to compete for.
- Floods - Like many areas across NSW the heavy rain has impacted our community and a few of our facilities. Fortunately, while our community was impacted it was nowhere near the severity as experienced across other parts of NSW. We're now working our way through repairs and insurance related matters. I would like to acknowledge that the State Government was great in getting financial assistance out to impacted Councils and we received \$1 million towards repairs that we weren't expecting.
- All General Managers across NSW must review and determine a structure for the organisation within 12 months following the formation of a new Council. I've commenced the process with my leadership team and look forward to updating Council and ARIC at the conclusion of the process.

6. REPORTS

6.1 Internal Audit Progress Report

Purpose

To provide the Committee an update on the progress of the internal audit activity.

Officer's Recommendation

That the Committee receive and note the internal audit update.

Committee's Recommendation: (Wheatley/Hanrahan)

That the Committee receive and note the internal audit update.

6.2 Credit Card Management Review

Purpose

To report on the credit card management review which forms part of the 2021- 22 Audit Plan.

Officer's Recommendation

That the Committee receive and note the credit card management review.

Committee's Recommendation: (Mitchell/Wheatley)

That the Committee receive and note the credit card management review.

6.3 2021-22 Annual Engagement Plan

Purpose

To provide the Committee with the Annual Engagement Plan as provided by the Audit Office of NSW for the period ending 30 June 2022.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Morrison/Mitchell)

That the information be noted.

6.4 Update on Management Letter Points

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hanrahan/Mitchell)

That the information be noted.

6.5 Risk Management Update

Purpose

To provide the Committee with an update on the work of Council's Enterprise Risk Management function.

Officer's Recommendation

That the committee note the information in this report.

Committee's Recommendation: (Wheatley/Morrison)

That the committee note the information in this report.

6.6 Integrated Planning and Reporting Update

Officer's Recommendation

That the committee note the following update:

- Council's progress against the Operational Plan 2021-22, for the period January 2022 to March 2022.

Committee's Recommendation: (Mitchell/Hanrahan)

That the committee note the following update:

- Council's progress against the Operational Plan 2021-22, for the period January 2022 to March 2022.
-

6.7 Business Excellence Update

Purpose

To provide the Committee with an update on the progress of Council's continuous improvement initiatives over the last quarter (January to March 2022).

Officer's Recommendation

That the committee note the following:

- The Business Excellence report for the period January 2022 to March 2022.

Committee's Recommendation: (Morrison/Wheatley)

That the committee note the following:

- The Business Excellence report for the period January 2022 to March 2022.
-

6.8 Compliance and Reporting Matters

Purpose

To provide a 6 monthly report to the Audit, Risk and Improvement Committee of compliance and reporting matters to the Independent Commission Against Corruption (ICAC), the Office of the NSW Ombudsman and the Office of Local Government.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Mitchell/Hanrahan)

That the information be noted.

6.9 Outstanding Actions

Purpose

To ensure the Committee is aware of all outstanding actions and all completed actions.

Officer's Recommendation

That the comments and updates regarding the outstanding and completed ARIC actions be noted.

Committee's Recommendation: (Morrison/Wheatley)

That the comments and updates regarding the outstanding and completed ARIC actions be noted.

7. GENERAL BUSINESS

The next meeting of the Audit Risk and Improvement Committee will be held Tuesday 28 June 2022 at 4:00 pm at the Civic Centre, Campbelltown.

Bruce Hanrahan

Chairperson

Meeting Concluded: 4:51 pm

8.10 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 3 May 2022.

Attachments

1. Reports requested (contained within this report) [↓](#)
2. Letters requested (contained within this report) [↓](#)

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
13.10.20 Lake	NM 11.1 - Charging for parking within the Campbelltown Local Government Area 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.	A briefing was presented to Council in June 2021. The Integrated Movement and Place Strategy is currently in Development with Transport for NSW and expected to be completed in October. A report will be presented in July 2022.	July 2022
2.11.21 Hunt	8.7 Grey Headed Flying Fox Residential Assistance Program 3. That a report be presented to Council detailing the success of the program and the approach undertaken at the end of the trial period or as soon as the funding has been exhausted.	It is envisaged that the GHFF Residential Assistance Program will be rolled out at the end February 2022. A report presented to Council upon completion of the trial which is expected to last 6 months (from application to acquittal).	August 2022
8.2.22 Hunt	NM 11.2 Koala Virtual Fencing 1. Investigate with priority the status and effectiveness of virtual fencing as a means of protecting animals along road ways. 2. Provide a report to the Council on the findings of the investigation including recommendations as to whether virtual fencing or any similar system would be a viable interim protection measure along Appin Road until permanent fauna crossing points have been installed.	Early stages of investigation and research into effectiveness of virtual fencing underway with further detailed analysis to be undertaken to produce recommendations and report. Note that Appin Road is owned and managed by the NSW Government and Council does not own land parcels on either side of the road.	June 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
8.3.22 Khalil	<p>NM 11.5 - Simmos Beach, Macquarie Fields</p> <p>That a report be presented to Council outlining ways to increase visitation to Simmos Beach, Macquarie Fields. The report should include:</p> <p>a) identification of any future enhancement works planned or required to improve the location.</p> <p>b) marketing opportunities to increase visitation and tourism.</p> <p>c) any environmental factors to be taken into account because of increasing visitation.</p> <p>d) any future resourcing considerations to enable an ongoing program of works and marketing activity.</p>	<p>A review of previous work undertaken has commenced including:</p> <ul style="list-style-type: none"> - 2016 study of bushwalking and associated recreational facilities - improvement works undertaken in 2018 and 2019 to upgrade Simmos beach including signage, trail upgrades, kayak ramp and picnic facilities - bushcare and bush explorers programs including the recently launched 'It's Our Backyard' program. <p>Further investigations have also commenced.</p>	December 2022
12.4.22 Oates	<p>NM 11.2 - Scenic Hills Walking / Cycling Trail</p> <p>That Council officers provide a briefing to Councillors on the potential to create a Scenic Hills Walking / Cycling Trail to connect Campbelltown's Scenic Hills to the existing walking/ cycling networks in the adjacent Western Sydney Parklands.</p>	Briefing currently being prepared.	July 2022
City Development			
09.04.19 Thompson	<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 completed as part of the next housekeeping amendment to the Local Infrastructure Contributions Plan.	August 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
10.09.19 Hunt	ORD 8.1 - Mount Gilead Planning Proposal - Relocation of Proposed Community Hub Building and Additional Permitted Use 5. That following an exhibition, a report on submissions be presented to Council.	Review of submissions nearing completion.	June 2022
8.12.20 Hunt	ORD 8.2 - Amendments to the Mount Gilead Stage 2 Biodiversity Certification Application 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.	Public exhibition closed on 14/2/2021 with issues and responses being investigated. Application requires updating to comply with NSW Chief Scientist and Engineer advice on the protection of the Campbelltown Koala Colony.	August 2022
8.6.21 Oates	ORD 8.6 - Planning Proposal - "Glenlee Estate" Menangle Park 3. That following the public exhibition: (a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council	Gateway Determination altered by DPE as advised in Councillor Weekly Bulletin of 25 March 2022. Proponent is required to satisfy requirements of NSW Heritage prior to seeking the issuing of a new Gateway Determination.	December 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
13.7.21 Morrison	<p>ORD 8.3 - Menangle Park - Amendments to Development Control Plan</p> <p>3. That where submissions on the amendments are received during the public exhibition period, a further report on the outcome of the public exhibition be provided to the Council.</p> <p>4. That a further report be presented to Council that includes street names, derived from Table 1.3 of the current Campbelltown (Sustainable City) Development Control Plan, Part 8 Menangle Park, for places of Non-Indigenous Heritage Significance for inclusion on the list of road names approved for Menangle Park.</p>	<p>3. A report was prepared and presented to Council at the November 2021 meeting as Item 8.2 on the agenda.</p> <p>4. Future report to be presented which includes additional street names relating to places of non-indigenous heritage for use on streets for future subdivisions in Menangle Park. Timing of report is linked to the timing of the development and the submission of relevant subdivision plans.</p>	December 2022
13.7.21 Morrison	<p>ORD 8.4 - Kellicar Road Precinct - Outcome of Public Exhibition Planning Proposal and Site Specific Development Control Plan</p> <p>4. That options for affordable housing on the Kellicar Road precinct in this planning proposal be presented as a further report to Council, or as part of a wider investigation into affordable housing across Campbelltown.</p>	A report to be presented to Council at the May 2022 meeting as Item 8.1 on the agenda.	May 2022
3.8.21 Manoto	<p>ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan</p> <p>4. That a further report be presented to Council outlining options for developer contributions planning for the Ingleburn CBD.</p>	Specialist studies are in progress for the Ingleburn Planning Proposal and these will guide the content of potential amendments to the Local Infrastructure Contributions Plan. Outcome will be reported to Council.	August 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
2.11.21 Brticevic	<p>ORD 8.1 - Planning Proposal (Mount Gilead Urban Release Area) - Outcome of Public Exhibition</p> <p>3. That a report be prepared for Council, that investigates rezoning of land identified by Condition 22A of DA2984/2020/DA-CW, to a land use zone suitable for a koala strategic linkage corridor, consistent with the recommendations of the NSW Chief Scientist and Engineer report – Advice on the protection of the Campbelltown Koala Population.</p>	Report to be integrated with Stage 2 Biodiversity Certification Application which relates to most of Menangle Creek.	August 2022
8.3.22 Oates	<p>NM 11.3 - Illegal Rubbish Dumping</p> <p>1. That Council investigate ways to combat the increasing levels of illegal kerbside rubbish dumping across the city.</p> <p>2. That a report be presented as soon as possible on the outcome of the investigation.</p>	Investigation is underway with an expected reporting timeframe being June 2022, subject to the findings of the investigation.	June 2022
City Governance			
12.4.22 Brticevic	<p>NM 11.3 - Cost of Living Assistance for Local Residents</p> <p>1. That Council officers provide a briefing and a report to Councillors on the Rate Assistance and Hardship Policy.</p> <p>2. That Council officers provide a briefing and a report to Councillors on the Resilience Hazard Assessment.</p>	<p>1. A briefing and report on the Rate Assistance and Hardship Policy is anticipated to be presented to Council in June 2022.</p> <p>2. A briefing was presented on the Resilience Hazard Assessment to Councillors in April. A report to be presented to Council at the May 2022 meeting as Item 8.11 on the agenda.</p>	June 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
10.03.20 Morrison	<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>This project has been divided into 2 main stages. Council continues to embed improvements as part of its existing commitments including increasing the provision of solar systems and renewable electricity, investigating low emission fleet opportunities and working in partnership with developers to deliver low emission communities.</p> <p>Stage 1: Council has developed an online dashboard that captures and presents sustainability performance information. Council is continuing to work in partnership with a number of its suppliers to refine the information, as well as confirm the processes relating to the sharing of information.</p> <p>Stage 2: This component includes staged investigations that seek to define the actions required to achieve net zero within each of the sustainability performance areas defined in stage 1. Council is currently reviewing the impact of its greenhouse gas emissions resulting from the following activities - energy and water consumption, vehicle fleet and waste. The review will provide a baseline from which potential pathways and actions to achieve Net Zero will be identified.</p>	June 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
3.8.21 Manoto	<p>ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan</p> <p>3. That a further report be presented to Council outlining options for a design excellence process for the development of the future car park site for a mixed use building and a public park. This report is to consider the appropriateness of this site for a possible iconic building.</p>	<p>A Project Definition Plan (PDP) is in preparation. This will include an outline of costs required to undertake a feasibility study to determine the sites viability from a triple bottom line perspective (ie financial, social and environmental). The required funding will be considered as part of Council's annual budget planning process for 2022-23. The project feasibility will take approximately 3 months to complete once funding has been made available.</p>	March 2023
14.9.21 Oates	<p>NM 11.2 - Creative Arts Fund</p> <p>1. That a report be presented investigating the establishment/trial of a local creative arts fund with the purpose of providing opportunities to improve the wellbeing, resilience and social cohesion of our community through creative expression and social connection.</p> <p>2. That the report also include the current and past, small and localised art funding initiatives undertaken by Campbelltown City Council including the cost associated with these initiatives.</p>	<p>A report is currently being drafted that investigates the opportunity of a local creative arts fund to improve our community's well-being, resilience, and social cohesion through creative expression and social connection. The report will include the current and past, small and localised art funding initiatives undertaken by Campbelltown City Council.</p>	July 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
8.3.22 Brticevic	<p>ORD 8.13 - Draft Community Strategic Plan: Public Exhibition</p> <p>1. That the draft Community Strategic Plan - Campbelltown 2032 – be placed on public exhibition for a period of 28 days (9 March 2022 and 6 April 2022).</p> <p>2. That, following public exhibition, a further report is submitted to Council seeking formal endorsement of the revised Community Strategic Plan - Campbelltown 2032.</p>	A report is expected to be prepared once the exhibition period concludes and submitted for a June Council meeting.	June 2022
8.3.22 Lound	<p>NM 11.4 - Business Parking in the Campbelltown CBD</p> <p>1. That Council undertake further engagement with Campbelltown CBD Businesses to understand their concerns regarding parking.</p> <p>2. That a report be presented to Council for discussion and consideration of appropriate potential solutions.</p> <p>3. Develop an appropriate data strategy to ensure that recommendations regarding parking are based on evidence.</p>	Council regularly engages with businesses in the Campbelltown CBD on a range of topics and has commenced a targeted discussion about car parking. Council has access to a number of data sources including a recent travel survey, Place Intelligence pedestrian movement data and anecdotal feedback from CBD businesses. TNSW is also leading a kerbside data project currently being presented to Council for consideration. This data will allow Council to make some educated assessment of vehicle and pedestrian movement in relation to car parking. Once the collection and analysis of data is collated, a report will be presented to Council to consider options moving forward.	July 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Lifestyles			
13.7.21 Oates	<p>NM 11.1 - Glenalvon House</p> <p>That a report be presented to Council investigating the potential to provide for a small restaurant/café with industry standard cooking facilities and associated rest rooms in the grounds of Glenalvon House.</p>	A report to be presented to Council at the May 2022 meeting as Item 8.5 on the agenda.	May 2022
14.9.21 Morrison	<p>NM 11.1 - Support for the Homeless in Campbelltown</p> <p>1. That a report be presented detailing the initiatives, services and strategies that Council has implemented, and is continuing to implement, during [and before] the COVID-19 crisis, to assist local community organisations and NGOs, working to support homeless people in our LGA.</p> <p>2. That Council investigate future opportunities to reduce/eliminate homelessness in the Campbelltown LGA and include these initiatives in the report.</p>	A report to be presented to Council at the May 2022 meeting as Item 8.4 on the agenda.	May 2022

Reports requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Lifestyles			
12.10.21 Oates	<p>NM 11.2 - Local Community Fresh Produce Market</p> <p>That a report be presented on the opportunity for Council to facilitate the development of a Local Community Fresh Produce Market to support our local small businesses, community groups, small farmers and bakers, post COVID-19.</p>	<p>An outdoor fresh produce market 'Home Grown and Home Made' will be piloted as part of On Q activations in March - April 2022. Pilot will test community interest in a fresh produce market and inform a feasibility analysis of best site, size and frequency. Stallholder / vendor EOI is currently active.</p> <p>The markets are scheduled for 20 March, 10 April and 15 May and a report will produced after the last occurrence in May for June's Ordinary Council Meeting.</p>	June 2022
12.4.22 Oates	<p>NM 11.1 - Women's Shed</p> <p>That Council present a report on the feasibility of developing a Women's Shed Pilot Program to complement Council's focus on community resilience and sustainability.</p>	<p>Council will investigate options for introducing a "Women's Shed" or skill development program to the LGA. Informed by recommendations of the Resilience Hazard Assessment and looking at the economic sustainability of local households, Council will explore various models of delivery including grant options, fee-paying workshops and potential partner or host organisations. A report with options and a recommendation is anticipated to be presented at the September 2022 Council meeting.</p>	September 2022

Letters requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates
City Delivery		
8.3.22 Hunt	<p>NM 11.1 - Koala Care and Treatment Facilities</p> <p>1. That Council write to the NSW Minister for Environment and Heritage, the Hon. James Griffin MP, Shadow Minister for the Environment Penny Sharpe MLC, Federal Member for Macarthur, Dr Mike Freelander MP, Federal Member for Werriwa Anne Stanley MP seeking their support for Council to obtain funding from the Federal Government under the recently announced \$50 million grants package to boost the long-term protection and recovery efforts of Australia's koalas in line with the NSW Government's commitment to double Australia's koala population by 2050.</p> <p>2. That Council write to the Federal Minister for the Environment, the Hon. Sussan Ley MP, highlighting the uniqueness of the Campbelltown Koala colony being the only disease-free colony in the Sydney Basin and seeking funding from the January announcement of the \$50 million koala protection grants package to:</p> <ul style="list-style-type: none"> a) provide koala health and care facilities b) deliver all care, treatment and triage to improve koala health outcomes c) assist with on-ground actions that will restore and enhance priority koala habitat and safety d) implement key training in koala treatment and care and e) expand community-led initiatives. <p>3. That Council write to the NSW Minister for Environment and Heritage, the Hon. James Griffin MP, requesting funding under the State Government support package.</p>	<p>1. Letters sent 8/04/2022 to the NSW Minister for Environment and Heritage, the Hon. James Griffin MP, Shadow Minister for the Environment Penny Sharpe MLC, Federal Member for Macarthur, Dr Mike Freelander MP, Federal Member for Werriwa Anne Stanley MP. A response was received on 26/04/2022 from Dr Mike Freelander MP and on 20/04/2022 from Anne Stanley MP and included in the May 2022 agenda as Item 7.1.</p> <p>2. Letter sent 11/04/2022 to the Federal Minister for the Environment, the Hon. Sussan Ley MP.</p> <p>3. Letter sent 8/04/2022 to the NSW Minister for Environment and Heritage, the Hon. James Griffin MP.</p>

Letters requested effective 3 May 2022

*Date of Decision *Mover	Action Item	Comments / updates
City Governance		
12.4.22 Brsticevic	NM 11.3 - Cost of Living Assistance for Local Residents 3. That Council write to the Member for Macarthur, Dr Mike Freelander MP, Member for Werriwa, Anne Stanley MP and any candidates for the Federal election seeking their policies on improving the lives of the residents in the Campbelltown LGA.	Letters sent 26/04/2022 to the Member for Macarthur, Dr Mike Freelander MP and the Member for Werriwa, Anne Stanley MP.

8.11 Our Resilience Hazard Assessment

Reporting Officer

Sustainability and Resilience Coordinator
City Growth

Community Strategic Plan

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

Officer's Recommendation

1. That Council adopt the Resilience Hazard Assessment.
2. That Council invite external agencies and services that support our community to partner in implementing the Resilience Hazard Assessment and, in doing so, build our city and community's resilience.

Purpose

To provide Council with our Resilience Hazard Assessment and seek its adoption.

History

Council, at its meeting on 9 October 2018, considered a report titled Resilient Campbelltown. The report provided an overview of the Resilient Sydney Strategy and resolved:

1. That Council note the development of a Resilience Strategy for the Campbelltown CBD utilising the foundations of the Resilient Sydney Strategy as part of Reimagining Campbelltown Phase 2.
2. That the Resilience Strategy for the Campbelltown CBD motivate the delivery of enhanced resilience outcomes across the wider City of Campbelltown Local Government Area.
3. That Council provide ongoing support, and actively participate in the 35 actions and flagship items contained within the Resilient Sydney Strategy.

In line with the Resilient Sydney Strategy, Council has undertaken a Resilience Hazard Assessment to provide an evidence-driven, place-based approach. Of note, the findings of our Resilience Hazard Assessment have been used to inform and direct our COVID-19 community and business support program across both lockdowns in 2020 and 2021.

Report

Background

Our City is growing rapidly and becoming more connected than ever before. The key support services that our City and community relies on, such as health, transport, utilities, telecommunications and social services, are becoming increasingly interdependent.

Unfortunately, over the last few years this interdependence has been tested. We have experienced devastating bushfires and floods, dangerous air quality and heatwaves, as well as an evolving disease pandemic.

Resilience acknowledges that things will, at times, go profoundly wrong. Our City needs to have the capacity to bend, not break, and to ensure that our community has the everyday resources to not just survive, but thrive.

Resilience is a team sport that involves everyone. It is not something that can be achieved alone, or solely by Council. True resilience starts with the individual and grows through connections and partnerships.

What is resilience?

Resilience is defined as:

The capacity of individuals, communities, institutions, business and systems to survive, adapt and thrive no matter what kinds of chronic stresses (slow burning pressures that impact everyday life) and acute shocks (abrupt events that can stop a city) they experience.

Resilience, in all of its systems-thinking, shows us that we need to pay attention to the fabric of our systems and services so that they're as strong as possible. Stresses need to be watched, as shocks expose and prey on existing vulnerabilities.

Resilience puts people at the centre of everything – it is the people that make a city and its economy work. As a result, it's important to recognise that systems don't just refer to hard infrastructure like roads – they also encompass more intangible systems like people networks and resource flows – things like trust and sharing between neighbours and organisations.

Our resilience approach:

In January 2021, we engaged AECOM to undertake a Resilience Hazard Assessment using best practice methodology that had been applied to other cities in Australia and overseas.

This methodology involved 4 keys inputs including:

- a review of key policies and strategies
- stakeholder interviews and workshops
- risk assessment of our assets and services
- an evidence-based assessment to identify our community's challenges.

As a result, the following outputs were identified:

- the top 10 shocks that could disrupt/stop our City
- the top 10 stresses that impact our everyday life
- the resulting 7 resilience hazards our City will face if we don't embed resilience into our decision making
- a list of 42 actions that accompany the resilience hazards, describing the things we need to do to place us in a better position to plan for and manage these disruptions. It is important to note that the actions are divided into 3 categories (enhance, collaborate and initiate), and strongly emphasise the need to establish internal and external partnerships.

As previously mentioned, the findings of the Resilience Hazard Assessment were used to inform and direct Council's COVID-19 community and business response. This provided a unique and unprecedented opportunity to test the accuracy of the stresses during a shock event. It has further enhanced, strengthened and built confidence in the findings of the Resilience Hazard Assessment.

Our shocks, stresses and resilience hazards

The shocks our City is most vulnerable to:

- bushfires
- infrastructure failure (transport, digital, electrical)
- extreme temperatures and heatwaves
- financial crisis and high structural unemployment
- disease pandemic
- flooding (flash, riverine)
- drought and water shortages
- severe storms (East coast lows)
- cyber attack
- civil disobedience/terrorism.

The highest priority stresses for our City:

- increasing vulnerable populations
- homelessness
- domestic and Family Violence
- food insecurity
- aging community infrastructure and facilities
- housing affordability
- increasing congestion for commuter travel
- increasing digital divide
- increasing average temperatures
- chronic illnesses (including mental illness).

Our resilience hazards – these hazards arise from a combination of social, economic or environmental shocks and stresses. They're the outcomes of synthesising community data and consultation with the shocks and stresses mentioned above.

- severe disruption to the services, infrastructure and assets that support our City and its people

- health and community services are overwhelmed
- critical infrastructure doesn't meet or keep up with our changing community needs
- extreme heat days threaten our lives and the things we do
- our agility and resources are tested as we work to deliver and meet our commitments
- our First Nations knowledge and wisdom are not respected and embraced
- our City grows without an identity or spirit to support community cohesion and strength.

Next steps

The Resilience Hazard Assessment provides a framework and approach to build Council's, the community's and the City's resilience. In doing so, it serves to encourage our community to be a part of decisions, to place evidence at the fore front of everything we do, and to unite agencies, stakeholders and services that support our City. It is critical to the development and success of our City now and into the future.

The Resilience Hazard Assessment acknowledges that Council's role is varied, and we will require multiple 'hats' – lead, enabler, advocate, support. In this respect, one of the key actions is to 'create a network map of the services that support our community to better understand roles, connection points and leverage synergies'.

The Resilience Hazard Assessment is considered an 'informing strategy' to the Integrated Planning and Reporting (IP&R) Framework. As a result, it is heavily incorporated into Council's draft Delivery Plan, and its implementation will be required to meet the conditions of the Audit, Risk and Improvement Committee (ARIC). This means that Council is accountable to implementing the 42 actions and demonstrating positive, evidence-based outcomes to the community.

Financial Implications

Council's Corporate Sustainability Fund will financially support the implementation of a number of actions. In addition, grant funding and external partnerships are also being explored/sought. A detailed resourcing and funding plan will outline these opportunities

Conclusion

The attached Resilience Hazard Assessment is founded on rigorous methodology, a substantial evidence-base and has been developed in consultation with over 30 staff members from across Council.

The Resilience Hazard Assessment provides Council, and those agencies/stakeholders providing services to our community, with a united approach to build our City's resilience.

Attachments

1. Resilience Hazard Assessment (contained within this report) [↓](#)

TOWARD A THRIVING CITY

OUR RESILIENCE HAZARD ASSESSMENT



CAMPBELLTOWN

AECOM

"I can move forward, I can heal" - *Uncle Ivan Wellington.*

Artist - Emmanuel Asante.



2

Acknowledgement of Country

The Dharawal people walked in harmony with this land, treading lightly and paying respect to the Elders who went before them. They welcomed people from many nations to gather and enjoy the land between 2 rivers.

We acknowledge the Dharawal people, the traditional custodians of this land. Campbelltown has always been a gathering place, with its fertile land, abundant food sources, bushland and wildlife. This, along with the welcoming nature of the Dharawal people, made the area a perfect meeting place for all mobs to unite, to yarn, trade, discuss lore and resolve any grievances that may have occurred between them.

Today, Campbelltown's Aboriginal community continues to embody this welcoming nature. Made up of mobs from far and wide, they're one of the largest Aboriginal and Torres Strait Islander populations.

Despite having different stories, they have joined together as one community and made Dharawal land their home.

We acknowledge the strength and welcoming spirit of Campbelltown's Aboriginal community, who are creating a shared community on their land in contemporary Campbelltown - one that honours the past and its people while looking towards the future. They create strength through their connections to each other and embody resilience.

We acknowledge the future Aboriginal community of Campbelltown, and look to them for guidance, as together, we create a resilient future for all.

"Resilience is about being positive about the future and for that you need to be strong and believe and never give up" - Ahana Shinoj (Minnu).

Artist - Emmanuel Asante



Message from the General Manager

During the writing of this document the world plunged into the COVID-19 pandemic. It may be tempting to view this event as 'unprecedented' or 'unparalleled', but a resilience view sees this one pandemic as a series of interrelated, cascading and compounding stresses and shocks - a health challenge which exacerbates unemployment issues, sends airlines bankrupt, tips economies into recessions etc.

The next shock may be financial, or environmental like the bushfires in 2019, or possibly institutional, like a cyber attack or bank collapse.

Whatever the next shock is, resilience, in all of its systems-thinking, shows us that we need to pay attention to the fabric of our systems so that they're as strong as possible. Stresses need to be watched and managed - we need our systems to be functioning and dependable when the inevitable shocks come, as shocks expose and prey on existing vulnerabilities.

It's important to recognise that 'systems' don't just refer to hard infrastructure like roads - they also encompass more intangible systems like networks and resource flows - things like trust and sharing between neighbours and organisations. Our systems need to ensure that our community has the everyday resources to not just survive, but thrive.

Our call to action is to gather the insights that we need and to weave a strong fabric which makes us resilient to whatever may come.

The portraits that are featured throughout this document are from a project undertaken during lock down in 2021 called "Resilient Faces of Campbelltown". The portraits capture the stories of resilience from 10 local hero's whose hearts beat for Campbelltown.

Each sitter joined an online meeting with our facilitator, Julie Finch, and artist, Emmanuel Asante. During this time, they shared their stories and experiences, their thoughts on resilience and how we can move forward together as a resilient city.

Campbelltown has a rich diversity of people, which is just one of our many strengths. Despite the variety of experiences, we come together and we support each other. **We are Campbelltown.**

The AECOM logo is displayed in white, bold, sans-serif capital letters against a solid purple rectangular background.

This document was produced in partnership with AECOM, and released in February, 2022.

We are extremely grateful for AECOM's commitment to our city and increasing its resilience.

Why is resilience so important?

The world's cities are more densely populated and interconnected than ever before. The key support systems on which they and their people rely such as health, transport, utilities, telecommunications and social services are becoming increasingly interdependent.

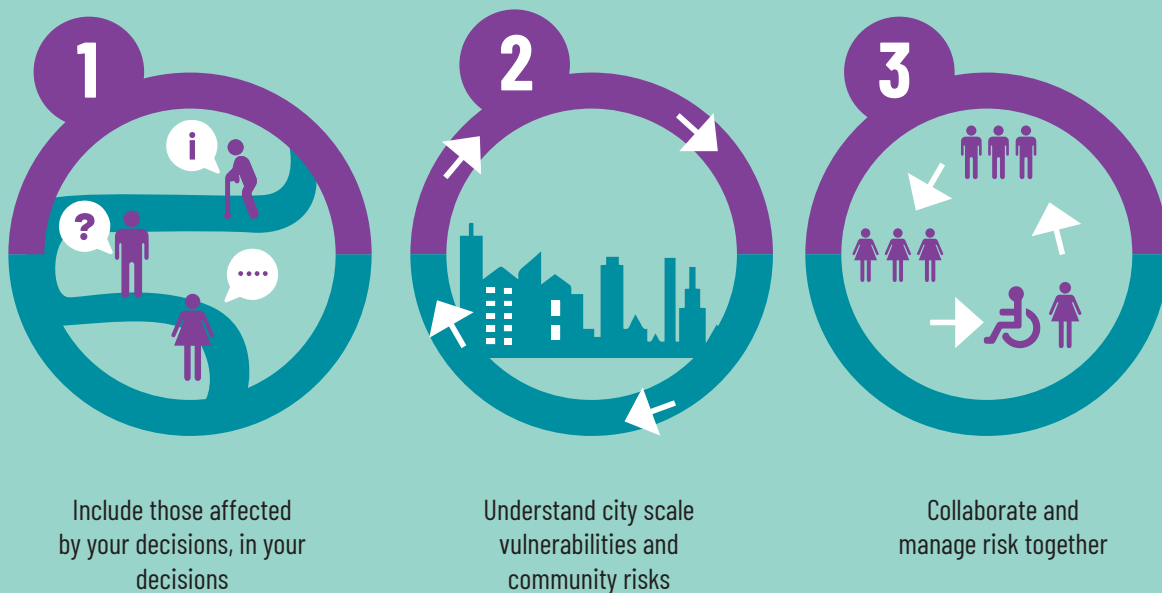
Unfortunately, this interdependence means that shocks and stresses are often compounding and cascading – spilling quickly from one system into another.

Resilience acknowledges that things will, at times, go profoundly wrong. Cities need to have the capacity to bend, not break, by preparing for and responding to, their community's needs.

The rules of resilience

Resilience puts people at the centre.

A city is a collection of suburbs, a suburb is a collection of neighbourhoods, a neighbourhood is a collection of households and a household is a collection of people. A city and its economy, in all its forms, are there to serve its people, not the other way round.



Defining resilience

“The capacity of individuals, communities, institutions, businesses and systems to survive, adapt and thrive no matter what kinds of chronic stresses and acute shocks they experience”

- Acute shocks are sudden, short-term events that disrupt individuals, communities, institutions, business and systems.
- Chronic stresses weaken systems and communities on a day-to-day or cyclical basis.

Resilience seeks to ensure that a city thrives in both good times and bad, for the benefit of all of its residents.

This definition of resilience has been developed and adopted globally by the 100 Resilient Cities Program, pioneered by the Rockefeller Foundation and supported by the Global Resilient Cities Network.

Our Resilience Hazard Assessment

In 2018 our Council resolved to adopt the Resilient Sydney Strategy, paving the path for Campbelltown's own resilience approach.

In January 2021 we engaged AECOM to undertake a Resilience Hazard Assessment using best practice methodology that had been applied to other cities in Australia and overseas.

This methodology involved 4 keys inputs including:

- 1** A review of key policies and strategies - both ours and external
- 2** Stakeholder interviews and workshops
- 3** A risk assessment of our assets and services
- 4** An evidence-based assessment to identify our community's challenges

As a result, the following outputs were identified:

- 1** The top shocks that could disrupt/stop our city
- 2** the top stresses that impact our everyday life
- 3** the resulting resilience hazards our city will face if we don't embed resilience into our decision
- 4** a list of actions to accompany each resilience hazard, describing the things we need to do to place us in a better position to plan for and manage these disruptions.



Our strategic enablers

Resilience takes a systems-thinking approach. Both the strength and the challenge of this approach is its broad scope - it cuts horizontally across silos and 'vertical' systems in order to identify systemic challenges, connections and interdependencies. For example, a seemingly specific enquiry like water availability for a suburb can quickly expand into a large, complex list of stakeholders, including state and other local governments, public and private entities, residents, lobby groups and others. Each of these stakeholders will have their own systems, priorities, plans and limiting factors.

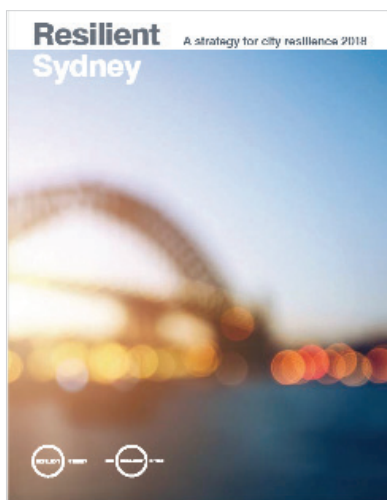
As such, over 20 plans, policies, strategies, frameworks and technical studies were reviewed.

Of note are the following:

- Resilient Sydney Strategy 2018
- Campbelltown Local Emergency Management Plan 2020
- Community Strategic Plan 2027
- Campbelltown City Council Delivery Program 2017-2022
- Campbelltown City Council Economic Development Strategy
- Building and Facilities Asset Management Plan 2027
- Reimagining Campbelltown City Centre Masterplan 2020
- Local Strategic Planning Statement 2040
- NSW Critical Infrastructure Resilience Strategy
- State Emergency Management Plan

"Campbelltown is a top, tight-knit community... that loves each other. They're strong, they're tough, and they just keep finding new ways to get through their problems" - Ricardo Lonza

Emmanuel Asante - Artist



Resilient Sydney - a strategy for city resilience (City of Sydney, 2018)

Resilient Sydney is a five-year plan that seeks to create a metropolis that is connected, inclusive and resilient.

It identifies 35 actions which are aligned to 5 directions. These actions and directions, described below, have been considered in the development of this plan.

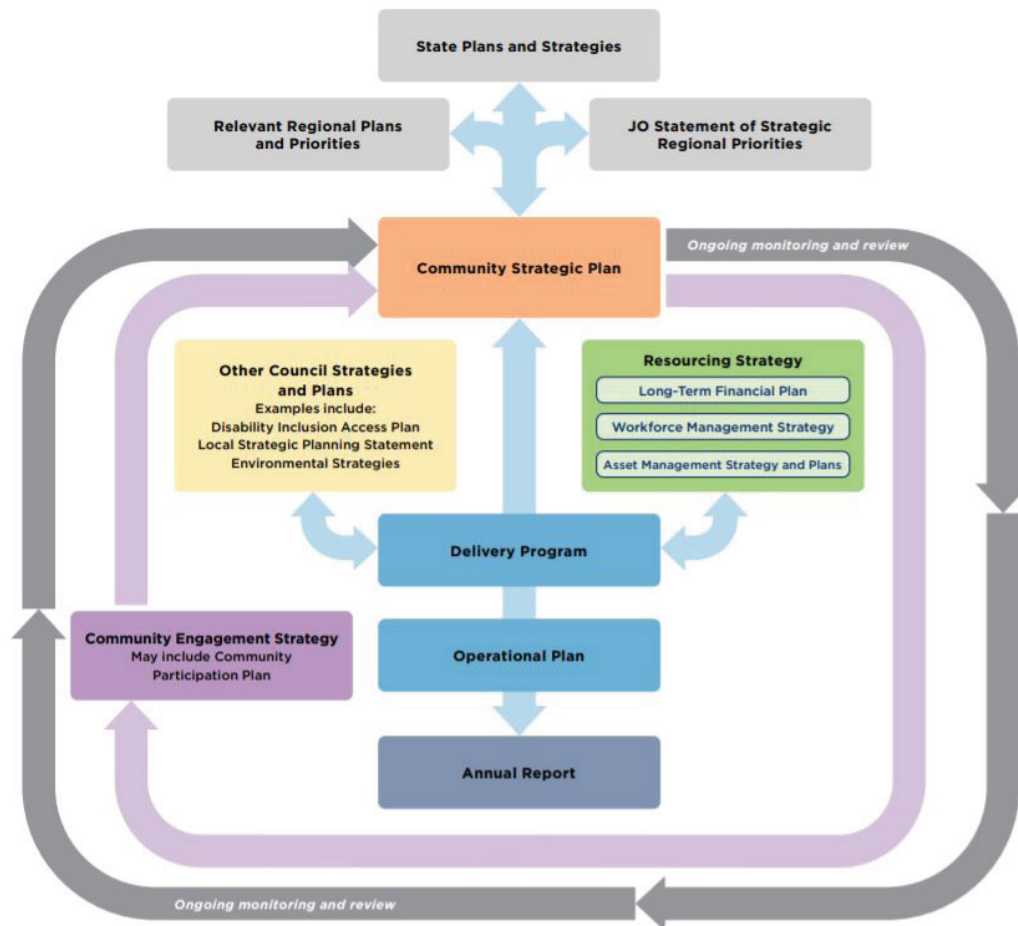
1. **People-centred:** to address rising inequity
2. **Live with our climate:** to adapt to a changing climate
3. **Connect for strength:** to foster a sense of belonging and equality
4. **Get ready:** to prepare infrastructure, essential services and people for shock events
5. **One city:** to build the capacity of governance organisations to understand and manage vulnerabilities, interdependencies and risks



Campbelltown City Council Delivery Program

The Delivery Program is our four-year plan that outlines the programs, projects and services that will be delivered, along with key performance measures.

City resilience is a foundational priority of the Plan and will ensure that resilience actions are embedded within our strategic planning framework.



Integrated Planning and Reporting Framework (IP&R)

The IP&R framework consists of a number of plans, programs and strategies that provide direction on how councils will support the future needs and aspirations of their communities. Of note, the framework establishes:

- A 10 year Community Strategic Plan (CSP) that outlines the community's vision and aspirations for the future of our city
- A 4 year Delivery Program that translates the community's vision into actions that our Councillors will deliver over their elected term.

In 2021, the IP&R framework was updated to drive further improvements in how NSW councils adapt to, and prepare for, new challenges such as extreme events, growing demographics, evolving community expectations and policy frameworks.

As a result, all of our plans (including this Resilience Hazard Assessment), resourcing and actions must be identified, monitored and reported.

Additionally, an independent Audit, Risk and Improvement Committee (ARIC) is responsible for overseeing, reviewing and providing advice on how we're meeting our community's goals.

"Resilience is to be patient and strong. It is the ability to continue to live a good life no matter what" - Zahra Al-Mudhfar.

Artist - Emmanuel Asante



Our resilience challenges

In fostering a resilient community, we're committed to leaving no one behind.

The following resilience challenges are derived from consultation and data, and all point to some kind of systemic vulnerability.

Our ongoing work will be to understand the complex dynamics which are shaping these challenges and respond in ways which strengthen them.

- Domestic and Family Violence is increasing

Any form of behaviour that is violent, threatening, harassing or controlling by an intimate partner or family member. It can include emotional, psychological, financial and sexual abuse.



Number of incidents of DFV reported per day to Campbelltown police.



Increase between 2015 and 2020 in the number of incidents involving children in Campbelltown.



Increase between 2018 and 2020, in the severity of threat experienced by DFV victims in Campbelltown.

DFV rarely occurs in isolation and is often associated with other stresses including unemployment and gender inequity.

- Women are 3 times more likely than men to experience DFV and of these women, more than half have children in their care
- Intimate partner violence is a higher health risk factor for women aged between 18 and 44 years (greater than smoking, alcohol and obesity)
- Aboriginal and Torres Strait Islander women are over 3 times more likely to be victims of DFV than non-Indigenous women
- DFV is significantly under-reported to police with current estimates only accounting for 40% of actual crime levels.

- Food insecurity is increasing

Being unable to access food in the quantity and of the quality needed to live an active and healthy life.

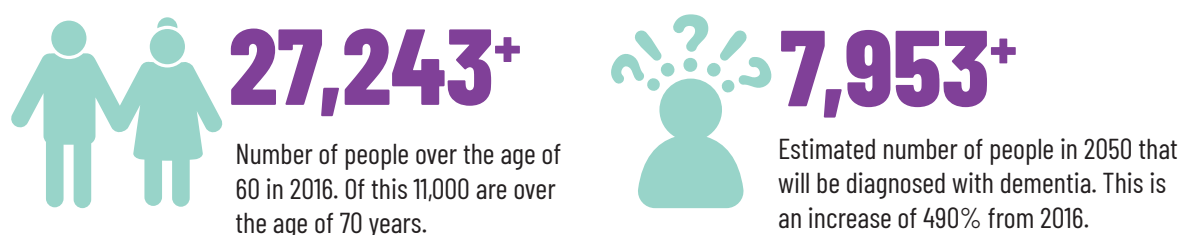


Some people are more vulnerable to food insecurity. These groups include low-income earners, people who are socially or geographically isolated, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, single-parent households, older people and people experiencing homelessness.

Food insecurity rarely occurs in isolation and is often associated with a number of other stresses including: material hardship and inadequate financial resources difficulty accessing affordable healthy food (e.g. financially or geographically) limited food and nutrition literacy (e.g. knowing how to purchase and prepare ingredients to make a healthy meal).

- An aging community and increasing rates of dementia

Dementia describes a collection of symptoms that are caused by disorders affecting the brain. It is not one specific disease. Dementia can happen to anybody, but it is more common after the age of 65 years.



An aging population presents both strengths and challenges for a growing city. Older residents have often contributed to the fabric and success of the city for many decades, and have witnessed changes beyond what many younger residents can comprehend. They also meaningfully contribute to the city through the informal economy, through activities such as volunteering and caring for grandchildren.

As our city moves on, we risk leaving this increasingly large and vulnerable group behind – either technologically (in areas like digital literacy or access to technology), economically (with issues like financial stress and food insecurity) or socially.



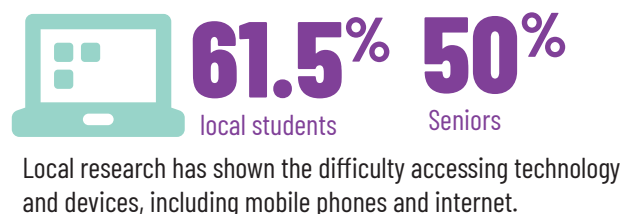
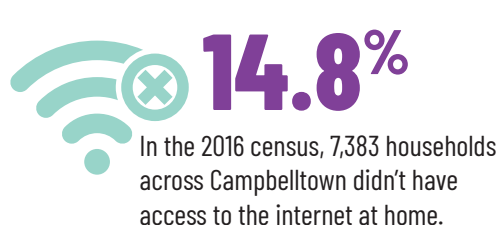
"Resilience for me is about being able to constantly overcome... I have had a little spark in me that I would call resilience. And that spark is a little bit of hope, a little bit of determination, a little bit of stubbornness. It just depends on what's there" - Lauren Rowe.

Artist - Emmanuel Asante

Resilience Hazard Assessment 15

- Many residents are digitally excluded

Being unable to enjoy the benefits of being online and use technology confidently to improve day-to-day lives due to limitations with access, affordability and digital literacy.

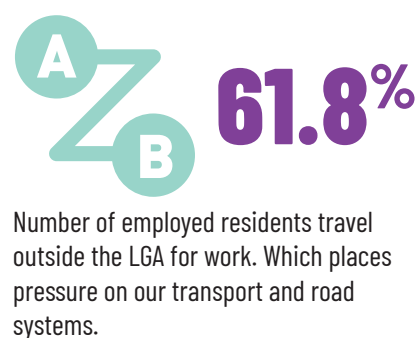
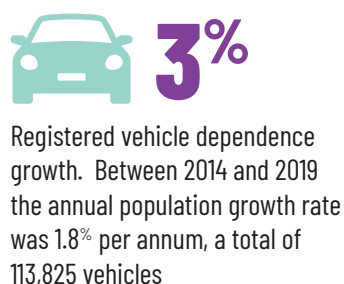
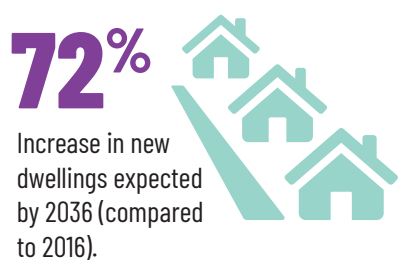


Access to the internet is now a requirement for many basic and quality of life needs such as access to Government services (like Centrelink and Medicare), banking, the ability to work from home, entertainment, education and social networks. We know that digital disadvantage coincides with other forms of social and economic disadvantage, so those that can potentially benefit most from being connected are at greater risk of being left behind. Some of the causes of digital disadvantage/exclusion include:

- Access – the availability of the internet and connected devices.
- Affordability – the financial means to get online.
- Digital Ability – confidence to use the internet safely.

- The city is under strain from unprecedented growth

Our city is expected to grow (via sprawl and density) by 82,000 people, or 47% by 2036.



Growth presents significant challenges in providing a high quality of life and amenity for our expanded population.

Not only do "hard" infrastructure like roads, electricity and water need to be installed, but existing facilities, amenities and services are subject to greater demand and pressure.

- Extreme weather events are increasing

A weather event that is unusually intense or long and is beyond what has been experienced before.



2 years

If the drought from 2017 to 2020 had persisted for another 2 years, our city may have run out of water.



19,000+

Number of Campbelltown residents that live adjacent to bushland, placing them at unique risk of a major bushfire event.

Our city is most susceptible to:

- Heat wave: A period of 3 or more consecutive days where maximum and minimum temperatures are higher than average
- Bush fire: An unplanned vegetation (grass, forest, scrub) fire
- Drought: Acute water shortage typically associated with rainfall deficiency

As a result of a warmer and wetter atmosphere, extreme weather events are increasing in frequency and intensity and reaching tipping points. In recent years, our city has experienced unprecedented and record breaking extreme weather events. These events have had a significant impact on our environment, the economy and our lives. During the decade 2010 to 2019 extreme weather events cost Australia \$35 billion.



- Households are under financial stress

Financial stress is a spectrum of issues ranging from worrying about money to struggling to pay bills and insolvency (unable to meet mortgage repayments or bankrupt).



Number of households in mortgage stress. A study conducted in May 2021 found that Campbelltown had the highest rate of mortgage stress in the country.



Our unemployment rate is significantly higher than the NSW unemployment rate of 6.4%

We know that many of our residents experience continuous or intermittent financial stress, and that financial stress is increasing across Australia.

Financial stress is often the product of many complex, intersecting macro and micro-economic systems, ranging from interest rates, banking, house and rental prices, labour markets and local economic conditions. Alongside this, inequality is also growing, with greater divides between rich and poor, employed and unemployed etc.

Both financial stress and inequality have been found to have significant impacts on individuals and families, ranging from acute mental stress and poor mental health to negative impacts on child development and educational attainment.

- Affordable housing and homelessness

Housing is considered affordable if it costs less than 30% of a households gross income. Lack of affordable housing can increase the risk of homelessness leading to a person not having a stable and safe place to call home.



Between 2016 and 2020, household income increased by 2.3%. However, cost of living and house prices increased by 4.9% and 13.6%, respectively.



Prior to the COVID 19 pandemic, an average 30 street sleepers a week were reported. During COVID-19 the number of street sleepers spiked towards 100 per week, with resulting extra accommodation needs.

We all need a home. None of us can go about our lives, raise a family, go to work or stay healthy, without a stable and safe place to call home. Our housing system should make sure everyone has a secure, safe roof over their head.

Australians face a less secure housing landscape than ever before. Many Australians are struggling with the high costs of housing and rent, and the majority of those in housing stress are private renters. Rising rent levels have also increased the pressure on public housing and crisis accommodation services and contributed to the current high rate of homelessness.

In NSW almost 50,000 people are currently waiting for social housing, with wait times of up to ten years. Homelessness is also rising quickly, increasing 37% between the 2011 and 2016 censuses.

- Youth mental health

Mental illness is a general term that refers to a group of conditions, such as anxiety, depression or psychological distress.



Number of local young people (zero to 24 years) during 2019-20, who were hospitalised for intentional self-harm. This was 35% of total mental health admissions.



Number of people in 2019-20, who presented to Campbelltown Hospital emergency department with mental health concerns.



In Australia, suicide is the leading cause of death for people aged 5-17 years.

The development of common mental health conditions occurs predominantly across adolescence and into the mid-20s, with about three-quarters of disorders emerging before 25 years old.

Furthermore, young people experience a significant mental health burden:

- Almost one-fifth of all young people aged 11 to 17 years experience high or very high levels of psychological distress
- One in ten young people will self-harm
- One in thirteen will seriously consider suicide
- One in fourteen will attempt suicide.

This makes adolescence critical for identification and early intervention, as it will greatly assist our young people in the short term, and assist with reducing a lifetime burden of poor mental health.

- We're at risk from shocks and stresses

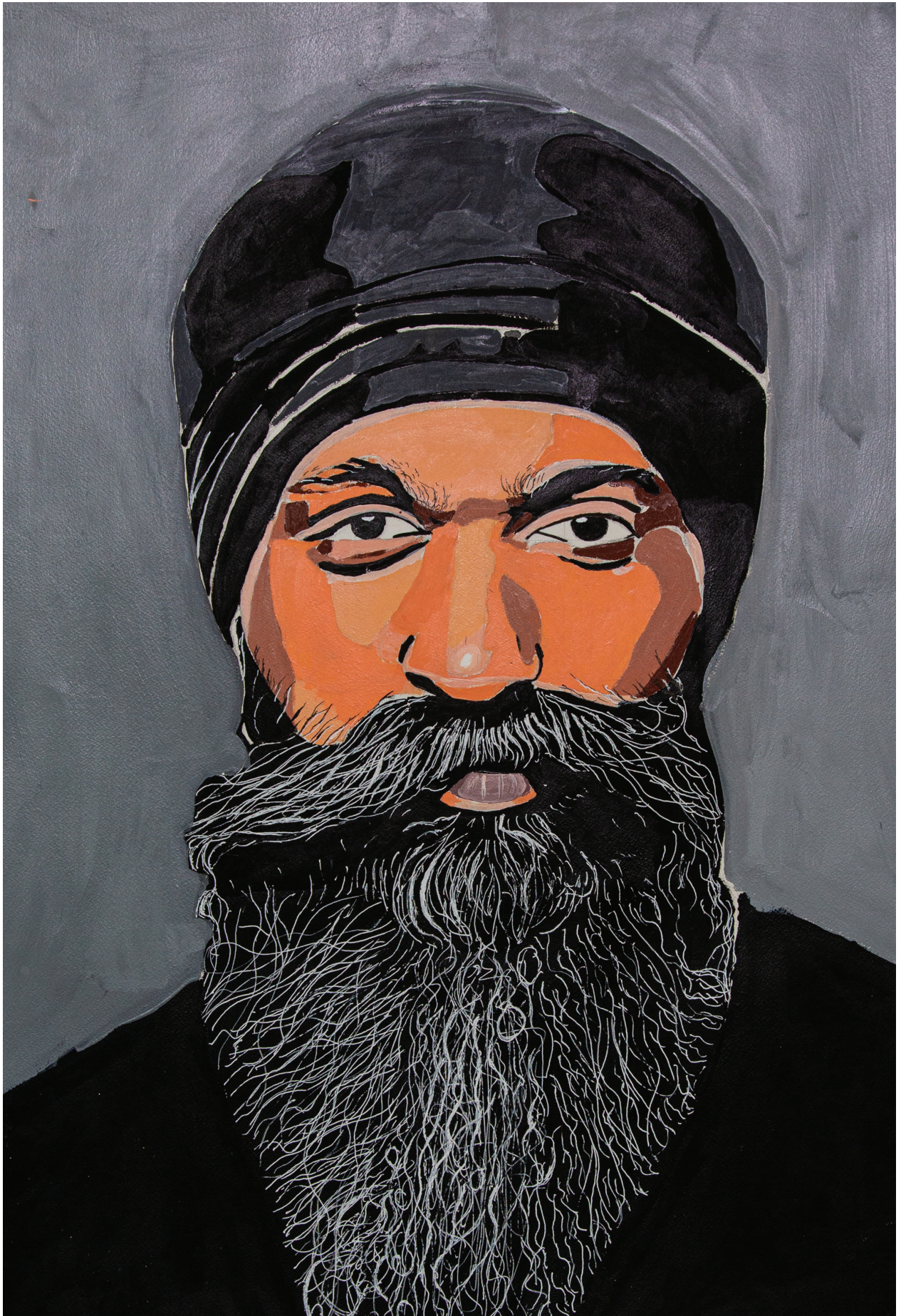
Like our community, local government have a range of resilience shocks and stresses which constantly put us under pressure.

As the level of government closest to the community, we play an important role in the stewardship of our area and our community. In some ways our health and the health of our community are entwined – the more effective we are, the better the outcomes for everyone.

As such, we have dual responsibilities of ensuring continuity of services through risk management, while also accepting the resilience challenge of becoming a thriving organisation that is capable of increasingly enhancing our city's capacity and potential.

*"By strength we survive and by courage we're respected"-
Sukhdeep Singh Bhogal, L-FRESH The LION.*

Artist - Emmanuel Asante



Resilience Hazard Assessment 21

"Music led me to speaking out and it made me resilient, it completely changed my world. If I didn't have music I don't know where I would be" - *Hamani Tanginoa*.

Artist - Emmanuel Asante



Our shocks and stresses

Our systems are in constant movement, change and adaptation. Resilience views these changing systems through the lens of shocks and stresses.

Shocks are sudden, short-term events that disrupt individuals, communities, institutions, business and systems, while stresses weaken systems and communities on a day-to-day or cyclical basis. Shocks and stresses are not independent of one another - in fact, they demonstrate the connections and relationships between systems in our lives.

The shocks our city is most vulnerable to:

- Bushfires
- Infrastructure failure (transport, digital, electrical)
- Extreme temperatures and heatwaves
- Financial crisis and high structural unemployment
- Disease pandemic
- Flooding (flash, riverine)
- Drought and water shortages
- Severe storms (East Coast Lows)
- Cyber attack
- Civil disobedience/terrorism

The highest priority stresses for our city are:

- Increasing vulnerable populations
- Homelessness
- Domestic and Family Violence
- Food insecurity
- Aging community infrastructure and facilities
- Housing affordability
- Increasing congestion for commuter travel
- Increasing digital divide
- Increasing average temperatures
- Chronic illnesses (including mental illness)



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Our resilience hazards

Our city's specific resilience hazards arise from a combination of social, economic or environmental shocks and stresses. They're the outcomes of synthesising community data and consultation with the shocks and stresses above.



Resilience hazard 1

Severe disruption to the services, infrastructure and assets that support our city and its people.

Description

The primary infrastructure that serves our city provides reliable essential services, such as energy, water, transport, telecommunications and health care. These systems and services are becoming increasingly vulnerable to a range of shocks, which all have the potential to disrupt services and harm our community.

For example, hotter and more frequent days of extreme temperatures combined with a growing population will place greater pressure on existing infrastructure resulting in power disruptions and increased heat related mortality.

Actions

Enhance:

- Develop a standard operating procedure that details our response requirements to each shock event (lead, support, collaborate).
- Formalise an internal working group to coordinate our response to shock events.

Collaborate:

- Provide a location to store, support and coordinate food security services.
- Develop an online platform to facilitate the sharing of information and the promotion of services and agencies that provide support for each shock and stress.

Initiate:

- Develop a register of critical services, infrastructure and assets and ensure that resilience measures are embedded as part of their upkeep.
- Facilitate the creation of neighbourhood-based resilience champions/groups to lead and embed resilience programs and actions. These champions/groups will provide a point of contact to share information and resources.



Resilience hazard 2

Health and community services are overwhelmed.

Description

Our health systems and community service providers range from general practices and hospitals, to homelessness services and domestic and family violence responders. These services are vulnerable to both acute shock events that can rapidly overwhelm following a major event and by stresses that increase underlying pressures and strain existing resources.

More intense and more frequent climate events, increasing chronic illnesses, and regular social disruption is likely to result in significant spikes in demand for health care and community services.

Actions

Enhance:

- Review and identify how our community grants can build resilience in networks and community organisations.
- Capture and use community data and insights (quantitative and qualitative) to map shocks and stresses to place.

Collaborate:

- Create a network map of the services that support our community to better understand roles, connection points and leverage synergies.
- Support existing networks, including the Local Emergency Management Committee, to incorporate our resilience approach including the shocks, stresses and resilience hazards.

Initiate:

- Identify the resources and support required by our community for each shock event.
- Establish a partnership to collaborate and partner with community stakeholders on homelessness, Domestic and Family Violence and food insecurity.
- Initiative genuine connections and commitment to the Macarthur Disability Network, LGBTIQ networks, senior's groups and vulnerable CALD (Cultural and Linguistically Diverse) communities to enable engagement and potential partnerships in our resilience responses.



Resilience hazard 3

Critical infrastructure doesn't meet or keep up with our changing community needs.

Description

Campbelltown's population is projected to increase from 162,000 to 249,000 between 2016 and 2041 (54%). Projections show that the proportion of the population over 65 years old will increase the most (133% growth) compared to those of working age (46% growth) which will require careful consideration of how our needs will change.

This rapid growth will place pressure on our existing services and infrastructure – including cultural, education, health, community and water infrastructure – that are often already at, or nearing capacity. Targeted investment in services and infrastructure can support growth and take account of existing utilisation, while also responding to changing demands over time and in different places.

We need the right mix of services, programs and infrastructure to meet our needs and ensure that we bounce back faster following shock events.

Actions

Enhance:

- Embrace smart city data-driven approaches to understand community mobility and the utilisation of facilities and open spaces.
- Embrace emerging and innovative technologies to ensure that our city grows with tomorrow's solutions.

Collaborate:

- Ensure that all planning proposals define the physical, social and environmental infrastructure required to create and support an emerging resilient community.
- Explore partnerships with private industry to deliver resilient infrastructure initiatives.

Initiate:

- Embed resilience planning into our developments and refurbishments.
- Support a diverse industry base which enhances economic resilience and creates further opportunities through cross-business collaboration, networking and synergies.



Resilience hazard 4

Extreme heat days threaten our lives and the things we do.

Description

Our city experiences a higher number of extreme heat days when compared to the eastern suburbs. In addition, the projected trend is for an increase in the intensity and frequency of these hot days and heatwaves over the coming decades due to climate change.

Heatwaves have the greatest impact in terms of mortality and the number of people hospitalised of all climate-related shocks. They also severely contribute to social isolation and reduced connectivity, particularly for vulnerable community members.

Actions

Enhance:

- Ensure that all new developments and our capital projects embed urban heat mitigation initiatives through the inclusion of greenery, water and light reflective surfaces.
- Reduce our reliance on the grid by installing battery-ready solar on key community serviced facilities.

Collaborate:

- Establish and promote a Cool Refuge Network of private and public facilities that can be accessed during extreme heat/heatwaves.
- Partner with community organisations to develop processes and procedures for contacting vulnerable residents during heat events.

Initiate:

- Develop a community emergency dashboard that includes the heatwave early warning system.
- Undertake an annual survey/audit with our vulnerable community members to identify service and infrastructure needs during extreme heat events.



"I draw from those that I've had the blessing to journey with to find that strength" - *Malaemie Fruean*.

Artist - Emmanuel Asante



Resilience hazard 5

Our agility and resources are tested as we work to deliver and meet our commitments.

Description

When shock events occur we act rapidly to respond in the best way we can. In many cases, however, there are barriers that mean our flexibility and ability to respond are hampered. For example, when shock events compound (i.e. multiple shocks occur within short timeframes) or when shocks bring stresses to the verge of crisis, our resources can become stretched. Regulatory barriers also exist that mean that we have limited flexibility in our ability to repurpose assets for critical response, as seen in the COVID-19 response.

Resilience shows us that we can't possibly plan for and control everything, so it's about being adaptable and nimble. It also reminds us that resilience is a team effort. We need to build relationships, as well as support and facilitate strong, adaptable networks between community members, service providers and institutions. It is this 'soft' infrastructure that is most important in a shock event.

Actions

Enhance:

- Review workforce planning to enable resources to be more agile and less silo-oriented to respond to our community's evolving needs.
- Capture and report climate risk in enterprise risk management.
- Incorporate resilience into our Asset Management Plan.

Collaborate:

- As an extension of our city, support and work with our volunteer-led community groups (sporting clubs, churches) to understand shocks and stresses and implement required actions.

Initiate:

- Explore a potential resource through the Western Parklands City to build digital literacy and increase access to digital services.
- Investigate jointly funded positions to provide specialist community support/liaisons.



Resilience hazard 6

Our First Nations knowledge and wisdom are not respected and embraced.

Description

As our community rapidly grows we must recognise, in all our actions, that Aboriginal and Torres Strait Islander peoples are First Nations of the lands in which we live. Our city is home to many sacred sites and we must respect and embrace our First Nations communities' deep unbreakable bond with Country and the knowledge that goes with that.

The major shock event of colonisation impacted these communities and has created ongoing experiences of stresses around racism, child removal, inequity and displacement. Shock and stresses continue to disproportionately affect our First Nations communities who already face access and equity issues and as such experience poorer health and wellbeing outcomes and social disadvantage.

Shock events such as floods and fires also have the potential to damage or destroy sacred sites. As the climate continues to change (increasing frequency and intensity of extreme climate events) and as development continues to expand, these sites become increasingly vulnerable.

Actions

Enhance:

- Ensure that our First Nations people, practices and wisdom is embedded in all capital projects through the Our Voice Our Place - Aboriginal Interpretation Plan.
- Celebrate and share our First Nations people, practices and wisdom and seek their guidance on ways we can protect/ recreate our environment and mitigate the effects of our changing climate.

Collaborate:

- Ensure that all planning proposals aim to protect sacred sites or significant sites to enable the continuation of practice and identity and the ability to impart culture onto the next generation.
- Explore partnerships to increase job opportunities for First Nations People.

Initiate:

- Acknowledge and embrace wisdom: Develop a community resilience approach with our First Nations People which is based on Indigenous sustainability and learning.



Resilience hazard 7

Our city grows without an identity or spirit to support community cohesion and strength.

Description

Our city's population is incredibly diverse with almost 40% of our residents born outside of Australia, bringing and fostering rich culture within our city. We're also welcoming a large number of new residents to the region with a growing population and rapid development occurring. The challenges we face are transitioning towards those experienced by larger metropolitan cities.

With continued growth comes a greater need to understand our communities and work with them to deliver the services they need. Developing communities – those who are still growing their local networks and understanding regional contexts – are at greater risk of social isolation and have lower resilience to recover when things like shock events cause things to go wrong.

Actions

Enhance:

- Actively promote our city's strengths and the people/groups/features that make Campbelltown special.
- Promote Neighbour day and host events to connect community members.

Collaborate:

- Collaborate with DPIE and NSW Health to better understand predicted demographic trends and their respective community needs.
- Improve the membership of the Domestic and Family Violence Committee by involving various groups to join including, LGBTQIA, CALD, Aboriginal, government agencies, disability and mental health services and other community groups.

Initiate:

- Develop a communication strategy that targets new community members on what to do during shock events.
- Seek out partnerships with new community leaders to gain cultural awareness.

"I think it's an ability to persevere and endure life with great fortitude, you know: strength of spirit. Life is tough and demanding. I don't know happiness, but I know peace" – Xeni Kusumitra.

Artist - Emmanuel Asante



Resilience is our ability to
survive, adapt and thrive no
matter what



CAMPBELLTOWN

9. QUESTIONS WITH NOTICE

9.1 Responses from Federal Members

Councillor George Brticevic has given notice of the following Questions With Notice that will be asked at the Ordinary Meeting of Council held 10 May 2022.

1. Has the Mayor received a response to the Notice of Motion Item 11.3 – Cost of Living Assistance for Local Residents dated 12 April 2022:

That Council write to the Member for Macarthur, Dr Mike Freeland MP, Member for Werriwa, Anne Stanley MP and any candidates for the Federal election seeking their policies on improving the lives of the residents in the Campbelltown LGA.

2. Has the Mayor, General Manager and/or Director/s received any correspondence or communication from the Member for Macarthur, Dr Mike Freeland MP in relation to an election commitment to the upgrading Appin Road like the promise of \$50 million he made in the 2016 election?

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION**11.1 No Smoking - Queen Street, Campbelltown**

Notice of Motion

Councillor George Brticevic has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 10 May 2022.

That Council present a report on the feasibility of banning smoking/vaping in the public areas of Queen Street, Campbelltown. Considerations for the report:

- Consulting with businesses, the community and other stakeholders.
 - The geographical boundaries of any ban such as other sections of the Campbelltown CBD.
 - Designated smoking areas.
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11.2 Reptile Protection

Notice of Motion

Councillor Matt Stellino has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 10 May 2022.

1. That Council investigate the need and feasibility of reptile handling/catching services to be added to council capabilities.
 2. That a report be provided to the Council on the outcome of the investigation and include what opportunities are available for Council to increase public education on the existence of and response to snakes and other reptiles.
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12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Lease on Council Investment 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:

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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.

