



CAMPBELLTOWN
CITY COUNCIL

ORDINARY BUSINESS PAPER

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	



04 October 2022

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 11 October 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 13 September 2022

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 13 September 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 13 September 2022 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 13 September 2022 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 13 September 2022.

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Minutes of the Ordinary Meeting of the Campbelltown City Council held on 13 September 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 Chew:

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

182/2022 The Motion on being Put was **CARRIED**.

5. MAYORAL MINUTE

5.3 Her Majesty the Queen Elizabeth II

It was **Moved** Councillor Greiss:

That the information be noted.

The Mayor then invited the Chamber to be upstanding for 1 minute silence as a mark of respect.

183/2022 The Motion on being Put was **CARRIED**.

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

That Council extends our condolences on behalf of the community of Campbelltown to His Majesty King Charles the III to express our sorrow at the death of Her Majesty Queen Elizabeth the II.

184/2022 The Motion on being Put was **CARRIED**.

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

That Council adjourn the Council meeting as a mark of respect for the late Queen Elizabeth II to reconvene on Tuesday 20 September 2022 at 6:30pm to be held in the Council Chambers.

185/2022 The Motion on being Put was **CARRIED**.

There being no further business the meeting adjourned at 6.42pm.

Confirmed by Council on

..... General Manager Chairperson

3.2 Minutes of the Ordinary Meeting of Council held 20 September 2022 re-convened from adjourned Ordinary Council Meeting on 13 September 2022

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 20 September 2022 re-convened from adjourned Ordinary Council Meeting on 13 September 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 20 September 2022 re-convened from adjourned Ordinary Council Meeting on 13 September 2022 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 13 September 2022 re-convened from adjourned Ordinary Council Meeting on 13 September 2022 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

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Minutes of the Ordinary Meeting of the Campbelltown City Council held on 20 September 2022 reconvened from adjourned meeting on 13 September 2022

Present

The Mayor, Councillor G Greiss
 Councillor G Brticevic
 Councillor J Chew
 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

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

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

186/2022 The Motion on being Put was **CARRIED**.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 9 August 2022

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

That the Minutes of the Ordinary Council Meeting held 9 August 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

187/2022 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

Councillor Meg Oates – Item 11.3 – International Mother Language Day Monument

Councillor Oates advised that she has an informal affiliation with individuals that have interest in this matter and will leave the chamber.

Other Disclosures

Nil

5. MAYORAL MINUTE

5.1 Recognising the 200th anniversary of the first Catholic Mass in the Macarthur.

It was **Moved** Councillor Greiss:

That the information be noted.

188/2022 The Motion on being Put was **CARRIED**.

5.2 Inspiration and limitation

It was **Moved** Councillor Greiss:

That the information be noted.

189/2022 The Motion on being Put was **CARRIED**.

Note: Item 5.3 was dealt with at the meeting on 13 September 2022 before it was adjourned. Please see minutes published for 13 September 2022.

5.3 Her Majesty the Queen Elizabeth II

It was **Moved** Councillor Greiss:

That the information be noted.

The Mayor then invited the Chamber to be upstanding for 1 minute silence as a mark of respect.

6. PETITIONS

7. CORRESPONDENCE

Nil

8. REPORTS FROM OFFICERS

8.1 Development Application Status

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

That the information be noted.

190/2022 The Motion on being Put was **CARRIED**.

8.2 Campbelltown Wildlife and Environment Advisory Committee - Terms of Reference

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

That the Campbelltown Wildlife and Environment Advisory Committee Terms of Reference be adopted.

191/2022 The Motion on being Put was **CARRIED**.

8.3 Revised Policy - Library Collection Development

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

1. That the Library Collection Development Policy as attached to this report be adopted.
2. That the Library Collection Development Policy review date be set at 30 September 2025.

192/2022 The Motion on being Put was **CARRIED**.

8.4 Extension of Handmade and Homegrown Markets Pilot

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

1. That Council note the extension of the Handmade and Homegrown market pilot until December 2022 utilising funding from the NSW Government and the Revitalise Queen Street Activation program.
2. That Council endorse the undertaking of an Expression of Interest process to appoint an appropriate ongoing operator for the market for a fixed term from February 2023.

193/2022 The Motion on being Put was **CARRIED**.

8.5 Temporary Suspension of Alcohol Free Zone to Facilitate Pop-Up Bar at Sunset Sounds Event - Festival of Fisher's Ghost 2022

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

That Council approve the temporary suspension of the Alcohol Free Zone in Mawson Park, Campbelltown on Saturday 5 November 2022 from 4:00 pm to 9:00 pm.

194/2022 The Motion on being Put was **CARRIED**.

8.6 June Quarterly Financial Review - Expenditure Allocation Revote

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

That the works listed in the attachment, which were originally funded in the 2021-22 budget and subsequent financial reviews, be reallocated for expenditure during 2022-23.

195/2022 The Motion on being Put was **CARRIED**.

8.7 Reports and Letters Requested

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

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

196/2022 The Motion on being Put was **CARRIED**.

8.8 Investments and Revenue Report - July 2022

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

That the information be noted.

197/2022 The Motion on being Put was **CARRIED**.

8.9 Work Health and Safety Policy

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

1. That the revised Work Health and Safety Policy as attached to this report be adopted.
2. That the Work Health and Safety Policy review date be set at 30 September 2025.

198/2022 The Motion on being Put was **CARRIED**.

8.10 Referral to Audit

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

1. That the 2021-22 General Purpose and Special Purpose Financial Reports be referred to audit.
2. That the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer sign the statements by Councillors and Management as required by Section 413(2) of the *Local Government Act 1993* after completion of the audit.
3. That the audited results of the financial year be presented to Council at the 2022 Annual General Meeting.

199/2022 The Motion on being Put was **CARRIED**.

8.11 Re Appointment of Independent Audit, Risk and Improvement Committee Members

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

That Council:

1. Mr Bruce Hanrahan be appointed as an independent member of the Audit, Risk and Improvement Committee until 31 December 2024.
2. That Ms Rhonda Wheatley be appointed as an independent member of the Audit, Risk and Improvement Committee until 31 December 2024.
3. That Mr Jim Mitchell be appointed as an independent member of the Audit, Risk and Improvement Committee until 31 December 2024.
4. That the independent members be remunerated as outlined in the report.

200/2022 The Motion on being Put was **CARRIED**.

8.12 Financial Assistance Grant 2022-23

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

1. That the 2022-23 Financial Assistance Grant budget be adjusted in the September quarterly review, along with the corresponding increase to the local roads expenditure forecast.

201/2022 The Motion on being Put was **CARRIED**.

8.13 Minutes of the Audit Risk and Improvement Committee Report

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

That the minutes of the Audit Risk and Improvement Committee held 23 August 2022 be noted.

202/2022 The Motion on being Put was **CARRIED**.

8.14 Operational Plan 2021-22: 6 month progress report

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

That Council note the Operational Plan 2021-22 6-month progress report and update the status of item 1.2.8 to identify that it needs attention.

203/2022 The Motion on being Put was **CARRIED**.

8.15 Minutes of the Campbelltown Arts Centre Strategic Committee Report

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

1. That the minutes of the Campbelltown Arts Centre Strategic Committee held 20 July 2022 be noted.
2. That the proposed donation by Alenka Tindale of one artwork by Lindy Lee, 'Nurturing the Fire' be acquired as a part of the Campbelltown City Council collection.

204/2022 The Motion on being Put was **CARRIED**.

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

11.1 Koala Care

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

1. That Council write to the Minister for Environment and Heritage James Griffin MP requesting them not to administer the Chlamydia vaccine to koalas within our region for so long as no signs of Chlamydia are detected in the colony.
2. That Council include in the letter that Koala experts hold the opinion that there was no merit in trialling the vaccine in Campbelltown, since the disease is not present, the vaccine is not inheritable and we are already at maximum reproductive rates leading to only possible negative outcomes.
3. That Council include in the letter support for the rest of the program announced, including the Chlamydia testing machine to assist in detection of the disease as well as the allocation of state funds for habitat restoration of koala corridors in the Campbelltown Local Government Area.
4. That Council ask if the minister has allocated or intends to allocate funding towards koala carers in the region under the NSW Koala strategy.
5. That Council utilises the letter tabled by Councillor Stellino from Doctor Steve Phillips with the letter to the Minister for Environment and Heritage James Griffin MP.

205/2022 The Motion on being Put was **CARRIED**.

11.2 Youth Centres

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

1. That a report be presented to Council on youth centres within Campbelltown Local Government Area. The report should include whether the current centres meet the community's needs and the feasibility of establishing a council-managed centre or transforming an under-utilised asset to cater to the needs.

206/2022 The Motion on being Put was **CARRIED**.

Meeting Note: Having declared an interest in Item 11.3 Councillor Oates left the Chamber at 7:17 pm.

11.3 International Mother Language Day Monument

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

1. That Council present a briefing on the feasibility of having an International Mother Language Day Monument in Campbelltown.

An **Amendment** was **Moved** Cr Brticevic, **Seconded** Cr Cotter:

1. That Council present a briefing to Councillors on the imminent updated version of the Monuments and Memorials policy.

The Amendment on being Put was **CARRIED**. The Amendment became the Motion.

207/2022 The Motion on being Put was **CARRIED**.

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

Voting against the Resolution were Councillor K Hunt.

Meeting note: At the conclusion of the discussion regarding Item 11.3 Councillor Oates returned to the Chamber at 8:03 pm.

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Darcy Lound congratulated the Macarthur FC, the Bulls for making the finals in the Australia Cup on 1 October 2022 at 7:45 pm at Bankwest Stadium against Sydney United 58. Councillor Lound wished our Local A League team good luck in the Australia Cup Final and hopefully they can bring home the win.
2. Councillor Masood Chowdhury on 29 August 2022 attended the Macarthur Football Association Inc. presentation awards night at West Leagues Club. Councillor Chowdhury congratulated all the teams and players for all their efforts throughout the season and thanked them for a great night.
3. Councillor Masood Chowdhury on 17 September 2022 attended FEAST at Redfern Park, Minto with Councillor Chew, Councillor Manoto, Councillor Hunt, Councillor Lound and Councillor Khalil. FEAST is Campbelltown's multicultural food and dance festival to embrace the diverse flavours, sights and sounds of Campbelltown. Councillor Chowdhury acknowledged what a great event it was and well received by the community.
4. Councillor Rey Manoto on 8 September 2022 attended the Burra Bumal dance Presentation at the Campbelltown Arts Centre with the Mayor Councillor Greiss and Councillor Chew. The Burra Bumal is a multi-stage program that supports Aboriginal and Torres Strait Islander students from Macarthur and Western Sydney to explore their creative voice through artistic mentorship in dance, cultural knowledge and performance skills. Councillor Manoto expressed how proud he was of the students to have learnt the dance in such a short period of time. Councillor Manoto thanked the Council Executive - Lindy Dietz, Rebecca Grasso and Michael D'Agostino for all their work on this program.
5. Councillor Meg Oates on 21 August 2022 attended the Macarthur Together - Disaster Relief Fundraiser at West Leagues Club for victims of the local floods and the floods up North. It was a great night with exceptional local talent from various local dance schools. Councillor Oates acknowledged the amazing community involvement and commitment to helping other people.
6. Councillor Meg Oates on 9 September 2022 attended the Wilma Women's Health Centre annual luncheon. WILMA do such an amazing job for the Campbelltown community providing health services, support services, help for victims of domestic violence and children from broken families. Councillor Oates acknowledged what an amazing luncheon it was and their one opportunity to raise funds for the community. There was some great entertainment with great talent from local comedians who were very committed to helping WILMA raise funds. Councillor Oates expressed that WILMA needs the support of the community, and encouraged anyone who is able to support this wonderful organisation.

7. Councillor Warren Morrison on 18 August 2022 represented the Mayor Councillor Greiss at the Vietnam Veterans Day at Mawson Park, Campbelltown. Councillor Morrison had the honour of laying a wreath for Campbelltown City Council and thanked the General Manager for her assistance. Councillor Morrison expressed how inspiring it was to see so many local schools supporting the event – St Peter's Anglican Primary School, Ingleburn High School, St Patrick's College Campbelltown, Macquarie Fields High School and Magdalene Catholic College Narellan.
8. Councillor Warren Morrison on 19 August 2022 represented the Mayor Councillor Greiss at the Little Orange Goes Big event at the Campbelltown Art Centre with Councillor Chew, Councillor Munro and Councillor Chowdhury. The Little Orange Goes Big is an immersive gallery take-over featuring new work by Little Orange Studio artists. Foregrounding the ethos and energy of the studio, the exhibition will seek to explore the relationships and inspirations that drive each artists' practice. Councillor Morrison expressed what an amazing night that full of talent and thanked all the staff and artists from the Campbelltown Art Centre for their efforts in the event.
9. Councillor Warren Morrison on 24 August 2022 attended the Macarthur Police Officer of the Year Awards hosted by Rotary at West Leagues Club with the Mayor Councillor Greiss, Councillor Manoto, Councillor Chew and Councillor Cotter. Councillor Morrison expressed what a great night it was and congratulation to all the winners and nominees and thank you to Rotary for supporting the event in recognition of our local Police Officers.
10. Councillor Warren Morrison on 7 September 2022 represented the Mayor Councillor Greiss at the Threatened Species Creative Arts Award at the Mount Annan Botanical Gardens. There were over 900 entries and all the kids on the day that won the award were so excited to be there. Councillor Morrison thanked the staff at the Botanical Gardens for all their Work on the event.
11. Councillor Warren Morrison would like to extend a welcome to everyone that on 8 October 2022 the 24 hour Fight Against Cancer on at Campbelltown Stadium. The event starts at 10 am and welcome to everyone if they would like to come along and walk for part of the day your support would be much appreciated.
12. Councillor Josh Cotter on 21 August 2022 attended the Macarthur Together –Disaster Relief Fundraiser. Councillor Cotter commended Brian and Christy Laul who always go above and beyond organising these events. It was a great event for flood relief in the Macarthur Region which has been affected by the floods for the last couple of years. Councillor Cotter expressed what a great event to be able to celebrate the achievements of the different community groups in the area and also to Councillor Morrison for his efforts in organising this event.
13. Councillor George Brticevic recognised the Macarthur Rams Women's NPL team who won the NPL final against the Northern Tigers Division. It was a great game nil all draw and was won on penalties. Councillor Brticevic congratulated the Macarthur Rams for winning the NPL Women's final and recognised retiring player, Kylie Ledbrook and administrator, Rob Laws contribution to the game and the team.

14. Councillor Marian George on 9 September 2022 attended the WILMA Women's Health Centre annual luncheon with Councillor Oates, Director City Lifestyles, Scott Grant and Council staff. The Luncheon was great fun with lots of fun entertainment including an Opera Singing Comedy, talk by an award winning Author and artist and some beautiful singing. Councillor George expressed her thank you to WILMA for the invitation and the lovely afternoon and their great continuous efforts in supporting the women of Campbelltown.
15. Councillor Marian George on 19 September attended Campbelltown Performing Arts High School – Disney High School Musical. Councillor George thanked Principal Mrs Leah McGowen for the invite and the warm hospitality.
16. Councillor John Chew on 10 September 2022 attended the Mater Dei Foundation Dinner at the Cube with the Mayor Councillor Greiss, Councillor Chowdhury and Councillor Manoto. Mater Dei School is a co-educational setting for K-12 students with mild to moderate disability run as a Catholic independent school. Councillor Chew acknowledged that it was a great event with some incredible giving.
17. Councillor Riley Munro on 29 August represented the Mayor Councillor Greiss at the – 2022 M-League dinner and awards presentation at West Leagues Club. Councillor Munro commended the Macarthur Football Association in particular Councillor Lound in his capacity as Chairman of the association for the efforts on the event. It was very well attended by Politicians throughout the Macarthur Area which demonstrates the importance of Football in our communities.
18. Councillor Riley Munro on 16 September 2022 attended the Mayor of Wollondilly Charity Night with the Mayor Councillor Greiss and Councillor Chew. Councillor Munro acknowledged a touching moment of the night when the Kids of Macarthur Foundation who were the beneficiary of the charity event declared that they wouldn't be accepting the funds raised on the night and they should be redirected to the recently activated Mayoral Relief Fund for the victims of the recent Buxton car accident, however the Mayor of Wollondilly Councillor Gould thanked the foundation for their generosity and declared that the funds raised would be shared between the 2 charities.
19. The Mayor Councillor George Greiss announced that on 21 October 2022 he will be holding a hair cutting ceremony. Councillor Greiss will be cutting his hair to raise money for a charity that is yet to be announced and hoping the Councillors will be able to attend and will be holding an auction on who gets to the Mayors hair on the night.

14. CONFIDENTIAL REPORTS FROM OFFICERS

Confidentiality Recommendation

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

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

Item 14.1 Minto Indoor Sports Centre Licence Agreement

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

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

208/2022 The Motion on being Put was **CARRIED**.

The Ordinary Meeting of Council was adjourned at 8:22 pm and reconvened as a meeting of the Confidential Committee at 8:23 pm.

Recommendations of the Confidential Committee

14.1 Minto Indoor Sports Centre Licence Agreement

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

1. That Council endorse the commencement of a public notification process, under the *Local Government Act, 1993*, over Lot 102 DP789883 for the purpose of entering into a licence agreement on community land on the terms and conditions as contained within the report.
2. That Council considers any submissions received as a result of the consultation process.
3. That if no submissions are received, or if the General Manager believes that any opposing submissions received are not significant enough for Council to reconsider the matter, then Council enter into a new licence agreement over the land described within the report.
4. That Council delegate authority to the General Manager or her authorised representative to execute all or any documentation relevant to this report under Section 377 of the *Local Government Act, 1993*.

209/2022 The Motion on being Put was **CARRIED**.

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

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

210/2022 The Motion on being Put was **CARRIED**.

At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 8:23 pm.

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

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

211/2022 The Motion on being Put was **CARRIED.**

There being no further business the meeting closed at 8:24 pm.

Confirmed by Council on

..... General Manager Chairperson

4. DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

Other Disclosures

5. MAYORAL MINUTE

5.1 Community Engagement, Advocacy and Strategic Planning

Recommendation

That the information be noted.

In my previous Mayoral minutes, I spoke of the Council's role as a public administration and its legal limitation. The Council, however, must also deliver essential services and perform diverse functions for our community under such a role. I intend to return to this debate shortly as issues arise in the business.

In this Mayoral Minute, I would like to cover three essential functions of the council, Community Engagement, our advocacy priorities and our ability to undertake strategic planning.

Community Engagement

Community engagement is the mutual respected communication and deliberation that must occur between the Government and residents, enabling the residents to actively participate in the formulation of Government policies and provision of services. The objective of resident participation is to give residents a degree of power and ultimately give them some control over decisions that impact them.

The International Association for Public Participation (IAP2) measures public participation on five levels ranging from informing to empowering. Informing is when the government provide balanced and objective information to enable the residents to understand the problems, alternatives, and solutions. Empowering is when the government places final decision making in the hands of the residents.

Significantly influential works on public participation can be credited to Arnstein's (1969) article "A Ladder of Citizen Participation", which noted that the idea of resident participation is a little like eating spinach: no one is against it in principle because it is good for you. However, it also pointed out the critical difference between going through the empty ritual of participation and giving residents the real power needed to affect the outcome of the process.

Community engagement strategies are often criticised as either tokenistic and lacking the requirement to make participation meaningful or as deficient and dominated by special-interest groups. These criticisms are less a function of the strategies, which are legally defined, and more a process of their implementation.

In the business paper, item 8.1, we introduce the Draft Campbelltown Community Engagement Strategy for public consultation, and I invite our community to provide their feedback on the strategy to ensure we are meeting their expectations.

I am committed to engaging with our community in a meaningful and empowering manner and ensuring that all our residents voices are heard, not only those of special-interest groups. Based on the community feedback on the strategy, we will work together to achieve an effective community engagement policy that addresses these issues and enables effective engagement with all of our residents.

An excellent example of our commitment to effective community engagement is our community consultation insights gathered through the recent engagement with our community and across our region regarding the South West Sydney Community and Justice Precinct, item 8.16. This engagement was undertaken across a variety of platforms and included a comprehensive survey and face-to-face engagement activities to seek input from the community to understand the community's vision for the Precinct. Our engagement reached over 1 million people through e-newsletters, social media, signage, newspapers, and 11 face-to-face activities. Surveys were completed by 542 community members, providing invaluable feedback on the Precinct.

As a result of the effectiveness of our engagement, we now have another tool to use in our ongoing advocacy to the state and federal governments to establish the Community and Justice Precinct in Campbelltown.

Since I was elected to the role, I have been meeting with Ministers and Shadow-Ministers as well as Members of Parliament from the crossbenches to advocate for Campbelltown and seek support for our critical projects, including the Community and Justice Precinct. In the next section, I highlight our advocacy plan for the next six months.

Advocacy Priorities

We are coming to a critical time in the political cycle, with less than 6 months to go until the state election. This is when political parties and local candidates form their policies and plans for the area.

We must engage with all political parties and election candidates and provide information about our community's needs. As a first step, we have created Our Call for Support to the NSW Government Item 8.17.

We are seeking government support to:

1. Connect Campbelltown: delivering infrastructure for one of the fastest growing regions in the country.
2. Invest in jobs and services in our City Centre through the Community and Justice Precinct and establishing a Service NSW Centre in Campbelltown.
3. Invest in Regional Infrastructure including:
 - a. Campbelltown Arts Centre expansion
 - b. Campbelltown Sports Stadium expansion
 - c. Campbelltown Hospital expansion (stage 3)

This is only the first step. I intend to dedicate significant time over the next 6 months to continue with our advocacy program and again meet and re-meet with all sides of politics to ensure our voice is heard. I have freed up my personal schedule to ensure I have the time and resources to pursue a strong advocacy campaigning schedule.

The information and projects highlighted in Our Call for Support to the NSW Government Item 8.17 are not our only objectives but rather serve as a summary of a number of the significant projects that we are pursuing.

I have asked the General Manager to review all of our requests to the State Government in the last 12 years and highlight all the issues that we have not been successful in advancing. These items will also fuel our election advocacy campaign in the lead up to March 2023.

Strategic Planning

The third critical role I want to talk about today is the council's role as a strategic planning authority. Council has had actual control over land use planning given to them under the *Local Government (Town and Country Planning) Amendment Act (NSW) 1945*, which was modelled on British planning legislation and provided a systematic, formalised approach to development. In 1979, the *Environmental Planning and Assessment Act (EPAA)* mandated public participation in the planning process and the need to coordinate the interests of public and private stakeholders in the development of council plans. Since its introduction, the EPAA has been amended more the 150 times and has more than doubled in size. These amendments have continued to erode democratic representation within the NSW planning system.

Council's elected representatives lost the ability to approve or reject development applications in March 2018. That power is now vested in professional panel members that are selected mainly by the NSW Government. Since the amendment, Government argued that the community and the elected councillors were still playing a significant role in the strategic planning of their LGAs and that 'the panel will free up Councillors to focus on the long-term strategic planning to lead the delivery of the region's goals and priorities.

However, the Greater Sydney Commission, now the Greater Cities Commission, for the first time in Sydney's history, has powers to compel council local plans to conform to their strategic district and metropolitan plans. The Greater City Commission's Assurance Reviews have the effect of overriding council planning controls and powers.

We should not take this as a cynical approach to planning but rather as the state government's attempt to unify the decision-making process and create synergy in Sydney's strategic planning. As I have argued elsewhere, our planning panel and the Commission, just like most councillors before them, are community-spirited people who are interested in delivering the best outcome for the community and not for personal gain.

However, the risk in this post-political planning system is the overlooking of the essential characteristics of local places. This is the risk we are seeing in the latest discussion paper by the Greater Cities Commission, introducing the Six Cities Plan.

I commend the Greater Cities Commission's approach in commencing the conversation through the discussion paper and on some of the key elements of the plan, including the embedding of the First Nations Voice, aspiration of universal digital access and fast data connectivity and the 20-year vision for the Housing supply, diversity and affordability, with the inclusive places linked in infrastructure ideology.

Campbelltown is home to a significantly large Aboriginal community, and we actively work to embrace our Aboriginal heritage and culture. We believe that including the identification and incorporation of First Nations' peoples aspirations into the Six Cities regional plan is a crucial step to ensure this occurs across the cities.

While I welcome any action to bridge the digital divide in many pockets of Campbelltown and the Western Parkland City, I believe that we must also be looking at the connectivity and accessibility. Our Resilience Hazard Assessment identified that 14.8 per cent of households across Campbelltown did not have access to the internet at home, and 61.5 per cent of local students had difficulty accessing technology and devices including mobile phones and internet. We will continue to raise these issues with the Commission and the Digital Equity and Inclusion Office, which has been established within the Western Parkland Councils.

Council is currently undertaking a significant strategic planning review as we move to convert our city planning control to line with our vision of Reimagining Campbelltown, as I highlighted in my previous minutes. We have done significant work on realising our vision in the last few months, and I hope to introduce the next step in the next month's Mayoral Minute. I look forward to an informed discussion with the Commission and our residents about these plans, including housing diversity in our city.

I hope the Commission will hear our concerns in response to their Discussion Paper outlined in Item 8.15, including:

1. Maintaining the centres hierarchy, particularly the importance of Campbelltown in the Western Parkland City.
2. Acknowledging the strategic importance of Glenfield.
3. Maintaining the Local Government's voice and direct relationship between the Councils and the Commission in co-developing the City/District Plans.

We will continue to advocate for Campbelltown's strategic importance in the Greater Sydney Region to be acknowledged through the Western Parkland City Authority, Greater Cities Commission and other government agencies.

Festival Activities

Over the coming months, we will be celebrating many of our much-loved community events as we head into a busy end to the year. The Festival of Fisher's Ghost will return to the first weekend in November, after being disrupted by the pandemic over the past few years. There are a diverse range of activities and events planned and I encourage everyone to get out and about and enjoy the program.

I look forward to seeing our community spirit on show and celebrating our wonderful community and city.

Attachments

Nil

6. PETITIONS

7. CORRESPONDENCE

Nil

8. REPORTS FROM OFFICERS

8.1 Draft Community Engagement Strategy – Public Exhibition

Reporting Officer

Executive Officer
General Manager

Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.1 - Provide opportunities for our community to be engaged in decision making processes and to access information

Officer's Recommendation

1. That the Draft Community Engagement Strategy be placed on public exhibition for a period of 28 days.
2. That following public exhibition, a further report will be submitted to Council seeking formal endorsement of the Final Community Engagement Strategy.

Purpose

To provide Council with the Draft Community Engagement Strategy and seek endorsement to publicly exhibit the draft Strategy contained with this report, for a period of 28 days.

History

In September 2021, the Office of Local Government released updated Integrated Planning and Reporting (IP&R) Guidelines. These guidelines reflect the amended Local Government Act 1993, and outline the statutory planning and reporting requirements that Council's must meet. These updated guidelines came into effect following the December 2021 Local Government elections.

The new IP&R Guidelines state, "All councils are required to prepare a Community Engagement Strategy (CES) to support development of all their plans, policies, programs and key activities.

This includes those relating to IP&R, as well as strategic plans and programs required under other legislation.

Engagement activities should be incorporated into one over-arching strategy that is publically exhibited for 28 days and endorsed by Council by December 2022."

Report

The Community Engagement Strategy outlines our approach to engaging with the community and stakeholders. It provides transparency and clarity for all stakeholders (internally and externally) so that they can understand their role in the decision-making process.

The strategy will work in alignment with Council's current IP&R documents, Community Strategic Plan, Delivery Program and Community Participation Plan to provide an organisational approach to community engagement. The strategy will provide the foundations for a cohesive and coordinated approach for the organisation to deliver constructive, considered and meaningful consultation with the community.

This strategy was developed through a process of desktop research, alignment with best practice, feedback from internal stakeholders and community engagement, which encompassed the following activities:

- Councillor workshop
- Workshops and feedback with internal subject matter experts
- Community engagement during the development of the Community Strategic Plan
- Internal reference group and working group.

At the Councillor workshop, many Councillors expressed the need to ensure inclusive engagement happens within our hard to reach communities and across all age and social demographics. In response to this, we have ensured the strategy strongly references the importance of this and includes information relating to our approach to inclusive participation. This workshop also assisted with stakeholder mapping and identifying key measures of success.

Through this workshop a range of other valuable insights were provided, which will assist greatly in the development of the Community Engagement Implementation Plan, Framework and Toolkit, which will be developed to further support the Strategy at an operational level.

The Community Engagement Strategy includes a mission statement that continues to promote the message of 'opportunity', aligning with the Campbelltown Strategic Plan (CSP) and our City's brand identity. The Community Engagement mission is to 'provide meaningful and accessible engagement opportunities for all community members'.

Our Community Engagement Strategy is structured around 4 strategic goals that will inform our Community Engagement Implementation Plan, and relevant actions and projects in our Operational Plans. The community engagement strategic goals are:

1. Comprehensively understand our diverse, growing community
2. An informed, aware and engaged community
3. Embed community engagement into decision-making
4. Build organisational capacity and capability for effective community engagement

The public exhibition of the draft Community Engagement Strategy is an essential component of the ongoing engagement process. For example, the public exhibition period ensures that the community and key delivery partners are able to engage with, and provide feedback on the plan prior to its formal endorsement by Council.

The Draft Community Engagement Strategy will be publicly exhibited for a period of 28 days to allow stakeholder input and consideration of the proposed draft Community Engagement Strategy. The exhibition period is intended to occur between 12 October 2022 and 9 November 2022.

During this time, Council Officers will actively promote the opportunity for the community and stakeholders to provide feedback on the Community Engagement Strategy through channels including Council's website, social media and our community engagement platform, Over to You.

A further report seeking final endorsement will be provided to Council outlining any comments received and any major changes made to the draft Community Engagement Strategy in response to feedback from community and stakeholders.

Attachments

8.1.1 Draft Community Engagement Strategy (distributed under separate cover)

8.2 Group Homes as Complying Development - NSW Housing SEPP 2021

Reporting Officer

Executive Manager Urban Centres
City Development

Community Strategic Plan

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

Officer's Recommendation

1. That Council makes representations to the Department of Planning and Environment requesting a review of the complying development controls for Group Homes under the State Environmental Planning Policy (Housing) 2021.

Executive Summary

- Council staff regularly undertake a review planning controls as part of their duties.
- A recent review of the new State Environmental Planning Policy (Housing) 2021 (Housing SEPP) has raised concern with the potential range of development able to be approved as Complying Development, without any involvement from Council, and without the type of community engagement that would normally occur for developments of the same scale.
- One example is that the terms of the Housing SEPP enables a site to be used for a group home in circumstances where it would not be readily able to be used for another purpose if the use of the site as a group home ceased.
- While Council has a long track record of supporting diverse and affordable housing opportunities, the potential group home developments facilitated by the subject clause could create a situation where a significantly insufficient level of suitable amenity would be provided to the future occupants.
- Accordingly it is recommended that Council support a submission calling on the NSW Department of Planning and Environment to review the complying development provisions for Group Homes contained in the Housing SEPP.

Report

Background

New Housing SEPP – 26 November 2021

The Housing SEPP commenced on 26 November 2021 and gives incentives to developers to provide affordable and diverse housing in certain locations.

The Housing SEPP was prepared by the NSW Department of Planning and Environment (DPE) following a public consultation period in August / September 2021 and consolidated 5 housing related SEPPs.

Council's submission to the DPE at that time (attachment 1) was made following a Councillor briefing on 7 September 2021 and requested the DPE to defer making of the proposed Housing SEPP to address a number of issues and concerns.

The Housing SEPP was subsequently made by the DPE on 26 November 2021 without resolution of the broader concerns and issues identified by Council in its submission.

Group Homes as Complying Development – Housing SEPP

Chapter 3 of the Housing SEPP provides opportunities for the development of a greater diversity of housing types, including the development of 'group homes' as complying development where predetermined criteria is met.

This includes development that does not result in more than 10 bedrooms being within one or more group homes on a site and compliance with development standards prescribed in Schedule 2 of the Housing SEPP.

Group homes are intended to provide temporary or permanent accommodation for people with a disability or people that are socially disadvantaged. The relevant definitions relating to a 'group home' under the Housing SEPP are provided below:

group home means a permanent group home or a transitional group home.

group home (permanent) or permanent group home means a dwelling—

- (a) that is occupied by persons as a single household with or without paid supervision or care and whether or not those persons are related or payment for board and lodging is required, and
- (b) that is used to provide permanent household accommodation for people with a disability or people who are socially disadvantaged,

but does not include development to which State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 5 applies.

group home (transitional) or transitional group home means a dwelling—

- (a) that is occupied by persons as a single household with or without paid supervision or care and whether or not those persons are related or payment for board and lodging is required, and
- (b) that is used to provide temporary accommodation for the relief or rehabilitation of people with a disability or for drug or alcohol rehabilitation purposes, or that is used to provide half-way accommodation for persons formerly living in institutions or temporary accommodation comprising refuges for men, women or young people,

but does not include development to which State Environmental Planning Policy (Housing) 2021, Chapter 3, Part 5 applies.

Clause 64 of the Housing SEPP provides the relevant provisions for the development of group homes as complying development:

- (1) Development for the purposes of a group home is complying development if the development—
 - (a) does not result in more than 10 bedrooms being within 1 or more group homes on a site, and
 - (b) satisfies the requirements for complying development specified in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, clauses 1.18 and 1.19, other than clauses 1.18(1)(h) and 1.19(1)(b), and
 - (c) is not in a draft heritage conservation area, and
 - (d) meets the development standards set out in Schedule 2.

A development proposal for a 'group home' that complies with the relevant provisions of the Housing SEPP as outlined above may therefore be approved by an accredited Certifier (Council or Private) as 'complying development'. An unfortunate consequence of the new Housing SEPP is that Group Homes developed within low density zones such as the R2 Low Density Residential Zone, can be developed with a site coverage and density far exceeding that expected and/or desired within the R2 zone.

If issued by a privately appointed certifier, the approval and construction of the development is undertaken without Council's assessment or any approval under the normal development application process. There is essentially no way the Council can involve itself or direct the outcome of the privately certified development, to be more in keeping with the desired street character and the broader development expectations of the Council and its' community.

Further, and importantly, an application for a Complying Development would not involve the same level of community engagement as would occur under Council's Community Participation Plan for a similar scale development.

Conclusion

Changes to the Housing SEPP have enabled the approval of Group Homes as Complying Development. The provisions enable a proposal for a group home without the need to consider or address the relevant amenity considerations and design standards that would otherwise apply under Council's Development Control Plan.

With this, strong concerns are raised for the potential for overdevelopment of low density residential sites, reduced design and amenity outcomes and the inconsistency of development approved by the Complying Development Pathway under the Housing SEPP with the current and future desired character of the residential areas surrounding the site.

Accordingly, it is recommended that Council make strong representations to the Department of Planning and Environment seeking a review of the Complying Development Provisions under the Housing SEPP.

Attachments

8.2.1 Submission to DPE Housing SEPP (contained within this report) [↓](#)



12 September 2021

Housing Policy Team
NSW Department of Planning Industry and Environment
GPO Box 39
SYDNEY NSW 2001

cc: housingpolicy@planning.nsw.gov.au Luke.Walton@planning.nsw.gov.au

Attention: Luke Walton

Dear Sir,

Submission – Proposed Housing SEPP

Thank you for the opportunity to make a submission on the proposed Housing State Environmental Planning Policy (Housing SEPP).

A copy of Campbelltown City Council's earlier submission on the preceding explanation of intended effects (EIE) is attached and is requested to be considered by DPIE as it remains largely relevant for the preparation of the proposed Housing SEPP.

A review of the draft consultation paper and accompanying documentation has been undertaken, and the proposed consolidation of five existing housing related SEPPs is broadly supported to improve the efficiency and operation of these housing policies. However, a number of concerns are raised with the content and timing of the proposed policy changes put forward in the public consultation draft.

For the reasons outlined in Council's earlier submission on the EIE, and the concerns outlined below, the DPIE is requested to defer the making of the proposed Housing SEPP to allow proper consideration and resolution of these issues. This includes the review, amendment and integration of SEPP No. 21 Caravan Parks and SEPP No.36 Manufactured Home Estates into the proposed SEPP.

Housing Definitions – strong concerns are raised that expanding the existing plethora of thirty three (33) housing types referenced under the Standard Instrument LEP and housing related SEPPs will increase the complexity of the existing planning framework for the delivery of housing in NSW. This increased complexity would likely hinder the efficient delivery of housing in NSW and be counter to the overarching objective of the Housing SEPP to encourage the development of diverse and affordable housing types.

Increased focus on use rather than housing form – strong concerns are raised that the proposed introduction of housing types which are defined by occupation rather than built-form will create ongoing compliance and resourcing issues for Councils to administer the proposed SEPP, and ultimately lead to eviction of tenants given the inflexible nature of the housing definitions proposed. This issue was raised by the Minister for Planning and Public Spaces in his introduction to the DPIE Housing SEPP information webinar on 25 August 2021, where the Minister specifically emphasised the objective of the new policy was to focus on building form not use.

Ventilation Standards / Covid 19 – the federal body that sets building laws is moving to create rules that would ensure new buildings have appropriate ventilation and filtration features that minimise indoor circulation of pathogens (see web-link below). Given the reliance upon common living areas within building types proposed by the Housing SEPP, it is requested that a minimum standard of construction techniques are mandated under any new Housing SEPP to ensure development of better-ventilated buildings, including minimum ventilation requirements and consideration of carbon dioxide monitoring building standards.

<https://www.smh.com.au/national/ventilation-revolution-needed-to-speed-up-australia-s-path-out-of-lockdown-20210819-p58kaq.html>

Cumulative impacts – strong concerns are raised that the proposed SEPP does not provide any consideration of cumulative impacts resulting from the clustering of higher density housing types that would potentially occur under the proposed Housing SEPP. It is requested that as a minimum, the policy is amended to include suitable controls and a mandatory separation distance between such developments, particularly within the R2 Low Density Residential zone.

Reduced standards for LAHC / Public Authorities – the creation of a planning policy that provides a two tiered system of development standards determined by who the applicant is will diminish the opportunity for merit based assessment, will create unnecessary complexity and is unfair. For example, there is not considered to be any difference in the car parking demand generated by occupants of a LAHC affordable housing development compared to an equivalent privately built development. This reduction of building design standards for LAHC developments will create the potential for increased amenity impacts to occupants and nearby residents, and will ultimately compromise the successful integration of LAHC housing within established neighbourhoods.

Consultation with Councils – it is requested that any self-determined housing approvals by the LAHC must explicitly require any objections raised by Councils to be appropriately resolved. Where concerns are unresolved, it is requested that such applications are determined by an independent planning panel to mitigate against the potential for conflict of interest and corruption.

Moratorium on seniors housing in Heritage Conservation Areas – the Council and the community of Campbelltown place a very high value on its items of heritage and as such it is requested that the moratorium on seniors housing is extended indefinitely, and also expanded to include any sites with listed heritage items.

Student Housing – DPIE is requested to review and clarify the standards for “residential accommodation for students” under State Environmental Planning Policy (Educational Establishments and Child Care Facilities) to properly align with the proposed provisions of the Housing SEPP. In this respect, it is unclear whether the proposed Housing SEPP will regulate this form of housing, how this form of housing will be defined for the purpose of permissibility, and what standards will apply to this housing type.

In conclusion, strong concerns are raised that the proposed timeframe for the Housing SEPP will be detrimental to the orderly delivery of housing within NSW, including the Campbelltown LGA. Whilst the consolidation of the five existing housing SEPPs is supported in principle, a number of concerns are raised with the proposed policy changes and mandated LEP amendments. The DPIE is therefore requested to defer and amend the proposed Housing SEPP having regard to the abovementioned issues and concerns.

If you require any further information please contact Jeff Burton from Council’s City Development Division on (02) 4645 4842.

Yours sincerely,



David Smith
Executive Manager Urban Centres

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), Sydney 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

8.3.1 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	Link
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	Completed	Approved with conditions at Panel's September meeting	906/2020/DA-SW
4604/2020/DA-SW	Various Lots, Norman Crescent, Dobell Road and Arkley Avenue, Claymore	Stage 5 Claymore Renewal - Subdivision of land to create 86 residential lots 1 residue lot 1 lot for future park and associated road and drainage works	\$14,290,245	>\$5 million capital investment value Crown development	Waiting on information from applicant		4604/2020/DA-SW
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		504/2021/DA-SW
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, 1lot containing an existing senior housing development	\$13,914,412	>\$5 million capital investment value Crown development	Waiting on information from applicant		535/2021/DA-SW
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	Assessment in progress		3944/2021/DA-CD

Development Application Register

DAs to be considered by the Sydney Western City Planning Panel							
DA No.	Address	Description	Value	Authority Criteria	Status	Determination	Link
2510/2022/DA-I	395 Pembroke Road, Minto	Waste management facility (e-waste)	\$2,846,800	Designated development	Completed	Application rejected	2510/2022/DA-I
2020/2022/DA-CW	Farrow Road, Campbelltown	Construction of a 5 storey commuter car park and associated site and landscaping works	\$19,947,199	>\$5 million capital investment value Council development	Assessment in progress		2020/2022/DA-CW
1990/2022/DA-C	'Hurlstone Agricultural High School', Roy Watts Road, Glenfield	Demolition of existing structures and construction of a farm hub facility and new boarding facilities, and car parking	\$48,000,000	>\$5 million capital investment value Crown development	Assessment in progress		1990/2022/DA-C
3142/2022/DA-SL	Lot 206 Riverside Drive, Airds	Construction of 31 seniors living units	\$17,664,962	>\$5 million capital investment value Crown development	On exhibition		3142/2022/DA-SL

Development Application Register

DAs to be considered by the Department of Planning						
DA No.	Address	Description	Value	Authority Criteria	Status	Determination
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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	2675/2008/DA-S
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	1786/2020/DA-C
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	Completed	2687/2018/DA-SW
680/2021/DA-BH	1 Jaclyn Street, Ingleburn	Demolition of existing dwelling and construction of a 12 room boarding house	\$950,000	More than 10 unique objections	Waiting on information from applicant	680/2021/DA-BH

Development Application Register

DAs to be considered by the Local Planning Panel							
DA No.	Address	Description	Value	Authority Criteria	Status	Determination	Link
3190/2022/DA-RA	17-21 Tyler Street, Campbelltown	Residential apartment building containing 49 units, basement car parking and associated site and landscaping works	\$18,027,422	SEPP 65 – Residential Apartment	On exhibition		3190/2022/DA-RA
3720/2020/DA-O	Macquarie Fields Park, Fourth Avenue, Macquarie Fields	Construction of a mobile telecommunications tower	\$250,000	Council owned land	Under assessment		3720/2020/DA-O
3400/2022/DA-RA	26 – 32 Iolanthe Street, Campbelltown	Demolition of existing dwellings and construction of a residential apartment building containing 75 units and associated site and landscaping works	\$23,770,670	SEPP 65 building, variation to development standard greater than 10%	Preparing for public exhibition		3400/2022/DA-RA
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, SEPP-65 development	Waiting on information from applicant		3263/2021/DA-C
810/2021/DA-BH	103 Oxford Road, Ingleburn	Demolition of existing dwelling, removal of 7 trees and construction of a two storey 13 room boarding house with associated car parking	\$787,000	More than 10 unique objections	Waiting on information from applicant		810/2021/DA-BH
2278/2022/DA-RA	22-32 Queen Street, Campbelltown	Construction of a mixed use development incorporating five towers containing 558 apartments, commercial premises, basement car parking and associated site and landscape works	\$218,949,500	>\$30 million capital investment value, SEPP-65, SEPP-65 development	On exhibition		2278/2022/DA-RA

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	Link
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		681/2018/DA-SW
442/2022/DA-RS	19 Farnsworth Avenue, Campbelltown	Demolition of existing dwelling and construction of two dwellings	\$1,146,759	Delegated	Completed	Approved with conditions	442/2022/DA-RS
3866/2021/DA-O	300 - 304 Bensley Road, Ingleburn	Public open space embellishments and underground sewage pumping station	\$1,903,600	Delegated	Completed	Approved with conditions	3866/2021/DA-O
1821/2022/DA-C	55 - 61 Pembroke Road, Minto	Alterations and additions to existing aged care facility	\$2,000,411	Delegated	Completed	Approved with conditions	1821/2022/DA-C

8.4 Campbelltown Billabong Parklands - Quarterly Project Update

Reporting Officer

Project Director
City Lifestyles

Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.9 - Create places where people feel good, are likely to stay, to return to and tell others about their experience

Officer's Recommendation

That Council:

1. notes the contents of this report in relation to Campbelltown Billabong Parklands and Apex Park project and the progress that has been made in delivering this facility for the community.
2. notes that a separate report will be brought to Council in relation to the independent audit and assessment of the Campbelltown Billabong Parklands and Apex Park project.
3. notes that a briefing in relation to the Campbelltown Billabong Parklands and Apex Park project will be provided to Councillors in December 2022.

Purpose

To update Councillors in the relation to the Campbelltown Billabong Parklands and Apex Park Project.

History

At its Ordinary Meeting on the 14 June 2022 The Council resolved as follows:

That the Council:

1. Note the contents of this report in relation to the Campbelltown Billabong Parklands Project.
2. Note that the Campbelltown Billabong Parklands project is forecast to be delivered in alignment with the allocated project budget.
3. Note that the Campbelltown Billabong Parklands project is expected to be handed over to Council for operation in mid-September 2023.

4. That Councillors be provided with a quarterly report on the progress of the Billabong Project and the opportunity to inspect the site when feasible.

Min No. [112/2022]

This report responds to item 4 of this Resolution.

Report

Construction

All bulk earthworks and major civil construction works are now complete, including the construction of some major landscape components. Planting has also now occurred on the Moore-Oxley Bypass curtilage of the site.

The aquatics contractor is now onsite and bulk excavation of the main water features is now complete and the contractor is in the process of installing formwork and placing reinforcing steel for these elements of work.

Program

The commencement of the aquatics work was delayed for one week due to wet weather, however this delay been covered within program contingency and project completion remains on-schedule for mid-September 2023.

Procurement

An expression of interest (Eoi) process was completed for the remaining works and, a number of highly experienced contractors have been shortlisted and are currently preparing tender submissions for the remaining works. It is anticipated that a preferred contractor will be appointed by late-October 2022.

Governance

The project is the subject of a Project Control Group (PCG), which continues to report through to the Executive Steering Group (ESG) on a monthly basis.

An internal Gateway Review of the project was completed prior to calling tenders. The process engaged specialists from across that organisation that are outside the project to peer review items such as finance, risk, resourcing, program and costs. It should be noted that the project also retains the services of an external Quantity Surveyor.

A brief has been issued to appropriately qualified and experienced auditors to undertake an independent assessment and audit of the project in accordance with the Mayoral Minute from the Council meeting of 12 July 2022. A separate report will be brought back to Council relation to this matter.

Finance

The Project Team is continuing to monitor expenditure and forecast costs. It is anticipated that the project will be delivered in alignment with the allocated budget of \$34,656,000, which comprises of \$31,000,000 for the Billabong Parklands Project and \$3,656,000 for the Apex Park Project.

Conclusion

The construction of the aquatics elements of the Campbelltown Billabong Parklands project has now commenced and the project remains on-schedule for completion mid-September 2023 in accordance with the allocated budget.

Project staff are currently finalising the tender process for the remaining works and it is anticipated that a contractor will be appointed by late October 2022.

A separate report will be brought to Council in relation to the independent audit and assessment of the project and Councillors are scheduled to receive a further briefing on the project in December 2022.

Attachments

Nil

8.5 Macarthur Football Club Community Partnerships Report 2021-2022

Reporting Officer

Executive Manager Community Life
City Lifestyles

Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.5 - Host and promote major sporting events, showcasing our city's sporting facilities and encouraging community participation in sport and recreation

Officer's Recommendation

That the Council note the 2021 - 2022 outcomes of Council's Community Partnership agreement with Macarthur Football Club.

Purpose

The purpose of this report is to update Council on the 2022 outcomes of the partnership with the Macarthur Football Club (MFC).

History

On 10 February 2020, Campbelltown City Council (CCC) entered into a Community Partnership agreement with Macarthur Football Club (MFC) for a period of 5 years. The community partnership assists MFC in funding dedicated staff that are employed to deliver the community programs that directly benefit the community of Campbelltown. The partnership provides a unique opportunity to leverage the club and players' high profile to deliver strong programs and messaging to the Campbelltown community.

Key themes of the agreement include improving health and wellbeing outcomes for young people, providing a strong foundation for young and upcoming football players, and increasing player participation for football and other sporting codes that include active involvement at a grassroots level. Furthermore, the partnership provides children and young adults' access to football pathways and high performance programs.

The partnership agreement outlines a range of activities, including community engagement, advertising and program deliverables that the Club must include as part of their annual program delivery. These activities must align with the MFC's community engagement pillars, which are:

- Community Cohesion
- Health and Wellness
- Indigenous programs

The 2021-2022 season is the third year of a 5 year agreement and provides \$500,000 (excl. GST) sponsorship, as outlined in Table 1 below.

Table 1: Community Partnership Agreement Value

Community Partnership Agreement	
Period	Value
Commencement to June 2020	\$450,000
2020-2021	\$475,000
2021-2022	\$500,000
2022-2023	\$525,000
2023-2024	\$550,000
TOTAL	\$2,500,000

Report

Sponsor Benefits

As the designated Principal Community Partner of MFC, CCC is entitled to the following sponsor benefits:

- Corporate hospitality and ticketing
- Signage and advertising
- Branding in campaign activity
- Access to match-day activations and promotions
- Merchandise
- Player appearances and use of images
- Community engagement activities against the 3 pillars

An end-of-season outline of sponsorship benefits and outcomes as listed in the contract is supplied as Attachment 1: Campbelltown City Council 2021 - 2022 Sponsor Benefits.

2021 - 2022 Partnership Highlights

In 2021-2022, 12 home games were played at Campbelltown Sports Stadium and 2 home games were scheduled at an alternative location due to field conditions in Q4 2021. MFC report just under 42,000 tickets were issued at Campbelltown Stadium for the 2021-2022 season.

During the 2021-2022 year, MFC delivered the following programs and community initiatives:

1. Bulls in Schools
2. Community appearances
3. School holiday clinics

1. Bulls in Schools

The Bulls in Schools program is designed to promote health and wellness messaging using active school football programs as the driver. The program is delivered free of charge to local primary school children across the Macarthur region.

Half, or 12,500 of the 25,000 student participants in 2021 – 2022 were from the Campbelltown LGA. During this period, Bulls in Schools was delivered in 50 schools, 22 of which were in the Campbelltown LGA. Participation data is increased from the 2020-2021 period, as presented in Table 2 below.

Table 2: Bulls in Schools Participation Data

Participation Data	2020-2021	2021-2022
# student participants in Campbelltown	6,500	12,500
total student participants	20,000	25,000
# participating schools in Campbelltown	14	22
total participating schools	53	50

In-keeping with the pillars of community engagement, the Bulls in Schools program targeted Indigenous and culturally and linguistically diverse students. Of the student participants, 13 per cent identify as Indigenous (compared to 8 per cent of the local student population) and 59 per cent of school participants speak English as a second language (compared to 41 per cent of students in the LGA).

MFC supplied schools with a Bulls in Schools facilitator and all equipment (balls, goals) required to administer the program. Additionally, children were provided with club and player merchandise.

2. Community Appearances

MFC continue to interact with the local community at local events and, despite COVID-19, achieved 50 per cent of the community appearances target outlined in the sponsorship contract.

In 2021-2022, MFC supported 2 Council-led events, including:

- Ingleburn Alive: MFC hosted a stall for player appearances, 'chocolate wheel' merchandise giveaways and 'Arthur the Bull' mascot roamed the crowd for selfies with fans.
- Challenge Walk: Aleksander Jovanovic and 'Arthur the Bull' the mascot attended the event to encourage participants as they commenced the walking trail.

3. School Holiday Clinics

MFC held free 'Discover Football' clinics for children aged 5 to 12 years from the Campbelltown LGA. The clinics were held at Macarthur Square Shopping Centre during the April school holidays on Saturday 9 April and Sunday 10 April 2022. The program received 100 participants over 22 sessions.

Media Coverage / Brand promotion

During the 14 games of the 2021-2022 season, the word 'Campbelltown' was mentioned in match commentary or broadcast in vision for a minimum 76 minutes across the total match minutes of 21 hours 10 minutes. Using the Australian Professional Leagues (A League) advertising rate this would equate to over \$2.3m in value, purely for Campbelltown.

Additionally, MFC featured in the following media promotions:

- 93 individual news stories and interviews in television and articles
- 106 m impressions in advertising and media exposure
- 2GB radio segments (commercial Sydney radio) estimated to reach over 600,000 listeners
- C91.3FM radio (community local radio) reach of approx. 50,000 people.

Financial Breakdown

During the 2021-2022 period of the contract, MFC have declared an investment of \$500,000.00 (excluding GST) into local community engagement programs. Table 3 below provides a breakdown of the funds allocated	Expenditure 2021-2022
Item	
Development and delivery of community programs	\$234,431
Marketing and social media programs	\$51,075
Indigenous programming	\$50,331
Community cohesion support	\$48,338
Community events including promotional items and equipment	\$141,246
TOTAL	\$525,421

Partnership Summary

Due to COVID-19 and extenuating weather conditions and restrictions on player appearances during peak periods of the pandemic, a number of community engagement activities outlined in the Community Partnership agreement either did not achieve the target or were not fulfilled in the 2021-2022 season.

1. What's Working Well

In accordance with the Community Sponsorship Agreement, performance of contract was satisfactory in clauses pertaining to ticket allocations, merchandise allocations, campaign, signage and branding agreements. As previously stated in 2021-2022 Partnership Highlights, some community engagement activities were delivered and received well by the community.

2. Areas for Opportunity

Outcomes against the community engagement requirements of the agreement were adversely affected by COVID-19 restrictions on players attending in-person events.

Outstanding engagement items include:

- 'Welcome to Campbelltown Pack' for new residents
- Annual Fan Day
- MFC promotion of the partnership across 3 of the community engagement pillars
- MFC participation in 6 Council programs

- MFC participation in Council events (2 of 4 realised)
- Player appearances (1 of 4 realised)
- School Holiday Clinics (1 of 4 realised)

Planning ahead, the key areas for improvement in the 2022-2023 season relate to community engagement requirements. The Community Life Team will work with MFC to develop and commit to a Community Engagement plan, factoring in the possibility of restrictions to community engagement and player appearances.

Attachments

Nil

8.6 Youth Advisory Committee - Terms of Reference

Reporting Officer

Director City Lifestyles
City Lifestyles

Community Strategic Plan

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

Officer's Recommendation

That the Youth Advisory Committee Terms of Reference be adopted.

Purpose

To seek Council's endorsement of the Terms of Reference (refer to Attachment 1: Draft Youth Advisory Committee Terms of Reference) for the Youth Advisory Committee.

History

The Youth Advisory Committee was proposed by Councillors in 2022. One meeting has since occurred and informed the development of the Terms of Reference:

- 20 September 2022: Chaired by Councillor Cotter among self-nominated Councillors to vision the advisory committee and review the draft Terms of Reference.

Report

About the Advisory Committee

The Campbelltown Youth Advisory Committee is proposed as an advisory committee to Campbelltown City Council. The purpose of the Committee is to provide advice and guidance to Council on matters pertaining to young people in the LGA. Members of the committee will be asked to activate their networks to herald a positive youth culture, promote local youth initiatives and help foster connections between local services.


The Terms of Reference are drafted to:

1. Articulate the role and remit of the Advisory Committee.

2. Provide operational guidelines for how the committee intersects with the elected body of Council and Council Officers, as well as direction about membership, meeting commitments and administration.

Attachments

8.6.1 DRAFT Terms of Reference - Youth Advisory Group 2022 (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL	City Lifestyles
Campbelltown Youth Advisory Committee Terms of Reference	

Name:

Campbelltown Youth Advisory Committee.

Interpretation:

For the purposes of these guidelines;

"Member" means member of the Committee.

"Council" means the full body of elected representatives of the City of Campbelltown Council.

"Council Officers" means staff of Campbelltown City Council.

"Committee" means the Campbelltown Youth Advisory Committee.

"Youth" means young people aged 12 – 24 years of age.

The role of the Committee is to:

1. Provide advice to Council on identified issues that affect youth within the Campbelltown area within the scope Campbelltown City Council's authority.
2. Provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to youth.
3. Advocate for and promote youth issues within the Region.
4. Support the implementation of priority actions contained within Councils endorsed Plans and Strategies that relate to youth.
5. Provide advice on and support partnerships with organisations in the delivery of strategic priorities that address local youth issues and advance positive youth culture across the region.
6. When requested, assist Campbelltown City Council to build its network of local associations and organisations that provide youth services.
7. Provide advice to support the development of Council strategies that focus on youth.

Guidelines of Operation**1. Role within Council**

- 1.1 The Campbelltown Youth Advisory Committee is an advisory committee to Campbelltown City Council.
- 1.2 The recommendations of the Committee shall be referred to Council for consideration.

- 1.3 Council may refer information to the Committee for comment or to be actioned.

2. Venue

- 2.1 Meetings will be held at a Campbelltown City Council premises or online.

3. Chairperson

- 3.1 The Chairperson of the Committee shall be one of the Councillors appointed to the Committee by Council and so nominated to be the Chairperson by the Council and will be appointed for the term of Council.
- 3.2 The Campbelltown City Council Mayor by virtue of that office is a member of each committee of Council. If the Mayor is in attendance at the meeting he/she may choose to assume the Chair for the duration of the meeting.
- 3.3 If the Chairperson is unable to attend the meeting an Acting Chairperson shall be elected from within the Committee membership in attendance at that meeting.

4. Membership

- 4.1 Members of the Committee are appointed for the term of the Council.
- 4.2 Membership of the Committee is unpaid and voluntary.
- 4.3 The Committee membership shall include a maximum of fifteen people comprised of Council representatives and Council Officers.
- 4.4 The Members of the Committee shall include:
- 4.4.1 Councillors as nominated by Council on an annual basis.
 - 4.4.2 The General Manager of Council or nominee.
 - 4.4.3 Director of City Lifestyles.
 - 4.4.4 Executive Manager of Council's Community Life Team.
 - 4.4.5 Committee Secretary.
- 4.5 Role of the Members
- 4.5.1 Abide by Council's Code of Conduct and other related policies and protocols.
 - 4.5.2 Attend and participate in meetings of the Advisory Committee (including planning sessions and relevant training).
 - 4.5.3 Work co-operatively with other members in achieving the aims of the Committee.
 - 4.5.4 Contribute ideas and suggestions relating to items on the agenda.
 - 4.5.5 Provide advice and Recommendations to Council on items relating to the agenda.
 - 4.5.6 Action and follow up tasks established by the Committee and resolved by Council.
 - 4.5.7 Report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Committee.
 - 4.5.8 Use existing networks to remain informed regarding the views and interests of the particular community they represent.
 - 4.5.9 All Members have voting rights on Recommendations to Council if a consensus is not established.

4.6 Ex-officio Members

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- 4.6.1 Appropriate Council Officers shall be ex-officio members of the Committee to provide professional guidance, current information and policy implication. Such Council Officers do not form part of the quorum.
- 4.6.2 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders will be invited or co-opted to attend the meetings.
- 4.6.3 Guest speakers may attend meetings as outlined and agreed by the Committee for particular reasons or as approved by the Council Officer convening the Committee.
- 4.6.4 All of the above are non-voting positions.

5. Quorum

- 5.1 A quorum is half plus one of the membership of the Campbelltown Youth Advisory Committee.
- 5.2 Should within half an hour of the time set down for a meeting of the Committee to commence a quorum not be present then the meeting shall be adjourned to a time within one month of the date of such meeting.

6. Meeting Frequency and Attendance

- 6.1 Meetings of the Committee shall be convened ad-hoc as the need arises with a minimum of two meetings each year. The Chairperson will give 6 weeks' notice of the meeting date.
- 6.2 Committee members other than Councillors cease to be a member of the Committee if the member:
 - 6.2.1 Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the committee for the members absence, or
 - 6.2.2 Has been absent from at least half of the meetings of the Committee held during the immediately preceding year ended 30 June without having given to the Committee acceptable reasons for the member's absence.

7. Committee Agenda

- 7.1 Written agenda items shall be forwarded to the Personal Assistant to the Director City Lifestyles by any member of the Committee or staff member no later than fourteen days prior to the next meeting. Agenda items may be mailed, emailed or faxed in. Late items will be subject to acceptance by the Committee.
- 7.2 The meeting agenda shall be forwarded to committee members no less than seven days prior to the next meeting date.

8. Committee Minutes

- 8.1 The minutes of all proceedings at the Committee meeting shall be documented.
- 8.2 A copy of the minutes shall be forwarded to all members of the committee within two weeks of the meeting. Committee members have two weeks to advise Council Officers of any errors or omissions from the minutes. The Minutes will then be presented to Council for consideration and endorsement.

9. Confidentiality and Conflict of Interest

- 9.1 Members are to declare a direct Conflict of Interest with issues on the agenda at the commencement of the meetings or as soon as the relevant issue is raised in General Business.
- 9.2 All Conflicts of Interest are to be declared and reported in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed.

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9.3 Where Committee meetings include confidential information relating to members or the business being discussed, members are required to respect principles of confidentiality.

9.4 All Members must abide by Council's Code of Conduct at all times.

9.5 No member of an Advisory Committee other than the Mayor or their specific delegate is able to make media or public comment on behalf of the Council or the Committee at any time.

10. Changes to Terms of Reference

10.1 The Terms of Reference may be altered, rescinded or added to by Campbelltown City Council.

11. Issues not covered by the Terms of Reference

11.1 The Committee cannot consider items outside the terms of reference.

12. Dissolution of Committee

12.1 The Council may by resolution dissolve the committee at any time without cause.

END OF GUIDELINES

APPENDIX 1**2022 Committee Membership**

Councillor J Cotter (Chairperson)
Councillor M Khalil
Councillor W Morrison
Councillor R Munro
Councillor M Stellino
General Manager, L Deitz
Director City Lifestyles, S Grant
Executive Manager Community Life, T Soulos
Committee Secretary, B Duncan

DRAFT

8.7 Minutes of the Multicultural Communities Advisory Committee held 19 July 2022

Reporting Officer

Director City Lifestyles
City Lifestyles

Community Strategic Plan

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

Officer's Recommendation

That the minutes of the Multicultural Communities Advisory Committee held 19 July 2022 be noted.

Purpose

To seek Council's endorsement of the minutes of the Multicultural Communities Advisory Committee meeting held 19 July 2022.

History

The Multicultural Communities Advisory Committee was proposed by Councillors in 2022. The following committee meeting confirmed and informed the final copy of the previous meeting minutes:

- 20 September 2022: Chaired by Councillor Khalil. Subcommittee members confirmed approval of previous meeting minutes to be submitted to the Ordinary Council Meeting held in October 2022.

Report

The purpose of the Committee is to provide advice on matters pertaining to Multiculturalism and Social Cohesion related to cultural, linguistic and spiritual diversity so that Council can progress its work ensuring all residents can participate in local community life and that Council's plans, actions and strategies are inclusive and give voice to all residents of Campbelltown.

Attachments

8.7.1 Minutes - Multicultural Communities Advisory Group 19 July 2022 (contained within this report) [!\[\]\(df47d6bec273bbb8b349135fff3a20f7_img.jpg\)](#)



Multicultural Communities Advisory Group Minutes

Meeting Date	Tuesday, 19 July 2022
Location	Staff Training Centre (STC)
Time	5.00pm to 6.00pm

Present

Chairperson – Councillor M Khalil
 Councillor J Chew
 Councillor M Chowdhury
 Councillor W Morrison
 Councillor R Munro (*joined meeting 5.30pm*)
 Director City Lifestyles – S Grant
 Executive Manager of Community Life – T Soulos
 Personal Assistant to Director City Lifestyles – B Duncan

Apologies/Leave of Absence

The Mayor, Councillor G Greiss
 Councillor J Cotter
 Councillor D Lound
 Councillor R Manoto
 General Manager – L Deitz
 Acting General Manager – P Nguyen

1. Welcome & Acknowledgement of Country

Chairperson Councillor M Khalil provided a welcome and Acknowledgement of Country and thanked all for attending this advisory meeting.

2. Previous Multicultural Communities Advisory Group Meeting

- Review and endorsement of previous Meeting Minutes 10 May 2022

Style of Minutes

The approach and future formatting of the advisory group minutes will change from a verbatim layout which served the purpose of the first meeting to capture idea's which were workshopped to an action based format that will capture the committee's agreed directions, resolutions and actions required.

Feedback

Open to the advisory group for any amendments and/or omissions. The following amendments:

- Misspelling of Councillor 'Munroe' on pages 2 and 5 to 'Munro'.
- Addition of Cr D Lound to the attendee's listed.

**Resolution:**

The Advisory Committee endorsed the meeting minutes on the basis that the minor changes will be amended.

Action Arising:

Amended version of the meeting minutes to be circulated in final form to the advisory group.

3. Terms of Reference

- Review and endorsement of final Terms of Reference (ToR)

The following edits were noted for amendment with no objections to the Draft Terms of Reference document:

Page No.	Item	Proposed Amendment	Endorsed Amendment
2.	4.3 The Committee membership shall include a maximum of fifteen people.	Clarification of who the fifteen people comprise of. Maximum of fifteen is to set an upper limit and the total is combined of Elected members and Council Officers.	4.3 The Committee membership shall include a maximum of fifteen people comprised of Council representatives and Council Officers.
3.	4.6.3 Guest speakers may attend meetings if invited to do so for particular reasons by the Committee and as approved by the Council Officer convening the Committee.	Change 'and' to 'or'.	4.6.3 Guest speakers may attend meetings if invited to do so for particular reasons by the Committee or as approved by the Council Officer convening the Committee.
3.	4.6 Ex-officio Members	Confirmation that the advisory comprises of internal members and Council Officers do not form part of the quorum.	Nil.
3.	6.1 Meetings of the Committee shall be convened ad-hoc as the need arises with a minimum of two meetings each year. The	Change to the number of weeks' notice. Additional 2 weeks. Clarification that there is a minimum of 2 meetings per year with no maximum and	6.1 Meetings of the Committee shall be convened ad-hoc as the need arises with a minimum of two meetings each year. The Chairperson



	Chairperson will give 4 weeks' notice of the meeting date.	more meetings can be scheduled if/when required.	will give 6 weeks' notice of the meeting date.
3.	8.2 A copy of the minutes shall be forwarded to all members of the committee within one week of the meeting. Committee members have two weeks to advise Council Officers of any errors or omissions from the minutes. The Minutes will then be presented to Council for consideration and endorsement.	Amendments to the number of weeks to provide the committee with a copy of the meeting minutes. Additional week being within 2 weeks.	8.2 A copy of the minutes shall be forwarded to all members of the committee within two weeks of the meeting. Committee members have two weeks to advise Council Officers of any errors or omissions from the minutes. The Minutes will then be presented to Council for consideration and endorsement.
4.	12.1 The Council may by resolution dissolve the committee at any time without cause. Interpretations: "Council" means the Council of the City of Campbelltown Council.	Clarification of 'the Council' meaning all of the committee as a whole body and not Council Officers. Confirmation that 'Council' includes Elected Members of Council. Amendment of 'Council' and addition of 'Council Officers' to the Interpretations on page 1.	Nil. "Council" means the full body of elected representatives of the City of Campbelltown Council. "Council Officers" means staff of Campbelltown City Council.
2.	3.2 The Deputy Chairperson shall be the other Councillor appointed to the Committee by the Council and will be appointed for the term of Council.	No pre-determined Deputy Chairperson	3.2 Clause deleted.
2.	3.4 If the Chairperson, Deputy Chairperson and the Mayor	No reference to a deputy Chairperson or Mayor.	3.3 If the Chairperson is unable to attend the meeting an



	are unable to attend the meeting an Acting Chairperson should be elected from within the Committee membership.	Confirmation that the committee will elect a Chairperson from attendee's in the event of the Chairperson being an apology.	Acting Chairperson should be elected from within the Committee membership in attendance at that meeting.
3.	5.1 A quorum is half plus one of the membership of the Campbelltown Multicultural Communities Advisory Committee.	Confirmation that the quorum is comprised of 4 Elected Members plus 1 Elected Member to give a total of 5 Councillors. Council Officers do not form part of the quorum.	Nil.
2.	<p>The Members of the Committee (listed as Appendix 1) shall include:</p> <p>4.4.1 Councillors as nominated by Council on an annual basis</p> <p>4.4.2 The General Manager of Council or nominee</p> <p>4.4.3 Director of City Lifestyles</p> <p>4.4.3 Executive Manager of Council's Community Life team.</p>	Addition of Committee Secretary role.	<p>The Members of the Committee (listed as Appendix 1) shall include:</p> <p>4.4.1 Councillors as nominated by Council on an annual basis</p> <p>4.4.2 The General Manager of Council or nominee</p> <p>4.4.3 Director of City Lifestyles</p> <p>4.4.3 Executive Manager of Council's Community Life team.</p> <p>4.4.4 Committee Secretary</p>
5.	<p>APPENDIX 1 2022 Committee Membership</p> <p>Mayor Councillor Greiss Councillor Khalil (Chair) Councillor Morrison Councillor Manoto Councillor Chew Councillor Chowdhury Councillor Munro Councillor Cotter</p>	<ul style="list-style-type: none"> Delete The Mayor, Councillor G Greiss Addition of Councillor D Lound Addition of Committee Secretary, B Duncan Order in alphabetical order and addition of first initial 	<p>Councillor M Khalil (Chairperson) Councillor J Chew Councillor M Chowdhury Councillor J Cotter Councillor D Lound Councillor R Manoto Councillor W Morrison Councillor R Munro General Manager, L Deitz Director City Lifestyles, S Grant</p>



	General Manager, Lindy Deitz Director City Lifestyles, Scott Grant Executive Manager Community Life, Trina Soulos		Executive Manager Community Life, T Soulos Committee Secretary, B Duncan
4.	9.5 No member of an Advisory Committee other than the Mayor or their specific delegate is able to make media or public comment on behalf of the Council or the Committee at any time.	Confirmation that the Advisory Committee shall not disclose information to the media or make public comment at any time.	Nil.
2.	4.5.6 Action and follow up tasks established by the Committee and resolved by Council	Reiteration that outcomes that are voted and resolved from the Advisory Committee are to be formally endorsed at Council Meetings.	Nil.

Resolution:

1. Circulate the amended Terms of Reference among the Advisory Committee members by Friday 22 July 2022
2. Feedback on the Terms of Reference is open to the Advisory Committee until 27 July (amended date in order to meet August Council meeting deadline)
3. Request confirmation of finalised Terms of Reference document from Chairperson Councillor M Khalil
4. Submit the finalised Terms of Reference document to Council for formal endorsement (target is August Council Meeting).

Action Arising:

Secretary to distribute the Terms of reference document, collect feedback and publish final version as part of Ordinary Council Meeting papers in time for August meeting.

4. Future Meeting Dates and Reoccurrences
 - Confirmation of future quarterly meeting dates in 2022



The proposed dates have been sent by the 'Council Meetings' calendar to the Advisory Committee:

- Tuesday 6 September 2022
- Tuesday 15 November 2022

Confirmation that all meeting occurrences are prior to Briefing Night's and not on the occurrence of Council Meetings.

5. General Business and Meeting Close

Nil.

Meeting close 5.50pm

8.8 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 4 October 2022.

Attachments

8.8.1 Reports requested (contained within this report) [↓](#)

8.8.2 Letters requested (contained within this report) [↓](#)

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
13.10.20 Lake	<p>NM 11.1 - Charging for parking within the Campbelltown Local Government Area</p> <p>That a full feasibility report be presented to Council outlining the financial and non-financial implications of introducing paid parking into the Campbelltown Local Government Area.</p>	A briefing was presented to Council in June 2021. The Integrated Movement and Place Strategy is currently in Development with Transport for NSW and Council is awaiting for the adoption of the document from Transport for NSW. A report will be presented in November 2022.	November 2022
2.11.21 Hunt	<p>8.7 Grey Headed Flying Fox Residential Assistance Program</p> <p>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.</p>	<p>It is envisaged that the GHFF Residential Assistance Program will be rolled out at the end February 2022.</p> <p>A report presented to Council upon completion of the trial which is expected to last 6 months (from application to acquittal).</p>	December 2022
8.2.22 Hunt	<p>NM 11.2 Koala Virtual Fencing</p> <p>1. Investigate with priority the status and effectiveness of virtual fencing as a means of protecting animals along road ways.</p> <p>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.</p>	<p>Early stages of investigation and research into effectiveness of virtual fencing underway with further detailed analysis to be undertaken to produce recommendations and report.</p> <p>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.</p>	November 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
9.8.22 Chowdhury	NM 11.4 - Grass Cutting 1. That a briefing be presented to Councillors on the grass cutting maintenance program undertaken throughout the LGA, including the frequency during the four seasons; and 2. That a report be presented that details the current maintenance program and the costs associated with increasing the frequency of the program to enhance a consistent look of the city.	Currently under investigation.	November 2022
8.3.22 Khalil	NM 11.5 - Simmos Beach, Macquarie Fields That a report be presented to Council outlining ways to increase visitation to Simmos Beach, Macquarie Fields. The report should include: a) identification of any future enhancement works planned or required to improve the location. b) marketing opportunities to increase visitation and tourism. c) any environmental factors to be taken into account because of increasing visitation. d) any future resourcing considerations to enable an ongoing program of works and marketing activity.	A review of previous work undertaken has commenced including: - 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. Further investigations have also commenced.	December 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Delivery			
9.8.22 Bricevic	NM 11.5 -District Park Midlothian Reserve, St Andrews 1. Seeks a report in relation to a district park at St Andrews. The report includes detailed planning, timeline, consultation with community and funding for the park with consideration of the State of Play Strategy (2016-2036). In addition, consider any funding opportunities such as Everyone Can Play (Department Planning and Environment) to accelerate the project.	Currently under investigation.	April 2023
10.5.22 Stellino	NM 11.2 - Reptile Protection 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.	Currently under investigation.	December 2022
20.9.22 Bricevic	NM 11.3 - International Mother Language Day Monument 1. That Council present a briefing to Councillors on the imminent updated version of the Monuments and Memorials policy.	Amended draft policy was presented to the Executive. A policy update will be provided to the Council at an upcoming briefing.	December 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
9.4.19 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.	December 2022
8.12.20 Hunt	<p>ORD 8.2 - Amendments to the Mount Gilead Stage 2 Biodiversity Certification Application</p> <p>3. That a further report be provided to Council detailing the outcomes of the public exhibition process and associated amendments to the Biodiversity Certification Application.</p>	<p>Public exhibition closed on 14/2/2021 with issues and responses being investigated.</p> <p>Application requires updating to comply with NSW Chief Scientist and Engineer advice on the protection of the Campbelltown Koala Colony.</p>	December 2022
8.6.21 Oates	<p>ORD 8.6 - Planning Proposal - "Glenlee Estate" Menangle Park</p> <p>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</p>	<p>Gateway Determination altered by DPE as advised in Councillor Weekly Bulletin of 25 March 2022.</p> <p>Proponent is required to satisfy requirements of NSW Heritage prior to seeking the issuing of a new Gateway Determination.</p>	December 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
3.8.21 Manoto	ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan 4. That a further report be presented to Council outlining options for developer contributions planning for the Ingleburn CBD.	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.	December 2022
2.11.21 Bricevic	ORD 8.1 - Planning Proposal (Mount Gilead Urban Release Area) - Outcome of Public Exhibition 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.	Report to be integrated with Stage 2 Biodiversity Certification Application which relates to most of Menangle Creek.	December 2022
10.5.22 Bricevic	ORD 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives 4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.	Procurement process commencing for preparation of the strategy which is anticipated to take 9 months.	February 2023

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Development			
10.5.22 Bricevic	<p>NM 11.1 - No Smoking - Queen Street, Campbelltown</p> <p>That Council present a report on the feasibility of banning smoking/vaping in the public areas of Queen Street, Campbelltown and Ingleburn CBD. Considerations for the report:</p> <ul style="list-style-type: none"> • 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. 	Investigation is underway with an expected reporting timeframe being November 2022, subject to the findings of the investigation.	November 2022
14.6.22 Bricevic	<p>ORD 8.3 - Planning Proposal - 158 Queen Street, Campbelltown</p> <p>5. That following the completion of public exhibition, a report be presented to Council on the outcomes of public exhibition.</p>	It is expected that a positive gateway determination will be received in August, enabling the public exhibition to occur during September and October.	December 2022
14.6.22 Stellino	<p>NM 11.1 - Bin Lid Latches</p> <p>That a report be provided to Council investigating the feasibility for bin latches to be included with the 2024 Domestic Waste Collections Tender and/or provided as a separate and stand-alone solution.</p>	Currently in discussions with suppliers regarding pricing.	November 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Governance			
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
12.7.22 Munro	<p>NM 11.1 - Council Involvement in Apprenticeship and Traineeship Programs</p> <p>1. That a report be presented to outline Council's involvement in any apprenticeship, traineeship programs, scholarships, school based work experience and any other similar programs, to include:</p> <p>a. An overview of any existing programs in place; and</p> <p>b. An outline of the feasibility to extend the program to support the employment of local people in local jobs.</p> <p>c. An outline of the feasibility of introducing an identified indigenous scholarship program</p>	<p>A report is being prepared and will be considered by Council at the October Council meeting.</p>	November 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
10.3.20 Morrison	ORD 8.12 - Latest Findings on Climate Change 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>Council is currently working to develop a plan that provides suitable pathways to transition Council's operations to Net Zero. The plan utilises information from Council's sustainability dashboard. The dashboard captures and presents consumption and cost information for the following activities - energy and water consumption, vehicle fleet and waste. It is anticipated that the plan will be presented to Council in December 2022.</p> <p>In addition, Council continues to embed improvements as part of its commitment to reducing greenhouse gas emissions. These commitments include increasing the provision of renewable electricity, investigating low emission fleet opportunities and working in partnership with developers to deliver low emission communities.</p>	December 2022
3.8.21 Manoto	ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan 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>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.</p> <p>The project feasibility will take approximately 3 months to complete once funding has been made available.</p>	May 2023

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
9.6.22 Brdicevic	<p>NM 11.1 - LED Street Lighting</p> <p>1. That a report on the contribution of the street lighting network (both public and private) to Council's electricity consumption, and opportunities to work</p>	<p>Council is currently collating information on the public and private street lighting network. This information will assist in understanding the extent and impact of the networks on Council's greenhouse gas emissions, and potential opportunities. Council is also in discussion with Endeavour Energy to undertake a street lighting LED replacement program.</p>	November 2022
9.6.22 Brdicevic	<p>NM 11.2 - Electric Vehicle Charging</p> <p>That Council present a report:</p> <ol style="list-style-type: none"> 1. On the progress of electric vehicle infrastructure in public car parks across the LGA, including the Farrow Road car park. 2. On how the provision of solar and/or the purchase of renewable energy can assist in making assets carbon neutral. 3. Consider the economic benefits of the various options for the infrastructure 	<p>Currently under investigation.</p>	December 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Growth			
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>	November 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>	<p>Information and data regarding parking is being collected from a number of sources, including a recent travel survey, pedestrian movement data and anecdotal feedback from CBD businesses including through a targeted initial discussions in April 2022. Council has partnered with TfNSW to deliver a kerbside data project, with cameras and sensors installed in and around Queen Street. Additional data will be available in the coming months and will allow Council to make evidenced based assessment of vehicle and pedestrian movement in relation to car parking. A report will be presented to Council to consider options moving forward.</p>	November 2022

Reports requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Lifestyles			
12.4.22 Oates	NM 11.1 - Women's Shed 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.	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 November 2022 Council meeting.	November 2022
14.6.22 Bricevic	ORD 8.5 - Campbelltown Billabong Parklands - Project Update 4. That Councillors be provided with a quarterly report on the progress of the Billabong project and the opportunity to inspect the site when feasible.	Quarterly report dates have been scheduled as follows: October 2022 - Aquatics December 2022 - Aquatics/Landscaping March 2023 - Aquatics / Landscaping / Buildings June 2023 - Aquatics / Landscaping / Buildings September 2023 - Completion	October 2022
20.9.22 Cotter	NM 11.2 - Youth Centres 1. That a report be presented to Council on youth centres within Campbelltown Local Government Area. The report should include whether the current centres meet the community's needs and the feasibility of establishing a council-managed centre or transforming an under-utilised asset to cater to the needs.	Council will investigate current centres within our LGA and the feasibility of establishing a council-managed centre.	February 2023

Letters requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates
City Delivery		
14.6.22 Hunt	ORD 7.1 - Koala Care and Treatment Facilities 2. That Council write to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP, seeking funding for koala protection.	2. Letter sent 4/07/2022 to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP.
9.8.22 Stellino	NM 11.3 - Use of 1080 Poison 2. That Council write to Mr Kevin Anderson, MP Minister for Lands and Water , Mr Anoulack Chanthivong, MP Member for Macquarie Fields and Mr Greg Warren MP, Member for Campbelltown to advocate the non-use of 1080 poison (Sodium Fluoracetate) & Strychnine poison on private or State Government owned or managed lands within the Campbelltown LGA.	Letter currently being drafted.

Letters requested effective 4 October 2022

*Date of Decision *Mover	Action Item	Comments / updates
City Delivery		
9.8.22 Stellino	<p>NM 11.1 - Koala Care</p> <ol style="list-style-type: none"> 1. That Council write to the Minister for Environment and Heritage James Griffin MP requesting them not to administer the Chlamydia vaccine to koalas within our region for so long as no signs of Chlamydia are detected in the colony. 2. That Council include in the letter that Koala experts hold the opinion that there was no merit in trialling the vaccine in Campbelltown, since the disease is not present, the vaccine is not inheritable and we are already at maximum reproductive rates leading to only possible negative outcomes. 3. That Council include in the letter support for the rest of the program announced, including the Chlamydia testing machine to assist in detection of the disease as well as the allocation of state funds for habitat restoration of koala corridors in the Campbelltown Local Government Area. 4. That Council ask if the minister has allocated or intends to allocate funding towards koala carers in the region under the NSW Koala strategy. 5. That Council utilises the letter tabled by Councillor Stellino from 	Letter currently being drafted.
City Development		
9.8.22 Oates	<p>ORD 8.3 - Illegal Rubbish Dumping</p> <ol style="list-style-type: none"> 3. That Council write to the Minister for Environment and Heritage, the Honourable James Griffin MP, to convey Council's concerns as it relates to the illegal dumping of waste, and to request additional and restricted funding be provided to each Council for the purpose of employing a dedicated staff member, engaged to prevent and respond to illegally dumped waste. 	3. Letter sent 1/09/2022 to the Hon. James Griffin MP - Minister for the Environment and Heritage.

8.9 Investments and Revenue Report - August 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 August 2022.

Report

Council's investment portfolio as at 31 August 2022 stood at approximately \$208 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 August, Council's annual return exceeded the benchmark by some 84 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 in recent years, however the weighted 12 month average return for the month as at 31 August continues to improve at 0.155 per cent which reflects the commencement of improving interest rates. Council's investment performance has maintained a positive return in comparison with a monthly return of 0.198 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 \$2 million held in an at call account and \$10 million in a 31 day notice saver account. The interest rate on the 31 day notice saver account remains attractive for short term deposits at 1.80 per cent and also increases in line with increases in the official cash rate.

The official cash rate is 2.35 per cent following an increase of 0.50 per cent announced at the September meeting of the Reserve Bank Board. This is a further step in the withdrawal of the extraordinary monetary support that has been in place to support the Australian economy. The Board places a high priority on returning inflation to within the target range of 2-3 per cent and expects to make further increases guided by incoming economic data, whilst maintaining a stable economy.

The ASX200 closed at 6,986.80 at the end of August with the monthly change being positive 0.36 per cent. Over the past several months, the share market has been subject to heightened volatility due to the war in Ukraine, supply chain disruptions, high inflation and the fears over a possible recession. This is however expected to rebound during 2022-23 with the share market clawing back losses as the economy strengthens and inflationary pressures ease.

The market value of the Treasury Corporation Long Term Growth Fund which has a current asset allocation of around 50 per cent in domestic and international shares, also correlates to this downturn in global equity markets. This Treasury Corporation fund is a long term growth fund with high return potential over the long term that may experience occasional periods of negative returns. It is intended to be at least a 7 year investment with the expectation of a return of CPI plus 3.5 per cent over a rolling 10 year period.

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 August 2022 totalled \$134,711,483 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of August totalled \$36,416,035. In percentage terms 27.5 per cent of all rates and charges due to be paid have been collected, compared to 27.4 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 pandemic with particular attention to the business community. Where the charging of penalty interest causes hardship, the charges are waived in accordance with Councils 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 recovery action during the month involved the issue of 16 Statements of Claim to ratepayers who had been issued in June 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 27 Judgments and 15 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, 44 applications were made over the phone and 23 online.

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

Sundry Debtors

Debts outstanding to Council as at 31 August 2022 are \$5,082,734 reflecting an increase of \$28,086 since July 2022. During the month, 848 invoices were raised totalling \$2,606,743. 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 \$336,574 as at 31 August 2022. The majority of this debt relates to City Standards for \$95,605 with the most significant amount of \$94,066 relating to health licence inspection fees. Fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems. Council staff continue to reach out to our customers experiencing difficulty in paying to offer suitable payment arrangements. Where it is confirmed that the registered premises has closed and licensee is no longer contactable, the debt is regarded as uneconomical to recover and recommended for write-off.

Corporate Governance items total \$81,677. The most significant amount of \$22,000 relates to the contribution from 2 councils for the "Western Sydney Health Alliance Contribution 2022-2023". Payment is expected by the end of the month. Also grouped in this category is the combined amount of \$25,725 that relates 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.

Also within this category is an amount of \$5,466 that relates to bin services supplied for 'Eat, Shop, Love', Market events. The account has been referred to our agents for recovery and the debtor has made contact with our agents who have entered into a payment arrangement. Unfortunately the debtor has again defaulted on the arrangement and our agents have been instructed to issue a Statement of Liquidated Claim. A combined amount of \$6,280 relates to legal recovery of 3 accounts, one for hall hire and 2 for health licence inspection fees. In all cases the debt involved has proved to be unrecoverable with our agents who have advised to cease legal action and have now recommended the accounts for write-off.

Community Life debts total \$59,599. 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 account has is now being managed by Council's solicitor and has been resolved for finalisation.

Public hall hire fees of \$49,343 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 the function. This process also gives hirers an option to book in advance and then to make smaller regular payments leading up to their event.

Grants debt totalling \$27,629 are the ongoing overdue amount which relates to the NSW Environmental Trust Grant being the final payment of the 'Campbelltown Community Recycling Centre'. Council has submitted all reports and are being reviewed by NSW Environmental Trust.

Debts categorised within Community Businesses totalled \$9,093. The most significant amount of \$5,018 relates to the Bicycle Education Centre and are as 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.

During the month, 3 accounts were issued a Letter of Demand on Council's letterhead advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agent.

Council's agents were instructed to issue one Statement of Claim for the month.

Council officers are mindful of the ongoing impact of COVID 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

8.9.1 Summary of Council's Investment Portfolio - August 2022 (contained within this report) [↓](#)

8.9.2 Rates and Charges Summary and Statistics - August 2022 (contained within this report) [↓](#)

8.9.3 Debtors Summary and Ageing Report - August 2022 (contained within this report) [↓](#)

Summary of Council's Investment Portfolio

Portfolio as at 31 August 2022



Product Type	Face Value	% of Total
At Call Deposits	2,316,792	1.1%
Notice Account	10,062,198	4.9%
Term Deposits – Fixed Rate	104,271,013	51.2%
Term Deposits – Floating Rate	44,000,000	21.6%
Fixed Rate Bond	22,050,000	10.8%
FRN	21,050,000	10.3%
Grand Total	203,750,003	100.0%
Managed Funds – TCorp*	4,786,262	

* Market Value as at month end

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

Credit Rating	Holdings	% of Total
AA+	6,900,000	4.7%
AA-	100,371,013	67.7%
A+	3,000,000	2.0%
BBB+	21,000,000	14.2%
BBB	12,000,000	8.1%
Baa2	5,000,000	3.4%
Total Term Deposits	148,271,013	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
AU3CB0289072	Royal Bank of Canada – Covered Bond	AAA	6-May-25	Fixed at 3.75% s.a.	\$1,000,000
AU3CB0282358	ING – Covered Bond	AAA	19-Aug-26	Fixed at 1.10% s.a.	\$1,800,000
AU3CB0286763	NAB	AA-	25-Feb-27	Fixed at 2.9545% s.a.	\$1,750,000
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
AU3FN0070025	Royal Bank of Canada – Covered Bond	Aaa	13-July-27	3m BBSW + 1.05%	\$1,000,000
AU3FN0070579	CBA	AA-	18-Aug-27	3m BBSW + 1.02%	\$3,500,000

Summary of Council's Investment Portfolio – August 2022 cont'd

Long-Term Credit Rating	Exposure of Entire Portfolio				
	Actual	Cumulative*	Minimum*	Maximum	Compliant
AAA	1.9%	1.9%	40%	100%	Yes
AA+, AA, AA- (or MTB*)	66.9%	68.8%		100%	Yes
A+, A, A-	5.5%	74.3%	60% (70%) ¹	100%	Yes
BBB+, BBB, BBB-	25.7%	100.0%	100%	100%	Yes
TCorp LTGF	2.3%	-	0%	20%	Yes

*Policy limits are measured on a cumulative basis calculated from the respective rating category band on an **"and above"** basis

Portfolio Return

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

31 August 2022	Monthly Return	Annual Return
Campbelltown City Council – Investment Portfolio	0.198%	1.206%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.155%	0.369%
Performance Relative to Benchmark	0.043%	0.837%

Rates Summary

Statement of all Outstanding Rates and Extra Charges



Rate - Charge	30/06/2022	Net Levy for Year	Pension Rebates	Extra Charges	Total Receivable	Cash Collected	Net Amount Due	Postponed Rates & Interest	Gross Amount Due
Residential	3,628,718.16	73,193,939.85	1,356,600.62	154,170.74	75,620,228.13	19,365,125.62	56,255,102.51	303,544.29	56,558,646.80
Business	691,071.49	20,952,455.81		14,866.94	21,658,394.24	7,239,524.32	14,418,869.92		14,418,869.92
Farmland	43,366.65	449,360.49	217.90	1,199.52	493,708.76	137,803.28	355,905.48	259,104.10	615,009.58
Mining	0.00	29,551.52		0.00	29,551.52	29,551.52	0.00		0.00
SR - Loan	762.80	0.00		15.09	777.89	0.00	777.89	0.00	777.89
SR - Infrastructure	404,110.68	7,168,517.87		2,174.19	7,574,802.74	1,997,876.64	5,576,926.10	55,844.26	5,632,770.36
Total	\$4,768,029.78	\$101,793,825.54	\$1,356,818.52	\$172,426.48	\$105,377,463.28	\$28,769,881.38	\$76,607,581.90	\$618,492.65	\$77,226,074.55
Garbage	1,143,646.84	27,499,912.85	867,693.88	7,035.15	27,782,900.96	7,224,593.04	20,558,307.92		20,558,307.92
Stormwater	78,048.53	1,472,844.97		225.73	1,551,119.23	421,560.62	1,129,558.61		1,129,558.61
Grand Total	\$5,989,725.15	\$130,766,583.36	\$2,224,512.40	\$179,687.36	\$134,711,483.47	\$36,416,035.04	\$98,295,448.43	\$618,492.65	\$98,913,941.08

Total from Rates Financial Transaction Summary	98,336,744.69
Overpayments	-577,196.39
Difference	0.00

Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	960,906
Rate accounts greater than 12 months less than 18 months in arrears	148,912
Rate accounts greater than 18 months in arrears	6,777
TOTAL rates and charges under instruction with Council's agents	1,116,595



Rates Statistics

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Aug-21
Rate Notices	58,585	22											238
Electronic - DoH	4,730												
Instalment Notices													
Electronic - DoH													
Missed Instalment Notices													
- Pensioners > \$15.00													
Notice to new owner	179	101											92
7-day Letters - Council issued													
- Pensioners > \$500.00													
7-day Letters - Agent issued													
Statement of Claim													
Judgments	144	16											
Writs	21	27											
	27	15											
Electronic - eRates & BPAYView	14,164	14,927											11,798
Pensioner applications	143	67											99
Arrangements	99	91											193

DEBTORS SUMMARY 1 August 2022 to 31 August 2022



DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/07/2022	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/08/2022	% DEBT RATIO
Corporate Governance	619,289	257,070	473,316	403,175	7.93%
City Delivery	43,381	51,357	42,424	52,314	1.03%
City Standards	160,936	80,224	76,385	164,774	3.24%
Community Businesses	67,556	31,234	36,783	62,006	1.22%
Community Life	225,387	148,395	150,239	223,543	4.40%
Grants	3,002,022	1,492,245	688,827	3,805,440	74.87%
Hall Hire	565,842	-330,961	136,279	98,602	1.94%
Property Services	262,876	535,325	525,321	272,880	5.37%
	4,947,288	2,264,887	2,129,573	5,082,734	100%

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 August 2022



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	93,231	193,018	35,249	81,677	403,175	211,831
City Delivery	29,083	0	14,954	8,277	52,314	4,973
City Standards	53,685	8,110	7,373	95,605	164,774	98,242
Community Businesses	40,241	10,602	2,071	9,093	62,006	8,406
Community Life	125,375	1,899	36,671	59,599	223,543	60,060
Grants	1,178,990	2,560,854	37,967	27,629	3,805,440	51,201
Hall Hire	25,527	19,234	4,497	49,343	98,602	41,788
Property Services	243,379	19,776	4,374	5,351	272,880	4,662
	1,789,511	2,813,493	143,156	336,574	5,082,734	481,163

8.10 Disclosure of Interest Returns 2021-2022

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 the information be noted.

Purpose

To advise Council that the 2021-22 Disclosure of Interest Returns have been lodged by Councillors and Designated Persons in accordance with the requirements of the Model Code of Conduct.

Report

Clause 4.21 of the Model Code of Conduct (the Code) requires a Councillor or Designated Person to lodge with the General Manager a return in the form set out in Schedule 2.

A Designated Person is described in clause 4.8 of the Code and includes the General Manager, other Senior Staff of the Council, and persons who hold a position identified by the Council as a position which involves the exercise of functions under the *Local Government Act 1998*, or any other Act that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest.

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

Pursuant to the Code, the information contained in the 2021 returns will be made publicly available on Council's website in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the Government Information (Public Access) Regulation 2009 and guidelines issued by the Information Commissioner.

Attachments

Nil

8.11 Review of Code of Meeting Practice

Reporting Officer

Manager Governance and Risk
City Governance

Community Strategic Plan

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

Officer's Recommendation

1. That the Draft Code of Meeting Practice be placed on public exhibition for a period of not less than 28 days.
2. That following the exhibition period a further report be presented to Council.

Purpose

To review Council's Code of Meeting Practice to ensure it is consistent with Council's meeting structure and practice and the Model Code of Meeting Practice (Model Code) prescribed under section 360 of the *Local Government Act 1993* (the Act) and *Local Government General Regulation 2021*. Report

The purpose of the Code of Meeting Practice is to set out the manner in which meetings of Campbelltown City Council are to be convened and conducted, to be an effective aid to good governance and ensure maximum transparency and openness of all Council and Committee meetings in accordance with the following principles:

- **Transparent:** Decisions are made in a way that is open and accountable.
- **Informed:** Decisions are made based on relevant, quality information.
- **Inclusive:** Decisions respect the diverse needs and interests of the local community.
- **Principled:** Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- **Trusted:** The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- **Respectful:** Councillors, staff and meeting attendees treat each other with respect.

- Effective: Meetings are well organised, effectively run and skilfully chaired.
- Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Section 360 of the Act provides that Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model code prescribed by the Regulations. Council's Code may also incorporate the non-mandatory provisions of the Model Code and other provisions in so far as they are not inconsistent with the mandatory provisions.

Council's current Code of Meeting Practice that was last reviewed and adopted on 11 June 2019. Council's Code has been reviewed with reference to the new Model Code of Meeting Practice, to ensure compliance with the mandatory provisions and was the subject of a briefing to Councillors on 27 September 2022.

The new mandatory provisions to the Model Code which have been incorporated into Council's Draft Code (attachment 1) for exhibition are in **blue text**, the non-mandatory provisions are in **red text**, and the proposed deletions are ~~struck through~~. The main proposed amendments include:

- A new statement of ethical obligations
- New provisions for meetings by audio-visual link which incorporates and formalises the pandemic emergency provisions for online meetings by audio-visual link

It is recommended that Council endorse the revised Draft Code of Meeting Practice, and that in accordance with the *Local Government Act 1993* the Draft Code of Meeting Practice be placed on public exhibition for a period of 28 days, during which submissions may be made up until 42 days after the date on which the revised code is place on public exhibition.

A further report will be provided to Council at the conclusion of the exhibition period for adoption of the Code of Meeting Practice by Council.

Attachments

8.11.1 2022 Draft Code of Meeting Practice for Public Exhibition (contained within this report) [↓](#)



CODE OF MEETING PRACTICE

2022 DRAFT FOR EXHIBITION

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Division: City Governance Section: Governance and Risk DocSet: 1942232	Adopted Date: 14/03/2006 Revised Date: 16/09/2020 Minute Number: 153 Review Date: 30/09/2022	Page: 1 of 48

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1. INTRODUCTION

Campbelltown City Council's Code of Meeting Practice is based on the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) and is [prescribed](#) under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation). Campbelltown City Council's Code of Meeting practice incorporates the mandatory provisions of the Model Meeting Code.

The Code of Meeting Practice applies to all meetings of Council Council and Committees of the Council of which all the members are Councillors. Council committees whose members include persons other than Councillors may adopt their own rules for meetings unless Council determines otherwise.

Council's adopted Code of Meeting Practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions in so far that any supplementary provisions are not inconsistent with the mandatory provisions of the Model Meeting Code.

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2. MEETING PRINCIPLES**2.1** Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skillfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

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3. BEFORE THE MEETINGTiming of ordinary Council meetings

- 3.1 Ordinary meetings of the Council will be held on the second Tuesday of each month except for January when the Council is in recess. Ordinary meetings of Council start at 6.30pm and are held in the Council Chamber, Level 3, at the Council Civic Centre, 91 Queen Street, Campbelltown, unless otherwise advertised.

The Council is required to meet at least ten times each year, each time in a different month.

(section 365)

Extraordinary meetings

- 3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

(section 366)

- 3.3 The General Manager, in consultation with the Mayor, may call an Extraordinary Meeting of Council for any specific purpose.

(Council protocol)

Notice to the public of Council Meetings

- 3.4 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of Committees of the Council.

(section 9(1))

- 3.5 For the purposes of clause 3.4, notice of a meeting of Council and of a Committee of Council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of Ordinary Council Meetings

- 3.7 The General Manager must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

(section 367(1))

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

(section 367(3))

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Notice to Councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to Councillors of an extraordinary meeting of the Council in cases of emergency.

(section 367(2))

Giving notice of business to be considered at Council meetings

- 3.10 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **by 9am, seven days** before the meeting is to be held.
- 3.11 A Councillor may, in writing to the General Manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered. Such a request must be made by 9am, seven days before the meeting is to be held.
- 3.12 If the General Manager considers that a Notice of Motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the General Manager may prepare a report in relation to the Notice of Motion for inclusion with the business papers for the meeting at which the Notice of Motion is to be considered by the Council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in Council's current adopted operational plan should identify the funding source, or should seek the preparation of a further report on the availability of funds and to identify a funding source.

Questions with notice

- 3.14 A Councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the General Manager about the performance or operations of the Council. Questions must be in writing and must be submitted by **9am, seven days** before the meeting is to be held.
- 3.15 A Councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the General Manager or a member of staff of the Council, or a question that implies wrongdoing by the General Manager or a member of staff of the Council.
- 3.16 The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.17 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 3.18 The General Manager must ensure that the agenda for an ordinary meeting of the Council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and

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- (b) if the Mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the Mayor to put a Mayoral Minute to a meeting under clause 9.6.
- 3.20 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public, the General Manager must ensure that the agenda of the meeting:
 - (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
(section 9(2A)(a))
- 3.22 The General Manager must ensure that the details of any item of business which, in the opinion of the General Manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of Ethical obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding Councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.
(section 9(2) and (4))
- 3.25 Clause 3.24 does not apply to the business papers for items of business that the General Manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.
(section 9(2A)(b))

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- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

(section 9(3))

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

(section 9(5))

Agenda and business papers for extraordinary meetings

- 3.28 The General Manager must ensure that the agenda for an extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the Council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

- 3.31 Despite clauses 10.20-10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

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4. COUNCILLOR BRIEFINGS

- 4.1 Councillor briefings are conducted to fully inform Councillors of matters of significance or complexity that are to be the subject of a staff report at a future meeting of Council or are of particular current interest to Council.
- 4.2 Councillor briefing sessions are to be held in the absence of the public.
- 4.3 [Councillor briefing sessions may be held by audio-visual link.](#)
- 4.4 The Mayor presides at Councillor briefing sessions.
- 4.5 Councillors must not use Councillor briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council meeting at which the item of business is to be considered.
- 4.6 Councillors must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a Councillor briefing session, in the same way that they are required to do so at a Council meeting. The Council is to maintain a written record of all conflict of interest declarations made at Councillor briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.
- 4.7 On occasion, confidential matters will be presented at Councillor Briefings and this will be noted in the presentation and accompanying documentation. Councillors and staff must maintain the integrity and security of confidential documents or information distributed or discussed at Councillor Briefings, in accordance with the Code of Meeting Practice, Codes of Conduct and supporting policies.

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5. COMING TOGETHER

Attendance by Councillors at meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A Councillor cannot participate in a meeting of the Council or of a committee of the Council unless personally present at the meeting, [unless permitted to attend the meeting by audio-visual link under this code](#).
- 5.3 Where a Councillor is unable to attend one or more ordinary meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.
- 5.6 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
(section 234(1)(d))
- 5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the General Manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.
(section 368(1))
- 5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.
(section 368(2))

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- 5.10 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the Councillors present, or
 - (c) failing that, by the General Manager.
- 5.12 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the [health](#), safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster [or a public health emergency](#), the Mayor may, in consultation with the General Manager and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Mayor must make a determination under this clause in consultation with the General Manager and, as far as is practicable, with each Councillor.
- 5.16 Where the Mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the General Manager must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the General Manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

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Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the General Manager prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.22 A Councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a Councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the Council or Committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.
- 5.26 The council and committees of the council may refuse a Councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

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- 5.28 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring Council or the Committee into disrepute.

Attendance of the General Manager and other staff at meetings

- 5.30 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a committee of the Council of which all of the members are Councillors.
(section 376(1))
- 5.31 The General Manager is entitled to attend a meeting of any other committee of the Council and may, if a member of the committee, exercise a vote.
(section 376(2))
- 5.32 The General Manager may be excluded from a meeting of the Council or a committee while the Council or committee deals with a matter relating to the standard of performance of the General Manager or the terms of employment of the General Manager.
(section 376(3))
- 5.33 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the General Manager.
- 5.34 The General Manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the General Manager.

Entitlement of the public to attend Council meetings

- 5.35 Everyone is entitled to attend a meeting of the Council and committees of the Council. The Council must ensure that all meetings of the Council and committees of the Council are open to the public.
(section 10(1))
- 5.36 Clause 5.35 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.37 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the Council has, by resolution, authorised
 - (c) the person presiding to exercise the power of expulsion.
- (section 10(2))

Note: Clause 15.15 confers a standing authorisation on all chairpersons of meetings of the Council and committees of the Council to expel persons other than Councillors from meetings.

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Campbelltown City CouncilWebcasting of meetings

- 5.38 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.39 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.40 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 5.41 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.42 Clauses 5.40 and 5.41 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- (Regulation, section 236)*
- 5.43 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

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6. PUBLIC ADDRESS

- 6.1 The Council shall permit oral submissions from residents, ratepayers and other eligible representatives on items of business listed on the Council Meeting agenda.
- 6.2 To speak at a Council or Committee of Council meeting, a person must first make an application to the Council in the approved form. Applications to speak at Council must be received by **12pm on the day the Council meeting** is to be held. Each speaker requesting to address the Council must provide the following details:
- (a) Name
 - (b) The organisation or group representing (if applicable)
 - (c) Agenda item number and title
 - (d) Indication of whether 'For' or 'Against' the Officers recommendation in the Council meeting agenda report
 - (e) The interest of the speaker (for example, affected person, neighbour, applicant, applicants representative)
- 6.3 The application must relate to a matter which is an item of business listed on the Council Meeting agenda with the exclusion of the following:
- (a) Notice of Rescission
 - (b) Questions with Notice
 - (c) All personnel related matters
- 6.4 Applicants seeking to address Council or a Committee of Council must meet one of the following eligibility criteria:
- (a) a resident or owner of land within the City of Campbelltown Local Government Area
 - (b) a person or entity entitled to vote in the City of Campbelltown under the Local Government Act 1993
 - (c) the representative of an entity owning land, conducting a business or providing a service in the Campbelltown Local Government Area
 - (d) a duly appointed person including the legal, financial or town planning representative of any person or entity listed above with a matter before Council
 - (e) a local community organisation representative
 - (f) any representative of a State or Federal Government Agency with a matter before Council.
- 6.5 A person may apply to speak on no more than **three** items of business on the agenda of the Council meeting.
- 6.6 The General Manager or their delegate may refuse an application to speak at a Council meeting. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 6.7 No more than **three** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.
- 6.8 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the General Manager or their delegate will select speakers based on the order of receipt.
- 6.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of

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business, the General Manager or their delegate may, in consultation with the Mayor or the Mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

- 6.10 The General Manager or their delegate may consider and determine a request for special provisions such as attendance by audio visual link by an applicant requesting to address the Council.
- 6.11 Approved speakers are to register with the Council any written, material to be presented in support of their address to the Council.
- 6.12 Each speaker will be allowed **five** minutes to address the Council. This time is to be strictly enforced by the Chairperson.
- 6.13 Speakers must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 6.14 A Councillor may, through the chairperson, ask questions of a speaker following their address at a Council meeting. Questions put to a speaker must be direct, succinct and without argument.
- 6.15 Speakers are under no obligation to answer a question put under clause 6.13. Answers by the speaker, to each question are to be limited to **two** minutes.
- 6.16 Speakers cannot ask questions of the Council, Councillors or Council staff.
- 6.17 The General Manager or their nominee may, with the concurrence of the chairperson, address the Council for up to **five** minutes in response to an address to the Council after the address and any subsequent questions and answers have been finalised.
- 6.18 When addressing the Council, speakers must comply with this code and all other relevant Council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's code of conduct or making other potentially defamatory statements.
- 6.19 If the chairperson considers that a speaker has engaged in conduct of the type referred to in clause 6.17, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 6.20 Clause 6.18 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at Council meetings in accordance with the provisions of Part 15 of this code.
- 6.21 Where a speaker engages in conduct of the type referred to in clause 6.18, the General Manager or their delegate may refuse further applications from that person to speak at a Council meeting for such a period as the General Manager or their delegate considers appropriate. A decision to refuse an application to speak at a Council meeting on the basis of disorderly conduct must be reviewed within three months of the refusal.

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7. ~~WEBCASTING OF MEETINGS~~ (replaced by clauses 5.38-5.42)

- ~~7.1 All meetings of the Council and committees of the Council are to be webcast on the Council's website. The webcast of the meeting will be livestreamed, and the audio-visual recording published on the Council website.~~
- ~~7.2 Clause 7.1 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.~~
- ~~7.3 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.~~
- ~~7.4 A recording of each meeting of the Council and committee of the Council is to be retained on the Council's website for 12 months. Council meetings will be livestreamed, then the audio-visual recording will be added to the website archive the day following the meeting. Recordings of meetings may be disposed of in accordance with the provisions of State Records Act 1998.~~
- ~~7.5 A fault in the technology or an inability to record or livestream a meeting will not invalidate decisions from the meeting.~~

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7. THE CHAIRPERSON AND MODES OF ADDRESS

The chairperson at meetings

- 7.1 The Mayor, or at the request of or in the absence of the Mayor, the deputy Mayor presides at meetings of the Council.
(section 369(1))
- 7.2 If the Mayor and the deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.
(section 369(2))

Election of the chairperson in the absence of the Mayor and deputy Mayor

- 7.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 7.4 The election of a chairperson must be conducted:
- (a) by the General Manager or, in their absence, an employee of the Council designated by the General Manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the General Manager nor a designated employee is present at the meeting, or if there is no General Manager or designated employee.
- 7.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 7.6 For the purposes of clause 7.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 7.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 7.8 Any election conducted under clause 7.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 7.9 When the chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

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- 7.10 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.11 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.12 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.13 A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

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8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an ordinary meeting of the Council shall be:

Opening meeting and Notification of Audio-visual recording and livestream
01 Acknowledgement of Land
02 Apologies and applications for a leave of absence [or attendance by audio visual link](#) by Councillors
03 Confirmation of minutes
04 [Statement of ethical obligations and](#) Declarations of interests
05 Mayoral minute(s)
06 Petitions
07 Correspondence
08 Reports from Officers
09 Questions with notice
10 Rescission Motion
11 Notice of Motion
12 Urgent General Business (without notice)
13 Presentations by Councillors
14 Confidential Reports from Officers
Conclusion of the meeting

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite clauses 10.20-10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

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9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a Council meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.10, and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
 - (b) is the election of a chairperson to preside at the meeting, or
 - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a Mayoral minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.7 A Mayoral minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a Mayoral minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.9 A Mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

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- 9.10 Where a Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Mayoral Minute does not identify a funding source, the General Manager may prepare supplementary information on the availability of funds for implementing the recommendation if adopted.

Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of committees of Council

- 9.12 The recommendations of a committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.13 If in a report of a committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.
- 9.16 A Councillor may, through the General Manager, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the General Manager at the direction of the General Manager.
- 9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents [information](#). Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

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10. RULES OF DEBATEMotions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

- 10.2 A Councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or
 - (b) the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan should identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council may defer consideration of the matter, pending a report from the General Manager on the availability of funds for implementing the motion if adopted.

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Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one motion and one proposed amendment can be before Council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the Councillor who moved the original motion.

Foreshadowed motions

- 10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

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Limitations on the number and duration of speeches

- 10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

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11. VOTINGVoting entitlements of Councillors

- 11.1 Each Councillor is entitled to one vote.

(section 370(1))

- 11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

(section 370(2))

- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at Council meetings

- 11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two Councillors rise and call for a division.

- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the Council's minutes for the meeting.

- 11.8 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

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Voting on planning decisions

- 11.10 The General Manager must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

(section 375A)

Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.

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12. COMMITTEE OF THE WHOLE

12.1 The Council may resolve itself into a committee to consider any matter before the Council.
(section 373))

12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

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13. DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the Council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

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13. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The Council or a committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than Councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the Council's code of conduct.

(section 10A(1) and (2))

14.2 The Council or a committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

(section 10A(3))

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

(section 10B(1))

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the Council or committee

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- is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

(section 10B(2))

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

(section 10B(3))

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the Council, or
 - (ii) cause a loss of confidence in the Council or committee.

(section 10B(4))

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

(section 10B(5))

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

(section 10C)

Representations by members of the public

- 14.9 The Council, or a committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

(section 10A(4))

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

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- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by **12pm on the day of the** meeting at which the matter is to be considered.
- 14.12 The General Manager (or their delegate) may refuse an application made under clause 14.11. The General Manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than **three** speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the General Manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the General Manager or their delegate is to determine who will make representations to the Council.
- 14.15 The General Manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **three** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **five** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-Councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the Council or a committee of the Council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

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Obligations of Councillors attending meetings by audio-visual link

- 14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

(section 10D)

Resolutions passed at closed meetings to be made public

- 14.22 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

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15. KEEPING ORDER AT MEETINGSPoints of order

- 15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

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Acts of disorder

- 15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a committee of the Council:
- (a) contravenes the Act or the Regulation in force or this code, or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
 - (d) insults, makes [unfavourable personal remarks about](#) or imputes improper motives to any other Council official, or alleges a breach of the Council's code of conduct, or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.
- (section 182, Regulation)*
- 15.12 The chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b) or (e), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for [any statement that constitutes](#) an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from meetings

- 15.14 All chairpersons of meetings of the Council and Committees of the Council are authorised under this Code to expel any person other than a Councillor, from a Council or Committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the Committee of the Council.
- 15.15 Clause 15.14, does not limit the ability of the Council or a committee of the Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 17.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

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- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- (section 233(2), Regulation)
- 15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by Councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a Councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and committees of the Council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a committee of the Council without the prior authorisation of the Council or the committee.
- 15.24 Without limiting clause 15.17, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

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16. CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and committees of the Council in accordance with the Council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

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17. DECISIONS OF THE COUNCIL

Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

(section 371)

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

- 17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

(section 372(1)).

- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

(section 372(2))

- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

(section 372(3))

- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

(section 372(4))

- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

(section 372(5))

- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

(section 372(7))

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 17.10 A motion to alter or rescind a resolution of the Council may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

(section 372(6))

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- 17.11 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three Councillors is submitted to the chairperson, and
 - (b) a motion to have the motion considered at the meeting is passed, and
 - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.
- 17.12 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.13 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

- 17.14 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.15 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.14(a), the Councillor is to propose alternative wording for the resolution.
- 17.16 The chairperson must not grant leave to recommit a resolution for the purposes of clause 19.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.17 A motion moved under clause 17.14 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.14 can speak to the motion before it is put.
- 17.18 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.14.
- 17.19 A motion moved under clause 17.14 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

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18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than **10.30pm**.
- 18.2 If the business of the meeting is unfinished at 10.30pm, the Council or the committee may, by resolution, extend the time of the meeting by 30 minutes.
- 18.3 If the business of the meeting is unfinished at 10.30pm, and the Council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a committee of the Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the General Manager must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the General Manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

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19. AFTER THE MEETINGMinutes of meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.
(section 375(1))
- 19.2 At a minimum, the General Manager must ensure that the following matters are recorded in the Council's minutes:
- (a) the names of Councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a Council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.
(section 375(2))
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
(section 375(2))
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8 The Council and committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
(section 11(1))
- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.
(section 11(2))
- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be

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treated as confidential because they relate to a matter specified in section 10A(2) of the Act.
(section 11(3))

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the Council

- 19.12 The General Manager is to implement, without undue delay, lawful decisions of the Council.
(section 335(b))

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20. COUNCIL COMMITTEESApplication of this Part

20.1 This Part only applies to committees of the Council whose members are all Councillors.

Council committees whose members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a committee of the Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The General Manager must send to each Councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

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- 20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of Council committees

- 20.11 The chairperson of each committee of the Council must be:

- (a) the Mayor, or
- (b) if the Mayor does not wish to be the chairperson of a committee, a member of the committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the committee elected by the committee.

- 20.12 The Council may elect a member of a committee of the Council as deputy chairperson of the committee. If the Council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

- 20.14 The chairperson is to preside at a meeting of a committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.

- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.15.

- 20.17 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

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Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.
- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.21 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

Minutes of Council committee meetings

- 20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of Councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.23 The minutes of meetings of each committee of the Council must be confirmed at a subsequent meeting of the committee.
- 20.24 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.25 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.26 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.27 The confirmed minutes of a meeting of a committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

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Campbelltown City Council**21. IRREGULARITIES**

21.1 Proceedings at a meeting of a Council or a Council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any Councillor or committee member, or
- (c) any defect in the election or appointment of a Councillor or committee member, or
- (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's code of conduct, or
- (e) a failure to comply with this code.

(section 374)

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22. DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 7.1 and 7.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the Council's adopted code of meeting practice
committee of the Council	means a committee established by the Council in accordance with clause 20.2 of this code (being a committee consisting only of Councillors) or the Council when it has resolved itself into committee of the whole under clause 14.1
Council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two Councillors under clause 11.7 of this code requiring the recording of the names of the Councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a Councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a Councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

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planning decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of Councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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

Reporting Officer

Manager Governance and Risk
City Governance

Community Strategic Plan

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

Officer's Recommendation

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

Purpose

To seek Council's endorsement in principle of the revised Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy for the purpose of public exhibition in accordance with the *Local Government Act 1993*.

History

This policy is made under sections 252-254 and in accordance with section 23A, of the *Local Government Act 1993* and section 403 of the Local Government (General) Regulation 2005. The Act requires that the Council must adopt a policy concerning the payment of expenses incurred, or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and Councillors in relation to discharging the functions of civic office within the first 12 months of each new term of Council.

Before amending or adopting this policy, Council must give public notice of its intention, and allow at least 28 days for public submissions. Any public submissions received will be considered and appropriate changes made and reported to Council prior to the adoption of the policy.

Report

The draft policy on the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors has been revised in accordance with Council's Record Management Policy and the adopted procedure for Policy Development and Review. This policy was last reviewed and adopted by Council on 10 December 2019.

The policy review incorporates the requirements of the *Local Government Act 1993*, the Local Government (General) Regulation 2005 and the proposed provisions were benchmarked against other similar sized councils. The revised policy was been drafted using the OLG best practice template and is consistent with Council's adopted Code of Conduct.

Detailed below are the proposed minor changes to the policy and are included in [blue text](#) in the attached draft for exhibition:

- Amendment of travel expenses thresholds to reflect increased transportation costs
- inclusion of superannuation provisions adopted by Council
- inclusion of planning panel sitting fees

It is recommended that Council endorse the revised Draft Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy, and that in accordance with the Local Government Act 1993 the Draft Policy be placed on public exhibition for a period of 28 days, during which submissions may be made.

A further report will be provided to Council at the conclusion of the exhibition period for adoption of the Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy.

Attachments

8.12.1 Draft Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors Policy for exhibition (contained within this report) [↓](#)



Policy for the Payment of Expenses and the Provision of Facilities for the Mayor and Councillors

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PART G – Related Legislation and Definitions

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Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support Councillors undertaking official business
Act	Means the Local Government Act 1993 (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of council and committees of the whole • meetings of committees facilitated by council • civic receptions hosted or sponsored by council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council

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Executive Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

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Part A – Context, Objectives and Principles

1. Introduction

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as elected representative of Campbelltown City Council.
- 1.2 This policy, and associated procedures and guidelines, may be cited as the Expenses and Facilities for Councillors Policy and is effective from 10TH December 2019.

2. Scope

- 2.1 In this policy, and associated procedures and guidelines, unless otherwise stated, the expression 'Councillor' refers to all Councillors of Campbelltown City Council, including the Mayor and Deputy Mayor.
- 2.2 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

3. Policy Objectives

- 3.1. The objectives of this policy are to:
 - a. enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
 - b. assist Councillors to represent the interests of residents and ratepayers of Campbelltown and to facilitate communication between the community and the Council.
 - c. support a diversity of representation
 - d. provide Councillors with a level of support which will serve to encourage residents to seek election to civic office.
 - e. fulfil the council's statutory responsibilities.

4. Principles

- 4.1. Council commits to the following principles:
 - a. **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - b. **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
 - c. **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
 - d. **Equity:** there must be equitable access to expenses and facilities for all Councillors
 - e. **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
 - f. **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

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5. Code of Conduct

- 5.1 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.
- 5.2 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

6. Private or political benefit

- 6.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 6.2. Private use of council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 6.3. Such incidental private use does not require a compensatory payment back to council.
- 6.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, Councillors must reimburse the council.
- 6.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
- production of election material
 - use of council resources and equipment for campaigning
 - use of official council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

7. Limits

7.1 Monetary Limits

- a. Monetary limits are stated in this policy against each expenses category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by the Councillor in excess of any limit set shall be considered as personal expenses that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.
- b. Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.

7.2 Time Limits

- a. Reimbursement of costs and expenses to Councillors must be made within three months of the cost or expense being incurred.

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Part B – Expenses

8. General expenses

- 8.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 8.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

9. Professional development

- 9.1 Council is committed to ensuring its Councillors are up to date with contemporary issues facing council and the community, and local government in NSW and acknowledges the value of Councillor professional development and attendance at conferences, seminars and training to enable them to be both knowledgeable and current on issues affecting the Campbelltown City.
- 9.2 In the first year of a new council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 9.3 In order to ensure that ongoing Councillor professional development training, and attendance at conferences and seminars is equitable, transparent and consistent, the following will apply:
- a. Council will meet the reasonable costs of a seminar, conference or training course associated with approved professional development and where relevant to the business and interests of Council including:
 - registration fees
 - costs of official meals
 - associated tours
 - transportation
 - accommodation
 - Cost of meals where not otherwise including in the training conference or seminar fees which are authorised by the Council, Mayor or General Manager in accordance with the Australian Taxation Office (ATO) Tax Determination current at the time the expense was incurred.
 - b. Each Councillor is entitled to attend the Local Government NSW Annual Conference, these costs are excluded from each Councillor's individual professional development allocation – the number and details of the voting delegates and attendees are to be determined by resolution of Council.
 - c. Council will provide an annual allocation (Table 1) for each Councillor to facilitate professional development through programs, training, education courses, membership of professional bodies and attendance at conferences and seminars.
 - d. The General Manager will ensure that access to expenses relating to professional development is distributed equitably. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 9.4, as well as the cost of the professional development in relation to the Councillor's remaining budget.
 - e. Councillors may attend conferences throughout the year in addition to LGNSW each year in accordance with the professional development allocation. The conference must directly

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relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.

- f. Council will also meet the reasonable cost of meals when they are not included in the professional development activity or conference fees. Reimbursement for meals not included in the conference fees will be subject to Clauses 6.18-6.21.

9.4 Professional Development Approval process (including conferences and seminars)

- a. Councillors must seek prior approval to undertake professional development or attend a conference at Council's expense.
- b. Approval for professional development activities including training, attendance at seminars or conferences within the NSW are determined by the General Manager and Mayor, subject to a prior written request to the outlining the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties;
 - details and cost of the professional development activity.
- c. Approval to attend a conference or other professional development training or seminar requiring air travel outside of NSW is subject to a resolution of Council. The Councillor must submit a prior written request to the General Manager. The General Manager prepare a report to Council proving an assessment of the Councillor request, including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties;
 - cost of the conference or seminar and the proportion of the conference and seminar budget utilised in relation to the total remaining budget.
- d. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

- 9.5 Each year, Council officers will provide a full report of professional development expenditure and conference attendance by Councillors in the Annual Report.

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10. Travel Arrangements and expenses

All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

Except in exceptional circumstances all travel bookings such as flights, accommodation and registration fees will be made by Council. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.

10.1 Local Travel Arrangements and Expenses

- a. Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business. Councillors using their private vehicles for official Council business such as attending meetings of the Council, Advisory Committees, Council briefings, reference groups, community consultations, may be reimbursed by kilometre at the rate prescribed in the Local Government (State) Award as is applicable to employees of the Council.
- b. Councillors seeking reimbursement for use of a private vehicle must submit a log with the claim, detailing the date, distance and purpose of travel being claimed.
- c. Council is not liable for any traffic, parking or transport fines, or costs of repairs, maintenance, registration, insurance or depreciation incurred by Councillors while using their private vehicles on Council business.
- d. Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the General Manager having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.
- e. Each Councillor may expend up to a total of **\$1000** per year, and the Mayor up to a total of **\$4000** per year, for travel expenses other than private vehicle use incurred while undertaking official business.

This includes:

- public transport fares
- parking costs for Council and other meetings
- Cabcharge card or equivalent
- documented ride-share programs, such as Uber, where tax invoices can be issued.

10.2 Travel within NSW and ACT

- a. Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey. The rate of reimbursement for kilometres travelled shall be equivalent to the rate prescribed in the Local Government (State) Award as is applicable to employees of the Council.
- b. Councillors travelling into country NSW and ACT may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval by the Mayor and General Manager.
- c. If any travel within NSW and ACT requires payment or reimbursement of accommodation expenses, please refer to Section 'Accommodation costs', as prior approval is required.
- d. Economy class air travel will be provided as standard for travel within New South Wales.
- e. For train travel, first class train travel will be provided, including sleeping berths where available.
- f. The cost of any upgrade is the responsibility of the Councillor.

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10.3 Interstate Travel

- a. Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors. Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given.
- b. Applications for interstate travel must be made in writing to the General Manager, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. The General Manager, will provide a report to Council for its consideration.
- c. Economy class air travel will be provided as standard for travel within Australia except for flights longer than 3 hours where premium economy class will be provided. The cost of any further upgrade shall be the responsibility of the Councillor.
- d. Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue.

10.4 Overseas Travel

- a. Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid overseas trips unless direct and tangible benefits can be established for the Council and the local community.
- b. Councillors wishing to undertake overseas travel must do so at their own cost.
- c. Independently funded travel – Council officials who travel to cities that have a Sister City, Friendship or Partnership relationship with the Campbelltown City Council, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.
- d. Where the Mayor has been invited to officially represent Campbelltown overseas, a detailed report outlining the purpose of the trip, expected benefits, duration, itinerary and approximate costs, is to be included in the business papers of Council for which due public notice has been given. Council must approve the international travel and payment of expenses relating to such travel.
- e. After returning from overseas, a detailed report will be provided to a meeting of the Council on the aspects of the trip relevant to council business and/or the local community.
- f. A report should be given in the annual report for the year in which the visit took place, outlining how the objectives were met and what quantifiable benefits will flow to the community.
- g. Premium economy class air travel will be provided as standard for international travel. Where the flight exceeds 4 hours or the travel schedule requires the Mayor to work within 3 hours of arrival, business class air travel will be provided. The cost of any further upgrade shall be the responsibility of the Mayor.
- h. Council shall meet the cost of any transfers between the Mayor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue.
- i. Reimbursement of overseas travel expenses is not allowed unless prior authorisation of the travel has been obtained.

10.5 Cancellation policy

- a. Councillors will be advised of the penalty-free cancellation period for professional development and conference related bookings such as flights, accommodation and registration fees. After this date, except in exceptional circumstances of unforeseen

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illness and/or misadventure Councillors will be required to reimburse the Council any applicable cancellation penalties.

- For interstate/ overseas travel requiring Council resolution the cut-off date for cancellation without penalty will be advised in the Officers report to Council
- For Sydney Region and other events cancellation without penalty will be advised at the time of booking

11. Accommodation and meals

- 11.1 Council shall meet the costs of accommodation for Councillors travelling on Council business, when prior appropriate approval has been granted as follows:
- Outside of Council area but within NSW – prior approval from General Manager and Mayor
 - Interstate and overseas accommodation – prior approval by resolution of Council
- 11.2 Where possible, Council will make payment of the accommodation booking prior to the date of arrival.
Accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although other standards of accommodation may be provided where no suitable alternative accommodation is available.
- 11.3 The cost of any upgrade is the responsibility of the Councillor.
- 11.4 The need to obtain overnight accommodation shall be determined by the General Manager (or delegate) having regard to the safety of Councillors travelling on official business and local conditions applicable in the area. Where Councillors are required to attend conferences or seminars which involve evening sessions or are required to make an early start at work in a location outside of the Local Government Area, overnight accommodation shall be appropriately granted by the General Manager (or delegate).
- 11.5 The daily limits for accommodation and meal expenses within Australian are to be consistent with those set out in the Australian Taxation Office (ATO) Tax Determination current at the time the expense was incurred.

12. Legal assistance provisions and expenses

- 12.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 12.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct

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reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

- 12.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 12.4 Legal assistance will be provided to Councillors in the event of an inquiry, investigation or hearing, into the conduct of a Councillor by the:
- Independent Commission Against Corruption
 - Office of the NSW Ombudsman
 - Department of Premier and Cabinet's Office of Local Government
 - NSW Police Force
 - Director of Public Prosecutions
 - Local Government Pecuniary Interest and Disciplinary Tribunal
 - Council's Code of Conduct Reviewer.
- 12.5 Reimbursement of properly and reasonably incurred legal expenses may be provided, subject to the following conditions:
- a. must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.
 - b. the outcome of the legal proceedings is favourable to the Councillor or where an investigatory or review body makes a finding that is not substantially unfavourable to the Councillor
 - c. the amount of such reimbursement shall be reduced by the amount of any monies that may be or are recouped by the Councillor on any basis
 - d. the Councillor's exercise of his or her function, was in the opinion of Council bona fide and/or proper; and as a Councillor
 - e. the amount of legal expense reimbursement shall be paid at a rate equivalent to the average hourly partner rate charged by Council's Panel Solicitors.
- 12.6 Council will not meet the legal costs:
- a. of legal proceedings initiated by a Councillor under any circumstances
 - b. of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - c. for legal proceedings that do not involve a Councillor performing their role as a Councillor.

13. Insurances

- 13.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as named insured and will receive the benefit of insurance cover to the limit in Council's insurance policies for the following:
- a. Personal injury – Personal injury or death whilst on Council business covering bodily injury caused by accidental, violent, external and visible means. Personal injury insurance also

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provides specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

- b. Professional indemnity – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty or function is in the opinion of council bona fide and/or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.
 - c. Public liability – Applies in relation to claims arising out of the Councillor's (alleged) negligent performance of civic duties or exercise of functions as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out at the direction of Council.
 - d. Councillors and Officers liability – Applies to cover expenses incurred by Councillors in respect of claims made against them for any alleged wrongful acts arising out of their official capacities (but excludes cover for statutory penalties).
- 13.2 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of their civic duties, or exercise of their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 13.3 Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 13.4 Appropriate travel insurances will be provided for any Councillors travelling on approved overseas travel on council business.

14. Special requirements and carer expenses

- 14.1 Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 14.2 Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 14.3 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 14.4 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of **\$4000** per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 14.5 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 14.6 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

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15. Expenses for Spouses, Partners and Accompanying persons

- 15.1 In recognition of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel and accommodation expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle and are able to be accommodated in the same room already provided as standard to the Councillor, it will be considered that no additional cost has been incurred to Council.
- 15.2 Where the Councillor is accompanied by their spouse/partner, costs incurred for the spouse/partner (including travel, sustenance, registration and partner's program) will be borne by the Councillor. Council will not be responsible for any costs incurred by other members of a Councillor's family.
- 15.3 Where a Councillor is accompanied by his or her spouse/partner to the annual Local Government NSW Association Conference, Council will meet the cost of the official dinner for the spouse/partner. Any additional travel and accommodation expenses will be the personal responsibility of the Councillor.

Part C – Facilities

16. General facilities for all Councillors

- 16.1 Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- a Councillor lounge area and beverage service
 - a Councillor work area appropriately furnished to include telephone, photocopier, printer, desks, computer terminals and pigeon holes
 - access to shared car parking spaces while attending council offices on official business
 - personal protective equipment for use during site visits
 - a name badge which may be worn at official functions, indicating the wearer holds the office of Councillor and/or Mayor or Deputy Mayor
- 16.2 Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the Mayor's office or the Manager, Governance and Risk.
- 16.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.
- 16.4 Council will provide the following stationery to Councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
 - business cards
 - up to 50 ordinary postage stamps
 - up to 300 Christmas or festive cards per year for Councillors and 500 for the Mayor.

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- 16.5 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by the Manager, Governance and Risk, nominated staff in the Mayor's Office or General Manager's office.
- 16.6 Appropriate meals and refreshments will be available for Council meetings, Council Committee Meetings, Councillor Briefings, approved meetings and engagements, and official council functions as approved by the General Manager.

As an indicative guide for the standard of refreshments to be provided at council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

17 Additional facilities for the Mayor

- 17.1 Council will provide to the Mayor a maintained vehicle to the value outlined in Table 1 and approved by the General Manager, with a fuel card for official and associated use.
- 17.2 Where the Mayor elects to use a privately owned vehicle instead of Council provided, Council will reimburse the cost of the vehicle registration, CTP, comprehensive insurance and general service costs to a maximum of \$3000 per year. Each claim should be supported by the provision of receipts and approved by the General Manager. A fuel card will also be provided for official and associated use. The Mayor accepts all liability associated with insurance claims.
- 17.3 Motor vehicle parking space – A permanent parking space in the basement of the Administration Building.
- 17.4 Council will provide the Mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 17.5 In performing their civic duties, the Mayor will be assisted by staff providing administrative and secretarial support, as determined by the General Manager.
- 17.6 The number of exclusive staff provided to support the Mayor and Councillors will not exceed one full time equivalent.

18 Information and communications technology (ICT)

- 18.1 Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services as approved by the General Manager in accordance with the limits in Table1, comprising:
- mobile telephone
 - personal computer or laptop
 - iPad or tablet
 - Multi-function device (combines printer, copier, scanner and facsimile)
 - Home internet service
- 18.2 ICT equipment shall be provided to a Councillor only once during the term of each Council, with the exception of mobile telephones, which may be replaced more frequently within the limits provided in Table 1.
- 18.3 Council remains in ownership of the equipment and will be responsible for maintenance, replacement, insurance, technology upgrades and supply of consumables. The equipment is required to be returned at the end of the term of each Councillor.

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- 18.4 ICT devices and services provided by Council will be fully serviced and maintained by Council with business hours.
- 18.4 Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. If there are repeated instances requiring the equipment to be repaired or replaced, where this exceeds the allowable limits in Table 1 this may be at the Councillors cost.
- 18.5 At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.
- 18.6 Councillors may elect to purchase their own ICT equipment. Council will reimburse Councillors that elect to purchase their own equipment up to 80 per cent of the value of the standard ICT package approved by the General Manager, in accordance with the limitations set in Table 1 of this policy. Councillors that purchase their own ICT devices and services will be responsible for service and maintenance of that equipment.
- 18.7 Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading council business papers
 - relevant phone calls and correspondence
 - diary and appointment management.

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Part D – Processes

19. Approval arrangements

- 19.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 19.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 19.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
 - ICT expenditure
- 19.4 Claims for payment or reimbursement of expenses and the provision of facilities under this Policy will be assessed/approved by at least two of the following:
- General Manager or delegate
 - Director City Governance
 - Executive Manager, Corporate Services and Governance
 - Manager, Governance and Risk.
- 19.5 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and with sufficient information and time to allow for the claim to be assessed and processed.

20. Advance payment

- 20.1 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is \$500 which should be reconciled within one month of incurring the cost and/or returning home. This includes providing to council:
- A full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.
 - If a claim is refused, council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.
 - Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 20.2 The maximum value of a cash advance is \$200 per day of the conference, seminar or professional development activity to a maximum of \$500.
- 20.3 Requests for advance payment must be submitted to the Manager, Governance and Risk for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

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20.4 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:

- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

21. Reimbursement

21.1 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

21.2 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

21.3 If council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- council will invoice the Councillor for the expense
- the Councillor will reimburse council for that expense within 28 days of the invoice date.

21.4 If the Councillor cannot reimburse council within one month (28 days) of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

22. Disputes

22.1 If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

23. Return or retention of facilities

23.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

23.2 Should a Councillor desire to keep any equipment allocated by council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.

23.3 The prices for all equipment purchased by Councillors will be recorded in Council's annual report.

24. Publication

24.1 This policy will be published on council's website.

25. Reporting

25.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations in the Annual report and on Council's website.

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26. Auditing

- 26.1 The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every three years.

27. Breaches

- 27.1 Suspected breaches of this policy are to be reported to the General Manager.
- 27.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Fees and Superannuation

28. Councillor Fees

- 28.1 An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under section 248 of the *Local Government Act 1993* in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- 28.2 All fees payable under this policy shall be paid monthly in arrears as provided by section 250 of the Act, for each month (or part of a month) for which the Councillor holds office.
- 28.3 Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

29. Mayoral Fee

- 29.1 An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under section 249 of the *Local Government Act 1993* in accordance with the appropriate determination of the Local Government Remuneration Tribunal. This fee will be in addition to the Councillor's fee.
- 29.2 The Mayor's fee payable under this policy shall be paid monthly in arrears as provided by section 250 of the Act, for each month (or part of a month) for which the Mayor holds office.
- 29.3 In the event that the Mayor stands aside, is incapacitated or voluntarily ceases to perform the functions of the Mayor for any reason, the Council may, by resolution, pay an additional fee to the Deputy Mayor for that period (on a pro rata basis) while they carry out the duties and responsibilities on behalf of the Mayor. This fee will be in addition to the Councillor fee and will be deducted from the Mayoral fee. This fee will be paid to the Councillor monthly in arrears as provided by Section 250 of the Act.

30. Superannuation

- 30.1 From 1 July 2022 Council will make superannuation contribution payments to the Mayor and Councillors at the level equivalent to the superannuation guarantee levy. A superannuation contribution payment does not constitute salary for the purpose of any Act.

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31. Sitting Fees

- 31.1 A sitting fee for the Sydney Western City Planning Panel of \$500 per meeting attended is payable to Councillors nominated to the panel by the Council.

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PART F – Table 1

Expense or facility	Maximum amount	Frequency
General travel expenses	\$1000 per Councillor \$4000 for the Mayor	Per year
Accommodation and meals	With consideration of the current Australian Taxation Office (ATO) Tax Determination	Per meal/night
Professional development (excluding conferences and seminars)	\$20,000 per Councillor plus an additional \$10,000 for the Mayor	Per term
Conferences and seminars	\$5000 per Councillor plus an additional \$2500 for the Mayor	Per year
PC/Laptop with MS Office (or equivalent) and Antivirus Multi-function device (Printer/scanner/fax & consumables)	\$3000 per Councillor	Per term
ICT accessories e.g. protective case, keyboard, stylus	\$1000 per Councillor	Per term
Mobile Phone	\$2500 per Councillor*	Per term
Mobile phone call/ data costs	\$350 per Councillor	Per month
iPad/Tablet	\$1500 per Councillor	Per term
Data sim for iPad/tablet	\$30 per Councillor	Per month
Carer expenses	\$4000 per Councillor	Per year
Home office expenses - Internet service	\$100 per Councillor	Per month
Home office expenses (such as filing cabinet, briefcase etc)	\$600 per Councillor	Per term
Postage expenses	\$50 per Councillor	Per year
Christmas or festive cards	300 per Councillor 500 for the Mayor	Per year
Subscriptions to resource materials	\$1000 per Councillor	Per year
Access to facilities in Councillor lounge and work room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	\$50,000 Provided to the Mayor	Not relevant
Private vehicle reimbursable expense limit	\$3,000 Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	One full time equivalent provided to the Mayor	Not relevant

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PART G – Related Legislation and Definitions

Relevant legislation and guidance:

- *Local Government Act 1993*, Sections 252 and 253
- *Local Government (General) Regulation 2005*, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009 – Issued under section 23A
- Office of Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 Legal assistance for Councillors and Council Employees.
- Office of Local Government Circular 10/26 Misuse of council resources
- Independent Commission Against Corruption (ICAC) publication, No excuse for misuse, preventing the misuse of council resources – Guidelines 2 (November 2002).

Related Council policies:

- Code of Conduct
- Policy – Councillors Access to Information and Interaction with Staff
- Councils Internet and Email Usage Authorised Statement

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8.13 Renaming of Road in Airds/Bradbury Renewal Project

Reporting Officer

Geographical Information Officer and Records and Information Management Coordinator
City Governance

Community Strategic Plan

Objective	Strategy
4 Outcome Four: A Successful City	4.1 – Advocate and plan for enhanced connectivity, accessibility and movement within, to and from our city through improved public transport, road and traffic management infrastructure, cycling and pedestrian movement

Officer's Recommendation

1. That Council approve the change of road name from Waterhouse Place to Waterhouse Road to reflect this road changing from a cul-de-sac to an open-ended, through road.
2. That if approved, Council write to the 6 affected property owners/tenants to inform them of this change and notify government and utility organisations of the road name and addresses.

Purpose

To seek Council's approval to change a road name used within Stage 6 of the Airds Bradbury Renewal Project.

History

The Airds/Bradbury public housing estate has existed for over 40 years. The Airds/Bradbury Renewal Project was proposed by the state government in 2011 and approved in 2012. The principal objective was to apply modern planning principles and introduce a mixture of public and private housing to parts of these two suburbs.

The development application for Stage 6 of this project was approved by Council in February 2019. Since then, dwellings on the western side of Waterhouse Place have been demolished. There are 5 occupied dwellings, as well as a private childcare centre on Council land, which remain on the eastern side.

Report

Stage 6 of this project includes extending the existing Waterhouse Place (which is currently a cul-de-sac) to become a through road, as shown on the attached map. Therefore the road type needs to change from Place to Road to reflect that it will now be a through road.

This change of name does affect a small number of residents, requiring them to change their address with a wide range of companies, agencies and services that they use. This is required to ensure mail and deliveries are made to the correct address, and other services can be delivered effectively as needed.

Communication process

Under Division 2 of Part 2 of the Roads Regulation 2008, Council is required to advertise proposed road names. However, this road name already exists, so no advertising is required.

If approved, Council will notify the Geographic Names Board, Land Titles Office, Australia Post and key utility companies to incorporate this change into their databases. Council will then write to the Child Care Centre and owners of the five properties affected, explaining the reasons for this change. Council will also provide them with a letter from Council which they can use as evidence of their new address.

The owners and residents will be required to begin using "Waterhouse Road" as their address from 11 November 2022. They will need to inform all companies and individuals who they communicate with of their new address. Council will provide them with a phone number they can call if they have any questions, or need assistance getting organisations to recognise their address.

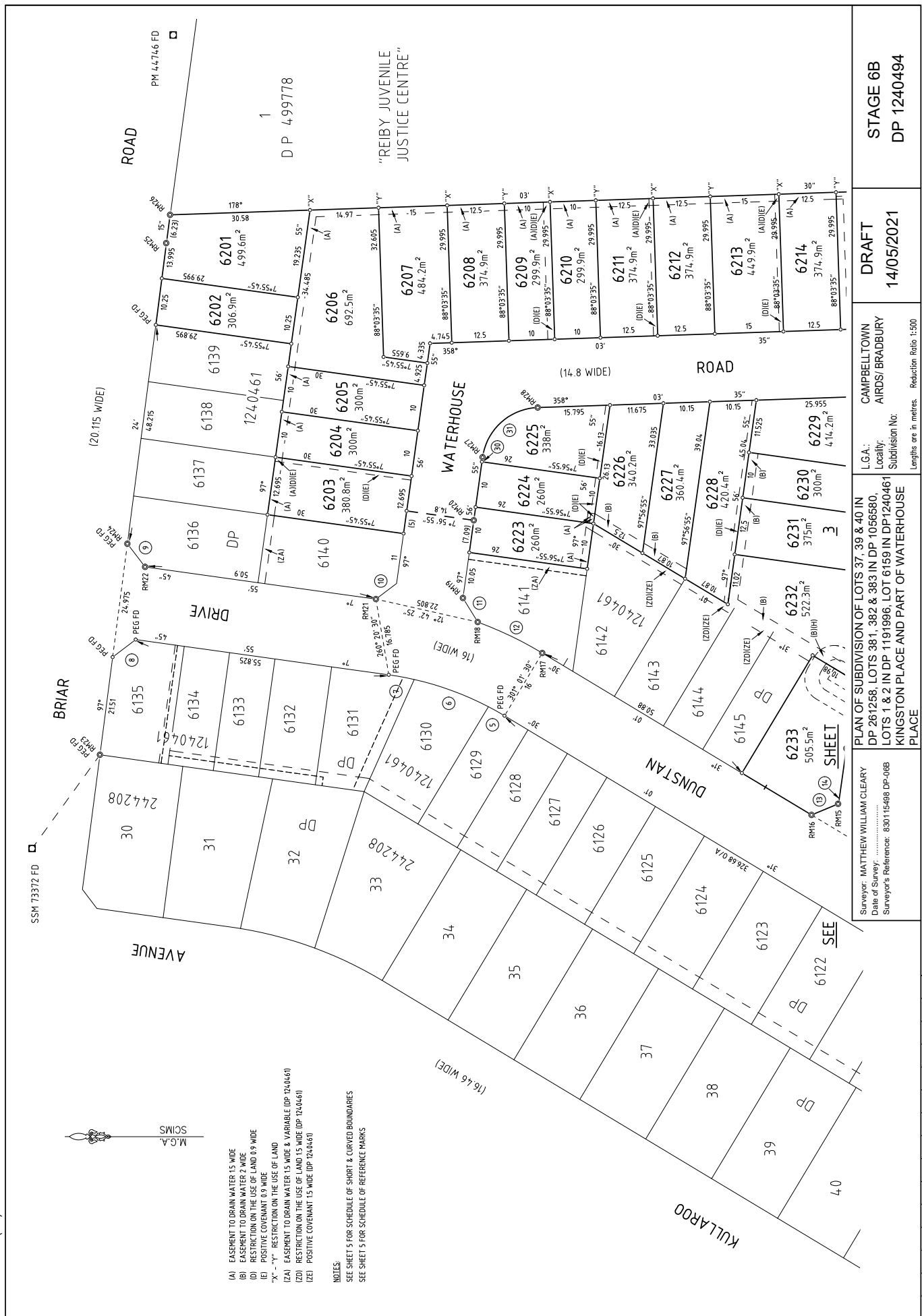
Recommendation

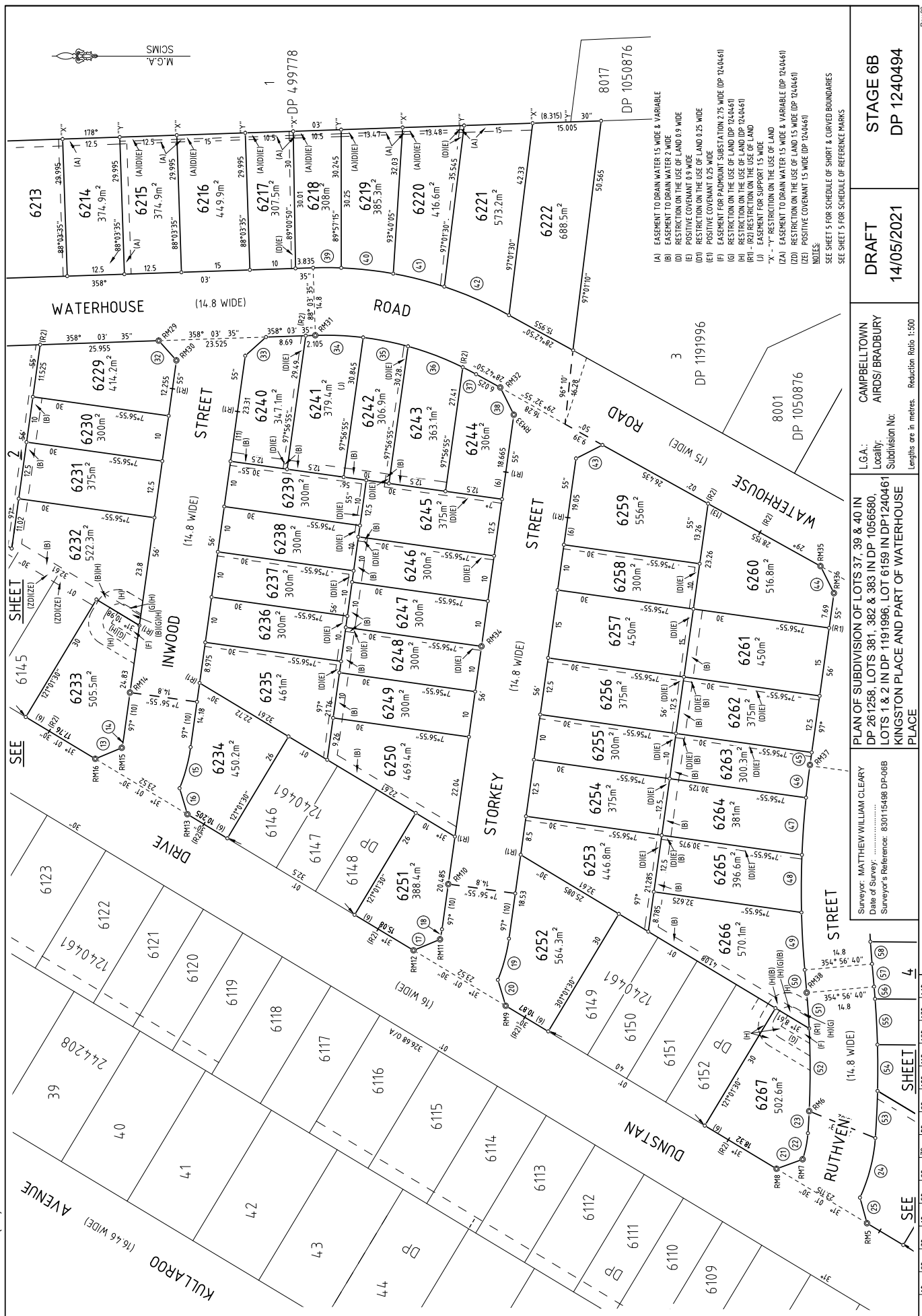
It is recommended that Council approve the change of road name from Waterhouse Place to Waterhouse Road, to reflect the road changing from a cul-de-sac to a through road. This will enable Council to notify the relevant Government agencies and the primary utility infrastructure companies of the new road name and related addresses. Council will then write to the property owners and tenants to give them time to prepare for this change to come into force.

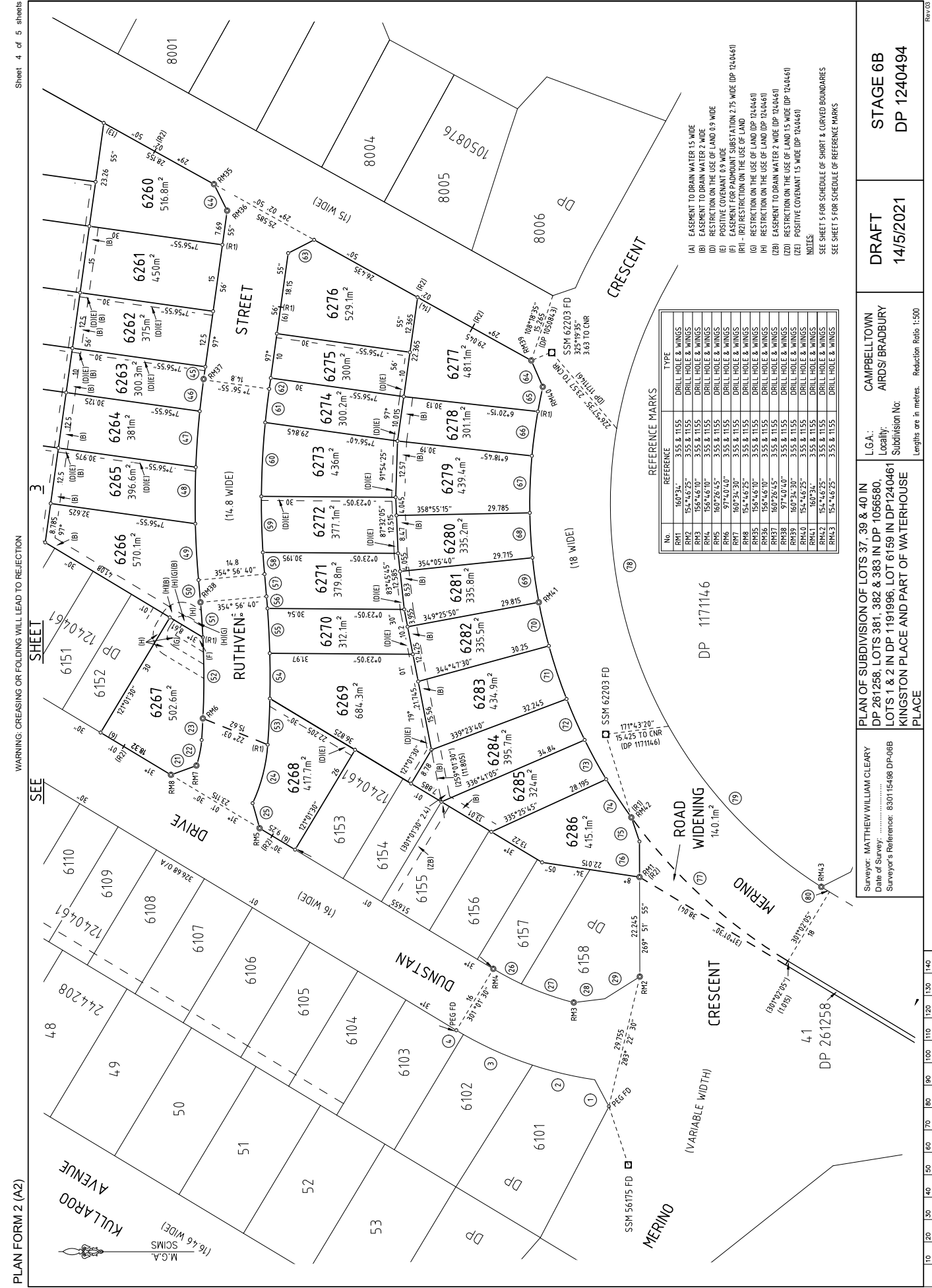
Attachments

8.13.1 Airds Bradbury Renewal Project - Stage 6 Addressing (contained within this report) [↓](#)









102030405060708090100110120130140

Rev 03

STAGE 6B
DP 1240494

DRAFT
14/05/2021

LGA: CAMPBELLTOWN
Locality: AIRDS/ BRADBURY
Subdivision No: DP 1240461
Lengths are in metres. Reduction Ratio 1:NIS

PLAN OF SUBDIVISION OF LOTS 37, 39 & 40 IN
DP 261258, LOTS 381, 382 & 383 IN DP 1056580,
LOTS 1 & 2 IN DP 1191996, LOT 6159 IN DP1240461
KINGSTON PLACE AND PART OF WATERHOUSE
PLACE

Surveyor: MATTHEW WILLIAM CLEARY
Date of Survey:
Surveyor's Reference: 830115498 DP-06B

REFERENCE MARKS

No.	REFERENCE	TYPE
RM1	160°34"	3.55 & 11.55 DRILL HOLE & WINGS
RM2	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM3	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM4	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM5	160°26'45"	3.55 & 11.55 DRILL HOLE & WINGS
RM6	97°40'40"	3.55 & 11.55 DRILL HOLE & WINGS
RM7	160°34'30"	3.55 & 11.55 DRILL HOLE & WINGS
RM8	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM9	160°34"	3.55 & 11.55 DRILL HOLE & WINGS
RM10	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM11	154°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM12	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM13	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM14	97°40'40"	3.55 & 11.55 DRILL HOLE & WINGS
RM15	160°34'30"	3.55 & 11.55 DRILL HOLE & WINGS
RM16	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM17	160°34"	3.55 & 11.55 DRILL HOLE & WINGS
RM18	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM19	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM20	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM21	160°26'45"	3.55 & 11.55 DRILL HOLE & WINGS
RM22	97°40'40"	3.55 & 11.55 DRILL HOLE & WINGS
RM23	160°34'30"	3.55 & 11.55 DRILL HOLE & WINGS
RM24	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM25	160°26'45"	3.55 & 11.55 DRILL HOLE & WINGS
RM26	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM27	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM28	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM29	160°26'45"	3.55 & 11.55 DRILL HOLE & WINGS
RM30	97°40'40"	3.55 & 11.55 DRILL HOLE & WINGS
RM31	160°34'30"	3.55 & 11.55 DRILL HOLE & WINGS
RM32	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM33	160°34"	3.55 & 11.55 DRILL HOLE & WINGS
RM34	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM35	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM36	156°46'10"	3.55 & 11.55 DRILL HOLE & WINGS
RM37	160°26'45"	3.55 & 11.55 DRILL HOLE & WINGS
RM38	97°40'40"	3.55 & 11.55 DRILL HOLE & WINGS
RM39	160°34'30"	3.55 & 11.55 DRILL HOLE & WINGS
RM40	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS
RM41	160°34"	3.55 & 11.55 DRILL HOLE & WINGS
RM42	154°46'25"	3.55 & 11.55 DRILL HOLE & WINGS

SHORT & CURVED BOUNDARIES

No.	CHORD	ARC	RADIUS
1	6154.30"	6.77	
2	13109.55"	14.28	83
3	23355.50"	16.875	83
4	30723.40"	18.25	83
5	29171.40"	4.05	67
6	20709.50"	17.25	17.3
7	10720.55"	5.655	67
8	16274.0"	6.375	
9	5234.55"	6.375	
10	32756.20"	5.66	
11	58223.30"	6.165	
12	25371.05"	15.645	83
13	33718.15"	6.285	22.6
14	28044.05"	2.225	37.4
15	105266.35"	9.325	
16	73114.05"	5.935	
17	33718.10"	6.285	
18	28044.6"	2.22	22.6
19	28047.0"	9.335	37.4
20	73110.25"	5.93	
21	33958.35"	6.065	
22	28130.50"	5.835	22.6
23	27322.55"	4.815	192.6
24	104729"	13.485	13.56
25	74271.55"	5.805	
26	27597.35"	7.085	7.09
27	19737.30"	12.45	12.47
28	35238.35"	6.96	67
29	32714.930"	9.235	
30	97156.55"	1.005	
31	31800.45"	16.22	17.62
32	22800.15"	5.79	
33	19800.15"	6.125	
34	27307.10"	10.475	10.485
35	11114.0"	10.015	67.6
36	20533.10"	12.845	67.6
37	27143.35"	3.295	3.995
38	24330.30"	6.66	
39	612720"	6.17	82.4
40	62075"	11.46	11.465
41	142070"	11.535	82.4
42	23444.10"	15.47	82.4
43	153700"	6.505	
44	6329255"	6.595	
45	97156.55"	2.925	
46	84302.35"	12.63	197.4
47	84302.35"	12.53	197.4
48	90725.40"	12.61	12.61
49	86446.15"	12.585	12.585
50	84564.40"	5	
51	86406.35"	7.835	7.835
52	89538.15"	18.115	18.12
53	92407.20"	10.32	207.4
54	895105"	10.11	10.11
55	87047.00"	10.05	10.02
56	85187.55"	2.685	2.685
57	84564.40"	5	
58	85427.25"	4.86	4.865
59	88726"	12.505	12.51
60	92559.10"	16.51	16.515
61	96445.50"	7.56	7.56
62	97565.55"	2.465	
63	153700"	6.515	
64	246273.20"	6.405	
65	28121.55"	5.615	5.615
66	27736.20"	10.005	10.005
67	27707.45"	12.735	12.74
68	26639.05"	10.01	10.015
69	26143.10"	10.055	10.06
70	256559.35"	9.985	9.99
71	25134.30"	12.505	12.51
72	24609.20"	10	10.005
73	24120.25"	9.995	10
74	23628.35"	10.2	10.205
75	25135.55"	5.685	
76	26947.10"	7.92	
77	22731.35"	4.742	4.774
78	26007.30"	67.46	68.78
79	22625.50"	4.95	50.01
80	22137.55"	2.72	2.72

8.14 Proposed Christmas / New Year Amended Operating Hours

Reporting Officer

Executive Manager People and Performance
City Governance

Officer's Recommendation

1. That Council approve the proposed operating hours of Council facilities during the 2022-23 Christmas/New Year period.
2. That Council approve the operating hours detailed in the report as the standard Christmas/New Year operating hours for Council facilities on an ongoing basis, noting further approval will be sought if a change to the standard is required.
3. That Council approve the proposed Staff Appreciation day being 23 December 2022.
4. That Council approve a Staff Appreciation day be granted on the last business day before Christmas each year on an ongoing basis.

Report

The following arrangements and amended operating hours are proposed for Council services during the Christmas – New Year period.

In alignment with the previous 3 years, it is proposed that 23 December 2022 be granted to staff as a Staff Appreciation Day. Staff that are required to work on this day, would take the leave day at an alternative agreed day.

Civic Centre	
Monday 19 December – Thursday 22 December 2022	Open 9:00 am to 4:30 pm (normal operational hours)
Friday 23 December 2022 – Monday 2 January 2023	Closed
Tuesday 3 January 2023	Open 9:00 am to 4:30 pm (normal operational hours resume)

Depot	
Monday 19 December – Thursday 22 December 2022	Normal operational hours
Friday 23 December 2022 – Monday 2 January 2023	Operating with reduced capacity to meet community needs
Tuesday 3 January 2023	Normal operational hours

Animal Care Facility	
Monday 19 December – Thursday 22 December 2022	Open 10:00 am to 4:00 pm (normal operational hours)
Friday 23 December 2022	Open 10:00 am to 1:00 pm
Saturday 24 December – Tuesday 27 December 2022	Closed
Wednesday 28 December – Friday 30 December 2022	Open 10:00 am to 4:00 pm
Saturday 31 December 2022	Open 10:00 am to 1:00 pm
Sunday 1 January – Monday 2 January 2023	Closed
Tuesday 3 January 2023	Open 10:00 am to 4:00 pm (normal operational hours resume)

Education and Care Services		
Service	Closure Date	Opening Date
All Long Day Care Centres	6:00 pm, Friday 23 December 2022	7:00 am, Monday 9 January 2023
Before and After School Care	6:30 pm, Friday 16 December 2022	6:30 am, Friday 27 January 2023
School Holiday Care	6.30 pm, Friday 23 December 2022	6:30 am, Monday 9 January 2023
Campbelltown Child and Family Centre	Friday 16 December 2022	Monday 9 January 2023
Mobile Toy and Book Library	Friday 16 December 2022	Monday 9 January 2023
Family Day Care Office	Friday 23 December 2022	Monday 9 January 2023
Bicycle Education Centre	Sunday 18 December 2022	Tuesday 3 January 2023

Campbelltown Arts Centre		
Service	Closure Date	Opening Date
Arts Centre	4:00 pm, Thursday 22 December 2022	10:00 am, Tuesday 3 January 2023
Cafe	4:00 pm, Wednesday 21 December 2022	9:30 am, Saturday 14 January 2023

Visitor Information Centre	
Friday 23 December 2022	10:00 am – 2:00 pm
Saturday 24 December – Tuesday 27 December 2022	Closed
Wednesday 28 December – Saturday 31 December 2022	10:00 am – 2:00 pm
Sunday 1 January 2023 – Monday 2 January 2023	Closed
Wednesday 4 January 2023	Resume normal operating hours

Library Services		
Service	Closure Date	Opening Date
All libraries	1:00 pm, Friday 23 December 2022	9:30 am, Tuesday 3 January 2023
Home Library Service	Friday 23 December 2022	Tuesday 3 January 2023

During the lead up to Christmas from, Monday 12 December 2022 to Friday 16 December 2022 libraries will be closing at 5:00 pm. Library usage records indicate that a relatively small number of customers use library services leading up to and during the Christmas/New Year period.

Similar to previous years, it is proposed that library customers and users of the Home Library Service will be allowed to borrow an increased number of items for extended loan periods throughout the holiday period from 5 December 2022, returning to normal loan periods and

limits from 30 January 2023. The team will be available from 3 January 2023 to answer enquiries.

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

Leisure Services		
Service	Closure Date	Opening Date
Eagle Vale Central	4:00pm, Saturday 24 December 2022	9:30am, Tuesday 27 December 2022
	4:00pm, Saturday 31 December 2022	9:30am, Sunday 1 January 2023
Gordon Fetterplace Aquatic Centre	4:00pm, Saturday 24 December 2022	9:30am, Monday 26 December 2022
	4:00pm, Saturday 31 December 2022	9:30am, Sunday 1 January 2023
Macquarie Fields Leisure Centre	4:00pm, Saturday 24 December 2022	9:30am, Tuesday 27 December 2022
	4:00pm, Saturday 31 December 2022	9:30am, Sunday 1 January 2023
Macquarie Fields Indoor Sports Centre	2:00pm, Saturday 24 December 2022	9:30am, Tuesday 27 December 2022
	2:00pm, Saturday 31 December 2022	9:30am, Monday 2 January 2023

Council's Leisure Centres close for Christmas and Boxing Day each year. However, Council at its meeting of 14 April 2009 resolved to open a Leisure Centre on Boxing Day public holidays. Accordingly, this year Macquarie Fields Leisure Centre will reopen on Sunday 25 December 2022 at 9:30 am.

Attachments

Nil

8.15 Submission on the Greater Cities Commission, Six Cities Region Discussion Paper

Reporting Officer

Director City Growth
City Growth

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

That Council endorse the attached submission on the Six Cities Region Discussion Paper.

Purpose

The purpose of this report is to:

1. Provide Council with an overview of the Six Cities Region Discussion Paper.
2. Discuss the aspects of the documents relevance to Campbelltown LGA.
3. Seek Council's consideration and endorsement of the draft submission that has been prepared.

History

On 8 September 2022, the Greater Cities Commission (GCC) launched a Discussion Paper titled "The Six Cities Region". The Discussion Paper sets the intention and priorities that frame the transition of the "Greater Sydney Commission (GSC)" to the "Greater Cities Commission (GCC)", with a broader mandate that now includes the Lower Hunter and Greater Newcastle City, Central Coast City and Illawarra-Shoalhaven City in addition to the Eastern Harbour City, Central River City and Western Parkland City.

When compared to the Greater Sydney Region Plan: A Metropolis of Three Cities, published in 2018, the Discussion Paper has an increased focus on ensuring that transport and digital connections support social connection and economic growth, and that they are contributing to the planning for resilient and climate-proofed cities, and that growing communities have the infrastructure they need.

The Greater Cities Commission Bill was passed in April 2022. The legislation changed the Greater Sydney Commission to the Greater Cities Commission and set out the Commission's function across the new boundaries of the Six Cities Region. The augmented boundary includes Lower Hunter and Greater Newcastle City, Central Coast City, and the Illawarra-

Shoalhaven City in addition to the Eastern Harbour City, Central River City and Western Parkland City which comprise the Greater Sydney region.

To realise the vision of the Six Cities Region the Discussion Paper proposes six Region Shapers – a set of priorities to frame the 2023 Region Plan and guide conversations.

The Commission has sought feedback on the discussion paper by 30 October 2022.

An internal cross-organisational working group was established to review the information and provide input to the draft submission.

It is noted that the Western Parkland Councils may prepare a joint submission to provide feedback regarding matters related to the Western Parkland City.

Report

Purpose of the Discussion Paper

The Discussion Paper aims to stimulate conversation about the best way to plan a Six Cities Region.

The Commission is seeking input as to how to bring together six cities to collectively build the scale, scope and potential for a world-class region of better jobs, housing, education and leisure that is productive, sustainable and liveable for everyone – while celebrating and leveraging each city's unique character and strengths.

The Discussion Paper is not government policy. It is intended to be the starting point for conversations with many stakeholders: First Nations peoples, community members, local councils, industry, state government departments and agencies, and cities experts. The Commission will use the Discussion Paper to canvass ideas broadly throughout the Six Cities Region to ensure that government, industry and community priorities inform strategic planning.

The Region Plan for the new Six Cities Region will be developed by the end of 2023, building on the work of the NSW Government and stakeholders since 2018. The City Plans for the Eastern Harbour, Central River and Western Parkland Cities will also be developed by the end of 2023. They will replace the existing District Plans for these cities.

Key Themes of Review and Points for Feedback

The 6 Region Shapers are:

1. An embedded First Nations voice
2. A connected Six Cities Region
3. Housing supply, diversity and affordability
4. Inclusive places linked to infrastructure
5. Powering local jobs and economies
6. Climate-resilient green cities

At this level, the assessment by Council staff indicates that there is alignment and support for the 6 Region Shapers identified. However, staff have proposed an additional “shaper” be included – Governance. Council’s submission includes reference to the importance of considering “Governance” more deeply, and particularly, its importance to Campbelltown and the Western Parkland City.

The Greater Cities Commission is charged with leading and coordinating Australia's global city region. Council has emphasised that coordination is not just undertaking coordinated planning but involves ongoing work to bring together relevant stakeholders to facilitate ongoing alignment and enable implementation. This has been a major gap in city-making in Sydney and a significant contribution the Commission has made since its establishment. However, the focus in the Discussion Paper is generally limited to planning with little attention focused on this coordination function.

The Commission has a number of attributes that enable it to effectively facilitate coordination among the relevant players involved. First, it occupies a unique position in the NSW planning system with a specific responsibility for coordinating relevant players in a holistic rather than discipline or project-focused way. As a relatively new agency, the Commission is also able to approach city-making with fresh eyes, unencumbered by the way things have always been done. The Commission is also not a delivery agency. As such, it has no vested interest or commitment to deliver certain projects or justify particular funding decisions. The Commission also has a positive reputation and stated purpose focused on unpacking strategic issues and focusing on long-term outcomes.

Considering this, it would be of great benefit to all relevant parties for the Commission to elaborate on its coordinating governance of the whole region, as well as developing more tailored approaches for each of the six cities. Council considers it would be beneficial to ensure this considers the governance for metropolitan centres due to their essential role in the functioning of the polycentric Greater Cities Region.

The importance of Bradfield as the new urban centre in the Western Parkland City, as well as the status of Parramatta as a City Centre is recognised in the Discussion Paper, however, greater emphasis of the role of Metropolitan Cluster Centres, and specifically Campbelltown's importance in performing this role is identified within Council's submission.

Also important, is the recognition of the substantial work that has been undertaken by various State Government agencies, local government and industry. For Campbelltown, this means that important plans and strategies, including Reimagining Campbelltown, the Local Strategic Planning Statement, the Housing Strategy and Employment Lands Strategy continue to inform decisions.

The Discussion Paper indicates that the Blueprint produced by the Western Parkland City Authority (WPCA) will also be a significant input. Given that the extensive feedback provided by Campbelltown and the other Western Parkland Councils has not yet been reflected in the Blueprint, this is a concern and indicates that a direct relationship between Councils and the Commission is critically important, rather than Council's relationship being only with the WPCA.

The key themes that are emphasised in Council's submission to the GCC (letter attached) are:

1. Maintain the centres hierarchy, particularly the Metropolitan Cluster of the 4 centres in the Western Parkland City.
2. Consider the relationship between Councils and the Commission in co-developing the Region and City/District Plans from the Western Parkland City's perspective, and the ongoing delivery of the actions.
3. That specific targets (e.g. for affordable housing and housing in proximity to transport) be included in City/District Plans, not as blanket targets within the Region Plan.

Attached is a copy of the submission letter proposed to be sent to the Commission, including comments on the broader key themes from a Campbelltown perspective.

Attachments

- 8.15.1 Draft submission on the Greater Cities Commission, Six Cities Region Discussion Paper (contained within this report) [↓](#)



12 October 2022

Geoff Roberts
Chief Commissioner
Greater Cities Commission
submitted via portal

Dear Mr Roberts

Submission on the Six Cities Region Vision

Thank you for the opportunity to make a submission on the Six Cities Region Vision.

This submission has been endorsed by Campbelltown City Council at its meeting on 11 October 2022.

We commend the Greater Cities Commission on undertaking this ambitious initiative. We are supportive of the intention of the NSW Government to provide overarching frameworks that seek to guide the future growth and development of the Western Parkland City; the Region Plan and associated City Plans represent an important platform from which to take the Six Cities Region to a global level in the future.

Our submission raises a number of key matters within the Vision document that need to be further addressed through the development of the Region and City Plans. These matters are outlined below.

1. Maintaining the centres hierarchy, particularly the Metropolitan Cluster of the 4 centres in the Western Parkland City.

The importance of Bradfield as the new urban centre in the Western Parkland City, as well as the status of Parramatta as a City Centre is recognised in the Discussion Paper. However, greater emphasis of the role of Metropolitan Cluster Centres is required.

The Western City District Plan currently demonstrates a nuanced approach that appreciates the different context the Western City compared with the Eastern and Central cities. The singular focus on Bradfield as the key centre in the Western Parkland City loses this nuanced appreciation of place the Commission had previously demonstrated.

Whilst we acknowledge the desire and opportunity to establish Bradfield as 'Australia's first 22nd Century City Centre' as part of the development of the entire Aerotropolis, this should not be done at the expense of the existing metropolitan centres, including Campbelltown-Macarthur. It is imperative that the existing communities that surround the future Aerotropolis are provided with the same opportunities that will enrich the lives of their people and bring economic opportunities to life.

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560

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E council@campbelltown.nsw.gov.au ABN: 31 459 914 087



The benefits of supporting the Metropolitan Cluster rather than focusing solely on the development of the Aerotropolis were confirmed by the Commission's own research in the Western Sydney Place-Based Infrastructure Compact, which showed the Thriving Metropolitan Cluster scenario as having the highest net benefit of any scenario analysed (Table 6-1, p.245). A focus on the Metropolitan Cluster will support the achievement of the strategic objectives for the Western Parkland City and Six Cities Region as a whole.

2. Capitalising on the strategic importance of Glenfield.

A centres hierarchy also needs to be established and enforced, not just for the main centres, but for all existing and new centres to support broader city shaping initiatives. This will assist in ensuring that all centres can determine a unique role and position themselves to thrive.

The strategic importance of Glenfield in the hierarchy must be acknowledged. Glenfield is strategically located between three of the designated Metropolitan Cluster Centres of the Western Parkland City, provides a major railway interchange (i.e. Glenfield Station) and borders two major arterial roads, namely the Hume Motorway and Campbelltown Road.

Glenfield is targeted to support significant housing growth by the NSW Government's, and is identified as a key location for a new integrated health care hub in South Western Sydney Local Health District's strategic plans.

Glenfield station currently acts as a key junction station servicing the T8 Airport and South Line, T2 Inner West and Leppington Line and T5 Cumberland Line as well as the NSW Trainlink Southern Highlands Line. Glenfield provides direct connection to the Sydney CBD and its international sea terminal, to both the domestic and international air terminals at Mascot, the Campbelltown, Liverpool and Parramatta CBDs as well as the broader Macarthur region (Wollondilly and Camden) and through to the southern regions of the state including the Southern Highlands and Canberra. Glenfield is also proposed to provide future direct connection to the new Western Sydney Airport and Aerotropolis.

No other railway juncture provides this level of service to so many people within the State. As such Glenfield will play a major role in the interconnectivity between Metropolitan Cluster Centres within the Western Parkland City, it will provide a key link between the Western Parkland City and the Eastern and Central Cities as well as to the Illawarra-Shoalhaven City and other areas throughout New South Wales.

3. Defining the relationship between councils and the Commission in co-developing the Region and City/District Plans from the Western Parkland City's perspective, and the ongoing delivery of the actions

The Commission is charged with leading and coordinating Australia's global city region. Coordination is not just undertaking coordinated planning but involves ongoing work to bring together relevant stakeholders to facilitate ongoing alignment and enable implementation. This has been a major gap in city-making in Sydney and a significant contribution the Commission has made since its establishment. The focus in the Discussion Paper generally limited to planning with little attention focused on this coordination function.

The Commission has a number of attributes that enable it to effectively coordinate the relevant players involved. First, it occupies a unique position in the NSW planning system with a specific responsibility for coordinating stakeholders in a holistic rather than discipline or project-focussed way. As a relatively new agency, the Commission is also able to approach city-making with fresh eyes, unencumbered by the way things have always been done. The Commission is also not a delivery

agency. As such, it has no vested interest or commitment to deliver certain projects or justify particular funding decisions. The Commission also has a positive reputation and stated purpose focused on unpacking strategic issues and focusing on long-term outcomes.

Considering this, it would be of great benefit to all relevant parties for the Commission to elaborate on its coordinating governance of the whole region, as well as developing more tailored approaches for each of the six cities. Council considers it would be beneficial to ensure this considers the governance for metropolitan centres due to their essential role in the functioning of the polycentric Greater Cities Region.

Recognition of the substantial work that has been undertaken by various NSW Government agencies, local government and industry as a foundation is important. For Campbelltown, this means that important plans and strategies, including Reimagining Campbelltown, the Local Strategic Planning Statement, the Housing Strategy and Employment Lands Strategy continue to inform decisions.

The establishment of the Campbelltown-Macarthur Collaboration Area and associated Place Strategy have provided an excellent framework for aligning local planning priorities, defining accountabilities for shared outcomes and creating real traction on progressing priority actions. The Discussion Paper doesn't mention Collaboration Areas. It is recommended that the concept of Collaboration Areas continues, is supported through the planning and governance frameworks of the new Greater Cities Commission and used as a mechanism to support the development of the new City Plans, and understanding of the role and function of each of the Metropolitan Cluster Centres in the Western Parkland City.

The Discussion Paper indicates that the Blueprint produced by the Western Parkland City Authority (WPCA) will also be a significant input. Given that the extensive feedback provided by Campbelltown and the other Western Parkland Councils has not yet been reflected in the Blueprint, this is a concern and indicates that a direct relationship between Councils and the Commission is critically important, rather than Council's relationship being only with the WPCA.

4. Inclusion of specific targets within the City/District Plans

To ensure the focus of planning and meaningful reporting of progress and achievements, the commitment that specific targets as much as possible is supported (e.g. inclusion of measures for affordable housing and housing in proximity to transport within City/District Plans (and where appropriate at a Local Government Area level), rather than as blanket targets within the Region Plan. The concept of setting targets over 5, 10 and 20 year horizons is also supported.

5. The 6 Region Shapers

At this level, the assessment by Council staff indicates that there is alignment and support for the 6 Region Shapers identified. However, it is proposed that an additional "shaper" be included – Governance. Comments and observations regarding the 6 Region Shapers from a Campbelltown context include:

1. An embedded First Nations voice

We are very pleased to see the 6 Region Shapers lead by this vision, and support the identification and incorporation of the aspirations of First Nations' people.

Campbelltown is home to a significantly large Aboriginal community. While we work proactively at the local level to embrace our Aboriginal heritage and culture, State-led initiatives are also required to ensure this occurs across the Western Parkland City and Six Cities Region.

This approach aligns with and solidifies with the existing work underway in Campbelltown on Dharawal lands under Council's Aboriginal Interpretation Strategy 'Our Voice Our Place'. It is also suggested that reference be made to the Connecting with Country Draft Framework.

2. *A connected Six Cities Region*

Campbelltown Council supports the aspiration of universal digital access and fast data connectivity, and requires action to bridge the digital divide that currently exists in many pockets of the Western Parkland City, including in Campbelltown LGA. The Digital Equity and Inclusion Office that has been established within the Western Parkland Councils is an important stakeholder in informing future strategies.

When considering physical connectivity across the Six Cities Region, and particularly in context of the north-south and east-west axes, the strategic location of Campbelltown is clearly apparent. This is very evident on the map Figure 6 on page 25 of the Discussion Paper

The relationship between both the Illawarra-Shoalhaven City and the Western Parkland City with the Southern Highlands requires consideration. Campbelltown-Macarthur plays a metropolitan centre role that well-exceeds the boundaries of the Western Parkland City, providing important services to the Southern Highlands. It is important for this broader area to be considered in relation to Campbelltown-Macarthur and the broader population that it serves, now, and into the future.

Physically, the link between the Southern Highlands and the Illawarra-Shoalhaven is fundamental to a holistic plan—particularly Port Kembla and Moss Vale and the vision of an inland port.

We support the aspiration of a joined-up freight network in the Six Cities Region, and recommend the revised Regional Plan considers interventions to optimise intermodals that currently exist in employment areas in the Western Parkland City e.g. Minto and Glenlee in the Campbelltown LGA.

Public transport, with improved connections within the Western Parkland City remains a priority. Particular priorities for Campbelltown include:

- a) Delivery of the rail connection from Western Sydney International Airport, via Bradfield, to Glenfield (Leppington extension) as the most cost efficient, next phase of rail.
- b) Investigation, protection and delivery of the complete North South Rail link between Western Sydney International Airport and Campbelltown-Macarthur.
- c) Restoration of the timetabled direct connection from Campbelltown to Parramatta.
- d) Consideration of the electrification of rail south of Macarthur Railway Station to connect the southern Macarthur Region to the Campbelltown City Centre.
- e) Rapid Bus to Western Sydney Airport - deliver a truly rapid bus service from Campbelltown to Western Sydney Airport prior to its opening. A rapid bus should be equal to or faster than a car, legible, frequent and safe.

Faster and Fast Rail are important enablers and we support the Fast Rail Network investigation to Canberra, with an interchange at Campbelltown as a sensible first stage in delivery.

Campbelltown Station would become a major public transport hub requiring substantial augmentation to accommodate current rail services, future metro to Western Sydney Airport and high speed rail from Canberra and Wollongong.

The new airport will provide much more than "a significant opportunity to transform the aviation sector and better connect our people and air freight to the rest of the world". The opportunity for a new airport on the doorstep of Campbelltown will provide unmatched opportunity for the local economy including business and tourism and gives great opportunity to leverage Campbelltown's (and Sydney's) natural assets such as the Georges and Nepean Rivers, the Australian Botanic Garden, Mt Annan and The Scenic Hills.

3. *Housing supply, diversity and affordability*

Campbelltown Council supports the 20-year vision for the Housing supply, diversity and affordability Region Shaper and the interrelationship with Region Shaper 4 - "Inclusive places linked in infrastructure".

Housing diversity in Campbelltown remains an important consideration in providing housing to meet changing needs over lifetimes, as well as ensuring that there are choices available that enable people to live and work locally.

Affordable housing is critically important, however, its distribution across the Six Cities needs to promote the proximity of housing to jobs (and vice-versa) and not even further encourage "commuter dormitories", particularly in the Western Parkland City.

We look forward to the identification of the metro station and fast rail station locations in Campbelltown, to enable appropriate planning for housing, and while densification at existing and future transport nodes is important; local connectivity is even more important if we are committed to achieving a 30-minute city in the Western Parkland City.

Where Housing Targets are used to influence investment in infrastructure, for Campbelltown, this must include consideration of Campbelltown's role as a Metropolitan Centre that services beyond the defined boundary of the Western Parkland City into the Southern Highlands.

4. *Inclusive places linked to infrastructure*

The Discussion Paper suggests that significant headway has been made in placing housing, jobs, infrastructure and services within a 30 minute reach of more people in accordance with the District Plan aspiration, noting "there have been major shifts in rebalancing infrastructure investment, particularly in Western Sydney within the framework of the Western Sydney City Deal." Whilst significant investment has occurred in the Central City and northern Western Parkland City, it is not the case in the Macarthur Region in the southern aspect of the Western Parkland City.

Campbelltown Council continues to support the aspiration, however, people from Macarthur (particularly the southern aspects of Wollondilly) are unable to access their closest Strategic/Metropolitan Cluster Centre within 90 minutes by public transport, due to insufficient transport connections. This is therefore unattainable across the region, without undertaking a deficit assessment at the outset and prioritising those areas with significant deficit of access.

The Western Parkland City needs internal connectivity, to connect the centres and communities to each other within the Western Parkland City, prior to pursuing the connectivity to "the rest of the city region."

Campbelltown is the Metropolitan Cluster Centre of the Macarthur Region. The Macarthur Region is heavily car dependent. Campbelltown strongly supports the development of mode shift targets, supported by commensurate government infrastructure investment to provide our community with viable public transport options to enable the mode shift. These options do not currently exist for the majority of the Macarthur community.

A critically important aspect of connectivity for Campbelltown is providing our community with an integrated network of transport connections to enable efficient and safe movement to, from, across and within our City. While Campbelltown's spine of electrified rail with seven key stations provides opportunities for achieving 30 minute connectivity, the existing limited infrastructure (referred to above) has prevented opportunities for major in-centre development being agreed across Government. This has reduced our ability to revitalise and grow our City, and to provide choice and opportunities for our existing community and future residents.

Our community needs access to choices of transport nodes and modes rather than needing to rely on private cars. In particular, delivery of safe and efficient active and public transport networks should be prioritised. In addition, an integrated approach to State level transport infrastructure is required to support Campbelltown City's growth and economic development. This will assist in unlocking opportunities to renew and revitalise our centres. It is noted that major proposals for renewal and development within our City Centre have recently been affected due to concerns regarding access, transport impacts and traffic generation.

The value of natural assets and our investment in them needs consideration in this section that is discussing liveability and infrastructure. Open space, parks and the natural environment have provided the greatest recent enhancements to local livability (based on what we learnt from COVID) and as well as being a Premier's Priority.

From a Campbelltown perspective, the green grid and open space link between the Western Sydney Parklands and the Australian Botanic Garden at Mount Annan, via the Scenic Hills, should be identified as a green priority. In addition, the green grid and place potential of Bow Bowing Creek should also be identified as a green priority. The Scenic Hills contribute significantly to the key biodiversity outcomes of the Western Parkland City.

It is noted that the upcoming 2023 Region Plan will continue the focus on the planning decisions to support infrastructure delivery as well as creating well designed places; it must be recognised that in order to address "liveability", attention to the services, and their ongoing operational resourcing is essential. Infrastructure is one input required to achieve the outcome.

It is also noted that *"Effective planning for local centres and neighbourhoods should be informed by prioritisation that includes criteria such as infrastructure implementation needs and capacity"*, and it is recommended that this prioritisation should also seek to capitalise on the existing strengths of places, and this should consider the spectrum from metropolitan centres to local centres and neighbourhoods.

Campbelltown Council is eager to participate in the further development of "place strategies" (as referenced in 4.2 – Progressing this Region Shaper – Inclusive places linked to infrastructure), and in particular, how we can jointly progress the agreed actions of the Campbelltown-Macarthur Place Strategy and the Campbelltown LSPS.

5. *Powering local jobs and economies*

A focus on building the intensification of use of existing employment lands will promote a more efficient and productive economy that optimises infrastructure investment, and along with the better clustering and connecting of business, will achieve economic benefits and drive greater economic growth. The Map on page 26 of the Discussion Paper doesn't identify the employment areas of the Campbelltown LGA, which seems an omission.

The Discussion Paper puts focus on the globally significant innovation districts. Existing Precincts such as the Campbelltown Health and Education Precinct and the emerging South West Sydney Community and Justice Precinct should also be acknowledged for their valuable contribution to the knowledge economy and availability of high-quality jobs for more people closer to home. The paper indicates the Commission will link innovation districts in an innovation ecosystem; we look forward to seeing how other health and education precincts are considered in this ecosystem and the proposed future governance around this.

Campbelltown Council is particularly supportive of the ambition through the growth of the knowledge economy and diversification of industry sectors to support jobs for the future and more high-quality jobs for more people closer to home. This is aligned with our Economic Development Strategy, and critical to reducing the 62% of employed Campbelltown residents who travel outside the LGA to work.

Whilst it is recognised that the Western Parkland City presents an opportunity with cheaper land and larger lots suitable for industries which need larger footprints, a number of the existing metropolitan centres, including Campbelltown, are constrained by their existing availability of industrial land. Clear direction for development in greenfield areas, renewal areas and existing areas is required to ensure a mix of land uses is achieved and to address the resident/job imbalance and provide a wide range of investment and employment opportunities. Campbelltown Council looks forward to participating in the development of an industrial lands policy across the Six Cities Region.

6. *Climate-resilient green cities*

Campbelltown Council supports the ambition for the Six Cities Region to become a net zero region. Further detail regarding the pathways to achieve this within the Region Plan is important, and we look forward to participating in the development of pathways and targets at a local level through the development of the City Plans.

Considering the impact that low and zero emission transport will have on the transition, the decarbonisation of the rail fleet should be specifically acknowledged, with the electrification of rail south of Macarthur Station in support of this commitment.

Noting that the City Plans are proposed to target at least one circular economy hub in each of the six cities, it is recommended that even further localised strategies are considered.

Campbelltown Council has undertaken a Resilience Hazard Assessment, and is looking forward to providing insights from this through the development of the City Plan.

The Discussion Papers focus on resilient cities is on infrastructure risks, hazards and solutions, however, the concept of resilience itself is to put people at the centre. It's important to recognise that building resilience don't just refer to hard infrastructure, it requires consideration of more

intangible systems like networks and resource flows, trust and sharing between individuals, communities and organisations. It is recommended that this is considered through the development of the Region and City Plans.

The updating of BASIX standards is supported - this is essential to enable councils and consent authorities to push for higher standards.

This Region Shaper discusses renewable energy, net zero, circular economy, resilience from an infrastructure perspective and sustainable homes and buildings, but it doesn't discuss the role that natural assets play (urban heat, sustainability, biodiversity, urban greening etc). It is recommended that the development of the Region and City Plans includes the natural environment, biodiversity and the essential role it plays.

7. Governance (NEW)

Related to earlier points made in this submission within *"3. Defining the relationship between councils and the Commission in co-developing the Region and City/District Plans from the Western Parkland City's perspective, and the ongoing delivery of the actions"*, it is recommended that Governance be considered as a *"7th Region Shaper"*, given its criticality in both the development and implementation of the Regional and City Plans.

While we acknowledge the utility of the Blueprint in informing the next Western City Plan, it should be considered in light of the Local Government submissions, including that of the Western Parkland Councils, made to the Western Parkland City Authority prior to its finalisation.

Whole of government approach - figure 9 on page 65 of the Discussion Paper document shows the integrated planning approach of TfNSW/GCC/INSW which while it is a wonderful contribution, it is not however, representative of a "whole of government approach". Appropriate governance to include all three levels of government is required to enable progress against the six 'region shapers' listed in the Discussion Paper Document.

Whilst on page 66 of the Discussion Paper it states "The membership of the Commission features both state and local government perspectives..." it is unclear how this local government perspective is constituted. The Paper goes on to say further "a governance mechanism will be adopted which is effective for each city and in which the Commission will play a role..." Campbelltown Council is concerned with the limited involvement of the Greater Cities Commission in the Western Parkland City, noting the comment on page 66 of the Discussion Paper: "In the Western Parkland City, the role of implementing the Region and City Plans should only be what, if anything, is needed to supplement the Western Parkland City Authority." This appears to indicate that the relationship between the Commission and Councils within the Western Parkland City will be entirely through the Authority. This is concerning to Council and requires further consideration.

Campbelltown values the Collaboration Area Place Strategy work undertaken in Campbelltown City Centre, and suggests the Collaboration Areas should be noted in the Region Plan, particularly to support the understanding of the role and function of each of the Metropolitan Cluster Centres in the Western Parkland City. Collaboration Areas are a key part of the governance of implementing strategic planning at the local level for the Metropolitan Cluster Centres and other strategic centres.

There is no reference within the Discussion Paper to tackling structural issues afflicting planning in Sydney and surrounds at present. The non-urban areas (Metropolitan Rural Area in current

plans) are critical to the conurbation envisioned and yet they appear not to be considered in this Discussion Paper. They are fundamental to the uniqueness of the various cities/regions and critical to any sustainable holistic vision/plan. It is recommended that consideration of this be made in context of the whole Six Cities Region Plan and then detailed in the various City Plans.

We are looking forward to contributing to the development of the new City Plan for the Western Parkland City. So that we can prioritise this, it would be useful to have some further information regarding the opportunities for engagement and the timeframes.

Thank you for taking the time to consider this submission. If you would like to discuss anything further, please contact Rebecca Grasso, Director City Growth on 4645 4333.

Yours sincerely

Rebecca Grasso
Director City Growth

DRAFT

8.16 South West Community and Justice Precinct: Community Consultation Insights

Reporting Officer

Executive Manager Economic and Investment Growth
City Growth

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

That Council note the attached Community Consultation Insights Report relating to the South West Sydney Community and Justice Precinct.

Purpose

To provide Councillors with a summary of insights from the recent community engagement on the South West Sydney Community and Justice Precinct.

History

The NSW and Commonwealth Governments, together with Campbelltown Council, have contributed \$1.2 million to fund the development of a Master Plan for the South West Sydney Community and Justice Precinct (the Precinct). The Precinct is the 5.7 hectare site located opposite Campbelltown Station and fronts Mawson Park, Hurley Street and Queen Street. The Master Plan will consider the inclusion of additional district and local courts with associated wrap around professional and social services, federal court services, council chambers, community uses, a university campus and complementary retail uses.

The development of the Master Plan is being led by the Western Parkland City Authority with support from the three levels of government, as part of the Western Sydney City Deal. The Precinct has the potential to create new jobs, infrastructure and improved access to government and justice services for the Campbelltown LGA and South West Sydney Region.

Report

Campbelltown City Council led a period of engagement in June 2022, to understand the community's sentiment around the Precinct, potential inclusions and design elements.

Recognising the potentially profound impact this project will have on communities in South West Sydney and more broadly Western Sydney, largely due to the catchment of the courts, it was thoroughly promoted across the Western Parkland City. Marketing intelligence demonstrated that the message reached more than 1 million people during the intensive 2 week campaign. Engagement sessions were held with local high schools to ensure our young peoples' sentiment was captured, as well as individual sessions with legal practitioners and face-to-face engagement with community members.

The response to this project has been incredibly positive, with the aspirations and values of more than 600 people for the design of the Precinct summarised in the attached Community Consultation Insights report.

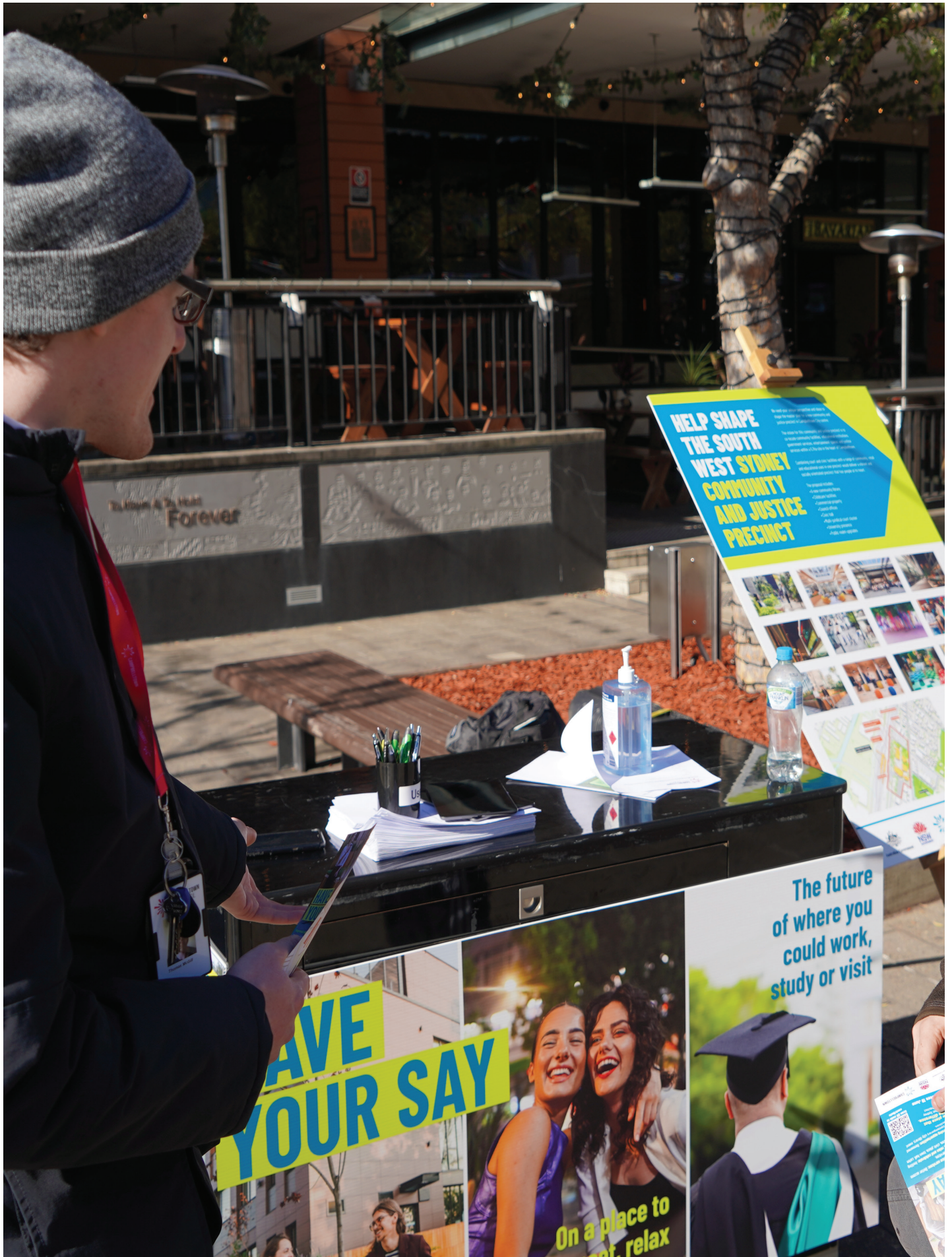
These insights will be provided to the Urban Design and Development Framework consultants to ensure the community's aspirations are reflected in the Master Plan. We will undertake further engagement with the community with the draft Master Plan, anticipated in early 2023.

Attachments

8.16.1 Community consultation insights: South West Sydney Community and Justice Precinct report (contained within this report) [↓](#)

COMMUNITY CONSULTATION INSIGHTS SOUTH WEST SYDNEY COMMUNITY AND JUSTICE PRECINCT





2 | Summary Report - Campbelltown's Justice and Community Precinct



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INTRODUCTION

The South West Sydney Community and Justice Precinct is a proposal for a new, contemporary space in the heart of Campbelltown's CBD to cater for the needs of south west Sydney's growing population. Community aspirations for the precinct proposal were sought from the 6th to the 20th of June 2022 to inform the design of the master plan.

The 5.7 hectare site is located opposite Campbelltown Station and fronts Mawson Park, Hurley Street and Queen Street (Figure 1). The parcel of land is owned by the NSW and local governments and accommodates existing justice and civic facilities.

The master plan will consider the inclusion of additional district and local courts with associated wrap-around professional and social services, new council chambers as well as a civic presence. Community uses, including a city library, satellite university campus, childcare, cafés, restaurants and retail will also be considered.

The development of the precinct master plan is being led by the Western Parkland City Authority with support from Campbelltown City Council and the Australian and NSW governments, as part of the Western Sydney City Deal. The precinct has the potential to create new jobs, infrastructure and improved access to government and justice services for the local area and south-west Sydney region.

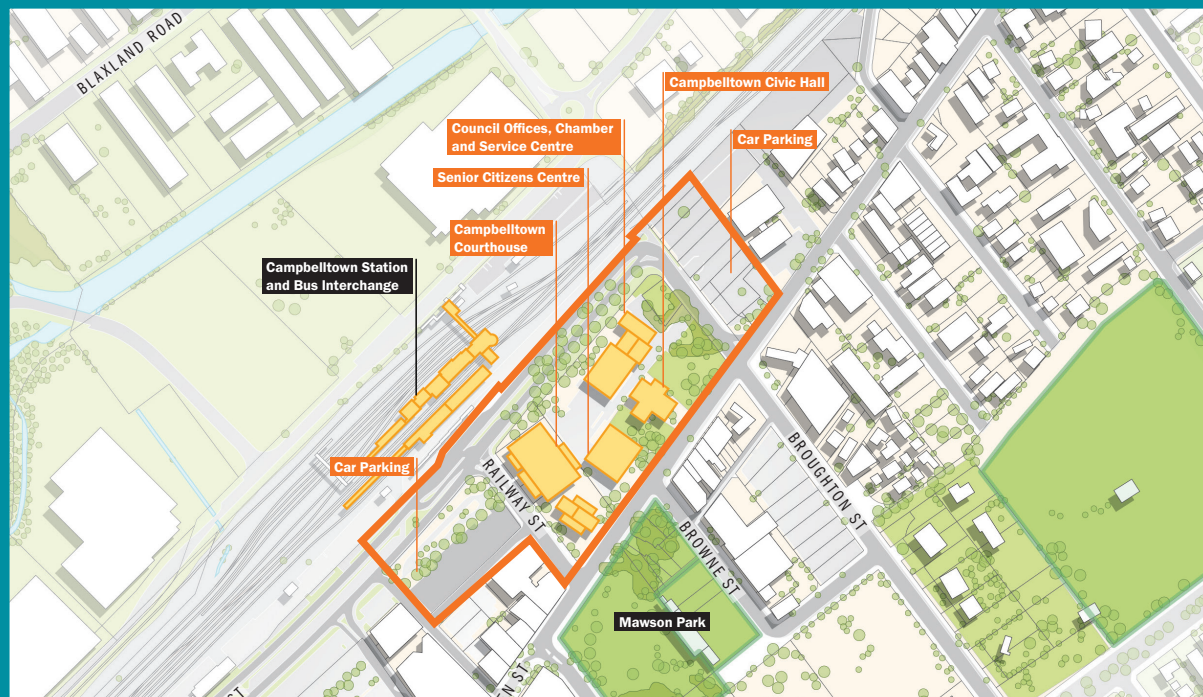


Figure 1
South West Sydney Community and Justice Precinct Location Plan



HOW WE CONSULTED

Communities were engaged using a variety of different platforms during the consultation period.

Online survey:

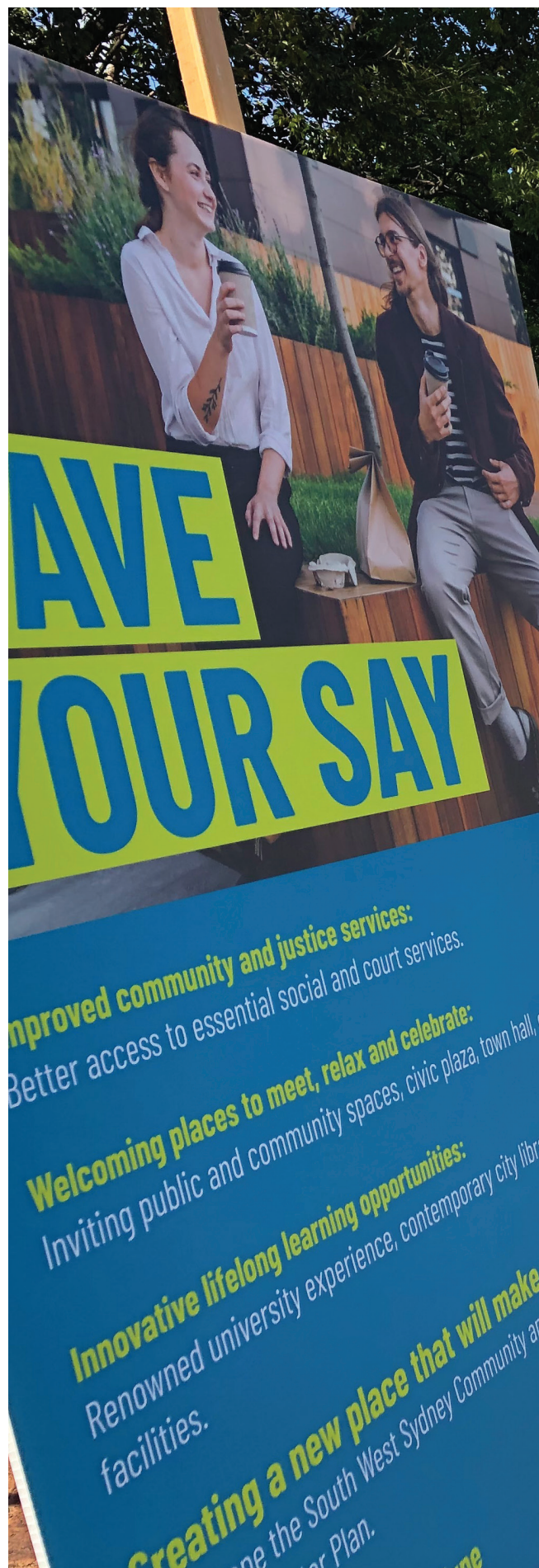
Respondents from the Campbelltown LGA and wider Western Parkland City completed a total of 542 surveys. Feedback about community values and aspirations for the precinct, with an emphasis on the design of public spaces and range of uses, was collected.

Face to face:

Face to face engagement complemented the online survey and included youth engagement initiatives with local schools, pop-up events across the Macarthur region and in-person discussions with legal and advocacy groups. It's important to note that yarns are held with Aboriginal Elders and local knowledge holders through a separate process to ensure that the principal of designing with Country are a key consideration of the master plan design.

Media campaign:

Static and online media platforms, including Facebook, Instagram and LinkedIn, were used to raise awareness across the Western Parkland City about the project and direct people to the survey. More than 1,700 unique website visits were recorded during the consultation period.









THE COMMUNITY SURVEY

A summary of the key survey results follows.

Note that when ‘Precinct’ is used, this refers to the landholding that comprises the South West Sydney Community and Justice Precinct illustrated in Figure 1.

The profile of the survey participants is detailed in Table 1.

Table 1
The Profile of Survey Participants

Profile	Survey Participants N=542
Gender	
Female	352 (65%)
Male	180 (33%)
Key Age Groups	
26-45 years	232 (43%)
46-55 years	113 (21%)
56-70 years	106 (20%)
LGA of Residence:	
Campbelltown	424 (78%)
Other	118 (22%)

Source: Campbelltown City Council Over To You platform 2022.

SURVEY INSIGHTS QUESTION BY QUESTION

1

Current community experiences in the precinct

52% of respondents stated they carried out their business and then left the precinct

A lower percentage of respondents, 11%, said they found it an enjoyable place to meet friends for a coffee, with 8% indicating they found the precinct a desirable place to sit and relax in the outdoor space.

Only 7% indicated they enjoyed walking through the precinct while 13% indicated they did not go into the precinct.

A further 8% indicated they felt uncomfortable in the area.

2

Features to create a welcoming precinct

Green landscaped spaces and outdoor dining

The community were asked to identify the features and qualities of public spaces they found welcoming.

Features the community could select from included green landscaped spaces, landmark architecture, outdoor dining, a bustling business centre, public art and cultural and creative spaces that tell the story of a place.

Most respondents selected green landscaped spaces (324 responses or 60%) and outdoor dining where people could gather and socialise and relax (244 responses or 45%).

3

Look and feel of the precinct

Green, uncluttered and contemporary, secure, proud and welcoming

The community were encouraged to share their sentiments for the future of the Campbelltown CBD and to think about a legacy.

The top 3 responses about it should look were:

1. Green (367 responses or 68%)
2. Uncluttered and spacious (205 responses or 38%)
3. Contemporary (203 responses or 37%)

The top 3 responses about how they should feel were:

1. I want to feel Secure (335 responses or 62%)
2. I want to feel Proud (269 responses or 50%)
3. I want to feel Welcome (263 responses or 48%)

4

Qualities that make places and spaces desirable**Winter sun and summer shade, beautiful trees and landscaping, spacious and uncluttered spaces**

The most popular attributes selected were:

- Offers winter sun and summer shade (270 responses or 60%)
- Beautiful trees and gardens (238 responses or 53%)
- Uncluttered and feels spacious (174 responses or 32%)
- Variety of spaces to explore (153 responses or 28%)
- Full of people of all ages (132 responses or 24%)

5

Creating a desirable year-round destination**Outdoor dining, a city library and gardens**

The precinct is over 5 hectares in area and can accommodate a range of uses alongside the proposed council facilities and the Department of Communities and Justice court building and legal services.

Top responses included:

- Restaurants, cafes, and bars (422 responses or 78%)
- A new city library (261 responses or 48%)
- Contemporary gardens (246 responses or 45%)
- Museum or gallery space (182 responses or 34%)
- Performance space (177 responses or 33%)
- Children's playground (171 responses or 31%)

6

Precinct master plan design considerations**Provide a mix of facilities and activities for people of all ages and backgrounds**

Respondents were asked to select three design principles that best resonated with their future vision for the precinct.

Top considerations included:

- Provide a mix of facilities, activities and public spaces that appeal to people of all ages and backgrounds (290 responses or 53%)
- Respect the heritage significance of the Campbelltown Court House (222 responses or 41%)
- Provide generous landscaped areas that incorporate significant trees (205 responses or 39%)
- Consider the Campbelltown climate and provide public spaces with winter sun and summer shade (173 responses or 32%)
- Provide active frontages at Queen Street with boutiques and cafes (147 responses or 27%)
- Create vibrant outdoor spaces that can be used outside of business hours and on weekends for events (144 responses or 26%)

7

Community aspirations for a new city library

Respondents were asked to identify the amenities and features that would make a visit to a library memorable. The most popular responses were:

- A fabulous cafe
- Landmark architecture
- Beautiful art and sculpture
- Community meeting rooms
- Co-working spaces

ENGAGEMENT WITH YOUNG PEOPLE

'The city centre is child friendly.'

Capturing insights from Campbelltown's youth was an essential part of the consultation process.

Two consultation sessions were held with students from nearby schools:

- Year 7 students from St Peters Anglican Grammar
- Year 11 students studying legal studies at the Campbelltown Performing Arts High School.

Students have first-hand knowledge of the precinct and the Campbelltown CBD as many walk through the CBD on their way to school.

Student insights were:

- They like the 'open feeling' of the precinct and 'having space between the buildings'.
- Creating welcoming spaces is essential. The existing underpass is not welcoming and should have 'colour and happy vibes'. They suggested a pedestrian crossing, overpass or air bridge would be a better solution.
- They appreciate green spaces and trees and prefer 'larger areas of open space to smaller parks'. They like Mawson Park and the Memorial Oval. There was support for providing more green space, play areas, native trees, weather-resilient picnic spaces and water features in the precinct.
- Adding more seating, colour and improved street lighting was desirable - 'no more dark alleys'.
- Students would like to see more youth-focused amenities. A library is an important place where they 'can do stuff, meet friends, and relax'. Other suggestions included a bowling alley, a pump track, speciality shops, food areas and cafés, places to have fun and a concert hall.
- They have compassion and empathy for the community, identifying the need for more aged care homes and more homeless shelters. They wanted to see reduced pollution, concrete, and cars.
- They like the heritage Court House and feel it is essential to retain heritage buildings. They 'have a trusting feeling' when walking past the court buildings and find these buildings aesthetically pleasing. They did not want the new court buildings to be intimidating and remarked that 'blocky structures' are intimidating.
- They observed the vital role played by council buildings, and felt the Civic Hall is well located and like that it brought people and activity to the precinct. They suggested the Civic Hall could be used more intensely and offer after-school activities.
- They recognise the importance of public transport and found the city an accessible place to visit. They recognise the train station has a good layout and is centrally located. They noted they 'feel safe walking to the station' through the precinct.
- Accessing and moving around the city centre easily and safely is essential. Students suggested that Railway Street be closed and made into one big public space. They want to see wider footpaths and fewer cars in the city centre.
- They value the range of small businesses and like the activity on the street that these small shops provide. Cafés and restaurants are essential, and they have their favourite places to visit - 'We love Waminda - it is the best.'



LOCAL LEGAL PRACTITIONERS AND ADVOCATES

Insights were gathered from local legal practitioners on their daily work experience and as a proxy for feedback from community members using court services that would otherwise not be captured in the survey.

Practitioners and advocates noted that government support services (e.g. Department of Housing for tenancy advice, Legal Aid and Family Advisors Support Service) should be near courts to enable ease of wayfinding. Practitioners also suggested locating federal courts within the precinct would assist community members to access a variety of court services.

The provision of parking near the court for the duration of the sitting time is important, particularly for vulnerable witnesses or victims. Paid parking was suggested as appropriate to manage other users monopolising the parking.

Safety in the precinct was of paramount concern. A library and spaces for children to play were considered appropriate inclusions in the precinct, with careful consideration that access points should not directly face the entrance to the court.

SUMMARY OF THE COMMUNITY DESIGN ASPIRATIONS

Consultation helped identify community design aspirations for the precinct and a range of uses that could effectively co-locate.

Key design aspirations were:

1

The precinct should be welcoming.

Located opposite the train station, the community views the precinct as a major gateway and arrival point to the CBD, setting visitors' expectations about what they will experience.

Green spaces and outdoor dining were identified as welcoming design attributes with youth adding that the choice of colour is important. Youth also suggested the existing tunnel underpass is upgraded and replaced with a pedestrian crossing, overpass, or air bridge.

2

The precinct should deliver uncluttered contemporary spaces offering a green connection to nature and year-round enjoyment.

The community identified that the public spaces should provide year-round enjoyment with access to winter sun and summer shade.

Green and lush spaces with native trees, grasses, sandstone rock outcrops and water elements would provide a strong connection to nature and take the visitor on a journey with layered experiences.

3

The precinct should provide a variety of experiences and be multi-generational and inclusive.

Desirable public spaces are a destination in their own right and provide a range of experiences.

Currently, the precinct functions as a business destination or space to walk through.

The community would like to have a new CBD destination to enjoy with a mix of activities that cater to people of all ages and abilities.

4

The precinct should support various activities and land uses to maintain year-round community interest.

Suggested inclusions were:

- A managed multi-functional space supporting various activities such as performing arts, rainy day market space, gallery space, cultural discovery, community training programs and regional tourism
- Varied green landscaped spaces that support a variety of experiences such as a children's playground, walking trail, and places to sit, relax and have a picnic
- Cultural and public art to add colour and interest
- Speciality boutiques offering unique retail experiences
- Cafés, restaurants and bars, with students highlighting the importance of interesting cafés and food experiences
- A new city library for socialisation and building cross-generation community connections, creating a new community hub.

5

The precinct should transition seamlessly from day to evening and weekday to weekend. It should feel comfortably busy.

The community recognised that successful public spaces:

- are consistently and comfortably busy
- are well maintained
- have good lighting and passive surveillance
- have good public transport
- are accessible and safe.

6

The precinct should respect its heritage, providing a sensitive transition between old and new.

The community indicated that new and contemporary buildings should respect the heritage significance of the Court House, associated Memorial Oval and Mawson Park.

7

The precinct should deliver inspiring architecture that is environmentally sustainable.

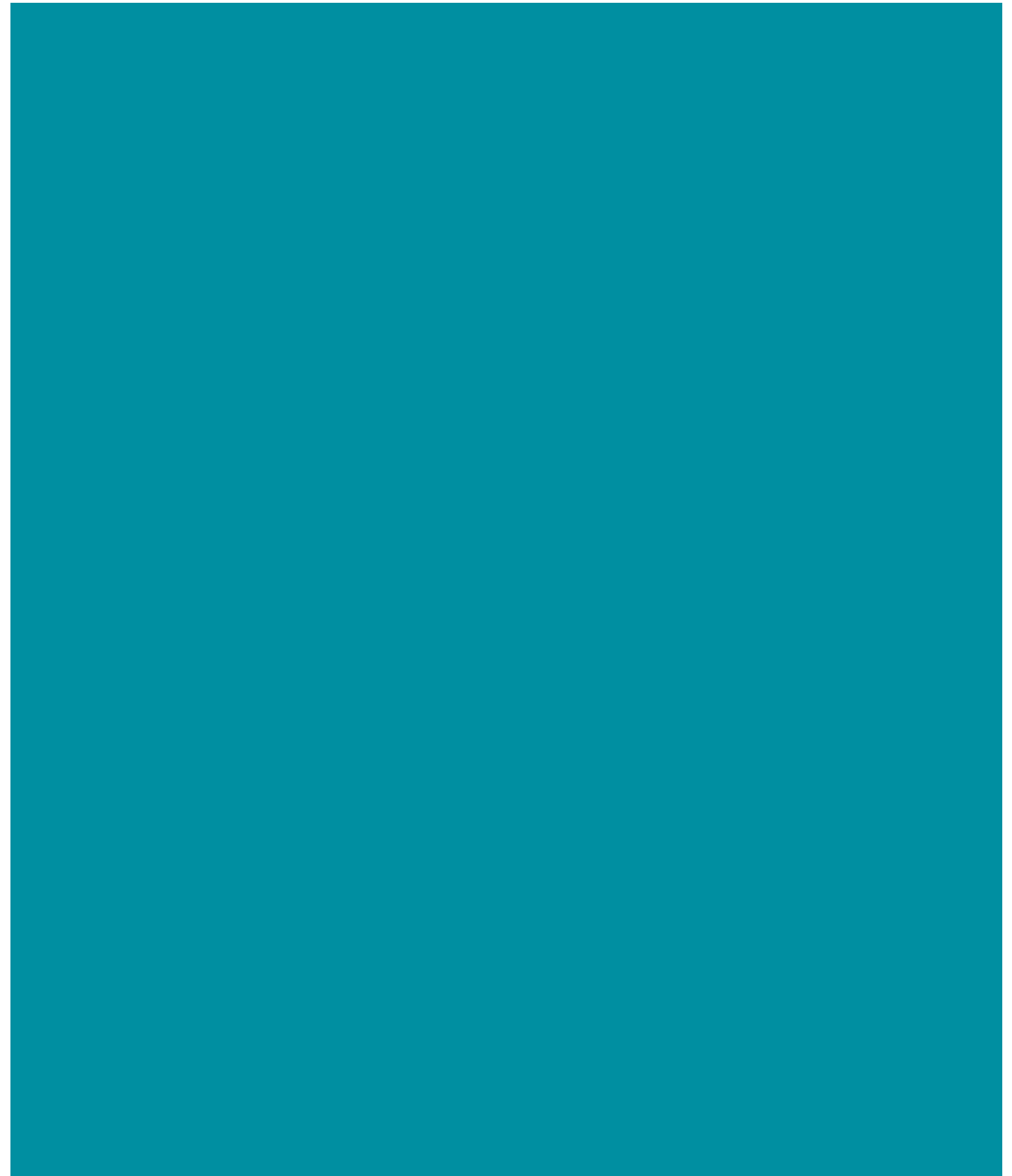
The community appreciates quality architecture with landscaping and colourful detailing. Raw concrete and block structures were not favoured.

The community indicated they would like the new city library to display landmark architecture.

8

The precinct should look to activate the Queen Street frontage.

The community indicated they would like the Queen Street frontage to connect to the precinct, with support for speciality retailing and outdoor dining experiences to promote the small business economy.



Australian Government



CAMPBELLTOWN

8.17 Our Call to the NSW Government for Support

Reporting Officer

Director City Growth
City Growth

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

That Council note the attached Call to the NSW Government for Support.

Purpose

To provide Councillors with a summary of our main advocacy priorities leading up to the New South Wales election in March 2023.

History

On Saturday, 25 March 2023, voters in New South Wales will be called to vote for their district representatives in the Legislative Assembly and members of the Legislative Council.

As each of the major parties forms their agenda for the upcoming election, it is an opportune time for Council to put forward our key infrastructure priorities and advocate for the new government to favourably respond.

Report

The attached publication is a summary of Campbelltown's call for investment in key infrastructure priorities including:

1. Connect Campbelltown: commit to deliver essential transport infrastructure for one of the fastest growing regions in the country.
2. Invest in jobs and services in our City Centre: including delivering renewed NSW court infrastructure in the Community and Justice Precinct, and a Service NSW Centre in Campbelltown.

3. Invest in Regional-Scale Infrastructure

- a. Campbelltown Arts Centre expansion to provide access to cultural opportunities and help build a creative economy.
- b. Campbelltown Sports Stadium expansion to drive economic activity, increase utilisation, support the growth of women's and grass-root sport and deliver sport and entertainment facilities to support the region's growth.
- c. Campbelltown Hospital expansion (stage 3) to support the health of our people living in the fastest growing region in Australia.

The publication is intended to be published on Council's website and used to assist conversations with various Ministers, Shadow Ministers and local Members of Parliament.

Attachments

8.17.1 Our Call to the NSW Government for Support Publication (contained within this report) [↓](#)

CAMPBELLTOWN CITY COUNCIL **OUR CALL TO THE NEW SOUTH WALES GOVERNMENT FOR SUPPORT**







**WE CALL UPON YOUR
COMMITMENT IN THE
UPCOMING ELECTION TO
SUPPORT OUR PRIORITY
INITIATIVES AND DELIVER
KEY OUTCOMES FOR OUR
CITY THAT WILL BENEFIT
OUR LOCAL COMMUNITY.**

CAMPBELLTOWN IS AT THE EPICENTRE OF ONE OF THE MOST SIGNIFICANT GROWTH CORRIDORS IN NSW.

As the southern gateway to Sydney, and designated as the metropolitan centre for the Macarthur Region in the Western Parkland City, our city needs infrastructure, investment and job growth to support this unprecedented population boom.

We have identified the priority initiatives that will ensure our city can transform into a self-sustainable, dynamic urban centre and enhance the liveability for our existing and future community.

We need the support of our NSW Government to deliver the outcomes our community deserves, in order to create a future that we can look forward to.





INITIATIVE SUMMARY

1. CONNECT CAMPBELLTOWN:

commit to deliver essential transport infrastructure for one of the fastest growing regions in the country.

2. INVEST IN JOBS AND SERVICES IN OUR CITY CENTRE:

- a. Community and Justice Precinct.
- b. Service NSW Centre in Campbelltown.

3. INVEST IN REGIONAL INFRASTRUCTURE:

- a. **Campbelltown Arts Centre expansion:** to provide the South West Sydney community access to new cultural opportunities and help build a creative economy.
- b. **Campbelltown Sports Stadium expansion:** to drive economic activity through major event content, increase stadium utilisation, support the growth of women's sport, and deliver sport and entertainment facilities to support the region's growth.
- c. **Campbelltown Hospital expansion (Stage 3):** to support the health of the people living in the fastest growing region in Australia.





INITIATIVE 1: CONNECTING CAMPBELLTOWN

Aligning growth with a focus on connectivity will ensure sustainable and transit-supported development, activate our centres with people, reduce the travel cost burden on the young family demographic, ensure Macarthur residents can easily access employment opportunities, minimise traffic generation on already congested roads and maximise the draw of Campbelltown as a destination centre.

Residents of the Macarthur region have suffered for years from a lack of ongoing investment in critical public transport and road infrastructure. Not only does this leave the region heavily congested, it makes the population more dependent on private vehicles than ever before to access jobs, healthcare, education and other services. It also discourages business investment and job creation in Campbelltown.

We need an integrated and efficient transport network which supports employment, business and the environment, and delivers the necessary transport infrastructure for one of the fastest growing regions in the country. These works not only support investment in the city, they will connect our people to jobs in the Aerotropolis and at Western Sydney Airport, improve CBD vibrancy and liveability, reduce our reliance on cars, and optimise access to and use of existing rail and CBD services.

We need the NSW Government's support to: Provide better connections into and around Campbelltown to improve liveability, relieve car congestion in our city centre and encourage business investment and job creation in our city.

We need the government to commit to funding a number of essential connectivity projects for the people of the Greater Macarthur region, including:

Rail

- Deliver the rail connection from Western Sydney International Airport, via Bradfield, to Glenfield (Leppington extension) as the most cost efficient, next phase of rail.
- Investigate, protect and deliver of the complete North South Rail link between Western Sydney International Airport and Campbelltown-Macarthur.
- Restore the timetabled direct connection from Campbelltown to Parramatta.
- Consider the faster rail connection from Canberra to Sydney, via Campbelltown as a first stage.
- Consider the electrification of rail south of Macarthur Railway Station to connect the southern Macarthur Region to the Campbelltown City Centre.

Rapid Bus to Western Sydney Airport

- Deliver a truly rapid bus service from Campbelltown to Western Sydney Airport prior to its opening. A rapid bus should be equal to or faster than a car, legible, frequent and safe.

Road

- Provide south facing ramps on to the M31 from the new Spring Farm Parkway (currently under development).
- Alleviate pressure on Narellan Road, by improving connections south of Campbelltown, including the entire Spring Farm Parkway from Appin Road to Spring Farm, and Menangle Road improvements.
- Deliver planned connections through Glenfield to enable activation of the key strategic centre (identified for growth and supported by a planned Integrated Health Hub).
- Alleviate freight route issues to Western Sydney Airport from all of Campbelltown's industrial lands. For example, replace bridges with restrictive load limits into the Minto industrial areas with new structures that meet Australian guidelines on weight bearing loads enabling freight connections to the M31 and on to Western Sydney Airport.

DID YOU KNOW?

- More than 68% of Campbelltown residents use private modes of transport to travel to work, compared to just 58% of Greater Sydney residents.
- More than 66% of Campbelltown residents travel outside of the local government area for work.
- Unreliable bus services on congested routes like Narellan Road are not meeting south-western Sydney residents' needs for first and last mile rail connections.
- This contributes to the region's costly dependence on the private car. Every day, more than 2,500 commuter car parking spaces at Campbelltown train stations are relied on by residents from other local government areas. This adds to congestion and reduces the liveability of Campbelltown's local centres.



Campbelltown train station

INITIATIVE 2: CREATE JOBS AND ACCESS TO SERVICES IN CAMPBELLTOWN CITY CENTRE

Campbelltown City Centre is the metropolitan centre of Macarthur, where our community should be able to access everything they need to live, work and study. Our community deserves equity of access to all of these services, including justice services. We know that it can take years for people living in Western Sydney to have their matter heard in Court, which causes incredible distress to families across the Western Parkland City.

Campbelltown provides the infrastructure and ecosystem necessary to accommodate additional courts that would alleviate the prolonged court waiting times.

Together, we've been working to develop a master plan for the proposed South West Sydney Community and Justice Precinct to accommodate courts and justice services alongside government, commercial and educational facilities that would stimulate the economic and social value of this 5-hectare government-owned site.

The master plan is being led by the Western Parkland City Authority, with co-contribution of \$1.2m from the Australian Government, NSW Government and Council, to be completed by the end of 2022.

After almost a year of collaborating to develop the plan it has become critical to its success that we have a commitment of investment to build the courts and provide confidence to the private development sector and Council to continue its work and deliver the benefits to the people of south west Sydney.

We understand that the NSW Government is considering the expansion of the south west Sydney court network within the precinct to support capacity pressures of the existing local, district and children's courts while the Commonwealth's involvement presents an exciting opportunity to investigate the benefits of co-locating federal and state courts to service a rapidly growing and diverse region.

Council is considering locating its new city library and council chambers within the precinct and is currently sounding the tertiary education, development and financial sectors to attract a university presence.

This project could set a new benchmark for social justice in Australia by improving access to courts and community services, while also enhancing education and high-value careers and employment opportunities for the Western Parkland City's rapidly growing communities.

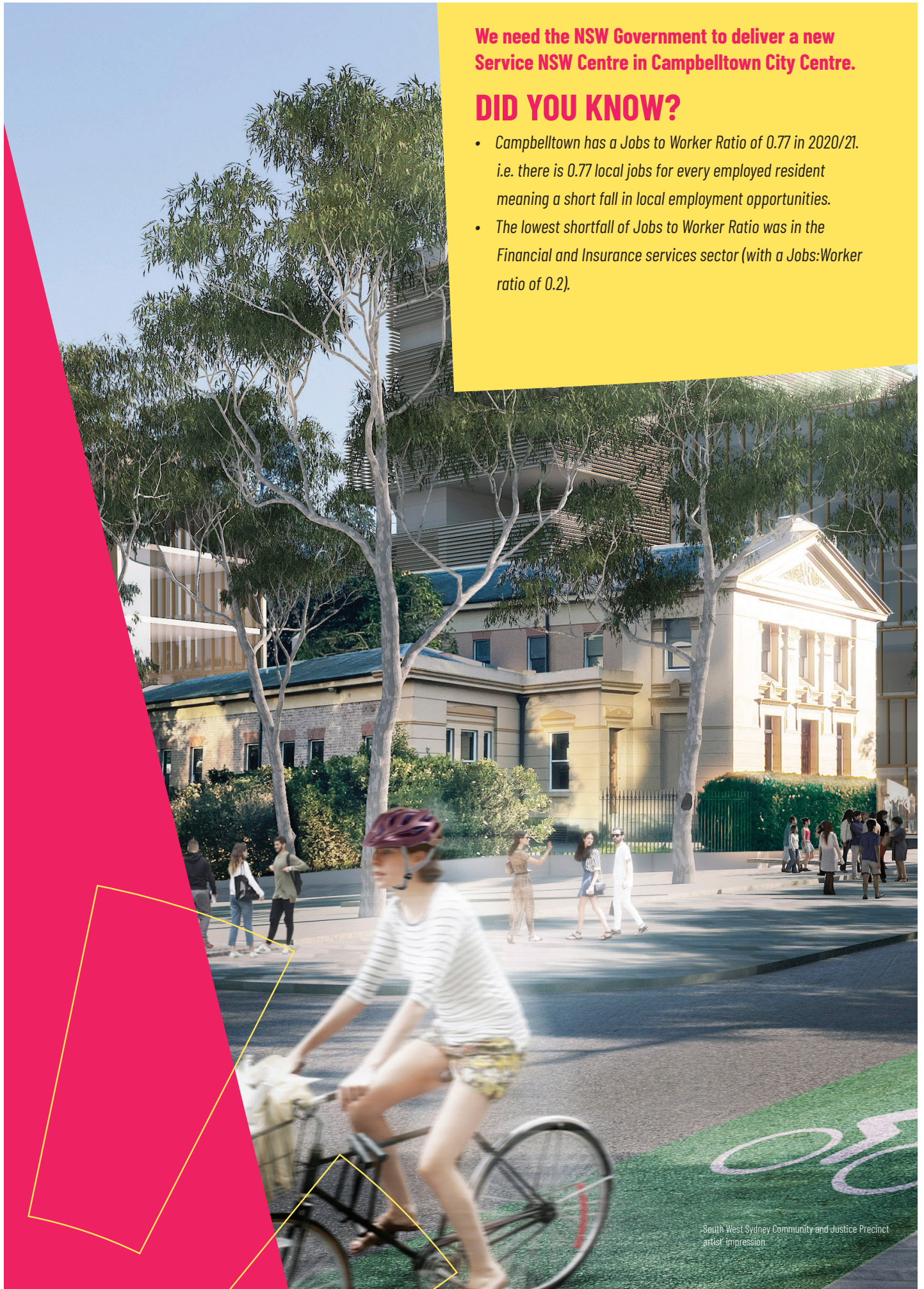
We need the NSW Government commitment to the delivery of new Court Infrastructure within the South West Sydney Community and Justice Precinct.

The Community and Justice Precinct is the ideal location for a new Service NSW Centre to serve the growing population. The previous NSW 'Motor Registry' was removed from Campbelltown in 2015 with no replacement.

We need the NSW Government to deliver a new Service NSW Centre in Campbelltown City Centre.

DID YOU KNOW?

- *Campbelltown has a Jobs to Worker Ratio of 0.77 in 2020/21. i.e. there is 0.77 local jobs for every employed resident meaning a short fall in local employment opportunities.*
- *The lowest shortfall of Jobs to Worker Ratio was in the Financial and Insurance services sector (with a Jobs:Worker ratio of 0.2).*



South West Sydney Community and Justice Precinct
artist impression

INITIATIVE 3: INVEST IN REGIONAL INFRASTRUCTURE

Expand Campbelltown Arts Centre

Campbelltown Arts Centre is the peak arts and cultural facility in greater south west Sydney. It produces high quality, community engaged artistic programs across visual arts, dance, music and performance that are recognised locally, nationally and internationally, and is one of the most attended arts centres in Western Sydney.

Currently servicing Greater Sydney, Macarthur and Southern Highlands, Campbelltown Arts Centre's audience catchment is 750,000 but conservative estimates suggest it will increase to more than 1.5 million by 2036. We embrace the growth and diversity it will bring to our programs, but need to expand to accommodate the demand for arts and cultural activities, and provide opportunities for our people by building a creative economy.

Campbelltown needs the future government to fund the redevelopment and expansion of Campbelltown Arts Centre to provide for the rapidly growing south west Sydney population. The expansion will build on the strengths of the existing facility and will grow to meet the demands of the community, as well as the education sector; we all should have access to cultural facilities close to where we live in the same way we have other services delivered in our region.

Some of the inclusions for the proposed expansion are a 318 seat black box theatre, new gallery space, additional performance rehearsal rooms and studios, retail spaces, a cafe and bar, and increased permanent collection storage space.

The building would also be oriented to better connect with Campbelltown's high street and the broader cultural precinct.



We need the NSW Government's support to: expand Campbelltown Arts Centre to provide the south west and Macarthur regions with access to exceptional cultural opportunities and help build a creative economy in line with population growth.

DID YOU KNOW?

- Nearly one-third of NSW's entire population live in Western Sydney, yet there are currently no NSW State Cultural Institutions servicing this rapidly growing community as they are located more than 50km away from Campbelltown CBD.
- The closest local government run arts and cultural centres that receive annual state-funding are almost 20km from Campbelltown CBD, with the remaining Centres located more than 45km away.

INITIATIVE 3: INVEST IN REGIONAL INFRASTRUCTURE

Extend Campbelltown Sports Stadium

Campbelltown Sports Stadium is a council-owned and managed asset in Campbelltown, the metropolitan centre for the Macarthur Region. It is home to Macarthur FC (A-League Football) and Wests Tigers (NRL) teams. With a venue capacity of 17,500, the stadium hosts over 50 event days a year, attracting televised national and international sporting events, which has included the Matildas football qualifiers, A-League Football, FFA Cup, Asian Champions League, Australian Supercross Championships, Pacific International Rugby League Test, NRL matches and top tier state based competitions.

The stadium is also a training venue for the FIFA 2023 Womens Football World Cup. Significant capital investment is required to increase ground capacity and improve both player and spectator amenities and ensure the long-term financial sustainability of the Stadium for the South-west Sydney region.

Stadium Grandstands

The Stadium's grandstands were constructed in the 1980s and in many respects have reached the end of their useable life, particularly with respect of the facilities provided for sporting bodies, media and in user experience expectations. Investment in renewing the stadium infrastructure is essential to assist Council in retaining this level of sporting competition for the region and ensure that the Stadium's infrastructure is commensurate with stakeholder expectations and contemporary building standards.

Sport and Health Centre of Excellence

Campbelltown City Council is keen to develop a Sport and Health Centre of Excellence (CoE) within the Campbelltown Sports Stadium. Working in partnership with Western Sydney University (WSU) and in collaboration with other stakeholders, which includes the Macarthur Bulls, West Tigers and the South-West Sydney Academy of Sport (SWAS) the CoE will be specifically designed and developed to provide programs that are in alignment with National and State sporting bodies, to support talent development pathways for athletes into elite sport through innovation in sports science and research programs. The facility will leverage of professional sporting bodies and other sporting associations (Little Athletics, Football NSW, Athletics NSW and SWSAS) to deliver community development and outreach programs to engage schools and the local community in community health and well-being programs. Campbelltown calls on NSW Government to provide financial support to deliver this Centre; noting the Australian Government has contributed \$7.2m to the \$11.3m that Council has committed to the realisation of this initiative for the region.

We need the NSW Government's support to: extend Campbelltown Sports Stadium to support the growing community and attract visitation to south west Sydney.

DID YOU KNOW?

- Campbelltown Sports Stadium is the most accessible venue in the state: **within 80 metres of a railway station** (Leumeah Station) with direct connections to the M31, M7 and M5. It is 20 minutes from the new Western Sydney Airport and directly connected to Sydney Airport via rail on the T8 line.



Campbelltown Sports Stadium artists impression

INITIATIVE 3: INVEST IN REGIONAL INFRASTRUCTURE

Extend Campbelltown Hospital (Stage 3)

Campbelltown Hospital has recently undergone its Stage 2 development, however, requires further expansion to meet the needs of the fastest growing region in Australia. Government may obtain a greater utility of investment if it focusses on existing assets in strategic locations, such as Campbelltown, rather than developing new assets in other locations which may disrupt the established network.

Campbelltown has the skilled workforce to support the expansion, and has strong partnerships with Western Sydney University and other key partners in the Health and Education precincts to ensure training opportunities are harnessed.





We need the NSW Government to extend Campbelltown Hospital (Stage 3) to support the fastest growing region in Australia.

DID YOU KNOW?

- Campbelltown Hospital predominately services a local residential catchment, with over 70% of the hospital's activity being for local residents.*



Adult overweight and obesity rate

vs 63.3% for NSW and 60.6% for Greater Sydney



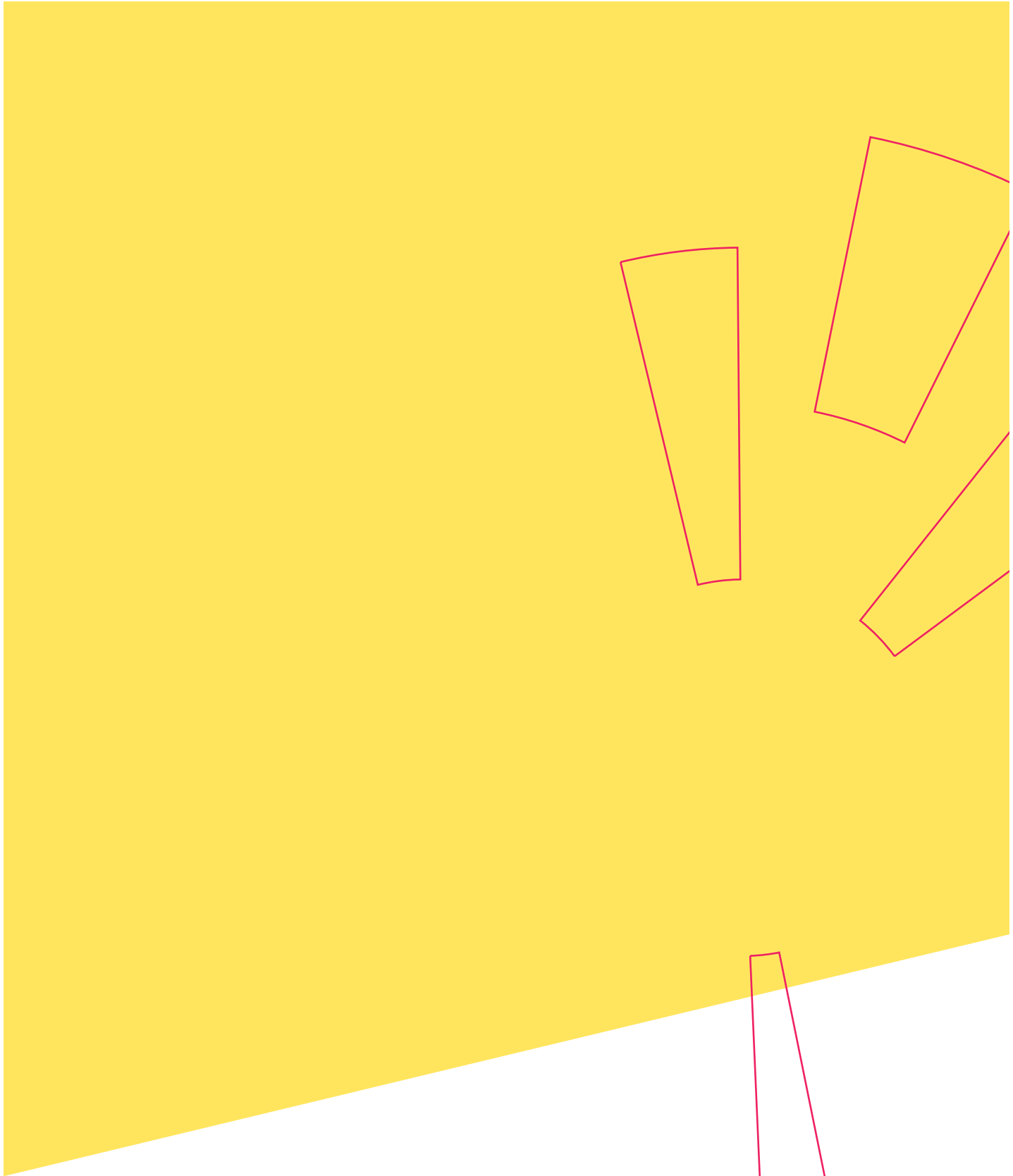
Life expectancy

vs NSW 83.3 years



Diabetes rate

vs NSW 4.6%



9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION**11.1 Bus Services in Campbelltown LGA**

Notice of Motion

Councillor Masud Khalil has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 11 October 2022.

1. That Council writes to the Hon. David Elliott MP, Minister for Transport and Ms Jo Haylen MP, Shadow Minister for Transport, advocating for the following:
 - a) implementation of an enhancement to the bus service network in Macarthur Heights to improve the residents' access to Campbelltown Station.
 - b) establishment of bus services for students to and from schools in Campbelltown Local Government Area to reduce traffic congestion outside the school and ensure greater safety for the school children.
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11.2 Selective schools in Campbelltown LGA

Notice of Motion

Councillor Masud Khalil has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 11 October 2022.

1. That Council writes to the Hon. Sarah Mitchell MLC, Minister for Education and Early Learning and Ms Prue Car MP, Shadow Minister for Education, advocating for the following:
 - a) creation of an additional selective school in the Campbelltown Local Government Area to serve the region's growing population.
 - b) conversion and upgradation of Macquarie Fields High School from partially selective to fully selective school to provide for and accommodate more gifted and talented students.
 - c) conversion and upgradation of Sarah Redfern High School to a partially selective school to provide for and accommodate more gifted and talented students.
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11.3 Footbridge over Bow Bowling Creek

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 11 October 2022.

1. That Council provide a report on the feasibility of building a footbridge over Bow Bowling Creek (causeway) at Bow Bowling towards Minto.
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12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Domestic Waste Contract - Project 24

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

commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

