



**CAMPBELLTOWN  
CITY COUNCIL**

# **ORDINARY BUSINESS PAPER**

**13 SEPTEMBER 2022**

## COMMON ABBREVIATIONS

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



06 September 2022

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 13 September 2022 at 6:30 pm.

Lindy Deitz  
General Manager

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## Agenda Summary

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## **1. ACKNOWLEDGEMENT OF LAND**

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

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

## **2. APOLOGIES/LEAVE OF ABSENCE**

Nil at time of print.

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

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

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

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

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##### **Report**

That the Minutes of the Ordinary Meeting of Council held 9 August 2022 are presented to Council for confirmation.

##### **Attachments**

3.1.1. Minutes of the Ordinary Meeting of Council held 9 August 2022 (contained within this report)

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# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 9 August 2022.

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**Minutes of the Ordinary Meeting of the Campbelltown City Council held on 9 August 2022**

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

**1.       ACKNOWLEDGEMENT OF LAND**

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

**Council Prayer**

The Council Prayer was presented by the General Manager.

**2.       APOLOGIES/LEAVE OF ABSENCE**

Nil.

### 3. CONFIRMATION OF MINUTES

#### 3.1 Minutes of the Ordinary Meeting of Council held 12 July 2022

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

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

That the Minutes of the Ordinary Council Meeting held 12 July 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

**155/2022** The Motion on being Put was **CARRIED**.

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### 4. DECLARATIONS OF INTEREST

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

#### **Pecuniary Interests**

Nil

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

Councillor Karen Hunt – Item 8.1 – Planning Proposal – 80 O'Sullivan Road, Leumeah.

Councillor Hunt advised she is a member of the Sydney Western City Planning Panel and will leave the Chamber.

Councillor George Brticevic Item 8.1 – 80 O'Sullivan Road, Leumeah.

Councillor Brticevic advised he is a member of the Sydney Western City Planning Panel and will leave the Chamber.

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

Councillor Warren Morrison – Item 8.10 – 24 Hour Fight Against Cancer

Councillor Morrison advised that he is the Chairperson for Fight Against Cancer Macarthur Inc. and will leave the chamber.

Councillor Warren Morrison – Item 14.2 – Lease on Council Investment Property.

Councillor Morrison advised he owns a business in the vicinity of the complex and will leave the chamber.

#### **Other Disclosures**

Nil

## 5. MAYORAL MINUTE

### 5.1 Our City, Our Region, Our Future.

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It was **Moved** Councillor Greiss:

#### **Recommendation**

That the information be noted.

**156/2022** The Motion on being Put was **CARRIED**.

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## 6. PETITIONS

### **Procedural Motion**

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

That Item 6.1 be considered with Item 11.5

**157/2022** The Motion on being Put was **CARRIED**.

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### **6.1 Establishment of a District Park in Midlothian Reserve, St Andrews**

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

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

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

**158/2022** The Motion on being Put was **CARRIED**.

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## 7. CORRESPONDENCE

### 7.1 Campbelltown Billabong Parklands Project

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

#### Officer's Recommendation

That the letter be received and the information be noted.

**159/2022** The Motion on being Put was **CARRIED**.

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### 7.2 Campbelltown Billabong Parklands Project

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

#### Officer's Recommendation

That the letter be received and the information be noted.

**160/2022** The Motion on being Put was **CARRIED**.

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## 8. REPORTS FROM OFFICERS

**Meeting note:** Having declared an interest in Item 8.1 Councillor Brticevic and Councillor Hunt left the Chamber at 7:15 pm and did not take part in the discussion or vote on the matter

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### 8.1 Planning Proposal – 80 O’Sullivan Road, Leumeah

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

#### Officer's Recommendation

1. A decision on item 8.1 be deferred to a future meeting of the Council, in accordance with the written request received from the Applicant on 9 August 2022.

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

Voting against the Resolution were Nil.

**161/2022** The Motion on being Put was **CARRIED**.

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**Meeting note:** At the conclusion of the discussion regarding Item 8.1 Councillor Brticevic and Councillor Hunt returned to the Chamber at 7:17 pm

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## 8.2 Planning Proposal - Amendment to Land Reservation Acquisition Map - Camden Road, Kellicar Road, Tindall Street and Hurley Street, Campbelltown

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

### Officer's Recommendation

1. That Council endorse the Planning Proposal at attachment 1 which seeks to amend the Campbelltown Local Environmental Plan 2015 by removing the land acquisition reservation layer from properties at Lot 1 Camden Road, Lot 1 Kellicar Road, 1-5 Hurley Street and 4 Tindall Street, Campbelltown.
2. That subject to recommendation no. 1, the Planning Proposal be forwarded to the Department of Planning and Environment for a Gateway Determination.
3. That subject to the receipt of a Gateway Approval, public exhibition be undertaken in accordance with the Gateway Determination.
4. That Council request the Minister delegate the authority for the making/finalising of the Planning Proposal to the General Manager.
5. That following the completion of public exhibition, a report be presented to Council on the outcomes of public exhibition.

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

Voting against the Resolution were Nil.

**162/2022** The Motion on being Put was **CARRIED**.

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### 8.3 Illegal Rubbish Dumping

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

#### Officer's Recommendation

1. That Council received and note the information contained within this report.
2. That Council staff work with the Department of Housing to establish an Illegal Dumping Education Program specific to addressing illegal dumping of waste in the Department of Housing areas.
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.
4. That Council refer a motion to LGNSW to lobby state Government for all Council's to be able to employ a dedicated staff member, engaged to prevent and respond to illegally dumped waste

**163/2022** The Motion on being Put was **CARRIED**.

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### 8.4 Development Application Status

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

#### Officer's Recommendation

That the information be noted.

**164/2022** The Motion on being Put was **CARRIED**.

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## 8.5 Multicultural Communities Advisory Committee - Terms of Reference

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

### Officer's Recommendation

That the Multicultural Communities Advisory Committee Terms of Reference be adopted.

**165/2022** The Motion on being Put was **CARRIED**.

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## 8.6 Campbelltown Sport and Health Centre of Excellence Update

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

### Officer's Recommendation

That the Council:

1. Endorse the relocation of the Campbelltown Sport and Health Centre of Excellence from its proposed Macarthur Heights location to the Campbelltown Sports Stadium precinct as the Cost Benefit Analysis indicates this provides a greater level of benefit to the community.
2. Notes that a number of funding options are being pursued and a further report will be brought back to Council prior to the commencement of any further development work and the report include the following:
  - a. The financial modelling for the Centre of Excellence (COE) along with timelines, forecasted cost and actual cost.
  - b. Outline a timeline of all formal correspondence in relation to all negotiations relating to the project in the report.
  - c. Itemise grants received for the COE and the status of those grants in the report

**166/2022** The Motion on being Put was **CARRIED**.

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## 8.7 Reports and Letters Requested

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

### Officer's Recommendation

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

**167/2022** The Motion on being Put was **CARRIED**.

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## 8.8 Rate assistance and hardship support

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

### Officer's Recommendation

That the information be noted.

**168/2022** The Motion on being Put was **CARRIED**.

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## 8.9 Investments and Revenue Report - June 2022

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

### Officer's Recommendation

That the information be noted.

**169/2022** The Motion on being Put was **CARRIED**.

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**Meeting note:** Having declared an interest in Item 8.10 Councillor Morrison left the Chamber at 7:27 pm and did not take part in the discussion or vote on the matter.

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### **8.10 24 Hour Fight Against Cancer Macarthur**

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

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

That Council determine the request for a 3 year sponsorship arrangement the 24 Hour Fight Against Cancer Macarthur 2022 to 2024 including coverage of the cost of Campbelltown Athletics Stadium hire, security and cleaning associated with the 24 Hour Fight Against Cancer Macarthur Annual Walk event as detailed in the report.

**170/2022** The Motion on being Put was **CARRIED**.

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**Meeting note:** At the conclusion of the discussion regarding Item 8.10 Councillor Morrison returned to the Chamber at 7:33 pm.

### **8.11 Gordon Darling Foundation - Travel Grant**

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

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

That Council authorise Council's Head of Curatorial and Curator Contemporary Visual Art to travel to South East Asia and Europe in 2022 for the purposes of research, relationships and content development.

**171/2022** The Motion on being Put was **CARRIED**.

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## **9. QUESTIONS WITH NOTICE**

Nil

## **10. RESCISSION MOTION**

Nil

## 11. NOTICE OF MOTION

### 11.1 LED Street Lighting

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

#### 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 09 August 2022.

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

**172/2022** The Motion on being Put was **CARRIED**.

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### 11.2 Electric Vehicle Charging

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

#### 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 09 August 2022.

That Council present a report:

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

**173/2022** The Motion on being Put was **CARRIED**.

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### 11.3 Use of 1080 Poison

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

#### Notice of Motion

Councillor Matt Stellino has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 09 August 2022.

1. That Council do not use 1080 poison (Sodium Fluoracetate) & Strychnine poison on all council owned and/or managed lands.
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.
3. That Council develop an education program for private landholders as to the dangers of using 1080 poison (Sodium Fluoracetate) & Strychnine poison to non-target native species.

**174/2022** The Motion on being Put was **CARRIED**.

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### 11.4 Grass Cutting

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

#### Notice of Motion

Councillor Masood Chowdhury has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 09 August 2022.

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.

**175/2022** The Motion on being Put was **CARRIED**.

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## 11.5 District Park - Midlothian Reserve, St Andrews

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

### Notice of Motion

Councillor Darcy Lound has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 09 August 2022.

That Council:

1. Notes that the 2016 State of Play Strategy recommended enhancing Midlothian Reserve in St Andrews to a district park within 3-5 years.
2. Further notes that a district park in Midlothian Reserve is yet to be delivered.
3. Investigates and reports to Council as soon as possible when delivery of Midlothian Reserve as a district park can be expected before the end of 2023.

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

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.

A Division was recorded in regard to the Resolution for Item 11.5 with those voting for the Motion being Councillors G Greiss, W Morrison, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Councillors D Lound, K Hunt, M Chowdhury, R Manoto, M Oates and M Khalil.

The Amendment was Carried and became the Motion.

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**176/2022** The Motion on being Put was **CARRIED**.

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

That a Division was recorded in regard to the Resolution for Item 11.5 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

**12. URGENT GENERAL BUSINESS**

### 13. PRESENTATIONS BY COUNCILLORS

1. Councillor Darcy Lound attended the Rotary Club of Ingleburn and the Bangladesh Community fundraiser for the flood victims in Bangladesh and the homeless in Campbelltown on 7 August with Councillor Chowdhury, Councillor Hunt and Councillor Khalil. Councillor Lound thanked the Rotary Club of Ingleburn and the Bangladesh Community for hosting such a great initiative and putting on a fun and colourful event.
2. Councillor Karen Hunt on 29 July attended the 25<sup>th</sup> Anniversary of the South West Sydney Academy of Sport (SWSAS) with the Mayor Councillor Greiss, Deputy Mayor Councillor Morrison, Councillor Lound and Councillor Chew as well as neighbouring Councillor Academy representatives and the member for Camden representing the Minister. Councillor Hunt presented a certificate from the member for Campbelltown, Greg Warren MP, to commemorate the anniversary. 16 athletes received awards for excellence in their respective sports discipline. 12 coaches also received awards to acknowledge their continuous years of services to the academy. Ryan Carter (triathlon) and Thomas Noakes (decathlon) were the joint recipients of the Chairperson's Award. Councillor Hunt extended her congratulations to all SWSAS athletes and coaches and is looking forward to seeing the names of many athletes on the world stage in the future.
3. Councillor Karen Hunt on 5 August attended the Kids of Macarthur Women's Trust luncheon along with the General Manager and Council staff. The Kids of Macarthur Health Foundation Women's Trust raises funds for the Paediatric Loan Pool to provide necessary paediatric equipment to the Children's Ward of Campbelltown Hospital. This year the Foundation pledged to provide ankle and body supports so children can walk, run and jump and get to participate in all fun kid things. Councillor Hunt commended the Foundation for its tireless work for our local hospital and acknowledged Council's continued sponsorship of this great local charity.
4. Councillor Masood Chowdhury on 8 August attended the Nepalese Teej Festival with Councillor Lound and Anoulack Chanthivong, Member for Macquarie Fields. The celebration was organised by the Macarthur Region Nepalese Community. The Teej festival is an all-women celebration where married and not married women seek the blessings of Goddess Parvati.
5. Councillor Warren Morrison on 16 July represented the Mayor with Councillor Chowdhury at the NSW Rural Fire Service Macarthur District - Kentlyn Rural Fire Brigade Medal/Clasps - Long Service Medals/Clasps Ceremony. Councillor Morrison congratulated and thanked all the recipients on their service achievements. Council Morrison gave a special mention to Lido Turrin for 66 years of service to the Kentlyn Rural Fire Brigade.
6. Councillor Warren Morrison on 18 July represented the Mayor at the Campbelltown Hospital Auxiliary Annual General Meeting. Councillor Morrison thanked all the volunteers working in the background for the hospital auxiliary.
7. Councillor Morrison on 19 July attended the Jubilee awards for the 50<sup>th</sup> year service to the community with the Mayor - Councillor Griess, and Councillor John Chew. Councillor Morrison congratulated and thanked everyone on what was a great event.
8. Councillor Warren Morrison on 20 July represented the Mayor at the Grand opening of Spotlight which has now moved to Campbelltown Mall. Councillor Morrison congratulated and thanked Spotlight for putting on a fantastic grand opening.

9. Councillor Warren Morrison on 29 July attended the 25<sup>th</sup> Anniversary of the South West Sydney Academy of Sport with the Mayor - Councillor Greiss, Councillor Hunt, Councillor Lound and Councillor Chew. Councillor Morrison congratulated the nominees and thanked their parents for their commitment to helping their children meet their personal best.
10. Councillor Warren Morrison on 1 August attended the NSW Pacific Communities Meeting at Minto Community Centre. Councillor Morrison thanks Mal Fruean for doing such a great job and bringing the pacific community of NSW together.
11. Councillor Matt Stellino advised of the unfortunate death of, Jimmy, a Koala struck on Peter Meadows Road who happened to be in his breeding prime. Councillor Stellino recognised Peter Meadows Road as an impact zone for koalas and asked Council to consider variable message signs to alert motorists to look out for koalas especially during breeding season which is August to February. Councillor Stellino thanked the wildlife respondents and carers who respond to these incidents.
12. Councillor John Cotter on 30 July represented the Mayor at the Youth Solutions Ball. The Ball was a great event which raised over \$50,000. Councillor Cotter thanked Geraldine and her team, with a special acknowledgment for Amanda, for all the work they put into the event. Councillor Cotter also advised that late Paul Hawker was acknowledged on the night for his support of youth solutions.
13. Councillor John Chew on 4 August attended the Local Government Week awards which recognises Councils from across NSW. Councillor Chew gave a big congratulations to Campbelltown City Council and the amazing staff who received a highly commended award for their work on the Budjari Mudjingaal, Arts and Culture project.
14. Councillor Riley Munro on 31 July attended the National Tree Day Planting at Milton Park with Campbelltown City Bush Care and Greening Australia with Mayor - Councillor Greiss and Councillor Stellino. Councillor Munro thanked the staff, volunteers and community members for planting trees for the successful event.

## 14. CONFIDENTIAL REPORTS FROM OFFICERS

### Confidentiality Recommendation

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

### Confidentiality Recommendation

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

#### **Item 14.1 Licence Agreement over Council Land**

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

#### **Item 14.2 Lease On Council Investment Property**

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

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

**177/2022** The Motion on being Put was **CARRIED**.

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**The Ordinary Meeting of Council was adjourned at 9:59 pm and reconvened as a meeting of the Confidential Committee at 10:00 pm.**



## Recommendations of the Confidential Committee

### 14.1 Licence Agreement over Council Land

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

#### Officer's Recommendation

1. That Council endorse the commencement of a public notification process, under the *Local Government Act, 1993*, over part Lot 50 DP845826 for the purpose of entering into a licence 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.
3. 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*.

**178/2022** The Motion on being Put was **CARRIED**.

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**Meeting note:** Having declared an interest in Item 14.2 Councillor Morrison left the Chamber at 10:03 pm and did not take part in the discussion or vote on the matter. Being the last item to be considered, Councillor Morrison advised the chamber that he would not be returning when the Open Council Meeting was reconvened.

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### 14.2 Lease On Council Investment Property

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

#### Officer's Recommendation

1. That Council endorse the proposed terms of a new lease on the subject property on terms and conditions set out in this report.
2. That Council endorse all documentation associated with this transaction is executed by way of delegated authority under Section 377 of the *Local Government Act 1993*.

**179/2022** The Motion on being Put was **CARRIED**.

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

**Motion**

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

**180/2022** The Motion on being Put was **CARRIED**.

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**At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 10:05 pm**

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

**Motion**

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

**181/2022** The Motion on being Put was **CARRIED**.

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There being no further business the meeting closed at 10:06 pm.

Confirmed by Council.

..... General Manager ..... Chairperson

#### **4. DECLARATIONS OF INTEREST**

**Pecuniary Interests**

**Non Pecuniary – Significant Interests**

**Non Pecuniary – Less than Significant Interests**

**Other Disclosures**

## **5. MAYORAL MINUTE**

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

#### **Recommendation**

That the information be noted.

Sunday 1 September 1822 saw the first Catholic Mass in Macarthur, held on a wintry, wet and stormy day in Campbelltown, at the site of the present-day Mawson Park.

As a result of the rainstorm that faced Father John Joseph Therry and the parishioners, they made their way to the nearest building – the unfinished St Peter’s Anglican Church. While the Anglican rector, Thomas Reddall was not pleased with this, the matter went no further and remains an intriguing occurrence in our city’s history.

Campbelltown continued without a Catholic church for many years. In 1825 a parcel of land on a hilltop overlooking Campbelltown at the corner of Broughton and George Street was donated, however it was many years before the church building was completed.

Father Therry offered the first Mass at St Johns on 27 July 1834 while the church was under construction. The construction continued until 1841 when the Church of St John the Evangelist was officially opened with a Solemn High Mass by Father Murphy, the Vicar-General of NSW.

Later, in response to the difficulty of parishioners to travel up the hill to attend the church, a better location in Cordeaux Street next to the presbytery was chosen and work began on a new building. The new church which was officially opened on 22 May 1887.

It was great to celebrate this important part of Campbelltown’s past and recount more than a century of history of St John the Evangelist Parish, Campbelltown at a special Mass of Thanksgiving on 28 August 2022.

I would like to thank the Most Reverend Brian Mascord DD and priests of the Diocese for the invitation to attend the concelebrated Mass and for the opportunity to recognise the 200th anniversary of the first Catholic Mass be celebrated in Campbelltown and the Diocese of Wollongong.

#### **Attachments**

Nil

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## 5.2 Inspiration and limitation

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**Recommendation**

That the information be noted.

I am heartened by the ongoing debate this Council has had in the last few months. Councillors have been entering into what I believe to be a good-spirited debate about the roles and responsibilities of the Council and what we are and should be providing for our community. Our community is best served by having their Councillors engage in such debates, defining and redefining our roles and responsibilities as we strive to meet our community's needs.

Of course, we are not unique; the debates about the roles and responsibilities of Local Government are always ongoing, and the theoretical approach to Local Government discussion is always constant.

The tension in the discussion exists between the role of Local Government as the ability of elected political representatives to self-govern on the one hand and that of service providers on the other. Scholars argue that the tension between democracy and efficiency are reflective of tension between how councils originally evolved in Australia, by a decree of the state to regulate local resources or by a petition of the community to self-govern these resources.

Interestingly, Campbelltown Council was the result of a petition to the Governor by prominent residents who wished to create a Municipality. The Governor granted the creation in 1882, and the first election occurred on the 23rd of February 1882. Nine aldermen were elected from which the first Mayor, John Ahearn took office.

Volumes are written about Local Governments in the Australian and international context. I hope to contribute to these debates in the future. Here I will only share some of the ideas that I believe to be the most important for making decisions in the best interests of the people of Campbelltown.

The first underlying principle that should always guide our decisions, as best argued by Wickwar (1970) is:

Since Local Government, like all public administration in the modern state, is essentially a creature of law, its political theory has been, to a large extent, identical with its legal philosophy. As such, a legal perspective on local government would assert that local government is simply what the law determines it to be.

Simply stated, council roles and responsibilities are best defined by the Local Government's laws and regulations developed by the NSW Government. I previously highlighted that there are over 50 pieces of legislation that govern Local Government in NSW, providing scope and limitations that we will work through in the future.

While we, and Local Government NSW, actively advocate to the NSW Government on issues and legislation that we believe need to be addressed for the Council to deliver better for the community. We should not, we will not, and we cannot function outside the limits of the legal framework set for us by the NSW Government.

I hope my fellow Councillors will join me in this agreement and continue to work and advocate for our community to ensure our advancements within this complex legal framework.

Unfortunately, the next item in this Mayoral Minute is a NSW Government directive that I and many in Local Government disagree with. However, as I will explain, our decision was to comply with it, to ensure we do not disrupt our services or shake the trust of our community.

### **Accounting Treatment of NSW Rural Fire Service Assets**

The NSW Rural Fire Service (RFS) has been a significant part of the history and landscape of NSW emergency response and the lead combat agency for bushfires for over 100 years. The RFS works on risk management programs to reduce bushfire hazards, reduce fire ignitions and develop regulations for bushfire-prone areas to reduce the likelihood and consequence of fires occurring. The RFS in NSW works closely with other agencies to respond to structure fires, motor vehicle accidents and storms that occur within their districts.

We all must acknowledge the tremendous efforts of the NSW RFS, particularly the RFS brigades that operate in the Campbelltown LGA, and their contribution to safeguarding our community against some of the most uncontrollable natural disasters in our history.

There has been a long-standing dispute over the accounting treatment of the NSW RFS Red Fleet in NSW. The NSW Government determines the RFS assets are the "property" of councils and must be recorded in the Council's financial statements, with the Council required to absorb all depreciation costs and risks associated with control of the assets.

Many Councils and Local Government NSW (LGNSW) disagree. Councils do not have any decision making power in acquiring, deploying or disposing of these Red Fleet assets. Comparable assets held by Fire & Rescue NSW and the State Emergency Service are not vested anywhere other than with the organisations that purchase, use, maintain and dispose of them.

The dispute escalated with the Auditor-General's 2021 Report on Local Government, which has reinforced this position and is now applying pressure on councils and the Office of Local Government (OLG) to conform to this determination. The latest Audit Report has made further impositions on Council by:

- recommending Council undertakes a stocktake of RFS assets and records the value in Council's financial statements;
- warning that if Council does not recognise the assets it will be found non-compliant and will have a high risk finding reported; and
- calling on the NSW Department of Planning and Environment (OLG) to intervene where councils do not recognise rural firefighting equipment.

Should Council not follow the Auditor's direction, and if the circumstances surrounding this do not change, Council will receive a qualified audit report. A qualification in relation to a set of year-end financial statements is a serious matter, with potential implications that include:

- Significant reputational damage to Council, Councillors and Employees;
- potential intervention from the Office of Local Government (e.g. a Performance Improvement Order);
- lack of eligibility for certain grants; and
- lack of eligibility for NSW Treasury low-cost loan initiatives.

I acknowledge the ownership of assets has a level of subjectivity and interpretation based on the differences between documented agreements and what happens in practice. On balance, Councils believe the RFS brigade assets control lies with the NSW Government. However, in the interest of complying with the Audit Office directive, Campbelltown Council will recognise RFS Red Fleet assets in the FY22 Financial Statements and continue to advocate for change.

We will continue to support the Local Government NSW (LGNSW) position and write to our local Members of Parliament, NSW Treasurer, Minister for Emergency Services and Resilience and the Minister for Local Government, as well as the Shadow Treasurer, the Shadow Minister for Emergency Services and the Shadow Minister for Local Government:

- Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
- Calling on the NSW Government to take immediate action to permanently address inequities and inconsistencies around the accounting treatment of Rural Fire Service assets by acknowledging that rural firefighting equipment is under the control and the property of the Rural Fire Service; and
- Amend s119 of the *Rural Fires Act 1997* (NSW) to make it clear that Rural Fire Service assets are not the property of councils.

### **Advocacy Update**

We are coming to a critical time in the NSW election cycle, when political parties are formalising their plans and promises for the upcoming NSW state election in March 2023. As such, it is also a time when we must formalise our advocacy agenda as a Council and a community.

I have asked the General Manager to prepare a Campbelltown advocacy priority document, as we have done in the past, to be endorsed at the October Council meeting. The advocacy document intends to state our primary strategic direction clearly and what we hope the NSW Government will provide for us to achieve it. I look forward to that discussion and working with our colleagues in the NSW Government to ensure we get our fair share in the years ahead.

Unfortunately, all attempt to meet with Federal Ministers have not yet been successful. I hope that will change after the October budget update. I will continue to write and seek meetings to advocate for our community regardless of responses.

I acknowledge that members of our community often work and use services outside our LGA, elsewhere in our region. I have recently met with the other seven Mayors of the Western Parkland Councils (Blue Mountains, Camden, Fairfield, Hawkesbury, Liverpool, Penrith and Wollondilly) to talk about regional priorities and commonalities. While we agree on some things, we disagree on others.

We will continue to use this forum to work through these issues. Regardless of the outcome of this forum, I will continue to work with my Mayoral colleagues from neighbouring Councils to improve the outcomes for our communities.

### **Actions Update**

I have committed to numerous actions through my previous Mayoral Minutes and would like to provide an update on the progress.

Our enhanced City Cleansing Program, as part of our focus on city amenity and appeal, is well-underway. We recently took possession of a new hot water pressure cleaning truck, which will contribute to improving the everyday aesthetic and cleanliness of Campbelltown's major central business districts. Under this program, we will increase our focus on road sweeping, litter collection, asset and infrastructure cleaning and improved weed control and landscape maintenance in the Campbelltown and Ingleburn CBDs.

Already this year we have completed a range of city enhancing projects including new play space upgrades at Bon Wrightson Reserve in Campbelltown and Colorado Reserve at Kearns, along with new fitness equipment at Harvey Brown Reserve in Blair Athol.

Beautification works at the corner of Dumaresq and Hurley Streets are also now complete, which included a series of car park, footpath and landscaping works. Works are also well underway on a range of streetscape improvements in the Ingleburn town centre, where we're improving the appeal and aesthetic of this important centre with footpath and pavement upgrades and new plantings.

Planning has also begun for a range of new and upgraded play spaces that will be commencing soon at Leumeah, Macquarie Fields, Kearns and Ruse.

I would like to thank the Council staff for their efforts in undertaking these works and their commitment to this program that will enhance our city and neighbourhoods. I will continue to provide updates on these achievements as they continue.

### **Attachments**

Nil



**6. PETITIONS**

**7. CORRESPONDENCE**

Nil

## 8. REPORTS FROM OFFICERS

### 8.1 Development Application Status

#### Reporting Officer

Director City Development  
City Development

#### Community Strategic Plan

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

#### Officer's Recommendation

That the information be noted.

#### Purpose

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

#### Report

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

Councillors be provided with monthly information detailing the status of each report considered by the Local Planning Panel (LPP), 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

8.1.1 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	Waiting on information from applicant		<a href="#">906/2020/DA-SW</a>
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		<a href="#">4604/2020/DA-SW</a>
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		<a href="#">504/2021/DA-SW</a>
535/2021/DA-SW	Woolwash Road, Greengate Road, Teeswater Place, Wallinga Place, Katella Place and Mamre Crescent, Airds	Stage 7 Airds/Bradbury Renewal - Subdivision of 71 existing lots to create 214 lots comprising of 207 residential lots, 2 lots for future development, 1 lot containing an existing senior housing development	\$13,914,412	>\$5 million capital investment value Crown development	Waiting on information from applicant		<a href="#">535/2021/DA-SW</a>

DAs to be considered by the Sydney Western City Planning Panel							
DA No.	Address	Description	Value	Authority Criteria	Status	Determination	Link
3944/2021/DA-CD	Goldsmith Avenue, Campbelltown	Concept master plan for a high density residential and mixed use development (to be known as Macarthur Gardens North), and construction of Stage 1 of the master plan, including roads, parks, civil works, landscaping and subdivision of the site	\$509,000,000	>\$5 million capital investment value Crown development	Under assessment		<a href="#">3944/2021/DA-CD</a>
2510/2022/DA-I	395 Pembroke Road, Minto	Waste management facility (e-waste)	\$2,846,800	Designated development	Preparing for public exhibition		<a href="#">2510/2022/DA-I</a>
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	Under assessment		<a href="#">2020/2022/DA-CW</a>
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	Under assessment		<a href="#">1990/2022/DA-C</a>
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	Preparing for public exhibition		<a href="#">3142/2022/DA-SL</a>

DAs to be considered by the Department of Planning							
DA No.	Address	Description	Value	Authority Criteria	Status	Determination	Link
NIL	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	Link
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		<a href="#">2675/2008/DA-S</a>
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		<a href="#">1786/2020/DA-C</a>
2687/2018/DA-SW	Appin Road, Gilead	Subdivision of land and associated civil works into 139 residential lots and 3 residue lots	\$7,972,417	More than 10 unique objections, planning agreement	Assessment in progress		<a href="#">2687/2018/DA-SW</a>
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		<a href="#">681/2018/DA-SW</a>
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		<a href="#">680/2021/DA-BH</a>

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	Preparing for public exhibition		<a href="#">3190/2022/DA-RA</a>
3720/2020/DA-O	Macquarie Fields Park, Fourth Avenue, Macquarie Fields	Construction of a mobile telecommunications tower	\$250,000	Council owned land	Waiting on information from applicant		<a href="#">3720/2020/DA-O</a>
3/2022/DA-C	64 Harold Street, Macquarie Fields	Construction of alterations and additions to the existing restaurant	\$890,000	Council owned land	Assessment in progress		<a href="#">3/2022/DA-C</a>
3467/2021/DA-CW	Farrow Road, Campbelltown	Bulk earthworks and construction of retaining walls, drainage works and vehicular entry and exit points to Blaxland Road	\$643,500	Council owned land	Waiting on information from applicant		<a href="#">3467/2021/DA-CW</a>
3259/2020/DA-C	66 Kittyhawk Crescent, Raby	Alterations to an existing dwelling and construction of a 72 place child care centre	\$822,900	More than 10 unique objections	Waiting on information from applicant		<a href="#">3259/2020/DA-C</a>
3263/2021/DA-C	263 Queen Street, Campbelltown	Restoration of the existing heritage-listed building, demolition of the commercial building at the rear of the site and construction of an eight storey commercial building with basement car parking	\$32,978,000	>\$30 million capital investment value	Waiting on information from applicant		<a href="#">3263/2021/DA-C</a>
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		<a href="#">810/2021/DA-BH</a>

<b>DAs to be considered by the Local Planning Panel</b>							
<b>DA No.</b>	<b>Address</b>	<b>Description</b>	<b>Value</b>	<b>Authority Criteria</b>	<b>Status</b>	<b>Determination</b>	<b>Link</b>
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-65development	Preparing for public exhibition		<a href="#">2278/2022/DA-RA</a>

<b>DAs with a value of \$1 million or more approved under delegated authority since last Council meeting</b>							
<b>DA No.</b>	<b>Address</b>	<b>Description</b>	<b>Value</b>	<b>Authority Criteria</b>	<b>Status</b>	<b>Determination</b>	<b>Link</b>
3573/2021/DA-C	77 Bardia Avenue, Bardia	Construction and operation of a child care centre and associated car parking, site and landscaping works	\$2,179,433	Delegated	Completed	Approved with conditions	<a href="#">3573/2021/DA-C</a>
2574/2020/DA-RS	8 First Avenue, Macquarie Fields	Demolition of existing structures, construction of two dwellings and subdivision into two lots	\$1,332,100	Delegated	Completed	Approved with conditions	<a href="#">2574/2020/DA-RS</a>

## 8.2 Campbelltown Wildlife and Environment Advisory Committee - Terms of Reference

### Reporting Officer

Director City Development  
City Development

### Community Strategic Plan

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

### Officer's Recommendation

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

### Purpose

To seek Council's adoption of the draft Terms of Reference (refer to attachment 1) for the Campbelltown Wildlife and Environment Advisory Committee.

### History

The Campbelltown Wildlife and Environment Advisory Committee (the Committee) was proposed by the Council in 2022.

A meeting was subsequently convened and held on 30 August 2022 with interested Councillors in attendance. The meeting was chaired by Councillor Matt Stellino, who led a discussion on the development of the Committee's Terms of Reference.

In attendance at the meeting were Councillors M Stellino (Chairperson); M Chowdhury; J Cotter; R Manoto; W Morrison; R Munro and M Oates. Also in attendance were the Director City Delivery – Jim Baldwin, the Executive Manager Open Space – Ian Andrews and the Council's Coordinator Natural Areas – Mitchell Clark.

### Report

#### About the Advisory Committee

The proposed Campbelltown Wildlife and Environment Advisory Committee will act as an advisory committee of the Campbelltown City Council, in alignment with Council's Community Engagement Framework.



Specifically, the purpose of the Campbelltown Wildlife and Environment Advisory Committee is to provide advice, input and feedback to Council on issues that fall within the parameters of its authority in relation to local wildlife and the local environment, and to assist in the advocacy and promotion of the importance and value of our local wildlife and the local environment.


The Committee will also assist and support the development of strategies that promote best management and practices for the protection of local wildlife and the local environment, and provide advice on and support community partnerships to assist the delivery of strategic priorities and activities that promote local wildlife and the local environment.

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**

- 8.2.1 Campbelltown Wildlife and Environment Advisory Committee - Terms of Reference (contained within this report) [↓](#)

	<b>City Delivery/City Development</b>
<b>Campbelltown Wildlife and Environment Advisory Committee</b> <b>Terms of Reference</b>	

**Name:**

Campbelltown Wildlife and Environment Advisory Committee.

**Interpretation:**

For the purposes of these guidelines;

"**Member**" means member of the Committee.

"**Council**" means the Council of the City of Campbelltown.

"**Committee**" means the Campbelltown Wildlife and Environment Advisory Committee.

"**Council Officer**" means staff of Campbelltown City Council.

**Scope**

Advisory Committees provide advice, input and recommendations to support Council's decision-making and actions in alignment with Council's Community Engagement Framework.

Advisory committees do not have a budget, delegation or decision making powers.

**The Role of the Committee is:**

- To provide advice, input and feedback to Council on issues that fall within the parameters of its authority in relation to local wildlife and the local environment.
- To provide advice to support the development of strategies that promote best management and practices for the protection of local wildlife and the local environment.
- To provide advice on and support community partnerships to assist the delivery of strategic priorities and activities that promote local wildlife and the local environment.
- To advocate for and promote the importance of local wildlife and the local environment within the Local Government Area.
- To support the implementation of priority actions contained with Councils endorsed Plans and Strategies that relate to the protection and management of local wildlife and the local environment.
- Not to operate in a regulatory or authoritative capacity.

**DATA AND DOCUMENT CONTROL**

City Delivery/City Development  
DocSet:

Revised Date:  
Review Date:

Version: 1  
Page 1

## Guidelines of Operation

### 1. Role within Council

- 1.1. The Committee is an advisory committee of the 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 in a Campbelltown City Council owned premises, or online, or a combination of both for Members and invited guests.

### 3. Chairperson

- 3.1. The Chairperson of the Committee shall be one of the Councillors appointed to the Committee by the Council and so nominated to be the Chairperson by the Council and will be appointed for the term of the Council.
- 3.2. The Campbelltown City Council Mayor by virtue of that office, is a Member of all committees of the Council. If the Mayor is in attendance at the meeting, they may choose to assume the Chair for the duration of the meeting.
- 3.3. If the Chairperson and the Mayor are unable to attend the meeting, an Acting Chairperson should be elected from within the Committee membership.

### 4. Membership

- 4.1. Members of the Committee are appointed for the term of the Council.
- 4.2. Membership of the Committee is on an unpaid and voluntary basis.
- 4.3. The Committee membership shall include a maximum of ten people comprised of Councillors and Council Officers.
- 4.4. The Members of the Committee shall include:
  - 4.4.1. Councillors as nominated by the Council.
  - 4.4.2. The General Manager or their nominee.
  - 4.4.3. Director City Delivery or their nominee.
  - 4.4.4. Director City Development or their nominee.
  - 4.4.5. Executive Manager Open Space
  - 4.4.6. Executive Manager Urban Release and Engagement
  - 4.4.7. Council Officers as and when required by the Committee, who provide administrative support (secretariat) and/or have expertise and involvement in the development of policies, programmes, services and plans for local wildlife and the local environment.
- 4.5. Role of the Members
  - 4.5.1. Abide by Council's Code of Conduct and other related policies and protocols.

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- 4.5.2. Attend and participate in meetings of the Committee (including planning sessions and relevant training).
  - 4.5.3. Work co-operatively with other Members in achieving the role 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 community, on Council's role, responsibilities and its decisions relating to the Committee.
  - 4.5.8. All Members have voting rights on recommendations to the Council if a consensus is not established.
- 4.6. Ex-officio Members
- 4.6.1. Non-member Council Officers who are invited to attend a Committee to provide administrative support (secretariat) and/or professional guidance and expertise, current information and policy advice, are deemed to be Ex-officio Members of the Committee.
  - 4.6.2. Ex-officio Members and/or other invited external experts are only required to attend the Committee meeting for the agenda item that they have been invited to attend for.
  - 4.6.3. At the conclusion of the agenda item/s for which an ex-officio member and/or an external expert was invited to attend, their attendance will be thanked and they will be requested to leave, prior to the continuation of the Committee meeting.
  - 4.6.4. Ex-officio members have no voting rights.

## 1. Quorum

- 1.1. A quorum is half plus one of the membership of the Committee.
- 1.2. 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 that meeting.
- 1.3. Invited Council Officers do not form part of the quorum.

## 2. Meeting Frequency and Attendance

- 2.1. Meetings of the Committee shall be convened within each climactic season. The Chairperson will give 4 weeks' notice of the meeting date to all Members of the Committee.
- 2.2. Committee Members other than Councillors cease to be a Member of the Committee if the Member:
  - 2.2.1. Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the Member's absence; or

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- 2.2.2. 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.

### **3. Committee Agenda**

- 3.1. Written agenda items shall be forwarded to the Committee Secretariat no later than fourteen days prior to the next meeting. Agenda items must be emailed in the defined format. Late items will be subject to acceptance by the Committee.
- 3.2. The meeting agenda shall be forwarded to the Committee Members no less than seven days prior to the meeting date of the respective Committee meeting.

### **4. Committee Minutes**

- 4.1. The minutes of all proceedings at the Committee meeting shall be documented.
- 4.2. A copy of the minutes shall be forwarded to all Members within two weeks of the date of the meeting.
- 4.3. Members are to advise of any errors or omissions from the minutes within 7 days of the respective meeting date.
- 4.4. Following acceptance of the minutes by the Members, the minutes are to be presented to the Council for consideration and endorsement.

### **5. Confidentiality and Conflict of Interest**

- 5.1. 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.
- 5.2. 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.
- 5.3. Where Committee meetings include confidential information relating to Members or the business being discussed, Members are required to respect principles of confidentiality.
- 5.4. All Members must abide by Council's Code of Conduct at all times.
- 5.5. 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.

### **6. Changes to Terms of Reference**

- 6.1. The Terms of Reference may be altered, rescinded or added to by the Council.

### **7. Issues not covered by the Terms of Reference**

- 7.1. The Committee cannot consider items outside the Terms of Reference.

### **8. Dissolution of Committee**

- 8.1. The Council may by resolution dissolve the Committee at any time without cause.

## **END OF GUIDELINES**

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### 8.3 Revised Policy - Library Collection Development

#### Reporting Officer

Manager Community Learning & Libraries  
City Lifestyles

#### 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 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.

#### Purpose

To seek Councils endorsement of the Library Collection Development Policy.

#### History

The abovementioned Policy has been updated to reflect State Library of NSW guidelines.

#### Report

Campbelltown City Library service maintains a number of print and non-print collections across its 4 physical branches and its digital library. The Library also maintains a number of specialist collections including Community Language, Family History, Large Print, Literacy/Numeracy and Local Studies collections. The Collection Development Policy outlines the principals around purchasing and disposing of items in the collection; details the length of time items will remain the collection; and allows for the development of new non-traditional collections, such as the Cake Tins and Discovery Kits.

In May 2018, Council endorsed Connect, Create, Learn: Our Future is Limitless Library Strategic Plan 2018-2038. This plan outlines the direction of the library service for the next 20 years and includes recommendations on future locations of libraries (based on projected growth), programs and services and collection sizes. Whilst this policy does not specify exact sizes of specific collections, it provides principals the selection of items across the library service.

The objectives of this Policy are to:

- Ensure the provision an up-to-date collection that meets the current and future educational and recreational needs of the Campbelltown community in suitable formats.
- Provide guidance to staff in developing collections meeting the educational and recreational needs of the community.
- Provide quality collections that promote literacy and enjoyment of reading within the community.


Once the Policy is approved by Council it will be available on the Council website.

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

## **Attachments**

8.3.1 Library Collection Development Policy 2018 (contained within this report) [↓](#)

8.3.2 Updated Library Collection Development Policy (contained within this report) [↓](#)

		<b>POLICY</b>
Policy Title	Library Collection Development Policy	
Related Documentation	Connect, Create, Learn: Our future is limitless Library Strategic Plan 2018-2038 Asset Management Policy Disposal Policy	
Relevant Legislation	Library Act 1939	
Responsible Officer	Community Learning and Library Services Lead	

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

### Objectives

The objective of this Policy is to facilitate the following:

1. To provide an up-to-date collection that meets the current and future educational and recreational needs of the Campbelltown community in suitable formats
2. To provide guidance to staff in developing collections which meet the educational and recreational needs of the community
3. To provide quality collections that promote literacy and enjoyment of reading within the community

### Policy Statement

#### Background

The Campbelltown Local Government area (LGA) is located 53 kilometres southwest of Sydney and covers an area of 312 square kilometres. It borders Glenfield in the north, Menangle Park in the south, Scenic Hills in the west and the Georges River in the east. The LGA is strategically positioned along the Hume Highway with transport links north to the Sydney metropolitan area.

Campbelltown City is a residential and rural area, with substantial commercial and industrial areas. Public Library services have operated in Campbelltown since 1883 and have expanded over time in order to meet the increasing demand for access to informational and recreational resources and services. Currently there are four physical libraries in the network, located at Campbelltown, Eagle Vale, Ingleburn and Macquarie Fields.

Further access to resources is provided through our Home Library Service, which caters for those who are housebound, and through an extensive array of online databases and other online resources which are made available through the libraries webpage.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Lifestyles <b>Section:</b> Community and Culture <b>DocSet:</b>	<b>Adopted Date:</b> 00/00/00 <b>Revised Date:</b> 00/00/00 <b>Minute Number:</b> 000 <b>Review Date:</b> 00/00/00	<b>Page:</b> 1 of 12



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The library service also maintains a number of specialist collections including Aboriginal, Community Language, Family History, Higher School Certificate (HSC), Large Print, Literacy/Numeracy and Local Studies collections. The service takes a proactive approach to the development of literacy in the local community with programs such as Books for Babies, Baby Read and Rhyme lap-sit sessions, regular story-times, HSC lectures and school holiday activities, all designed to promote literacy to children, their parents and caregivers in a supportive environment.

In May 2018, Council endorsed *Connect, Create, Learn: Our Future is Limitless Library Strategic Plan 2018-2038*. This plan outlines the direction of the Library Service for the next 20 years and includes recommendations on future locations of libraries (based on projected growth), programs and services and collection sizes.

Campbelltown is undergoing significant development and population growth, as well as continuing changes in the demographic nature of the city. As such, Campbelltown City Library is committed to developing library services and resources which are responsive to the community. This Policy outlines the principles for developing library resources to meet the current and future educational and recreational needs of the Campbelltown community.

**Council Assets**

Campbelltown City Council has adopted an Asset Management Policy which sets the broad framework for undertaking asset management in a structured and coordinated way. The Asset Management Policy aims to provide a guideline for asset management from acquisition through to disposal in a transparent manner. The policy states:

- “An asset is a resource controlled by Council which has a value and purpose as a result of past events and from which future economic benefits are expected to flow to Council.”
- “All physical assets under Council’s control that have a life exceeding 12 months and replacement value greater than the Council’s minimum asset limits are recorded”.

Principles set out in the Asset Management Policy which would apply to the library collections and their maintenance include:

- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service
- An inspection process will be used as part of asset management procedures to check that service levels are maintained and that asset renewal priorities have been established.
- Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets
- Asset provision will incorporate sustainability elements in their delivery and functional capability.

**Funding of Collections**

The Collection Development budget is allocated annually in July each year. In addition to expending the annual budget, the library will endeavour to build partnerships with educational, social and entrepreneurial bodies so as to provide funding support for some aspects of collection development.

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Adjustments to the budget may be made in line with the CPI or after analysis of population figures regularly published in the Community Profile. Budget distribution is also based on priorities laid out in the Library Strategic Plan. However, budget resources are finite and collection priorities may alter from year to year in order to maintain collection currency.

Campbelltown City Library Service is registered as a Deductible Gift Recipient (DGR) under Division 30 of the Income Tax Assessment Act 1997. The Library can accept monetary bequests and gifts for material or equipment where appropriate.

**Donations**

The library does not accept donation of items unless of significant value to the local community. The library reserves the right to discard donations received at any time in line with the Inventory Management Procedure. Any donations accepted become the property of the library.

**Replacement of Lost or Damaged Items**

Lost, damaged or long overdue items will incur a replacement fee equal to the value of the item, plus a nominal processing fee. Campbelltown City Library Service does not accept replacement copies for lost, damaged or long overdue or damaged. The decision to replace such an item will be made in line with this Policy.

**Scope**

This policy includes all material collected and held by the Campbelltown Library Service.

**Definitions**

**The Library** – refers to Campbelltown City Library Service and all associated branches.

**Selection** – the act of selecting appropriate material for the library.

**De-selection** – the removing of material from the library collection according to the policy.

**Legislative Context**

Library Act 1939

**Principles**

Items considered for inclusion in the library collection will be assessed on the following criteria:

- Relevance and anticipated interest to the community
- Popularity of author
- Quality of binding or materials
- Australian content
- Subject contribution to a balanced subject
- Suitability of format
- Material held in high regard for its accuracy, style and language
- Material produced by a local author or of local historical value and interest

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Resources that will not be added to the collection include:

- Items prohibited by Australian law
- Superseded, out of date or fragile material – unless specifically acquired for the Local History Collection
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers
- Items in a format not in general use

**Specific Collections**

**Fiction**

The Library aims to provide a broad spectrum of contemporary and classic titles, to all ages, in excellent condition. This includes junior, young adult and adult titles.

Selection Criteria

- Best sellers
- Authors and publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- General fiction, including crime, horror, romance, science fiction and westerns etc.
- Fiction titles by local authors will be acquired for inclusion in the borrowing and Local Studies collections

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Titles may be replaced with contemporary editions if demand warrants.

**Non-Fiction**

The non-fiction lending collection will include material that provides information for life-long learning, education support, recreation and leisure for all reading levels. This includes junior, young adult and adult titles.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- Publications that support the academic needs of Campbelltown’s students

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

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Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Some areas of this collection, such as Computer Science, Law, Health and medicine, and Travel, are considered for de-selection after a period of three years. Titles may be replaced with contemporary editions if demand warrants.

**Reference Collections**

The Reference Collection will provide current, accurate and non-circulating material that supports quick and easy access to information on diverse subjects. The emphasis is on materials designed to be consulted for information rather than consecutive reading.

Selection Criteria

- High quality non-fiction material, at a tertiary level, that compliments the lending collection.
- Legal Information Access Centre (LIAC) and Drug Info @ Your Library provided by the State Library of NSW
- Research material on specialised subjects of interest to Campbelltown’s community

Exclusion Criteria

- Items prohibited by Australian law
- Superseded, out of date or fragile material
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers
- Items in a format not in general use
- Items more suited to the lending collections
- Textbooks

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Some areas of this collection, such as Law, Health and medicine, and street directories, are considered for de-selection after a period of one year.

**Periodical Collections**

The periodical collection will provide the community with current information on a variety of subjects and interests. Periodicals in languages other than English are selected to reflect Campbelltown’s diverse community.

Selection Criteria

- Items considered to be a reputable source of news on science and current affairs
- Items with a high level of demand from community
- Subjects with a high rate of obsolescence and so not covered widely in the monograph collection.
- Subjects not covered in the monograph collection

Exclusion Criteria

- Items with a “Restricted” classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Prohibitively expensive items
- Items unavailable through normal library suppliers

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**De-selection**

Issues are retained for up to one year depending on frequency, popularity and condition.

**DVDs and Music CDs**

The library will provide a range of recreational and informational titles on DVD. This includes Junior, Young Adult and Adult titles. The Library will place restrictions of access on material as advised by the Office of Film and Literature Classification. A classification and explanatory statement is clearly marked on material considered unsuitable for people under the age of 18 years.

A selection of music CDs covering a wide range of musical tastes is maintained by the Library.

**Selection Criteria**

- Relevance and anticipated interest to the community
- Popularity of subject
- Australian content

**Exclusion Criteria**

- Items prohibited by Australian law
- Items with a "Restricted" classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

**De-selection**

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

**Audio Books**

The Library will provide a collection of fiction and non-fiction audio books covering a wide range of interests and genres. These titles, available in CD and electronic formats, have appeal for general readership as well as the visually impaired.

**Selection Criteria**

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- General fiction, including crime, horror, romance, science fiction and westerns etc.
- Non-fiction titles cover a wide range of popular subjects

**Exclusion Criteria**

- Items prohibited by Australian law
- Items with a "Restricted" classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

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De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

**Cultural and Linguistically Diverse Collections**

The City of Campbelltown has a culturally diverse population with, noted by the ABS Census 2016, 31.4% of its residents born overseas and 24% of Campbelltown residents born in a country where English was not the first language. This population is growing.

The library purchases material in community languages identified, through the Australian Bureau of Statistics, as being one of those most commonly spoken at home other than English. Material is sourced for customers, who speak languages other than these, through the State Library Multicultural Services. The collection is developed in consultation with relevant community groups located within the local government area.

Material is purchased to cater to all age groups and, where available, in all formats, including print, audio visual, magazine and downloadable electronic format.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Items considered a reputable source of news on science, and current affairs
- Items with a high level of demand from community

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most monographs and audio/visual items will be considered for de-selection after they have been in the collection for five years. Community language periodical issues are retained for up to one year depending on frequency, popularity and condition.

**Aboriginal Resources**

The library purchases material for lending and reference collections which contain content specific to Australia’s indigenous population in a variety of available formats. Where possible, the community will be consulted in the purchase of appropriate material and the collection.

Material is purchased to cater to all age groups and, where available, in all formats, including print, audio visual, magazine and downloadable electronic format.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Items considered a reputable source of information
- Items with a high level of demand from community
- Items recommended by the Aboriginal and Torres Strait Islander community

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community

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- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Aboriginal Resources will be considered for de-selection on the basis of condition and relevance.

**eCollections**

Electronic resources provide an opportunity for the library service to reach beyond the physical boundaries of the library walls to customers with limited mobility and those who simply elect to access recreational and educational resources electronically.

The library provides access to an extensive range of e-resources, including databases and downloadable lending collections, available via the libraries web site. These resources provide access to reference titles, as well as fiction and non-fiction e-books, e-audiobooks and magazines suitable for all age groups. Streaming music and movie services are also available.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- Items that are out of print, but with significant demand from the community
- Popular titles
- Publications that support the academic needs of Campbelltown’s students
- Family history research
- General recreational and lifelong learning subjects

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Items unavailable through normal library suppliers

De-selection

De-selection of e-resources depends on the loan model provided by the vendor. In most instances e-resources will be retained for the length of the contract and replaced or retained only if demand warrants. The library will also consider annual usage statistics when determining the renewal of contracts.

**Local Studies Collections**

Local Studies sources, acquires and preserves material which records the history of the Campbelltown area and its residents. Items in this collection may include the following formats:

- Books and pamphlets
- Audio/visual
- Maps
- Art and photography
- Newspapers and newspaper clippings
- Microfilm

The Local Studies collection is for use only within the library and is not available for loan.

Selection Criteria

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- Material that supports research of Campbelltown’s history and its residents
- Material written by Campbelltown residents.

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community

De-selection

Local studies material will be considered for de-selection on the basis of condition and relevance.

**Family History Collections**

The Family History collection provides genealogical resources aimed at helping library users research their ancestors. The Family History collection is maintained at the HJ Daley branch of Campbelltown City Library and is for use only within the library and is not available for loan. Items in this collection may include the following formats:

- Books and pamphlets
- Maps
- Microfilm and microfiche
- Online resources

Selection Criteria

- Titles specific to the study of family history
- Authors, publishers or corporate entities, specializing in genealogy, held in high regard with positive reviews from reputable sources
- Annually updated authoritative genealogy publications such as encyclopaedias, concordances, dictionaries, atlas’s etc.

Exclusion Criteria

- Items prohibited by Australian law
- Superseded, out of date or fragile material
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Family History material will be considered for de-selection on the basis of condition and relevance.

**Non-Traditional Collections**

Campbelltown City Library continually investigates, and reviews suggestions for, the introduction of non-traditional collections.

Items considered “non-traditional” that have been introduced for loan include, tablet computers, e-readers and decorative cake moulds. The library will consult with internal and external stakeholders when developing these collections, providing support for programs that contribute to an enhanced lifestyle for residents of Campbelltown.

Selection Criteria

- Relevance and anticipated interest to the community
- Suitability for repeated circulation

Exclusion Criteria

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- Items prohibited by Australian law
- Items with a “Restricted” classification
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal suppliers and so difficult to source

**De-selection**

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

**Collection Maintenance**

**Collection Reports and Evaluation**

Evaluation reports are periodically generated to provide responsible officers with data useful to maintaining collection currency, condition and relevance. These reports are produced through interrogation of the Library Management System and via third party statistics applications.

**De-selection**

Criteria for discarding an item include, but are not limited to:

- Items more than five years old
- Superseded editions
- Damaged items
- Items with a history of low or no circulation
- Multiple copies with diminished demand
- Superseded content

**Replacement**

Items will be replaced after damage or loss has made an item not suitable for loan if:

- there is still sufficient demand for the title
- the information in the item is still relevant and/or current
- if the title has not been superseded by a later edition

**Disposal**

Items considered to be no longer presentable or current will be offered for sale or disposed of in an environmentally responsible manner and in line with the Disposal Policy.

**Suggestions for Purchase**

The community can make suggestions for purchase online 24/7 using the Library’s online suggestion for purchase form. If the item conforms to the Collection Development Policy, it may be purchased and reserved for the customer.

The library does not guarantee that it will purchase a requested item but customers will be informed if their request has been unsuccessful.

**Community Feedback**

**Equity of Access**

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Campbelltown City is a community diverse in age, culture, political and social views. The Library aims to preserve the right of the individual to access information, where not restricted by law, even though the content may be controversial or considered objectionable by others.

The Library Service will provide equal access to all members of the community to information and resources that are, as far as possible, representative of all points of view on both historical and current issues.

**Complaints Regarding Material**

Customers with complaints regarding the inclusion or exclusion of an item in the collection should be referred to the Collection Development Policy or the Freedom of Collection and Access for Local Government Libraries Policy.

If a customer complaint cannot be resolved by referring to the Collection Development Policy or Freedom of Collection and Access for Local Government Libraries Policy, they can put their complaint in writing via letter or by email addressed to the Community Learning and Library Services Lead. Reviews will be carried out by the appropriate staff according to the criteria set out within the Collection Development Policy.

**Parental Responsibility**

Supervision of material read or accessed by persons under the age of 18 is the responsibility of the parent or legal guardian.

**Responsibility**

All Library staff involved in collection development will be responsible for this policy.

**Effectiveness of this Policy**

The key performance indicators of a library collection include:

- Size of collection
- Number of items per capita
- Age of the collection
- Loans
- Turnover (circulation divided by collection size).

Over time, as the primary purpose of a library evolves, the priority of one key performance indicator over others, changes. Library strategy is to reduce both the age and size of the collections which will result in a higher turnover figure, this being a more representative measure of collection efficacy.

Effectiveness of the strategy will be achieved through adherence to de-selection guidelines, which will result in a collection that meets, and maintains public interest.

To maintain effectiveness of this policy, a review will be conducted every two years, taking into account changes in technology, services and user expectation. This review will be carried out by the Collection Development Librarian.

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**END OF POLICY STATEMENT**

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 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Library Collection Development Policy	
Related Documentation	Connect, Create, Learn: Our future is limitless Library Strategic Plan 2018-2038 Asset Management Policy Disposal Policy Knowledge Foundation Donations Policy Procurement Policy	
External Documentation	<a href="#">Standards and Guidelines for NSW Public Libraries: Living Learning Libraries 7th edition (2020 update)</a> <a href="#">Access to information in New South Wales public libraries</a> <a href="#">Australian Library and Information Association Free Access to Information Statement</a>	
Relevant Legislation	Library Act 1939 and Library Regulation 2018 Classification (Publications, Film and Computer Games) Act 1995	
Responsible Officer	Manager Community Learning and Libraries	

### Objective

The objective of this Policy is to facilitate the following:

1. Ensure the provision an up-to-date collection that meets the current and future educational and recreational needs of the Campbelltown community in suitable formats
2. Provide guidance to staff in developing collections meeting the educational and recreational needs of the community, and
3. Provide quality collections that promote literacy and enjoyment of reading within the community.

### Policy Statement

Campbelltown City Library will provide access to a range of resources and materials that cater for the recreational, educational, cultural and general interests of all members of its diverse community.

### Scope

This Policy includes all material collected and held by the Campbelltown City Library Service.

### Definitions

Term	Definition
Library	Campbelltown City Library Service and all associated branches.
Selection	Selecting appropriate material for the library.

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<b>Directorate:</b> City Lifestyles <b>Section:</b> Community Learning & Libraries <b>Record No.:</b>	<b>Adopted Date:</b> 00/00/00 <b>Revised Date:</b> 00/00/00 <b>Minute Number:</b> 000 <b>Review Date:</b> 00/00/00	<b>Page:</b> 1 of 6

**Campbelltown City Council**

<b>Term</b>	<b>Definition</b>
Collection	Refers to the entire library collection, which includes: <ul style="list-style-type: none"> <li>• Physically held resources in print and non-print</li> <li>• Resources accessed online, and</li> <li>• Ephemera including community information material.</li> </ul>
Collection Development	The process of building a library collection which meets the needs of current and potential community members. Procedures include the identification, selection, maintenance, evaluation and de-selection of physical and electronic materials.
We, us, our	Campbelltown City Library Service

**Legislative Context**

1. *Library Act 1939 and Library Regulation 2018*
2. *Classification (Publications, Film and Computer Games) Act 1995*

**Principles**

The principles stated below guides all practices associated with the selection, management and disposal of Library materials.

*Principle 1 – Transparency*

The selection, acquisition, management and disposal of Council's Library collections are undertaken in a considered, transparent and open manner in accordance with agreed policies, guidelines and procedures to ensure good governance and procedural integrity.

*Principle 2 – Financial Responsibility*

The Library's financial resources that support the selection, acquisition, management and disposal of collection materials is managed in a responsible, transparent and ethical manner in accordance with Council's *Procurement Policy* and related procurement and finance documentation.

*Principle 3 – Free and Open Access*

The Library provides free and open access to a balanced collection in various formats for viewing and loan with the exception of reference and local studies materials which can only be viewed within the library.

*Principle 4 – Community Centric*

The Library continually reviews and updates collections in response to changes in community needs, interests and expectations. Council will provide the community with opportunities to participate in the selection of materials through different processes such as suggestions for purchase and online voting for new books and e-resources.

*Principle 5 – Decisions on Collections*

Decisions made in regard to selection, acquisition, management and disposal of collection materials is guided by collection data, community feedback, currency, and availability of space, resources and budget.

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*Principle 6 – Professionalism*

Staff continuously learn, develop and strengthen their knowledge and skills to provide exceptional service in the selection, acquisition, management and disposal of collections Library Collection.

*Principle 7 – Benchmarking with NSW Public Libraries*

Campbelltown actively works with the State Library of New South Wales (SLNSW) to benchmark with libraries throughout NSW to strengthen and enhance the provision, management and disposal of collections.

*Principle 8 – Sustainability*

The Library applies strategies that mitigate wastage in the selection, acquisition, management and disposal of collections. The Library disposes of the collections through environmentally sustainable methods where feasible including but not limited to repurposing, reselling, donation and/or recycling.

*Principle 9 – Equity and Inclusion*

Our Library collections endeavour to reflect the diversity of our community. We will proactively seek material by and about the various communities that comprise Campbelltown, including (but not limited to): ethnicity, gender, race, age, sexual orientation, disability, socioeconomic status, religion.

Material will be sourced in multiple formats including large print, audio/visual and online resources.

*Principle 10 – Record Keeping*

The Library maintains records and provides reports as required on the selection, procurement, management and disposal of collections.

**Library Collections**

**General**

The Library is a network of branch libraries located throughout the Campbelltown Council area. Each individual branch library collection reflects the needs and interests of the local community within the scope of this Policy.

Other features of the collection are:

- The Library promotes access to information
- Federal and State governments are responsible for the censorship of materials
- Materials prohibited by law will not added to the collection
- Materials legally restricted to a particular audience will be labelled, shelved and loaned accordingly
- Parents or guardians are responsible for the suitability of materials used by their children within the provision of the law, and
- The community can contribute to the selection of material by making recommendations for purchase through the Library catalogue.

**Format**

The Library provides collection materials and information in a variety of formats and languages that are chosen for ease of use, durability and appropriateness to the particular subject area or intended audience. Formats include (but are not limited to) the following:

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- Print books, magazines and newspapers
- E-resources including books, magazines, audiobooks, films and databases
- DVDs, audiobooks and CDs, and
- Materials in digital format.

New formats may be added to the collection when there is anticipated demand in the community demonstrated by trends and data provided.

**Collections**

The Library has specialised collections comprising of the following, located at each or some of the branch libraries, depending on community requirements.

**Community Language**

The Library encourages purchasing a variety of different languages and supports first language literacy in the community. The Library accesses community languages from the SLNSW through the Bulk Loan program. Community members will be given opportunities to provide feedback on the collection and contribute to selections. The Library will continue to use statistical data to understand the languages spoken within the community and have a flexible collection that can meet these needs.

**Local Studies**

The local studies collection of the Library is the primary local repository for Campbelltown’s documentary heritage. Materials are added to ensure a wide, representative sample of Campbelltown’s historical, developmental, cultural, environmental, economic and political life supporting in-depth research into Campbelltown as defined by the local government area.

**Family History**

Family history resources are acquired which support the personal research of genealogy. Resources will be made available in print, microfilm and online formats. Online resources will only be available in the library.

**Non-traditional**

Non-traditional collections encourage interaction with play and learning, and are available for loan in all branch libraries. The Library will support the expansion of existing collections in addition to considering new collections as the community need arises.

**Exclusions**

The collection will not generally include:

- Material unavailable through normal library suppliers
- Material of limited literary merit
- Highly technical or specialised works of limited general interest
- Text books readily available in the libraries of relevant tertiary educational institutions
- Workbooks and Activity books
- Novelty books with removable content
- Books which are spiral bound or of impractical size, shape or material
- Music scores and sheet music, or

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- Self-published items unless specifically acquired for the local studies collection.

**Measuring Success**

Success of the Policy is measured through adherence with guidelines published in the Library Council of New South Wales (LCNSW) *Standards and guidelines for NSW public Libraries: Living Learning Libraries* 7th edition (2020 update). Benchmarking against **key performance indicators** outlined in this Policy will result in a collection that meets and maintains public interest.

**Challenging Material Statement**

Complaints about the collection are assessed in accordance with Council's *Complaint Handling Policy* and related documentation and legislation. Complaints specifically about controversial material are assessed in accordance with the LCNSW Guideline *Access to information in New South Wales public libraries* and the Australian Library and Information Association's (ALIA) *Free access to information statement* as the basis for decisions.

**Requesting new items**

A person may request an item that is not in the current collection. The item may be sourced via the inter-library loan process and/or the Library may consider purchasing the item to add to the collection. Availability is dependent on whether the item will meet broader community needs and interests (not just the needs and interests of one individual), or is within the Library's capacity to purchase the item.

**Donations**

The Library may only accept donations from the following sources:

- Local studies materials
- Local authors
- Titles donated by visiting authors for Library events
- Materials donated by the SLNSW
- All donations, once accepted, become the property of Campbelltown City Library Service, and
- Cash donations to the Library for collections must comply with Campbelltown City Council's *Knowledge Foundation Donations Policy*.

**Principals of Disposal**

Deselection ensures the collections remain current, relevant and responsive to the community's needs. It also makes shelf space available for new material. The Library reviews collection data on a regular basis, withdrawing materials from its collections in accordance with guidelines supporting collection goals.

Physical material will be disposed of in a manner sensitive to the environment including (but not limited to) repurposing, reselling, donating and/or recycling. Disposal services offered by suppliers will be part of the vendor assessment process.

Online material is removed from the collection when it attains limits to availability set by the supplier.

**Effectiveness of this Policy**

This Policy will be reviewed every 3 years.

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**END OF POLICY STATEMENT**

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## 8.4 Extension of Handmade and Homegrown Markets Pilot

### Reporting Officer

Executive Manager Community Life  
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

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.

### Purpose

The purpose of this report is to respond to the Notice of Motion put forward by Councillor Oates on 12 October 2021, 'That a report be prepared regarding the opportunity for Council to facilitate the development of a local community fresh produce market to support our local small businesses, community groups, small farmers and bakers post COVID-19'.

This report will present a summary of the pilot outcomes of the Handmade and Homegrown Market trial markets. It will also compare this market with similar ones across Sydney and Australia.

### History

Campbelltown City Centre has seen a number of new city-based activations over the past 18 months. Working closely with local retailers and food vendors, the Reimagine Campbelltown and Revitalise Queen Street programs have been key drivers to shape community sentiment for local events and encouraged people back into the city centre. In addition, tactical urbanism in Lithgow and Queen Streets has lifted the visual appeal of the city centre and enabled a wider scope of activity to activate the city centre.

More recently, the Festival of Place and CBD Revitalisation programs delivered of 10 events between March and August including the Handmade and Homegrown Markets, Thank Q Its Friday, Art On Q, and our biggest city centre event, Wander On Q. Collectively, these events attracted over 15,000 people into Queen Street and the city centre.

Handmade and Homegrown Markets Trial

The monthly Handmade and Homegrown Market series trialed the viability of a produce and artisan market showcasing goods local to the Macarthur region. A three-part pilot commenced in March 2022 and based on the success of these events, has been continued until December 2022.

The markets have an established vendor base and steady community attendance at each event, please see Table 1: Market Data below for a snapshot of attendance and stallholder data.

Event	March	April	May	June	July	August
Attendance (est)	2,000	2,000	2,000	2,500	1,000	1,500
Stallholders	35	38	38	41	28	33

Table 1: Market Data

The Handmade and Homegrown markets are hosted On Q in Lithgow Street, utilising the newly refurbished streetscape as well as the gardens of Glenalvon House. The Lithgow Street location was chosen over other city-based locations to encourage people to explore the Queen Street precinct and support businesses in the city centre who have struggled during the Covid-19 lockdown. The site is also provides an entertainment hub with infrastructure suitable for food trucks, entertainment and roving performers.

Feedback from stallholders and the community has been overwhelmingly positive with many commenting on the 'great vibe' with some likening it to Hobart's Salamanca Market. During the trial series, feedback was collected from stallholders and attendees and a formal community survey was undertaken at the third event to gauge community sentiment.

From a stallholder perspective, the markets exceeded their expectations which was reflected in their sales figures. Overall, the three markets netted stallholders a collective total of \$21,109 in sales, an outstanding feat for a new market.

Some stallholder comments include:

'We would love to continue having a monthly market here throughout the year. The day was amazing, customers were giving great reviews and also agree that there should be a monthly market throughout the year. After the 2 years everyone has had, it was awesome for people to be out and about in our local community.'

'Throughout my years in Farmers Markets I've attended many (and even launched a few) brand new markets and I know that it is no mean feat to get them off the ground. From the perspective of the stallholder the day was an organisational exemplar. Everyone working onsite was approachable, friendly, and supportive. Furthermore, the level of engagement between staff and patrons was fantastic. It's so important to gauge those critical metrics in the early stages of things and inclusion of an on-site graphic representation of patron sentiment was, I feel, as bold as it was successful. The stalls surrounding me and the feedback from customers was that the overall quality of the market was high. A core cohort of quality, popular retailers can often serve as an important lynchpin in the early stages of a new market.'

'I didn't think there would be so many people at the first market! It was great. I thought there was a good variety of stallholders, the day ran really smoothly and everyone was so friendly. It was great that you guys came over for a chat and to check-in too! Thank you for organising such a wonderful event. It's really helped our small business get off the ground since struggling through COVID!'

From a community perspective, the feedback has been overwhelmingly positive with many attendees wanting the markets to continue long-term. Results from the formal survey conducted at the May markets completed by over 100 attendees demonstrated that there is a strong community appetite for local markets and for the community to shop local.

Findings from the survey include:

- 100 per cent of respondents would like to see the markets continue each month
- In comparison to other markets attendees have visited:
  - over 50 per cent noted that the overall set-up of the Handmade and Homegrown markets was great;
  - nearly 70 per cent noted that the location of the Handmade and Homegrown markets were great
  - nearly 50 per cent noted that the performers and entertainment at the Handmade and Homegrown markets were great
  - over 40 per cent noted that the variety of market stalls at the Handmade and Homegrown markets were great
- Nearly 60 per cent of respondents heard about the markets online via social media or Council's website.
- Additional ways people found out about the markets included walking or driving past the site, Vehicle Management System boards located in the precinct and street signage.

Additional feedback and comments from the community included:

- 'Great to see Queen Street coming to life.'
- 'We like to make a whole day at the markets. Love this market, been to all of them so far.'
- 'Not a local, came from Hornsby to get here. Second time here and love it. Love local markets from local people.'
- 'Would love to see this grow and become SWS Salamanca.'
- 'Would love more fruit, veg & primary producers to be here.'
- 'Loved them, please keep them going.'
- 'Please keep it on, great to meet local shop owners and products.'
- 'Would be great for our community to keep them going, we need more things like the markets in Campbelltown.'

### Markets Scoping

Australia is home to a number of great markets with a focus on produce and artisan wares. To inform the establishment of the Handmade and Homegrown Markets, a scoping analysis of national high profile markets and local Sydney markets has been undertaken to collect data on existing markets, review best practice and contemporary operating models.

Key findings from the market scoping exercise include:

- Most established, high-profile markets are run independently of Council, usually by a commercial operator or a community group
- Council's support is typically limited to traffic control, stallholder compliance, plus marketing and promotions
- Usually, it's a 20-year journey for a market to become an established and high-profile
- A broad range of fees charged for vendors commensurate with the visitation rates
- The ideal ratio of produce to artisan / lifestyle stalls is 40 : 60.

### Market Site Options

Handmade and Homegrown markets are held at Lithgow Street with access to Glenavlon House gardens. The location was selected to test if the markets would encourage people to explore the Queen Street precinct and support businesses in the city centre who have struggled during the Covid-19 lockdown. From an events management perspective, the site offers:

- An ability to operate in all weather conditions
- High visibility, either via moving vehicles or foot traffic from Moore Oxley Bypass and Queen Street
- Existing amenities in close proximity including seating, toilets and parking
- Access to direct power

### **Budget**

While it is envisioned that the markets will become self-sustaining in the long-term, a healthy program budget is required during the establishment phase to continue to build patronage and ensure the initial qualities of the market continue. Each market event costs between \$15,000 and \$30,000 for event logistics, entertainment and street styling.

The market establishment period has been subsidised by NSW Government Open Streets Program. Additional budget to secure the markets to end-December 2022 is allocated from the Community Life, Place and Activations budget with a maximum anticipated spend of \$60,000. Stallholder fees will be introduced from October 2022.

### **Long Term Feasibility**

Council's goal is to secure a market operator to take over the market operations and logistics from 2023.

Until a permanent market operator is secured, Council will continue to support its establishment. The following considerations will be prioritised:

- Funding streams – the pilot market events have been subsidised by NSW Government grant funding. Applications to future Festival of Place and CBD Revitalisation grant programs will be pursued. Stallholder fees will be introduced at a rate negotiated with the vendors.
- Produce stalls – the markets would benefit from additional produce stallholders to meet the ideal ratio identified in the scoping process. The team have found a limited number of producers in the Macarthur region that are not already committed to an alternative market. An Expression of Interest is advertised to attract new producers to the market,

open from 12 August to 9 September on Council's social media platforms and in local newspapers across the region.

- Operational management – the majority of markets are run external to Council, some with Council support, either by a for-profit company or a dedicated not-for-profit group. For the short-term, Council's Place and Social Planning team is overseeing the management of the market in the pilot phase with a view to identifying suitable groups who could oversee the management of the markets with Council support. This process will involve a future Expression of Interest and vetting process.

### **Communication Strategy**

The Markets will continue to be communicated to Councillors through the Councillor Weekly Bulletin and feature in Council's quarterly newsletter Compass. Council will continue to inform the community about the markets through regular social media posts, the creation of a Facebook 'event' for each occurrence plus 'sponsored' social media.

### **Consultation with Internal Stakeholders**

Consultation has been undertaken with colleagues across Council including Communications Engagement, City Growth, Compliance, Operations and Traffic and Infrastructure. This has included discussions regarding ongoing road closures, proposed WestInvest projects, Revitalise Queen Street program and regulatory compliance.

### **Conclusion**

The markets have been a great success and an economic driver for Campbelltown. The opportunistic use of grant funding has seeded the establishment of Homemade and Homegrown with a stable base of vendors and community attendance. This report seeks Council's endorsement to commence the search to secure an independent market operator that can manage the market logistics into the long-term.

### **Attachments**

Nil

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

### Reporting Officer

Executive Manager Community Life  
City Lifestyles

### Community Strategic Plan

Objective	Strategy
1 Outcome One: A Vibrant, Liveable City	1.4 - Provide and support exciting and curious events and festivals for the local community and visitors

### Officer's Recommendation

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.

### Purpose

To seek Council approval for the temporary suspension of the Mawson Park Alcohol Free Zone to facilitate the delivery of a pop-up bar as part of a free music festival event called Sunset Sounds on Saturday 5 November 2022. This event forms part of the Festival of Fisher's Ghost 2022 program.

### History

A recent trial of a temporary suspension of the Alcohol Free Zone in Lithgow and Short Streets, Campbelltown, allowed for a trial pop up bar to be held at the 'Thank Q it's Friday' and 'Wander On Q' events in April and May 2022. This trial successfully demonstrated that a pop up bar can be a positive and safe addition to events in our city centre. It was found that presenting this style of event in a key city centre location, positively contributes to the changing perceptions of the city centre spaces and the revitalisation of the Queen Street precinct. These trials were incident free and both Campbelltown Police and Council's Compliance team did not have any major concerns following the events.

### Report

This report seeks Council approval for the temporary suspension of the Mawson Park Alcohol Free Zone to facilitate the delivery of a pop-up bar as part of Sunset Sounds.

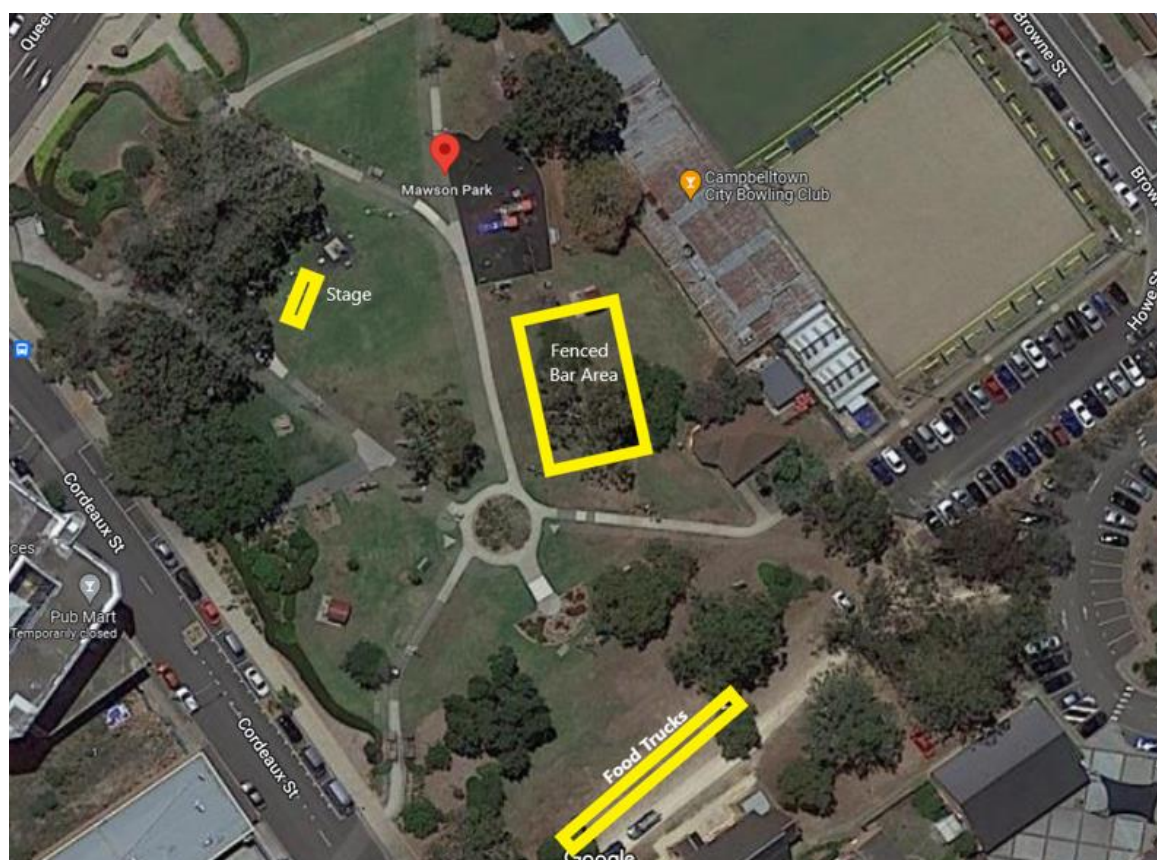
### Event Background

This year we are trialling a reimagined Festival of Fisher's Ghost program, with a number of new events planned. One of the key events is a music festival event in Mawson Park, Campbelltown, called Sunset Sounds on Saturday 5 November 2022. The music festival will appeal to a more mature audience with a focus on jazz, country and rock genres. Many of the events presented within the program have a strong child, teen and family appeal, whereas the relaxed music festival will appeal to couples, families with young adults and more mature residents. This event will have an upmarket, relaxed feel, with styled spaces, picnic blankets, gourmet food trucks, festoon lighting and easy listening music.

### Pop-up bar proposal

A pop up bar is a supporting component of these style of events and we propose to include a small pop up bar area within the Sunset Sounds event zone. It is for this event from 4:00 pm to 9:00 pm on Saturday 5 November 2022 that temporary suspension of the Alcohol Free Zone in Mawson Park is requested. The temporary suspension will be for the fenced bar area only. The pop-up bar will be similar to those featured at many festival and street events across Australia, including our neighbouring LGAs. The pop-up bar will be in a small, strictly controlled space with a picket-fenced perimeter, security controlled entry and exit, plus behaviour monitoring in the space. The pop-up bar supplier will hold their own liquor license and provide RSA staff.

Below is the proposed pop-up bar location within Mawson Park:



The reimagined Fisher's Ghost Festival program aims to appeal to a variety of local demographics as well as attracting new visitors to Campbelltown's City Centre.



### Consultation

Consultation has been undertaken and support received from Local Police and Council's Compliance teams to offer a Pop Up licensed bar at the music festival event within the Festival of Fisher's Ghost Program this year. Council's Events Team is working alongside Compliance and local authorities to ensure all risk management planning is in line with relevant regulations. Council's Events Team are working closely with NSW Police and Council's regulatory staff to ensure best practice procedures are followed and any learnings from the On Q trial are implemented for this event.

### Communication Strategy

Alcohol Free Zones are created and managed by Council. Sections 644B and 645 of the *Local Government Act 1993* allow for the establishment and suspension of these Zones. Section 645 requires Council to publish notice of this suspension to ensure the community is informed of the change.

### **Attachments**

Nil

## 8.6 June Quarterly Financial Review - Expenditure Allocation Revote

### Reporting Officer

Executive Manager Corporate Services and Governance and Director City Growth  
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 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.

### Purpose

To advise Council of the revote of funds for works to be completed during 2022-2023.

### Report

All expenditure authorisations lapse at the end of each financial year. There were a number of works where contracts had been let, or where Council staff had commenced the work prior to the end of June 2022. These works were within Council's budget for 2021-22 and require a revote of funds to enable completion in 2022-23.

Attached to this report is the list of works where a funding revote has been requested and is now submitted for Council's consideration.

The total funds required from 2021-22 are \$39,265,538. This compares to the previous two years where \$34,742,706 was revoted from 2020-21 and \$31,063,366 was revoted from 2019-20. This year's revote request is due to several significant projects, which have commenced, but were incomplete at year-end.

Revoted funds can be classified as either a 'revote' or a 'carry over'. The item is identified as a 'carry over' if the work/service has commenced or is contracted to commence and the funding has been budgeted in the current financial year, whereas a 'revote' is where new funding is required to allow for a new work/service to commence in the new year. Under local government legislation, only revoted funds need to be approved by Council, but all carry overs and revotes are included in this report for information purposes. Of the \$39,265,538 required funds, \$4,971,127 are revotes and \$34,294,411 are carry overs.

The circumstances of the revoted funds this year are detailed below.

Major projects, which were unfinished at the end of the financial year:

- Consolidated LEP
- Sport & Recreation Projects
- Asset Services road and bridge works
- Building refurbishment works
- Playground refurbishments projects
- Stormwater Management projects
- Major/Minor works program
- Open Space projects.

Large grants/contributions received late in the year or multiyear programs:

- Western Sydney City Deals
- Waste Performance Improvement Program
- Local Government Recovery Grant
- Local Roads and Community Infrastructure Program (LRCI).

Projects which have yet to commence or fully take up available funds:

- Land Acquisition.
- Flood mitigation works.

The sources of funding for the revoted funds are as follows:

• revenue (committed works reserve)	\$13,168,278
• other reserve funds	\$2,379,729
• loans	\$3,826,113
• grants	\$16,472,741
• contributions	\$3,418,677

All funds will be expended on the project that they were originally allocated to, according to the terms and conditions of the source of funding. A number of minor projects were not completed at the end of the financial year, however have now been finalised or are nearing completion.

Details of the major projects are outlined below.

### **Consolidated LEP - \$1.32 million**

Council was successful in receiving grant funding to conduct a LEP Review, undertake planning studies and prepare Planning Proposals in 2018. This is a multi-year project. The remaining funds will be expended on various planning studies and reviews as they occur including:

- review of the Local Housing Strategy
- Affordable Rental Housing Strategy
- Affordable Rental Housing Contributions Scheme
- implementation of the employment lands review
- implementation of the housing strategy
- Ingleburn CBD Planning Proposal
- Minto Planning Proposal

- Macquarie Fields Planning Proposal
- development Control Plan for Glenfield
- implementation of the City Centre Design Framework.

### **Western Sydney City Deals - \$789,000**

Council is in partnership with the NSW State Government and Federal Government for the implementation of the Western Sydney City Deal. There are several ongoing grant and contribution funded programs underway, including the 3 year Review of the Western Sydney City Deal, Western Sydney Health Alliance Strategic Plan and the Digital Inclusion and Equity Program.

### **Waste Recycling Projects - \$666,000**

Grant funds were received during the year under the Better Waste Recycling fund (Waste Less Recycle More) that will be expended on projects, which aim to reduce the amount of waste going to landfill. This is an ongoing program with works to continue over several years. In addition there is a one-off grant for a FOGO feasibility study which is ongoing, as well as funding for the regional waste co-ordinator position and related projects.

### **Sport and Recreation Projects - \$1.1 million**

Council partners with various sporting organisations to secure grants to enhance the annual sports field improvement program. There are various projects either committed or underway including; Lighting at Campbelltown Showground, Kooronga Reserve, Milton Park, Bradbury Oval, Jackson Park and Victoria Park – Irrigation. These projects have been adversely impacted by weather.

### **Assets Services Projects - \$7.18 million**

There were a number of works that were delayed or deferred due to inclement weather periods during the 2021-22 financial year. \$3.4 million of this amount relates to projects under the LRCI grant funding received by Council during the year.

Other works include:

- Bridge maintenance program
- Car Park maintenance program
- Footpath reconstruction program
- Parks maintenance program
- K&G reconstruction program
- Road Pavements Program
- Urban road reconstruction program.

The majority of these works will be completed later in 2022.

**Building Assets Maintenance/Renewal Projects - \$3.43 million**

There were a number of works that were delayed, deferred or incomplete due to weather, COVID or supply chain delays during the 2021-22 financial year. These works include:

- Animal Care Facility Refurbishment
- Memorial Oval Amenities Refurbishment
- Kayess Park Amenities Refurbishment
- Campbelltown Golf Club - Shed Replacement.

The majority of these works will be completed later in 2022.

**Flood Mitigation Study and Works/Drainage - \$1.22 million**

Once the outcomes from the ongoing flood mitigation studies are known, Council will begin the process of implementing the study recommendations. A surplus has been achieved from prior flood mitigation projects that have come in under budget. These funds will be incorporated and expended with the new Flood Mitigation works.

**Stormwater Management Projects - \$976,000**

The majority of funds are for the completion of stormwater works at Townson Avenue. A works program is in place for the balance of funds which were received in 2021-22 and will be spent in accordance with Council's Operational Plan. Some of the funds will also be spent on outcomes from the flood study.

**Local Government Recovery - \$700,000**

As part of the NSW Government's assistance in response to the floods this year, grant funding of \$1,000,000 was allocated to Council. The works program for this grant has been developed and endorsed by the funding body with works scheduled for completion in coming months.

**Major Works Program - \$3.6 million**

There are several ongoing projects from within the major works program that make up this revote amount, however the majority of unspent funds is for the completion of Raby Road Intersection Upgrade (\$2.7 million grant funded).

**Play Spaces - \$445,000**

Council provides for an annual program for the rejuvenation of playground facilities in the LGA. The rollout of the program includes extensive consultation with the community and design works. The preliminary works for the sites have been completed and construction is underway.

**Natural Areas Projects - \$604,000**

A number of environmental projects are continuing or yet to commence due to funding being allocated over a number of years or the funds being received late in the financial year. Some of these works include; Koala monitoring program, Grey Headed Flying Fox management, nature reserves, nature reserve fencing, recreation trails and weed removal programs.

### **Open Space Projects - \$6.88 million**

Council received \$5.1 million of grant funding in the 2018-19 financial year. Amongst other projects, these funds have been allocated for works at Seddon/Kennett Park and is nearing completion. Council has also received significant grant funding for several ongoing tree planting programs. The balance of the grant funding for the Apex Park renewal is also included in this amount. Another significant project that commenced late in the year was the Nepean River Reserve Improvements.

### **Community and Justice Precinct - \$1.99 million**

In previous budgets Council allocated funds to progress the planning and business case for the Community and Justice Precinct. The works and studies are ongoing and these funds will be required to finalise the project with the result being a Final Business Case for Councils investment decision.

### **Reimagining Projects - \$736,000**

There are a number of projects aligned with the objectives of the Reimagining Masterplan that have been funded in the previous budget. COVID and inclement weather events have impacted this program and now require carrying forward to complete the projects in the current financial year. These works include:

- City Centre Tactical Urbanism. \$430,000 - the continuation of the On Q adaptive infrastructure and activations program for Queen Street and its extension across the City Centre. Planned Council expenditure was supplemented with external grant funding to deliver the 2021/2022 program.
- CBD Revitalisation program - grant funded program of events and activations.
- Bow Bowling Integrated Water Solutions and Redevelopment. \$148,000 - Council has completed Stage 1 scoping including preparing an integrated strategic framework for the transformation of Bow Bowling Creek within the City Centre and identifying initial projects to enable transformation. These funds have been set aside as a Council co-contribution pending the outcome of a grant application which will provide 2:1 funding for planning to establish and achieve catchment water quality objectives. The transformation of Bow Bowling Creek is a significant program of work which will occur over a number of years.

The implementation of Reimagining Campbelltown will be a developing and ongoing process and contains a number of projects delivered across the organisation.

### **Summary**

It should be noted that the major contributing projects to the revote total are subject to funding through grants, contributions and loans. The combination of these projects amounts in total to \$23.7 million of the proposed \$39.3 million carry over. The balance of \$15.6 million represents approximately 5.3 per cent of total annual expenditure which is considered satisfactory.

### **Attachments**

8.6.1 Listing of Recommended Revote of Works for 2021-22 financial year (contained within this report) [↓](#)



**Listing of Recommended Revote of Funds  
from 2021-2022 Financial Year**

SRC	Description	Funding Source					TOTAL
		Loans	Grants	Contribs	Reserves	Revenue	
005	Corporate Support	0	768,917	100,527	0	2,755,900	3,625,344
010	Engineering & Works	875,700	2,508,043	834,900	0	6,725,549	10,944,192
055	Animal Control	0	3,800	0	0	759,600	763,400
065	Enforcement of Local Govt Regs	0	0	0	0	10,500	10,500
110	Health Administration & Inspection	0	0	84,970	0	5,875	90,845
130	Noxious Plants	0	0	0	0	7,400	7,400
170	Administration	0	0	0	0	250,000	250,000
180	Child Care	0	78,416	0	0	5,600	84,016
228	Other Community Services	0	189,307	0	0	153,600	342,907
265	Town Planning	0	605,007	0	0	180,500	785,507
270	Domestic Waste Management	0	525,519	0	0	0	525,519
305	Drainage	839,008	156,347	0	0	221,354	1,216,709
307	Storm Water Management	0	0	300,000	828,629	0	1,128,629
310	Environmental Protection	0	1,616,970	189,245	0	134,500	1,940,715
420	Public Libraries	0	115,217	0	0	2,300	117,517
430	Art Galleries	0	453,428	0	0	20,500	473,928
470	Sporting Grounds	304,637	60,000	173,772	0	874,200	1,412,609
475	Parks & Gardens	0	5,931,715	1,247,200	0	890,400	8,069,315
540	Building Control	0	289,518	355,240	0	0	644,758
591	Local Urban Roads	1,461,399	3,020,287	132,823	0	0	4,614,509
610	Footpaths	224,393	0	0	0	0	224,393
680	Tourism & Area Promotion	0	10,000	0	0	170,500	180,500
718	Other Business Undertakings	120,976	140,250	0	1,551,100	0	1,812,326
		<b>3,826,113</b>	<b>16,472,741</b>	<b>3,418,677</b>	<b>2,379,729</b>	<b>13,168,278</b>	<b>39,265,538</b>

## 8.7 Reports and Letters Requested

### Reporting Officer

Director City Governance  
City Governance

### Community Strategic Plan

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

### Officer's Recommendation

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

### Report

Attached for the information of Councillors is a status list of reports and letters requested from Council as at 6 September 2022.

### Attachments

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

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



## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Delivery</b>			
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>	<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.</p>	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>	November 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>	October 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Delivery</b>			
9.6.22 Chowdhury	<p>NM 11.4 - Grass Cutting</p> <p>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</p> <p>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.</p>	Currently under investigation.	November 2022
8.3.22 Khalil	<p>NM 11.5 - Simmos Beach, Macquarie Fields</p> <p>That a report be presented to Council outlining ways to increase visitation to Simmos Beach, Macquarie Fields. The report should include:</p> <p>a) identification of any future enhancement works planned or required to improve the location.</p> <p>b) marketing opportunities to increase visitation and tourism.</p> <p>c) any environmental factors to be taken into account because of increasing visitation.</p> <p>d) any future resourcing considerations to enable an ongoing program of works and marketing activity.</p>	<p>A review of previous work undertaken has commenced including:</p> <ul style="list-style-type: none"> <li>- 2016 study of bushwalking and associated recreational facilities</li> <li>- improvement works undertaken in 2018 and 2019 to upgrade Simmos beach including signage, trail upgrades, kayak ramp and picnic facilities</li> <li>- bushcare and bush explorers programs including the recently launched 'It's Our Backyard' program.</li> </ul> <p>Further investigations have also commenced.</p>	December 2022

### Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Delivery</b>			
9.6.22 Brticevic	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

### Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Development</b>			
09.04.19 Thompson	ORD 8.6 - Submission Report - Amendment to Campbelltown Sustainable City Development Control Plan (Caledonia Precinct)  5. That a further report be submitted to Council in regard to the acquisition of No. 306 Bensley Road, Ingleburn for open space purposes.	To be completed as part of the next housekeeping amendment to the Local Infrastructure Contributions Plan.	December 2022
8.12.20 Hunt	ORD 8.2 - Amendments to the Mount Gilead Stage 2 Biodiversity Certification Application  3. That a further report be provided to Council detailing the outcomes of the public exhibition process and associated amendments to the Biodiversity Certification Application.	Public exhibition closed on 14/2/2021 with issues and responses being investigated.  Application requires updating to comply with NSW Chief Scientist and Engineer advice on the protection of the Campbelltown Koala Colony.	December 2022
8.6.21 Oates	ORD 8.6 - Planning Proposal - "Glenlee Estate" Menangle Park  3. That following the public exhibition: (a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council	Gateway Determination altered by DPE as advised in Councillor Weekly Bulletin of 25 March 2022. Proponent is required to satisfy requirements of NSW Heritage prior to seeking the issuing of a new Gateway Determination.	December 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Development</b>			
3.8.21 Manoto	<p>ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan</p> <p>4. That a further report be presented to Council outlining options for developer contributions planning for the Ingleburn CBD.</p>	Specialist studies are in progress for the Ingleburn Planning Proposal and these will guide the content of potential amendments to the Local Infrastructure Contributions Plan. Outcome will be reported to Council.	December 2022
2.11.21 Brticevic	<p>ORD 8.1 - Planning Proposal (Mount Gilead Urban Release Area) - Outcome of Public Exhibition</p> <p>3. That a report be prepared for Council, that investigates rezoning of land identified by Condition 22A of DA2984/2020/DA-CW, to a land use zone suitable for a koala strategic linkage corridor, consistent with the recommendations of the NSW Chief Scientist and Engineer report – Advice on the protection of the Campbelltown Koala Population.</p>	Report to be integrated with Stage 2 Biodiversity Certification Application which relates to most of Menangle Creek.	December 2022
10.5.22 Brticevic	<p>ORD 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives</p> <p>4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.</p>	Procurement process commencing for preparation of the strategy which is anticipated to take 9 months.	February 2023

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Development</b>			
10.5.22 Brticevic	<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"> <li>• Consulting with businesses, the community and other stakeholders.</li> <li>• The geographical boundaries of any ban such as other sections of the Campbelltown CBD.</li> <li>• Designated smoking areas.</li> </ul>	Investigation is underway with an expected reporting timeframe being November 2022, subject to the findings of the investigation.	November 2022
14.6.22 Brticevic	<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.	October 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Governance</b>			
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>	A report is being prepared and will be considered by Council at the October Council meeting.	October 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Growth</b>			
10.03.20 Morrison	<p>ORD 8.12 - Latest Findings on Climate Change</p> <p>1. That a further report be provided outlining the emission reduction pathways required for Council and the community to transition towards net zero emissions.</p>	<p>Council continues to embed improvements as part of its commitment to reducing greenhouse gas emissions. These commitments include increasing the provision of solar systems and renewable electricity, investigating low emission fleet opportunities and working in partnership with developers to deliver low emission communities.</p> <p>In February 2022, Council engaged a consultancy to develop a plan that will provide suitable pathways for Council to transition its 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 completed in October 2022.</p>	October 2022
3.8.21 Manoto	<p>ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan</p> <p>3. That a further report be presented to Council outlining options for a design excellence process for the development of the future car park site for a mixed use building and a public park. This report is to consider the appropriateness of this site for a possible iconic building.</p>	<p>A Project Definition Plan (PDP) is in preparation. This will include an outline of costs required to undertake a feasibility study to determine the sites viability from a triple bottom line perspective (ie financial, social and environmental). The required funding will be considered as part of Council's annual budget planning process for 2022-23. The project feasibility will take approximately 3 months to complete once funding has been made available.</p>	May 2023



## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Growth</b>			
9.6.22 Brticevic	<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 Brticevic	<p>NM 11.2 - Electric Vehicle Charging</p> <p>That Council present a report:</p> <p>1. On the progress of electric vehicle infrastructure in public car parks across the LGA, including the Farrow Road car park.</p> <p>2. On how the provision of solar and/or the purchase of renewable energy can assist in making assets carbon neutral.</p> <p>3. Consider the economic benefits of the various options for the infrastructure</p>	<p>Currently under investigation.</p>	December 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Growth</b>			
14.9.21 Oates	NM 11.2 - Creative Arts Fund  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. 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.	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.	November 2022
8.3.22 Lound	NM 11.4 - Business Parking in the Campbelltown CBD  1. That Council undertake further engagement with Campbelltown CBD Businesses to understand their concerns regarding parking. 2. That a report be presented to Council for discussion and consideration of appropriate potential solutions. 3. Develop an appropriate data strategy to ensure that recommendations regarding parking are based on evidence.	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.	November 2022

## Reports requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
<b>City Lifestyles</b>			
12.10.21 Oates	<p>NM 11.2 - Local Community Fresh Produce Market</p> <p>That a report be presented on the opportunity for Council to facilitate the development of a Local Community Fresh Produce Market to support our local small businesses, community groups, small farmers and bakers, post COVID-19.</p>	A report to be presented to Council at the Month year meeting as Item 8.4 on the agenda.	September 2022
12.4.22 Oates	<p>NM 11.1 - Women's Shed</p> <p>That Council present a report on the feasibility of developing a Women's Shed Pilot Program to complement Council's focus on community resilience and sustainability.</p>	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 Brticevic	<p>ORD 8.5 - Campbelltown Billabong Parklands - Project Update</p> <p>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.</p>	<p>Quarterly report dates have been scheduled as follows:</p> <p>November 2022 - Aquatics December 2022 - Aquatics/Landscaping March 2023 - Aquatics / Landscaping / Buildings June 2023 - Aquatics / Landscaping / Buildings September 2023 - Completion</p>	November 2022

### Letters requested effective 6 September 2022

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Delivery</b>		
14.6.22 Hunt	<p>ORD 7.1 - Koala Care and Treatment Facilities</p> <p>2. That Council write to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP, seeking funding for koala protection.</p>	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	<p>NM 11.3 - Use of 1080 Poison</p> <p>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) &amp; Strychnine poison on private or State Government owned or managed lands within the Campbelltown LGA.</p>	Letter currently being drafted.
<b>City Development</b>		
9.8.22 Oates	<p>ORD 8.3 - Illegal Rubbish Dumping</p> <p>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.</p>	3. Letter sent 1/09/2022 to the Hon. James Griffin MP - Minister for the Environment and Heritage.

## 8.8 Investments and Revenue Report - July 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 July 2022.

### Report

#### Investments

Council's investment portfolio as at 31 July 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 July, Council's annual return exceeded the benchmark by some 87 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 July has improved at 0.123 per cent which reflects the commencement of improving interest rates. Council's investment performance has maintained an excellent return in comparison with a monthly return of 0.167 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 1.85 per cent, an increase of 0.50 per cent announced at the August 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 in the process of normalising monetary conditions in the coming months.

The ASX200 closed at 6,961.60 at the close of July with the monthly change being positive 5.99 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. Investments that are subject to volatile market conditions should be assessed over longer time frames and whilst returns have been low over the past year, total returns have risen by around 8 per cent per annum over the past 5 years.

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 July 2022 totalled \$134,615,404 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of July totalled \$12,260,271. In percentage terms 9.5 per cent of all rates and charges due to be paid have been collected, compared to 10.3 per cent collected in the same period last year.

To mitigate the risk of debts becoming unmanageable, Council staff have been actively assisting ratepayers with their quarterly instalments and provide advice on options available such as regular weekly payments. Special consideration is given to support all ratepayers that

have been affected by the COVID pandemic with particular attention to the business community. Where the charging of penalty interest causes hardship the charges are waived in accordance with Council's Hardship Policy and an application being made. An on-line application form is available on Council's website to assist ratepayers to apply and complete their request at a convenient time.

Debt recovery action during the month involved the issue of 144 Statements of Claim to ratepayers who failed to maintain their payment arrangements or not responded to correspondence seeking to get back on track with their payments. Further recovery on accounts with previous action resulted in 21 Judgments and 27 Writs being served on property owners 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 Pensioner Rebate Concession over the phone and via the internet. During the month, 91 applications were made over the phone and 52 online. Given the level of success, implementation for both phone and internet will continue as a permanent service to the community alongside the paper based over the counter process or by mail.

Ratepayers who purchased property since the annual rates and charges notices had been issued, are provided a 'Notice to new owner' letter. During the month, 179 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 July 2022 are \$4,947,288 reflecting an increase of \$1,967,097 since June 2022. During the month, 600 invoices were raised totalling \$18,127,131. 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 \$488,696 as at 31 July 2022. The majority of this debt relates to Corporate Governance items totalling \$211,831. The most significant debt within this category of \$151,437, relates to the quarterly claim from October 2021 to December 2022 of the refund sharing agreement between Council and Suez Recycling. Payment was received early August 2022.

Also grouped in this category is the combined amount of \$25,725. This 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.

City Standards debts total \$98,242 with the most significant amount of \$96,703 relating to health licence inspection fees. These fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems for the whole local government area. Council staff continue to reach out to our customers experiencing difficulty in paying to offer suitable payment arrangements. Some of the debt is also due to shop closures and the licensee is no longer contactable. If the cost of recovery is uneconomical to recover,

the debt is then put forward for write-off and the account and customer flagged within the system should they attempt to transact with Council again.

Community Life debts total \$60,060. The most significant portion being \$49,450 relates to a previous contractor for "catering sales commission" of various events at the Campbelltown Sports Stadium. The company involved has defaulted on previous arrangements and as a result Council's debt recovery process is underway.

Grants debt total of \$51,201 includes \$27,629 payable by the NSW Environmental Trust for the final payment of the 'Campbelltown Community Recycling Centre'. Council has submitted all reports and is awaiting the Trust's finalisation of their review. Another amount for \$23,572 relates to "Community Building Partnership Grant" for sand grooving works at Memorial Oval, Ingleburn. Council has reached out to the club involved and have been advised that payment will be made by end of the month.

Public hall hire fees of \$49,321 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.

Debts categorised within Community Businesses totalled \$8,406. The most significant amount of \$7,495 relates to the Bicycle Education Centre and as hall hire fees are result of debts raised in advance.

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

All debts that age by 90 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a 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, 4 accounts were issued a Letter of Demand on Council's letterhead advising that if the account was not settled or an appropriate arrangement was not made, the account



will escalate to formal legal action through Council's agent. Council's agents were not required to issue any formal recovery 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**

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

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

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

# Summary of Council's Investment Portfolio



Portfolio as at 31 July 2022

Product Type	Face Value	% of Total
At Call Deposits	2,312,271	1.1%
Notice Account	10,043,542	4.9%
Term Deposits - Fixed Rate	107,271,013	52.8%
Term Deposits - Floating Rate	44,000,000	21.7%
Fixed Rate Bond	22,050,000	10.8%
FRN	17,550,000	8.6%
<b>Grand Total</b>	<b>203,226,826</b>	<b>100.0%</b>
Managed Funds - TCorp*	4,810,280	

\* Market Value as at month end

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

Credit Rating	Holdings	% of Total
AA+	6,900,000	4.6%
AA-	101,371,013	67.0%
A+	3,000,000	2.0%
BBB+	22,000,000	14.5%
BBB	13,000,000	8.6%
Baa2	5,000,000	3.3%
<b>Total Term Deposits</b>	<b>151,271,013</b>	<b>100.0%</b>

## 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

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

Long-Term Credit Rating	Exposure of Entire Portfolio				
	Actual	Cumulative*	Minimum*	Maximum	Compliant
AAA	1.9%	<b>1.9%</b>	40%	100%	Yes
AA+, AA, AA- (or MTB*)	67.0%	<b>68.8%</b>		100%	Yes
A+, A, A-	4.5%	<b>73.3%</b>	60% (70%) <sup>1</sup>	100%	Yes
BBB+, BBB, BBB-	26.7%	<b>100.0%</b>	100%	100%	Yes
<i>TCorp LTGF</i>	<b>2.3%</b>	-	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 July 2022	Monthly Return	Annual Return
<b>Campbelltown City Council – Investment Portfolio</b>	0.167%	1.083%
<b>Benchmark – Bloomberg Ausbond Bank Bill Index</b>	0.123%	0.216%
<b>Performance Relative to Benchmark</b>	0.044%	0.867%

## 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	73,145,410.07	1,340,616.15	121,162.38	75,554,674.46	7,005,420.52	68,549,253.94	343,014.95	68,892,268.89
Business	691,071.49	20,952,483.97		11,291.08	21,654,846.54	1,782,049.42	19,872,797.12		19,872,797.12
Farmland	43,366.65	449,360.49	217.90	1,046.79	493,556.03	32,670.45	460,885.58	257,496.18	718,381.76
Mining	0.00	29,551.52		0.00	29,551.52	0.00	29,551.52		29,551.52
SR - Loan	762.80	0.00		7.13	769.93	0.00	769.93	0.00	769.93
SR - Infrastructure	404,110.68	7,164,290.15		1,073.40	7,569,474.23	683,050.23	6,886,424.00	59,107.55	6,945,531.55
<b>Total</b>	<b>\$4,768,029.78</b>	<b>\$101,741,096.20</b>	<b>\$1,340,834.05</b>	<b>\$134,580.78</b>	<b>\$105,302,872.71</b>	<b>\$9,503,190.62</b>	<b>\$95,799,682.09</b>	<b>\$659,618.68</b>	<b>\$96,459,300.77</b>
Garbage	1,143,646.84	27,473,331.56	857,603.85	3,809.18	27,763,183.73	2,604,852.22	25,158,331.51		25,158,331.51
Stormwater	78,048.53	1,471,182.02		117.14	1,549,347.69	152,227.67	1,397,120.02		1,397,120.02
<b>Grand Total</b>	<b>\$5,989,725.15</b>	<b>\$130,685,609.78</b>	<b>\$2,198,437.90</b>	<b>\$138,507.10</b>	<b>\$134,615,404.13</b>	<b>\$12,260,270.51</b>	<b>\$122,355,133.62</b>	<b>\$659,618.68</b>	<b>\$123,014,752.30</b>

Total from Rates Financial Transaction Summary	122,515,279.68
Overpayments	-499,472.62
Difference	0.00

### Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	1,160,906
Rate accounts greater than 12 months less than 18 months in arrears	168,912
Rate accounts greater than 18 months in arrears	6,764
<b>TOTAL rates and charges under instruction with Council's agents</b>	<b>1,336,582</b>



### Rates Statistics

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Jun-21
Rate Notices	58,585												57,620
Electronic - DoH	4,730												4,866
Instalment Notices													
Electronic - DoH													
Missed Instalment Notices - Pensioners > \$15.00													
Notice to new owner	179												133
7-day Letters - Council issued - Pensioners > \$500.00													
7-day Letters - Agent Issued													
Statement of Claim	144												
Judgments	21												
Writs	27												
Electronic - eRates & BPAYView	14,164												11,666
Pensioner applications	143												257
Arrangements	99												207

**DEBTORS SUMMARY 1 July 2022 to 31 July 2022**



DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/06/2022	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/07/2022	% DEBT RATIO
Corporate Governance	705,049	13,853,123	13,938,883	619,289	12.52%
City Delivery	44,688	634	1,940	43,381	0.88%
City Standards	172,450	43,367	54,882	160,936	3.25%
Community Businesses	55,911	41,012	29,368	67,556	1.37%
Community Life	308,691	56,466	139,770	225,387	4.56%
Grants	1,308,235	3,012,854	1,319,067	3,002,022	60.68%
Hall Hire	193,484	584,082	211,725	565,842	11.44%
Property Services	191,683	535,593	464,400	262,876	5.31%
	<b>2,980,191</b>	<b>18,127,131</b>	<b>16,160,034</b>	<b>4,947,288</b>	<b>100%</b>

**AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 July 2022**



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	338,010	42,770	26,678	211,831	619,289	72,880
City Delivery	1,189	14,954	22,266	4,973	43,381	1,883
City Standards	24,822	20,872	16,999	98,242	160,936	91,746
Community Businesses	51,224	5,464	2,462	8,406	67,556	13,917
Community Life	41,952	115,748	7,627	60,060	225,387	55,025
Grants	2,912,854	37,967	0	51,201	3,002,022	440,164
Hall Hire	474,589	37,747	4,186	49,321	565,842	44,993
Property Services	225,478	10,071	22,665	4,662	262,876	35,474
	<b>4,070,119</b>	<b>285,592</b>	<b>102,882</b>	<b>488,696</b>	<b>4,947,288</b>	<b>756,077</b>

## 8.9 Work Health and Safety Policy

### Reporting Officer

Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

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

### Officer's Recommendation

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.

### Purpose

To seek Council's endorsement of the revised Work Health and Safety Policy.

### History

The above mentioned policy was adopted by Council on 25 March 2016 and is now due for review in accordance with the Information Management Authorised Statement.


### Report

The above mentioned policy has been developed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. It is recommended that minor changes be made in line with organisational job descriptions and minor wording changes.

It is recommended that the Work Health and Safety Policy be adopted with the suggested changes and the review date be set at 30 September 2025.

### Attachments

- 8.9.1 Work Health and Safety Policy Current (contained within this report) [↓](#)
- 8.9.2 Work Health and Safety Policy Proposed (contained within this report) [↓](#)

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Work Health and Safety (WHS)	
Related Documentation	Authorised Statement - Work Health and Safety Management System (DocSet805711) Form - Work Health and Safety (WHS) Definitions Master List (DocSet3254002)	
Relevant Legislation/ Corporate Plan	Legislation, Standards and Codes of Practices - Reference Table	
Responsible Officer	General Manager	

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

### Objectives

To document Council's commitment to providing and maintaining a safe and healthy work environment for its workers, Councillors and members of the public, through the effective implementation of the Work Health and Safety (WHS) Policy and Work Health and Safety Management System (WHSMS). The objectives of this policy are:

1. To protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant as is reasonably practicable.
2. To provide for fair and effective workplace, representation, consultation, co-operation and issue resolution in relation to work health and safety.
3. To encourage unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting Council and workers to achieve a healthier and safer working environment.
4. To promote the provision of advice, information, education and training in relation to work health and safety.
5. To ensure compliance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2017* through effective and appropriate compliance and enforcement measures.
6. To provide a framework for continuous improvement and progressively higher standards of work health and safety.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Governance and Risk <b>DocSet:</b> 1934711	<b>Adopted Date:</b> 25/03/1986 <b>Revised Date:</b> 09/10/2018 <b>Minute Number:</b> 246 <b>Review Date:</b> 30/09/2021	<b>Page:</b> 1 of 3 <b>Print Date:</b>



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**Campbelltown City Council**


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## Policy Statement

1. Campbelltown City Council is committed to providing and maintaining a safe and healthy work environment for its workers, Councillors and members of the public, through the effective implementation of the Work Health and Safety (WHS) Policy and Work Health and Safety Management System (WHSMS).
2. Campbelltown City Council will achieve this commitment through the implementation of the following:
  - a. A risk management approach to identifying, assessing, eliminating and controlling hazards which have the potential to harm persons in the workplace and ensure consistency with the nature of workplace activities and scale of WHS risks.
  - b. Complying with relevant WHS legislation and other requirements placed upon the organisation and to which the organisation subscribes.
  - c. Establishing Key Performance Indicators (KPIs) and targets for WHS to ensure continuous improvement aimed at elimination of work related illness and injury.
  - d. The provision of appropriate WHS training to all workers.
  - e. A consultative process to ensure all workers including where relevant contractors and labour hire workers are included in the decision making where there is an impact on workplace health and safety.
  - f. The dissemination of WHS information to all workers and where relevant contractors, labour hire workers, suppliers, regulatory authorities, visitors and volunteers to the workplace.
  - g. The effective implementation of the Work Health and Safety policy.
  - h. Injury Management and timely return of workers to duties in accordance with the *Workplace Injury Management and Workers' Compensation Act 1998*.
3. Campbelltown City Council will develop, implement and keep under review a WHS Management System for managing health, safety and welfare. This system will be supported by appropriate policies, authorised statements, procedures and forms that are implemented and reviewed on a regular basis.

### Scope

The WHS Policy provisions will be implemented consistently in all areas of business activity and on all sites where business activities are undertaken.

### Principles

Documentation including Authorised Statements, Procedures, Form, Risk Identifications, Work Method Statements (WMS) and Safe Operating Procedures (SOP) and site specific procedures, to support this policy, are maintained by Council.

### Responsibility

Work health and safety responsibilities have been detailed in job descriptions and the relevant Work Health and Safety Responsibilities, Accountabilities and Authority Statements for ensuring the WHSMS, including ensuring that all elements of the Australian Standard AS 4801 Occupational Health and Safety Management Systems are implemented.

DATA AND DOCUMENT CONTROL		
DocSet:1934711	Page: 2 of 3	Print Date:


**Campbelltown City Council**

**Effectiveness of this Policy**

Key Performance Indicators (KPIs) will be identified and targets set to monitor and improve overall WHS performance. Results for KPI will be reported regularly to Executive. The KPIs will be reviewed regularly to assess WHS performance and evaluate the effectiveness of the overall WHS Management System.

**END OF POLICY STATEMENT**

<b>DATA AND DOCUMENT CONTROL</b>		
<b>DocSet:</b> 1934711	<b>Page:</b> 3 of 3	<b>Print Date:</b>

 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Work Health and Safety (WHS)	
Related Documentation	Authorised Statement - Work Health and Safety Management System (DocSet805711) Form - Work Health and Safety (WHS) Definitions Master List (DocSet3254002)	
Relevant Legislation/ Corporate Plan	Legislation, Standards and Codes of Practices - Reference Table	
Responsible Officer	General Manager	

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

### Objectives

To document Council's commitment to providing and maintaining a safe and healthy work environment for its workers, Councillors and members of the public, through the effective implementation of the Work Health and Safety (WHS) Policy and Work Health and Safety Management System (WHSMS). The objectives of this policy are:

1. To protect workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant as is reasonably practicable.
2. To provide for fair and effective workplace, representation, consultation, co-operation and issue resolution in relation to work health and safety.
3. To encourage unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting Council and workers to achieve a healthier and safer working environment.
4. To promote the provision of advice, information, education and training in relation to work health and safety.
5. To ensure compliance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2017* through effective and appropriate compliance and enforcement measures.
6. To provide a framework for continuous improvement and progressively higher standards of work health and safety.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> Governance and Risk <b>DocSet:</b> 1934711	<b>Adopted Date:</b> 25/03/1986 <b>Revised Date:</b> 09/10/2018 <b>Minute Number:</b> 246 <b>Review Date:</b> 30/09/2021	<b>Page:</b> 1 of 3 <b>Print Date:</b>

**Campbelltown City Council**

**Policy Statement**

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2. Campbelltown City Council will achieve this commitment through the implementation of the following:
  - a. A risk management approach to identifying, assessing, eliminating and controlling hazards which have the potential to harm persons in the workplace and ensure consistency with the nature of workplace activities and scale of WHS risks.
  - b. Complying with relevant WHS legislation and other requirements placed upon the organisation and to which the organisation subscribes.
  - c. Establishing Key Performance Indicators (KPIs) and targets for WHS to ensure continuous improvement aimed at elimination of work related illness and injury.
  - d. The provision of appropriate WHS training to all workers.
  - e. A consultative process to ensure all workers including where relevant contractors and labour hire workers are included in the decision making where there is an impact on workplace health and safety.
  - f. The dissemination of WHS information to all workers and where relevant contractors, labour hire workers, suppliers, regulatory authorities, visitors and volunteers to the workplace.
  - g. The effective implementation of the Work Health and Safety policy.
  - h. Injury Management and timely return of workers to duties in accordance with the *Workplace Injury Management and Workers' Compensation Act 1998*.
3. Campbelltown City Council will develop, implement and keep under review a WHS Management System for managing health, safety and welfare. This system will be supported by appropriate policies, authorised statements, procedures and forms that are implemented and reviewed on a regular basis.

**Scope**

The WHS Policy provisions will be implemented consistently in all areas of business activity and on all sites where business activities are undertaken.

**Principles**

Documentation including Authorised Statements, Procedures, Form, Risk Identifications, Work Method Statements (WMS) and Safe Operating Procedures (SOP) and site specific procedures, to support this policy, are maintained by Council.

**Responsibility**

Work health and safety responsibilities have been detailed in job descriptions and the relevant Work Health and Safety Responsibilities, Accountabilities and Authority Statements for ensuring the WHSMS, including ensuring that all elements of the Australian Standard AS 4801 Occupational Health and Safety Management Systems are implemented.

<b>DATA AND DOCUMENT CONTROL</b>		
<b>DocSet:</b> 1934711	<b>Page:</b> 2 of 3	<b>Print Date:</b>

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**Campbelltown City Council**

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**Effectiveness of this Policy**

Key Performance Indicators (KPIs) will be identified and targets set to monitor and improve overall WHS performance. Results for KPI will be reported regularly to Executive. The KPIs will be reviewed regularly to assess WHS performance and evaluate the effectiveness of the overall WHS Management System.

**END OF POLICY STATEMENT**

<b>DATA AND DOCUMENT CONTROL</b>		
<b>DocSet:</b> 1934711	<b>Page:</b> 3 of 3	<b>Print Date:</b>

## 8.10 Referral to Audit

### Reporting Officer

Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

Objective	Strategy
3 Outcome Three: A Thriving, Attractive City	3.7 - Public funds and assets are managed strategically, transparently and efficiently

### Officer's Recommendation

1. That the 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.

### Purpose

To inform Council of its requirement to form an opinion relating to its General Purpose Financial Report and resolve to refer the accounts for audit as per Section 413(2c) of the *Local Government Act 1993*.

### Report

In accordance with Section 413(1) of the *Local Government Act 1993*, Council must prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year. The 2021-22 General Purpose Financial Report and Special Purpose Financial Report have been completed and arrangements have been made with Council's independent auditor, Audit Office of New South Wales, to complete the end of year audit.

Section 416 of the *Local Government Act 1993* stipulates that Council's financial reports for the year must be prepared and audited within a four month period after the end of each financial year. Council is then required to conduct an Annual General Meeting to present the audited financial reports, together with the auditor's reports to the public. This must be done not more than 5 weeks after receipt of the auditor's reports. The Annual General Meeting is scheduled for 8 November 2022.

The actual operating result on an accruals basis, excluding capital expenditure, is a surplus around \$55 million after capital grants and contributions revenues and a surplus of around

\$10 million before capital grants and contributions revenues. This is a preliminary result pending any valuation changes to fixed assets and any final accrual adjustments, however is not expected to materially change. The notable items affecting the operating result for 2021-22 includes the following:

- Increase of some \$5 million in rates and annual charges attributable to the increase in the rate peg and growth through supplementary issues and greenfield developments.
- Increase of \$10 million in operating grants, largely due to the \$8 million advance of financial assistance grant and \$1 million in flood support funding.
- Increase of some \$8 million in capital grants and contributions. This is predominately attributable to infrastructure funding of around \$6 million for upgrades and new works and an increase in asset dedications of \$2 million.
- A decrease in interest revenues of \$800,000 directly attributable to the economic impact of global interest rates.
- An increase of some \$10 million in materials and services expenditure largely attributable to contract services in the functional areas of maintenance, storm damage remediation and waste collection, as well as operational costs associated with construction projects.

Council maintained a balanced budget throughout the 2021-22 financial year for ordinary operations in accordance with the original budget, with adjustments reported as part of the quarterly financial reviews.

The actual funded result for the 2021-22 financial year is a budget surplus of \$117,278. The result is also subject to carry over works to be revoted into the 2022-23 financial year subject to Council approval in this business paper. Details of any original budget variations are reported in Note B5-Material Budget Variations within the General Purpose Financial Reports.

A significant effort from all staff has been made to ensure the timely completion of the end of year accounts when considering the increased resources required to comply with the ongoing fair value accounting requirements and significant changes in the presentation of the financial reports in accordance with the Code of Accounting Practice.

The 2021-22 Financial Reports have been prepared in accordance with the *Local Government Act 1993*, the regulations made thereunder, Australian Equivalents of the International Financial Reporting Standards and professional pronouncements and the Local Government Code of Accounting Practice and Financial Reporting.

Council is now required to refer the Financial Reports to the external auditor, Audit Office of New South Wales for audit. Council is also required to convene an Annual General Meeting within 5 weeks of receipt of the Auditor's Reports and as reported above, the Annual General Meeting has been planned for 8 November 2022.

## **Attachments**

Nil

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

### Reporting Officer

Internal Auditor  
City Governance

### Community Strategic Plan

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

### Officer's Recommendation

That Council:

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.

### Purpose

To recommend that Council re-appoint the current independent members to the Audit, Risk and Improvement Committee for the remainder of the current Council term.

### History

Council at its meeting of 19 October 2010 approved the establishment of an Audit Committee, later to be changed to Audit, Risk and Improvement Committee (ARIC).

Council is required to have an Audit, Risk and Improvement Committee under the Office of Local Government draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW (Guidelines)*, and membership to the ARIC is to have a majority of independent members.

Council currently has 3 independent professional members sitting on the ARIC and one Councillor being Cr Warren Morrison.



**Report**

For the ARIC to remain operating within its Charter and with independence, the incumbent members whom have professionally and diligently served the ARIC in the past are recommended to continue with a proposed offer for an extension to the 3 independent members for the remainder of the term of the elected council.

The continuation of the current incumbent independent members of ARIC will ensure Council's audit, risk and improvement committee maintains continuity of service and a broad breadth of independent expertise across financial, legal, governance and risk.

The Chair and independent members of Council's ARIC is remunerated at \$1,200 and \$1,000 per meeting respectively. These amounts are provided for in the Council's budget.

**Attachments**

Nil

## 8.12 Financial Assistance Grant 2022-23

### Reporting Officer

Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

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

### Officer's Recommendation

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.

### Purpose

To provide a report outlining Council's allocation of Financial Assistance Grant Funding for 2022-23 and to amend the associated budget allocations.

### Report

Council received correspondence dated 16 August 2022 from the NSW Local Government Grants Commission advising the estimated entitlement for the 2022-23 Financial Assistance Grant. The grant is made up of 2 components; the General Purpose component and a Local Roads component and is paid to local councils under the provisions of the *Commonwealth Local Government (Financial Assistance) Act 1995*.

The NSW Local Government Grants Commission is responsible for making the grant allocation recommendation to the NSW Minister for Local Government. The Grants Commission adheres to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need.

The 2022-23 payments, as set out in the schedule below, are made up of the estimated entitlement for 2022-23, plus a CPI/Population adjustment for 2021-22.

Although there are 2 separately identified grant components, the total funds are paid to Council as unconditional grants and therefore may be used for any purpose according to Council's local priorities. Council allocates the General Purpose component to fund various operational activities, however the Local Road component, is specifically allocated for the renewal of Council's local roads network.

**FINANCIAL ASSISTANCE GRANT – History** (adjusted for advance payments)

<b>Year</b>	<b>General Purpose \$</b>	<b>Local Roads \$</b>	<b>Total entitlement \$</b>	<b>% change</b>	<b>CPI/Pop adjustment \$</b>	<b>Total payments \$</b>
2018-19	8,279,001	1,753,562	10,032,563	0.8%	2,275	10,034,838
2019-20	8,220,832	1,860,883	10,081,715	0.5%	(72,817)	10,008,898
2020-21	8,203,581	1,884,522	10,088,103	0.1%	(21,741)	10,066,362
2021-22	8,341,128	1,960,500	10,301,628	4.0%	165,383	10,467,011
2022-23	8,527,900	2,076,416	10,604,316	2.9%	250,206	10,854,522

As per the correspondence received 16 August 2022 from the NSW Local Government Grants Commission:

“The national FAGs estimated entitlement for 2022-23 is \$2.817 billion and is made up of \$1.951 billion for the general purpose component and \$0.866 billion for the local roads component.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 30.85 per cent or \$617.9 million in the general purpose component, which represents a 3.3 per cent increase on last year’s final figure.

The local roads component is based on an historical formula. NSW’s share of the total road funding is a fixed 29 per cent share, or \$251.2 million, which represents a 2.7 per cent increase.

The Commonwealth Government decided to make an early payment of the 2022-23 estimated FAG entitlement to help manage the cumulative impacts of the floods and the Covid-19 Pandemic. The advance, which was paid to all councils in mid-April 2022, was for approximately 75 per cent of the estimated entitlement. Generally, the advance payments have been based on approximately 50 per cent. This has resulted in the quarterly instalments that follow being significantly less than in recent years. The remainder of the grant entitlements will be paid in quarterly instalments in August 2022, November 2022, February 2023 and May 2023.”

The Grants Commission has also recommended the following:

Councils should be mindful that, given the current economic environment, the CPI may not increase going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity and legislative compliance of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2023-24 GPC than they will in 2022-23.

Based on this and similar previous advice, Council has been conservative in its estimation of the Financial Assistance Grant when compiling the Original Budget in recent years.

Details of the amount allocated to Council for the 2022-23 Financial Assistance Grant as compared to budget are shown in the table below:

<b>Component</b>	<b>General Purpose \$</b>	<b>Local Roads \$</b>	<b>Total \$</b>
2022-23 entitlement	8,527,900	2,076,416	10,604,316
2021-22 CPI adjustment	186,769	63,437	250,206
TOTAL	8,714,669	2,139,853	10,854,522
2022-23 Budget	8,000,000	1,957,500	9,957,500
Adjustment required	714,669	182,353	897,022

The table above reflects an increased amount of \$897,022 in the 2022-23 Financial Assistance Grant as compared to the original budget. The increase in the Local Roads component will be adjusted against the urban roads reconstruction program budget, and the increase in the General Purpose component will be subject to a further report in the September Quarterly Financial Review.

## Attachments

- 8.12.1 Local Government Grants Commission Financial Assistance Grant letter (contained within this report) [↓](#)
- 8.12.2 Extract of Local Government Grants Commission appendices (contained within this report) [↓](#)



NSW Local Government Grants Commission  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A830268  
YOUR REFERENCE:  
CONTACT: Helen Pearce  
(02) 4428 4131  
helen.pearce@olg.nsw.gov.au

Mrs Lindy Deitz  
Campbelltown City Council

By email:  
council@campbelltown.nsw.gov.au  
Cc: lindy.deitz@campbelltown.nsw.gov.au

16 August 2022

Dear Mrs Deitz

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2022- 23 estimated FAGs entitlement (**Appendix A**).

The national FAGs estimated entitlement for 2022-23 is \$2.817 billion and is made up of \$1.951 billion for the general purpose component and \$0.866 billion for the local roads component. The national estimated entitlement for 2021-22 increased by \$86 million to account for final adjustments to the CPI and population shares for the year.

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2021- 22 was adjusted up in July 2022. When compared to the 2021-22 final adjusted amount, the total national estimated FAGs for 2022-23 increased by 2.7%. Accordingly, the State's FAGs allocation for 2022-23 is slightly higher than last year, however the ongoing economic impact of the pandemic remains difficult to predict.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 30.85% or \$617.9 million in the general purpose component, which represents a 3.3% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$251.2 million, which represents a 2.7% increase. The total 2022-23 FAGs estimated entitlement for NSW is \$869.1 million.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
W <http://www.olg.nsw.gov.au>  
(follow the "Commissions & Tribunals" links)



Annual Grant Entitlements	National % Change	NSW % Change
2012-13 Final and 2013-14 Estimated	4.22	3.64
2013-14 Final and 2014-15 Estimated no CPI	-0.001	-0.145
2014-15 Final and 2015-16 Estimated no CPI	-0.004	-0.114
2015-16 Final and 2016-17 Estimated no CPI	.005	.069
2016-17 Final and 2017-18 Estimated	3.41	3.51
2017-18 Final and 2018-19 Estimated	3.80	3.66
2018-19 Final and 2019-20 Estimated	4.49	3.97
2019-20 Final and 2020-21 Estimated GED	1.13	0.98
2020-21 Final and 2021-22 Estimated Covid	2.15	1.87
2021-22 Final and 2022-23 Estimated Covid	2.69	3.15

Following the impacts of the global economic downturn (GED), and Covid-19 Pandemic, during the last three years the Commission been faced with the challenge of a substantially reduced CPI estimate. In 2022-23, the CPI has begun to trend towards the average levels of previous years (about 3.5%-4%) but further fluctuations cannot be ruled out.

Council's 2022-23 FAGs estimated entitlement, compared to the 2021-22 final entitlement is as follows:

Campbelltown City Council				
Year	General Purpose \$	Local Roads \$	Total \$	Change
2021-22 final	8,527,897	2,023,937	10,551,834	
2022-23 est.	8,527,900	2,076,416	10,604,316	0.5%

To assist councils with budgets and bank reconciliations, a breakdown of the 2022-23 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

The Commonwealth Government decided to make an early payment of the 2022-23 estimated FAG entitlement to help manage the cumulative impacts of the floods and the Covid-19 Pandemic. The advance, which was paid to all councils in mid-April 2022, was for approximately 75% of the estimated entitlement. Generally, the advance payments have been based on approximately 50%. This has resulted in the quarterly instalments that follow being significantly less than in recent years. The remainder of the grant entitlements will be paid in quarterly instalments in August 2022, November 2022, February 2023 and May 2023.

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2020. The legislated minimum grant requirement impedes the ability of the Commission to direct funds to the communities with the greatest relative need.

**Appendix D** lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

#### **CONSIDERATIONS FOR 2023-24 GRANTS**

Councils should be mindful that, given the current economic environment, the CPI may not increase going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity and legislative compliance of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2023-24 GPC than they will in 2022-23.

#### **THE TRANSITION**

The Commission has been investigating ways to direct funds to councils with greatest relative need. Information about the methodology review and subsequent transition has been provided to councils, including about the recommendations for model refinements. The Commission is currently considering options to a pathway out of transition and resuming the negative floor. Based on the grant calculations for 2022-23, nine councils are currently protected from reducing grants by the Commission's transition policy of a 0% floor. Further information about the transition and general information about the FAGs can be found on the Commission's webpage at <https://www.olg.nsw.gov.au/commissions-and-tribunals/#lggc>.

#### **SPECIAL SUBMISSIONS RELATING TO 2023-24 GRANTS**

Special submissions from councils for 2023-24 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

**Appendix C**, titled *Guidelines for Special Submissions*, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) by **30 November 2022**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely

*Signature has been removed*

**Helen Pearce**  
**Executive Officer**

**APPENDIX A  
LOCAL GOVERNMENT GRANTS COMMISSION 2022-23 FINANCIAL ASSISTANCE GRANTS**

## Campbelltown (C) Council

### General Purpose Component

#### Expenditure Allowance

Expenditure Functions	State ave cost per capita
Recreation and cultural	\$229.47
Admin and governance	\$272.47
Education and community	\$66.18
Roads, bridges, footpaths and aerodromes	\$210.73
Public order, safety, health and other	\$172.31
Housing amenity	\$75.59

Recreation and cultural			
Pop <SS = relative disadvantage Pop >SS = 0 ATSI <SS = 0 ATSI >SS = relative disadvantage			
Disability Measure	LGA measure	State Std (SS)	Weighted DF%
Population	175,687	63,967	0.0%
Aboriginal & Torres Strait Islander	3.8%	2.9%	3.3%

Admin and governance			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	175,687	63,967	0.0%

Education and community			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	175,687	63,967	0.0%

Roads, bridges, footpaths and aerodromes			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	175,687	63,967	0.0%
Road Length	740	1,155	0.0%

Public order, safety, health and other			
RTD <SS = 0 RTD >SS = relative disadvantage Env <SS = 0 Env >SS = relative disadvantage			
Disability Measure	LGA measure	State Std	Weighted DF%
Population	175,687	63,967	0.0%
Rainfall, topography and drainage index	142%	161%	0.0%
Environment (Ha of environmental lands)	1,314	55,494	0.0%

Housing amenity			
Disability Measure	LGA Std	State Std	Weighted DF%
Population	175,687	63,967	0.0%

#### Isolation Allowance

Outside the Greater Statistical Area	N/A
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**APPENDIX A  
LOCAL GOVERNMENT GRANTS COMMISSION 2022-23 FINANCIAL ASSISTANCE GRANTS**

**Pensioner Rebate Allowance**

PR <SS = relative disadvantage (+ allowance)	
PR >SS = relative advantage (- allowance)	
LGA % Pensioner Rebates (PR) Res Props:	14.8%
State Standard (SS) % PR	14.8%

**Revenue Allowance**

Revenue Allowance	
CV <SS = relative disadvantage (+ allowance)	
CV >SS = relative advantage (- allowance)	
No. of Urban Properties:	62,249
Standard Value Per Property:	\$483,497
Council Value (CV):	\$389,106

No. of Non-urban Properties:	66
Standard Value Per Property:	\$887,956
Council Value (CV):	\$3,674,646

**Relative Disadvantage Allowance**

Unsealed roads; Isolation; Population Decline	\$3
Special Submission	-
<b>Total General Purpose Grant</b>	<b>\$8,527,900</b>

**Local Roads Component**

Population:	175,687
Local Road Length (km):	740
Length of Bridges on Local Roads (m):	1,220

Road/Population Allowance:	\$1,908,305
Bridge Length Allowance:	\$168,111
<b>Local Roads Total:</b>	<b>\$2,076,416</b>

<b>Total Grant</b>	<b>\$10,604,316</b>
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**Quarterly Instalments Payable in 2022-23 for 2022-23 FAGs**

	<b>August 2020</b>	
GPC	\$536,991.00	
LRC	\$137,797.00	\$674,788.00
	<b>November 2020</b>	
GPC	\$536,991.00	
LRC	\$137,797.00	\$674,788.00
	<b>February 2021</b>	
GPC	\$536,991.00	
LRC	\$137,797.00	\$674,788.00
	<b>May 2021</b>	
GPC	\$536,991.00	
LRC	\$137,797.00	\$674,788.00
	<b>TOTAL</b>	
GPC	\$2,147,964.00	
LRC	\$551,188.00	\$2,699,152.00

## **8.13 Minutes of the Audit Risk and Improvement Committee meeting held 23 August 2022**

### **Reporting Officer**

Executive Manager Corporate Services and Governance  
City Governance

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### **Officer's Recommendation**

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

---

### **Purpose**

To seek Council's endorsement of the minutes of the Audit Risk and Improvement Committee meeting held 23 August 2022.

### **Report**

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

### **Reports listed for consideration**

#### **6.1 Internal Audit Progress Report**

That the Committee receive and note the internal audit update.

#### **6.2 Auditor-General Report to Parliament on Local Government 2021**

That the information be noted.

#### **6.3 Draft Financial Statements 2021-22**

That the information be received and noted.

#### **6.4 Accounting Treatment of Rural Fire Service (RFS) Plant and Equipment Assets**

1. That Council comply with the Audit Office of NSW directive to recognise Rural Fire Service Red Fleet assets in Council's Financial Statements, noting Council still has serious concerns over the recognition of these assets and financial implications.
2. That Council writes to the NSW local Members, NSW Treasurer, Minister for Emergency Services and Resilience and the Minister for Local Government:

- a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
  - b. Advising of the impact of the Government's position on Council finances of this accounting treatment;
  - c. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service assets by acknowledging that rural firefighting equipment is under the control and the property of the Rural Fire Service; and
  - d. Amend s119 of the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.
3. That Council writes to the Shadow Treasurer, the Shadow Minister for Emergency Services, the Shadow Minister for Local Government, the Greens Spokesperson for Local Government and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties:
- a. Advising of Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets; and
  - b. Seeking Members' commitments to support NSW Councils' call to amend the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.
4. That Council re-affirms its complete support of and commitment to local Rural Fire Service brigades.

## **6.5 Enterprise Risk Management**

That the committee note the information in this report

## **6.6 Integrated Planning and Reporting Update**

That the ARIC Committee receive and note the following report:

- Quarter 4 progress against the Delivery Program 2017-22 and Operational Plan 2021-22: April – June 2022.

## **6.7 Business Excellence Update**

That the committee note the following:

- The Business Excellence report for the period May –July 2022.

## **Attachments**

- 8.13.1.Minutes of the Audit Risk and Improvement Committee held 23 August 2022 (contained within this report)

# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

**Audit Risk and Improvement Committee Meeting held at 4:00 pm on Tuesday, 23 August 2022.**

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<b>2.</b>	<b>APOLOGIES</b>	<b>2</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES</b>	<b>2</b>
3.1	Minutes of the Ordinary Meeting of the Audit Risk and Improvement Committee held 28 June 2022	2
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b>	<b>2</b>
<b>5.</b>	<b>GENERAL MANAGER UPDATE</b>	<b>3</b>
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6.7	Business Excellence Update	18
<b>7.</b>	<b>GENERAL BUSINESS</b>	<b>20</b>

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**Minutes of the Audit Risk and Improvement Committee Meeting held on 23 August 2022**

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**Present** Mr Bruce Hanrahan - Independent Member (Chairperson)  
Mr Jim Mitchell - Independent Member  
Ms Rhonda Wheatley - Independent Member

**In attendance** Mr Sam Helweh - Internal Auditor  
Mr Phu Nguyen - Director City Governance  
Mr Scott Grant - Director City Lifestyles  
Mr Jason Brown - Acting Director City Delivery  
Ms Corinne Mears - Executive Manager Corporate Services and Governance  
Ms Somaiya Ahmed - Director, Financial Audit Services - Audit Office of NSW  
Ms Monique Dunlop - Manager Governance and Risk  
Mr Warren Kear - Risk Coordinator  
Ms Cathy Gavin - Senior Financial Accountant  
Ms Samantha Fletcher - Financial Accountant  
Mr Chris Magee - Manager Insights and Corporate Strategy  
Ms Jaimi-lee Murphy - Executive Support

## **1. ACKNOWLEDGEMENT OF LAND**

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

## **2. APOLOGIES**

Mr Jim Baldwin - Director City Development  
Mr Ali Amjad - Audit Leader - Audit Office of NSW  
Ms Lindy Deitz - General Manager  
Ms Rebecca Grasso - Director City Growth  
Councillor Warren Morrison - Elected Council Representative

## **3. CONFIRMATION OF MINUTES**

### **3.1 Minutes of the Ordinary Meeting of the Audit Risk and Improvement Committee held 28 June 2022**

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

That the Minutes of the Ordinary Audit Risk and Improvement Committee Meeting held 28 June 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

Noted

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#### **4. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

#### **5. GENERAL MANAGER UPDATE**

The Director City Governance provided an update to the Committee on behalf of the General Manager:

1. At the last ARIC meeting I updated you on the Westinvest grant program. It's a multi-billion dollar competitive grant opportunity and potentially a once in a generation grant program for eligible Councils. Council has now submitted business cases for projects with a combined value of approximately \$400 million in the competitive funding stream. The proposals encompass a range of services including, libraries, sporting facilities, Mainstreet upgrades amongst others and are distributed across the Local Government Area. These proposals will now be assessed. I will report back to the Committee on the outcome of the assessment of Council's proposals which is expected by the end of the calendar year.
2. With the extreme natural weather events occurring in 2021 and early 2022, Council has been working to repair roads and infrastructure that was damaged in these events. Whilst Campbelltown suffered less damage and didn't experience the flooding of some of our neighbouring Councils and other NSW LGAs, there is nonetheless road and infrastructure repair works to undertake. The State Government providing prompt funding support of \$1M to assist with the repair program.
3. I draw to your attention Item 6.4 of the business paper for this meeting- Accounting Treatment of Rural Fire Service (RFS) Plant and Equipment Assets. This has been a focus of the Finance team and is proposed to be put to the next Council Meeting for the consideration of the elected Council.
4. At the last ARIC meeting, the Committee requested that the Executive give consideration to the resourcing of Council's Internal Audit function. The Executive leadership team has reviewed the Internal Audit function resourcing and has committed to request additional funding as part of the quarterly review process to be provided for subject matter expert and technical audits (for example cyber audits) which will both enhance and compliment the audit program undertaken by Internal Audit.

## **6. REPORTS**

### **6.1 Internal Audit Progress Report**

#### **Purpose**

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

---

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

That the Committee receive and note the internal audit update.

#### **Committee's Recommendation: (Hanrahan/Wheatley)**

That the Committee receive and note the internal audit update.

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### **6.2 Auditor-General Report to Parliament on Local Government 2021**

#### **Purpose**

To provide the Committee with information relating to the Auditor Generals' Report to Parliament Local Government Financial Audits.

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

That the information be noted.

#### **Committee's Recommendation: (Hanrahan/Wheatley)**

That the information be noted.

---

### **6.3 Draft Financial Statements 2021-22**

#### **Purpose**

Provide a draft unaudited extract of Council's annual financial statements for the reporting period 1 July 2021 to 30 June 2022

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

That the information be received and noted.

#### **Committee's Recommendation: (Hanrahan/Wheatley)**

That the information be received and noted.

---

### **6.4 Accounting Treatment of Rural Fire Service (RFS) Plant and Equipment Assets**

#### **Purpose**

To advise ARIC on the accounting Treatment of Rural Fire Service (RFS) Red Fleet Assets

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

1. That Council comply with the Audit Office of NSW directive to recognise Rural Fire Service Red Fleet assets in Council's Financial Statements, noting Council still has serious concerns over the recognition of these assets and financial implications.
2. That Council writes to the NSW local Members, NSW Treasurer, Minister for Emergency Services and Resilience and the Minister for Local Government:
  - a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
  - b. Advising of the impact of the Government's position on Council finances of this accounting treatment;
  - c. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service assets by acknowledging that rural firefighting equipment is under the control and the property of the Rural Fire Service; and
  - d. Amend s119 of the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.



3. That Council writes to the Shadow Treasurer, the Shadow Minister for Emergency Services, the Shadow Minister for Local Government, the Greens Spokesperson for Local Government and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties:
  - a. Advising of Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets; and
  - b. Seeking Members' commitments to support NSW Councils' call to amend the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.
4. That Council re-affirms its complete support of and commitment to local Rural Fire Service brigades.

**Committee's Recommendation: (Hanrahan/Wheatley)**

1. That Council comply with the Audit Office of NSW directive to recognise Rural Fire Service Red Fleet assets in Council's Financial Statements, noting Council still has serious concerns over the recognition of these assets and financial implications.
2. That Council writes to the NSW local Members, NSW Treasurer, Minister for Emergency Services and Resilience and the Minister for Local Government:
  - a. Expressing Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets;
  - b. Advising of the impact of the Government's position on Council finances of this accounting treatment;
  - c. Calling on the NSW Government to take immediate action to permanently clear up inequities and inconsistencies around the accounting treatment of Rural Fire Service assets by acknowledging that rural firefighting equipment is under the control and the property of the Rural Fire Service; and
  - d. Amend s119 of the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.
3. That Council writes to the Shadow Treasurer, the Shadow Minister for Emergency Services, the Shadow Minister for Local Government, the Greens Spokesperson for Local Government and the leaders of the Shooters, Fishers and Farmers, Animal Justice and One Nation parties:
  - a. Advising of Council's objection to the NSW Government's determination on ownership of Rural Fire Service assets; and
  - b. Seeking Members' commitments to support NSW Councils' call to amend the *Rural Fires Act 1997* so that the effect is to make it clear that Rural Fire Service assets are not the property of councils.
4. That Council re-affirms its complete support of and commitment to local Rural Fire Service brigades.

## 6.5 Enterprise Risk Management

### Purpose

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

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### Officer's Recommendation

That the committee note the information in this report

### Committee's Recommendation: (Mitchell/Wheatley)

That the committee note the information in this report

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## 6.6 Integrated Planning and Reporting Update

### Purpose

The purpose of this report is to provide the Audit, Risk and Improvement Committee (ARIC) with:

- A summary of Council's progress against the Operational Plan 2021-22, for the period April to June 2022 (Quarter 4).
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### Officer's Recommendation

That the ARIC Committee receive and note the following report:

- Quarter 4 progress against the Delivery Program 2017-22 and Operational Plan 2021-22: April - June 2022.

### Committee's Recommendation: (Mitchell/Wheatley)

That the ARIC Committee receive and note the following report:

- Quarter 4 progress against the Delivery Program 2017-22 and Operational Plan 2021-22: April - June 2022.
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## 6.7 Business Excellence Update

### Purpose

The purpose of this report is to:

- Inform the Committee of Council's continuous improvement actions for the next financial year.
- Provide the committee with a progress report on current continuous improvement actions.

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### Officer's Recommendation

That the committee note the following:

- The Business Excellence report for the period May –July 2022.

### Committee's Recommendation: (Wheatley/Mitchell)

That the committee note the following:

- The Business Excellence report for the period May –July 2022.
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## 7. GENERAL BUSINESS

Nil

The next meeting of the Audit Risk and Improvement Committee will be held Tuesday 27 September 2022 at 4:00 pm at the Civic Centre, Campbelltown.

The Mayor, Independent Member Bruce Hanrahan

**Chairperson**

Meeting Concluded: 4:42

## 8.14 Operational Plan 2021-22: 6 month progress report

### Reporting Officer

Manager Insights and Corporate Strategy  
City Growth

### Community Strategic Plan

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

### Officer's Recommendation

That Council note the Operational Plan 2021-22 6-month progress report.

### Purpose

To provide Council with a progress report against actions in the Operational Plan for the period January 2022 to June 2022.

### History

A 6 monthly progress report is prepared as per the requirements of the Integrated Planning and Reporting framework, and Section 404(5) of the *Local Government Act 1993*. The progress reports allow Council, the community, and stakeholders to collectively monitor the delivery of projects, programs, and initiatives outlined in the Delivery Program and Operational Plan.

### Report

The Operational Plan 2021-22 outlines the projects, programs, and initiatives Council committed to undertake in 2021-22 to address Campbelltown 2027: Community Strategic Plan. This report provides a summary of progress against these actions for the period January 2022 to June 2022.

Future progress reports will be against the new suite of IP&R documents (Campbelltown 2032) adopted by Council in June 2022.

### 6-month Progress Update

This report shows the status of all 174 actions in the Operational Plan 2021-22, with a brief commentary on progress. The progress update is shown in a series of tables under each of the 4 Community Outcomes from Campbelltown 2027. Throughout this report, the following status definitions are used:

- **Completed** – indicates that the action has been completed.
- **On Track** – refers to ongoing (year-on-year) or multi-year actions that are progressing as planned.
- **Not on Track/Needs Attention** – indicates that the action did not progress as planned, and requires some further attention in the next financial year.
- **On Hold** – indicates that the action was placed on hold due to external challenges, further decision making and/ or review of resource allocation.
- **Not Completed** – the action was not completed.

### Summary of Progress

During the past 6-months, Council has progressed well against these actions (see table below), with the majority of actions (90%) either completed or on track. One action has been flagged as ‘needing attention’ and 17 actions have been placed ‘On Hold’.

Q4 Progress Summary	Completed	On Track	Needs Attention	On Hold	Not Completed
	73 (42.0%)	83 (47.7%)	1 (0.6%)	17 (9.8%)	0 (0%)

**Note:** Actions that are ongoing (year-on-year) or are phased over multiple years have been reported as ‘on track’ rather than ‘completed’.

### Outcome 1: A vibrant, liveable city

#### 1.1: Provide opportunities for our community to be engaged in decision making processes and to access information

1.1.1: Seek opportunities to actively engage with our community and ensure they know their input is valued

Section	Action	Comments	Status
Office of the General Manager	Develop, roll out and promote internal process and governance for Community Engagement	Continuing to engage with the community on a range of critical strategies, plans and projects. Continuing to centralise community engagement to ensure a consistent approach and centralisation of insights using Bang the Table (Over to you online platform).  A Community Engagement Strategy is currently in development to be adopted by Council by December 2022.	On Track

1.1.2: Promote Campbelltown and share information that our community and customers need to live well in our city

Section	Action	Comments	Status
Office of the General Manager	Develop a city-wide Signage Action Plan	The draft Plan has been updated and on track to be presented to the Executive Group.	On Track
Office of the General Manager	Complete an upgrade of Council website	Vendor has been engaged and a project manager has been appointed. The project is anticipated to be completed by December 2022.	On Track
Office of the General Manager	Implement the Communications and Community Engagement Action Plan	Continuing to deliver the actions from the plan.	On Track

1.1.3: Provide a single point of contact for our customers for general enquiries, service requests and payments

Section	Action	Comments	Status
Corporate Support & Systems	Deliver high quality face-to-face, over the phone and online customer service	<p>The customer service team continues to deliver high quality customer service. During this quarter, the team lodged circa 9500 customer requests, managed 22,550 phone calls and 2266 front counter interactions.</p> <p>This quarter continued to have a focus on training with approximately 450 hours dedicated to training as a result of internal movements.</p> <p>Customer service front counter operating hours were changed in order to:</p> <ul style="list-style-type: none"> <li>• Make best use of our resources</li> <li>• Provide choice in how customers interact with Council</li> <li>• Increase resilience and independence of our community</li> </ul> <p>This change was successfully implemented and aligns to the reduction of customer visits (face to face) with the growing demand of online services. This has reduced operating costs within customer service team allowing for more efficient resourcing to be allocated to service management.</p>	On Track

Section	Action	Comments	Status
Corporate Support & Systems	Develop the Customer Experience Roadmap 2022-25	Project is underway and is presently defining the vision and discovery of insights to help us understand the customer journey to identify opportunities for improvement. Project will carry over into the next financial year as planned.	On Track

## 1.2: Create safe, well maintained, activated and accessible public spaces

1.2.1: Maintain the cleanliness of our city streets by removal of litter and graffiti, and street sweeping

Section	Action	Comments	Status
Operations	Review and implement the street sweeping program to increase efficiencies	Early starts working well. Will introducing more early starts from July/August 2022.	Completed
Operations	Increase collection of loose litter through efficiencies gained from the smart bin replacement program	Smart bins implemented providing increased loose litter control.	Completed
Operations	Implement a new procedure to respond to and manage illegal waste	Grant funding transferred to City Standards and Compliance for action. Talis Consultants have been engaged to undertake development of Illegal Waste Strategy including the initial waste audit with a draft report expected to be completed by early October 2022	On Track
Operations	Use new mobile technology to reduce graffiti removal response times and improve data intelligence	Technology (CCS) implemented and working very well.	Completed
Operations	Commence street smart bin replacement program	All smart bins installed and operating.	Completed

1.2.2: Design and implement road and community safety programs to create places where people feel safe, are likely to stay, and want to return to

Section	Action	Comments	Status
Community Life	Deliver community safety programs and awareness campaigns	Program has been refocused on enhancing passive surveillance, including additional creative lighting delivered as part of Wander OnQ. Further lighting program included in Arts OnQ in June, with proactive Community Safety event planned for Claymore postponed to August due to unavailability of key partners, including NSW Police.	On Track

Section	Action	Comments	Status
Community Life	Deliver Child Car Seat Restraint Fitting Program	Program delivered successfully through 2 fitting days in April and June.	On Track
Community Life	Deliver road safety initiatives including the Learner Driver Program and the Speed Reduction Program	Extensive program delivered including the Novice Driver program, and the Speed program in High Schools. Council worked closely with Camden Council and NSW Police to deliver these programs. The most recent 'Log Book Run' was a great success with over 40 participants traveling through the region supervised by Council and Police.	On Track

1.2.3: Ensure the responsible maintenance of all Council bush and fire trails

Section	Action	Comments	Status
Infrastructure	Complete maintenance and treatments as per program	Completed as required.	Completed
Infrastructure	Review, plan and undertake hazard reduction burning	Will be completed following rain delays.	On Track
Infrastructure	Inspect, identify and undertake preventative/remedial works on fire trails	Inspections are ongoing and works are being planned. Some delays due to rain.	On Track

1.2.4: Manage Council's building assets including building maintenance, city safety (security) and cleaning

Section	Action	Comments	Status
Infrastructure	Maintain all Council buildings for their use by the community	Building program 98% complete.	On Track
Infrastructure	Improve community booking system for community halls and tennis courts	Software compatibility issues still to be rectified.	On Hold
Infrastructure	Manage the use of Council halls	Managed and maintained as required.	Completed
Infrastructure	Ensure that Council Assets have the appropriate security systems including: <ul style="list-style-type: none"> <li>• increasing the number of encrypted wireless links</li> <li>• upgrade to the CCTV at Greg Percival library and community centre</li> <li>• migrate security access control software from end of life, to current technology</li> </ul>	<ul style="list-style-type: none"> <li>• Encrypted wireless links progressing as planned.</li> <li>• Migration of sites to current access control technology progressing and on track.</li> </ul>	On Track
Infrastructure	Ensure that all Council Assets are appropriately cleaned	Ongoing and on track.	On Track



1.2.5: Act in the interests of the broader community to encourage compliance with relevant laws, policy and adopted standards, aimed at environmental health and safety of our community

Section	Action	Comments	Status
City Standards, Compliance & Waste	Investigate and appropriately action complaints relating to noise nuisance and unhealthy premises	All complaints have commenced action within the prescribed time frames. Completing investigations or implementing actions vary due to nature of complaint and/or engagement with respective parties involved.	On Track
City Standards, Compliance & Waste	Conduct regular inspections of the following premises: <ul style="list-style-type: none"> <li>• food premises;</li> <li>• hair, beauty and skin penetration;</li> <li>• onsite waste water management systems;</li> <li>• commercial and public swimming pools;</li> <li>• boarding houses;</li> <li>• sex service industry.</li> </ul>	1180 proactive inspections of food businesses, primarily of Childcare Centres & high risk food businesses were undertaken for the 2021/22. Public health inspections eg: beauty, skin penetration (tattoos, waxing, piercings, and nail salons) were affected during the first two quarters of the financial year due to COVID.	On Track

1.2.6: Ensure an environmentally safe and sustainable city through a compliance program

Section	Action	Comments	Status
City Standards, Compliance & Waste	Respond to development and environmental complaints for tree removal, land clearing, landfill, pollution incidents, and unauthorised land use	343 Investigations of complaints regarding tree removal, land clearing, landfill, pollution incidents, and unauthorised land use undertaken during Qtr4.  Get the Site Right Operation with NSW Environment Protection Authority and Department of Fair Trading audited 71 building sites over a 5 day period – all sites non-compliant for a number of pollution and development consent matters. The week long Program resulted in 11 formal Warnings and 96 offences being identified which required further follow up.	On Track
City Standards, Compliance & Waste	Deliver Pool Safety inspection programs	339 pool inspections were completed in 2021/22.	On Track

## 1.2.7: Conduct ranger services to ensure an environmentally safe and sustainable city

Section	Action	Comments	Status
City Standards, Compliance & Waste	Respond to complaints and patrol LGA for illegal parking, abandoned vehicles, overgrown premises, littering and stormwater pollution	Activity has increased during the last quarter, as COVID restrictions have eased. However parking availability (in CBD and commuter carparks) higher than normal – this has led to fewer parking fines being issued. The School Safety Program has resumed. Quarter 4 has seen 3717 customer request come, with a total of 12,687 for 2021/22.	On Track

## 1.2.8: Provide a temporary home for lost cats and dogs at our Campbelltown Animal Care Facility

Section	Action	Comments	Status
City Standards, Compliance & Waste	Actively promote and participate in the cat and dog subsidised de-sexing programs	The Companion Animal Subsidised Desexing Program has delivered good outcomes by reducing unwanted cat & dog litters and lessening the urge for these animals to roam or improve behaviour.  The National Desexing Network (NDN) Program remains suspended due to the withdrawal of local vets from the NDN Program.	On Track
City Standards, Compliance & Waste	Ensure the health and wellbeing of cats and dogs kept within the Animal Care Facility prior to returning to their owner, rehoming or sale (rescue groups).	The care and maintenance of our animals remains our highest priority, with animal impound numbers decreasing by 14% compared to the previous financial year. End of year figures for 2021/22 Adopted: Dogs - 173, Cats - 296. Released to Rescued: Dogs - 134, Cats - 400. Total Rehomed: Dogs - 307 & Cats - 696.	On Track

## 1.2.9: Construct and maintain Council owned infrastructure

Section	Action	Comments	Status
Infrastructure	Maintain our road, bridge and stormwater infrastructure	90% complete. The remaining projects will be completed in the first quarter of 2022/23. Delays have been a result of heavy rainfall and COVID.	On Track

Section	Action	Comments	Status
Operations	Construct and maintain our infrastructure such as road network, footpaths, stormwater drains, fencing, bus shelters, seats, fire trails, play grounds and associated open space	Construction program on track	Completed

### 1.3: Ensure that Campbelltown is an inclusive city

#### 1.3.1: Foster partnerships that deliver healthy and inclusive outcomes for our diverse community

Section	Action	Comments	Status
Community Life	Implement the Campbelltown Healthy Food and Drinks Policy focusing on internal meetings and functions, owned facilities and both internal and external events	Staff resource currently being finalised. Program will be reviewed to assess priority and any maintenance of ongoing program to embed in Council.	On Hold
Community Life	Support the Campbelltown Domestic Violence Committee to increase membership and awareness of support services for our diverse community	Campbelltown Council continues to support and convene the monthly Campbelltown Domestic Violence Committee.	On Track
Community Life	Review and implement the Disability Inclusion Action Plan	The revised Disability Inclusion Action Plan 22-26 is in draft format and is currently being finalised. The final draft is expected to be ready by 8 August. Council is continuing to include inclusion and access into Council business, activities and planning. A quiet session for people with disability was held at Chill Fest 2022 on Saturday 12 July.	On Track
Community Life	Develop a Social and Health Impact Assessment process for Development Applications	A review of current resource is underway to determine how best to deliver this program.	On Hold
Community Life	Deliver and review the Youth Engagement program 'Hack Collective' to engage our young people	Program has been on hold due to Health restrictions and lack of access to school. Grant unsuccessfully. Review has begun to ascertain if program is achievable in current circumstances.	On Hold
Community Life	Work with developer to design a community centre at Willowdale as part of the Voluntary Planning Agreement	Internal working group is established, still awaiting DA to be lodged by applicant.	On Track

Section	Action	Comments	Status
Community Businesses	Deliver the Immunisation Clinic	Childhood Immunisation clinic continued to be offered in both Ingleburn and Campbelltown during Q4. Wet weather and nurse availability saw a few clinics cancelled but there was minimal impact of this overall. Q4 has an increase in previous quarter results likely due to families feeling more confident coming out into public spaces post COVID restrictions.	Completed

**1.4: Provide and support exciting and curious events and festivals for the local community and visitors**

1.4.1: Support and deliver festivals and events that celebrate our diverse community and unique creativity

Section	Action	Comments	Status
Community Life	Increase non-Council funding for community festivals and events through Campbelltown GrantsHub	The Events Team are actively seeking grant opportunities for all events. Awaiting the re-release of the Multicultural NSW Grant for FEAST 2022.	On Track
Community Life	Deliver calendar of key signature events including large scale celebrations, culturally specific events and inclusive activations.	During this quarter the Events team delivered a successful NAIDOC Week event. Over 400 people attended the community connection day at Campbelltown Arts Centre despite the heavy rain on the day. A range of local stallholders and agencies hosted stalls at the event generating positive feedback from the community. Chill Fest at Koshigaya Park planning took place during this period and bump in commenced late June for a 1 July opening.	On Track
Community Life	Promote the Event Toolkit and Event Application Checklist to support community groups organising events	The toolkit has been drafted. Website pages have been drafted. Awaiting final approval before launching.	On Track
Community Life	Deliver the Connected Community Fund Programs to support diverse community programs and events	These programs have been delivered.	Completed

1.4.2: Deliver events that promote civic pride and celebrate our city's achievements

Section	Action	Comments	Status
Office of the General Manager	Deliver calendar of civic events including citizenship ceremonies and recognition programs	Civic events and citizenship ceremonies have returned and are back to full scale, following some minor adjustments due to COVID. Seven events have been held during this reporting period.	On Track

**1.5: Host and promote major sporting events, showcasing our city's sporting facilities and encouraging community participation in sport and recreation**

1.5.1: Increase use of Council's leisure services at Eagle Vale, Macquarie Fields, and Gordon Fetterplace and plan for future needs

Section	Action	Comments	Status
Community Businesses	Deliver training and recruitment initiatives to support the Learn to Swim Program	Two traineeships completed.	Completed
Community Businesses	Implement the Aquatic and Indoor Sports Strategy	The Aquatic and Indoor Sports Strategy was completed in Q2	Completed
Community Businesses	Enhance the customer experience for centre based sporting and aquatic events and carnivals	This was completed in Q3	Completed
Community Businesses	Enhance the customer experience by undertaking a customer facing system upgrade (CRM/POS)	Customer facing system upgrade completed.	Completed

1.5.2: Coordinate the City's sports fields and support local sports clubs in increasing participation

Section	Action	Comments	Status
Community Life	Develop the Lynwood Park Masterplan	Work to resume Q1 2022/23 following WestInvest process with Macarthur Football Association	On Hold
Community Life	Commence delivery of the Sports fields Upgrades Program	Floodlighting program not yet completed due to wet weather throughout Q4, Works at Bradbury Oval and Milton Park expected to be completed in July 2022. Works to Campbelltown Showground and Koorunga Reserve expected to be completed Q1 2022/23 when field conditions permit access by heavy equipment.	On Track

Section	Action	Comments	Status
Community Life	Promote grant funding opportunities for facility and equipment upgrades to local sports clubs	Working with clubs to progress 14 WestInvest submissions, Promotion of Community Building partnerships grants relating to facility improvements. Assisted clubs and associations deliver Little League Nationals (Baseball) and NSW Combined High Schools Championships (Softball) at Milton Park in Q4. Assisted clubs in completing and obtaining consent for club events throughout the quarter	On Track
Community Life	Investigate funding opportunities to deliver a Cricket High Performance Indoor Centre	This action has been completed.	Completed
Community Life	Develop a Tennis Strategy for the city	This has been placed on hold to allow Council time to gather more robust participation data to inform the recommendations.	On Hold

### 1.5.3: Promote and develop our current venues for sport and major events

Section	Action	Comments	Status
Project Director	Complete construction (Stage 1) of the Sport and Health Excellence Centre	A report is planned for August Council meeting regarding the location of this facility. Council will also be seeking additional funding for the project through the NSW Governments WestInvest program.	On Hold
Community Businesses	Increase activation of Campbelltown Sports Stadium	During Q4, Campbelltown Sports Stadium has been able to showcase the facilities to the community. The sporting landscape has been brought back to life with the continuation of the A-League season followed by the commencement of the NRL season and school carnivals to the Athletics Centre has provided over 53,000 visitors to the stadium in the last quarter.	On Track
Community Businesses	Deliver the Pacific Test Program	2022 Pacific Test took place on Saturday, 25th June 2022.	Completed
Project Director	Investigate Campbelltown Sports Stadium upgrade opportunities	The Stadium has had grant submissions for upgrades for both the Centre of Excellence and a new eastern grandstand through the WestInvest project.	On Track

Section	Action	Comments	Status
Community Life	Support Macarthur Football Club in delivering community programs that encourage healthy and active lifestyles	Macarthur Football Club has now concluded their 2021/2022 A-League Season and the stadium was able to support and deliver programs through various activations at their home games including junior games at half time which help to promote healthy and active lifestyles.	On Track

### 1.6: Foster a creative community that celebrates arts and culture

1.6.1: Manage Campbelltown Arts Centre as the South West Sydney regions major cultural services provider and venue

Section	Action	Comments	Status
Creative Life	Explore opportunities to expand Campbelltown Arts Centre facility	Creative Capital funding outcome still pending - Create Infrastructure NSW. Currently developing a Business Case for WestInvest to expand the Arts Centre including additional theatre, galleries, artists' studios, larger hospitality spaces and community spaces.	On Track
Creative Life	Promote the hiring of the Arts Centre for functions, corporate events and activities	The Arts Centre facility has been hired for various events and functions. The Performance Studio repairs were completed end of June 2022. Facility promoted widely to community and corporate groups who have been utilising the space for various community events and private functions.	Completed

1.6.2: Deliver a range of artistic programs and activities to promote cultural awareness and appreciation

Section	Action	Comments	Status
Creative Life	Deliver an artistic program that develops and presents new work that engages diverse audiences and responds to local interest including Sydney Festival	Campbelltown Arts Centre presented various artistic projects complimented by public programming. Some of these included: <ul style="list-style-type: none"> <li>• Macarthur Ceramics Group: Dust to Table</li> <li>• Yirran Miigaydhu: Weaving our Ways to Country, a presentation of newly created works by Yirran Miigaydhu - Aboriginal Women's Weaving Group</li> <li>• Maryanne Wick: A Sense of Place and Time featured paintings and drawings created by local artist Maryanne Wick during her time</li> </ul>	Completed

Section	Action	Comments	Status
		living in Spain from 2017-2019. <ul style="list-style-type: none"> <li>• The Conscious Music Project led by L-Fresh the Lion continued to develop new work with Conscious Artists including Saif, P.Smid, Clarissa Mei, Givitimy. The artists are releasing new tracks and performing at a range of events.</li> <li>• Public Art Projects - 3 new works have been commissioned and installed in Queen Street, Carberry Lane and Dumaresq St. The artists commissioned include acclaimed contemporary Aboriginal artists Jason Wing and Danielle Mate, and Lao-Australian artists Savanhdry Vongpoothorn.</li> </ul>	
Creative Life	Establish and maintain relationships with arts and non-arts organisations (e.g. Campbelltown Hospital)	Preview of public artworks held in June. Ongoing collaboration with the Hospital on public art strategy. Facilitating the engagement of local artists and Elders is ongoing.	On Track
Creative Life	Deliver artistic and cultural programs with Aboriginal and Torres Strait Islander artists and communities	Wiritjiribin Girls Dance group weekly workshops and a number of public performances at events in the Macarthur area. Yirran Miigaydhu weaving workshops led by Yuin/Dharawal artist and master weaver Aunty Phyllis Stewart culminating in an extraordinary exhibition launched 9 April. The exhibition, Weaving our Ways to Country or Yirran Miigaydhu Biyangalaygu Ngurayu in Dharawal language, is the second presentation of newly created works by Yirran Miigaydhu - Aboriginal Women's Weaving Group at Campbelltown Arts Centre since 2019.	Completed



<p>Creative Life</p>	<p>Manage the ongoing provision, sustainability and growth of the Little Orange Studio</p>	<p>Little Orange Studio program continues to run twice weekly - series of studio sessions delivered face to face with artists supporting them to create new work and develop their practice. The Artists have performed and presented as part of the Sundown (After Dark) sessions at the Arts Centre throughout May and June 2022. They are all working towards a major exhibition due to open in August 2022.</p>	<p>On Track</p>
<p>Creative Life</p>	<p>Deliver an annual program of education, community engagement and creative learning activities and collaborations that engages our diverse community</p>	<p>The Arts Centre has facilitated multiple creative learning and education programs that engaged diverse groups including children and families, emerging artists, educational groups, Aboriginal communities, arts educators and local residents. Some programs included art-making workshops, artist talks on site and a series of events and activities presented digitally.</p> <p>Artist Exchange Autumn Makers Markets was held successfully showcasing over 15 local makers. A series of after-hours events were held through May and June, Sundown Sessions which attracted over 1500 locals who engaged with the exhibitions, artists talks, and a range of art making activities. Burra Bamal: In-School Dance Workshops were held successfully in local schools for Years 7-12 Aboriginal and Torres Strait Islander students, presented in partnership with NAISDA.</p>	<p>Completed</p>

Creative Life	Promote Campbelltown as a film friendly City and support the development of local screen based practitioners and projects	The Film and TV Skills program in collaboration with AFTRS has been delivered. Approximately 25 participants were engaged in practical workshops, industry talks, studio tours and networking events in May and June 2022. New options to fund a series of workshops that will continue to offer skills development and industry engagement opportunities for local emerging screen practitioners are being explored. The Council Film Policy review will be undertaken late 2022. The Arts Centre and Events Team will host a number of public film events with funding received from Screen NSW for Film Festivals. Locations will include: Leumeah Commuter Carpark, Arts Centre and Forum Q.	On Track
Creative Life	Develop a cultural strategy that encourages the local community to engage in arts culture across the region	Community engagement strategy completed. Engaged an artist to facilitate workshops with stakeholders.	On Track

**1.7: Promote the City's history, with strong respect for our Aboriginal and Torres Strait Islander history**

1.7.1: Foster partnerships that celebrate our city's history and promotes reconciliation with our First Nations communities

Section	Action	Comments	Status
Community Life	Review and deliver actions from the Reconciliation Action Plan	Council continues to work closely with and support our Aboriginal and Torres Strait Islander communities with projects. We have involved the community in events and activations, planning, and supported groups such as Wiritjiribin Dance Group. The new Reconciliation Action Plan is due to be drafted and will commence in the next quarter.	On Track
Community Life	Implement the Aboriginal Interpretation Strategy 'Our Voice Our Place' to ensure an Aboriginal perspective across council facilities and the public domain	Continuing to include Dharawal language and perspectives across Council Projects. Inclusion of Aboriginal cultural representation in Council's plans. Examples: Billabong Parklands, Reimagining Campbelltown, Scenic Hills Green Grid and Bow Bowing Creek Scoping Project.	On Track

**1.8: Enable a range of housing choices to support different lifestyles**

1.8.1: Guide future land use planning rules and encourage sustainable and responsible development that increases the liveability of the Campbelltown local government area

Section	Action	Comments	Status
Urban Centres and Urban Release & Engagement	Review and manage planning controls responding to legislative and policy changes as required	Revised Local Housing Strategy approval received. Report on Local Housing Strategy implementation plan submitted to Council. Report on proposed affordable housing strategy and affordable rental housing contributions scheme supported by Council - procurement process has commenced. Employment zones reform package now on exhibition. Planning Proposal to simplify planning rules for signage finalised. Planning Proposal for reclassification of Campbelltown Stadium forwarded for finalisation. Menangle Park and Mt Gilead Planning Proposal finalised.	On Track

**1.9: Create places where people feel good, and are likely to stay, return to and tell others about their experiences**

1.9.1: Design and deliver community led programs, places and spaces

Section	Action	Comments	Status
Community Life	Deliver the 'On Q' program of initiatives to encourage our community to visit the Campbelltown City Centre by creating engaging spaces (Reimagining Priority Project 3)	Over 16,000 people have attended the series of events run by the Place Team as part of the NSW Government fund Festival of Place and CBD Revitalisation programs. This has included the monthly Handmade and Homegrown Markets and Arts OnQ. It also included Wander OnQ held in April that on its own attracted over 5,000 people. Further funding has been attracted allowing the Markets to continue till September.	On Track
Community Life	Deliver Small Centre Space Activation initiatives	NSW Government funded Festival of Place 'Sweet Street' event in May attracted over 2000 people. Feedback from businesses and community was excellent.	On Track

Section	Action	Comments	Status
Community Life	Work with key support services to meet the needs and aspirations of our Claymore community	The Collective Impact Coordinator has been working closely with all services and schools. The NSW Government funded program is supporting the delivery of the Collective programs and ensures coordinated and focused programs. This has included community activations and a recent Youth Employment training program that enjoyed excellent cross agency collaboration.	On Track
Community Life	Create event ready sites to encourage new Night Market and Food Market activations across our city	This action was completed.	Completed

**Outcome 2: A respected and protected natural environment**

**2.1: Implement and advocate for initiatives that conserve the city's natural environment**

2.1.1: Plan and deliver programs that protect the threatened and unique plants, animals and places in Campbelltown

Section	Action	Comments	Status
Open Space	Implement Campbelltown Comprehensive Koala Plan of Management included key actions relating to habitat conservation and enhancement, education, monitoring and key threats such as vehicle strikes and dog attacks	<p>During 2021/22, Council delivered a range of projects and programs and key actions as part of the CKPoM and Koalatown. These actions included:</p> <ul style="list-style-type: none"> <li>• Installation of 8 information signs about responsible dog ownership at local dog parks and key bushland reserves</li> <li>• bus shelter wraps installed at 7 locations throughout LGA</li> <li>• on ground habitat restoration works across 30ha of land and facilitated our annual Wild Koala Day tree planting in May.</li> </ul> <p>We have continued to support private land conservation through Land for Wildlife/Koalatown Properties with three properties engaged, and have targeted vehicle strikes through the use of the Variable Message Sign at hot spots. The final touches are being put on the long term monitoring strategy and our education programs including Koalatown Certified Schools engaged 3,907 residents and we also</p>	Completed

Section	Action	Comments	Status
		delivered a Eucalyptus identification course for wildlife care organisations across Macarthur in partnership with the NSW Government.	
Open Space	Deliver Stage 6 Smiths Creek Reserve Koala Habitat Restoration	<p>Project completed in May 2022 with restoration works completed across 7.16ha of Core koala habitat.</p> <p>The community engagement component of the project included:</p> <p>7 x Bushcare working bees with average 6.5 attendees</p> <p>2 x Bush Explorers events:</p> <ul style="list-style-type: none"> <li>• 'Bugs of the Bush' - 7/4/21 - Bendall Reserve - 11 attendees</li> <li>• 'Bushtucker walk' - 13/2/22 - Bendall Reserve - 14 attendees</li> </ul> <p>7 x local school environmental activities</p> <ul style="list-style-type: none"> <li>• Clontarf Academy (Airds High School) - 12/08/2021 - 16 x 13-18 year olds</li> <li>• Clontarf Academy (Airds High School) - 29/09/2021 - 12 x 13-18 year olds</li> <li>• Insect Investigations - On Q - 14/09/2021 - 65x 5-10 years</li> <li>• Koalatown &amp; Koalarama - On Q - 15/09/2021 - 120 x 5-10 years</li> <li>• Leaping Learners - Smiths Creek - 26/10/2021 - 15 x Early Learning</li> <li>• John Therry HS - Online - Koalatown - 27/10/2021 - 270 x Stage 5</li> <li>• Broughton Anglican - Online - Koalatown - 20/05/2022 - 165 x Stage 5</li> </ul> <p>Council has also been successful in obtaining funding for stage 7 of the project.</p>	Completed

<p>Open Space</p>	<p>Implement Grey Headed Flying Fox Camp Management Plans for Campbelltown and Macquarie Fields. Key actions include investigating methods to assist residents, developing plans to improve habitat and educating the community</p>	<p>First round of residential assistance program has been 50% completed with 20 residents participating to purchase a range of products and services to better coexist with GHFF. Site Restoration Plans are nearing completion with early works to begin onsite at Macquarie Fields in mid-late July to improve habitat and amenity of the creek line. Council has also submitted in grant to assist with funding Site Restoration works which we expect we will hear back in the next week. Plans are also underway to deliver a sprinkler system to assist residents by providing a buffer between GHFF and residents without removing vegetation.</p>	<p>Completed</p>
<p>Open Space</p>	<p>Commence Noorumba Reserve biobanking project works including fencing, weed control, rubbish removal and revegetation</p>	<p>All year 1 works completed in late 2021; year two works underway and scheduled to be completed in October 2022. Additional works including fire trail upgrades, erosion control to be completed to ensure protection and enhance of Noorumba Reserve under the biobank agreement.</p>	<p>Completed</p>
<p>Open Space</p>	<p>Deliver 12 month long baseline LGA wide biodiversity study to inform draft Natural Areas Prioritisation Plan. Plan to be finalised in 2022/23</p>	<p>Project in the later stages of scoping and testing within Assets management system underway. Further scoping of on ground assessments to be undertaken following testing with assets with project being rolled over due to its complexity.</p>	<p>On Hold</p>

**2.2: Activate the city's natural bushlands and open spaces, fostering enhanced community stewardship of these areas**

2.2.1: Engage and educate our local community through programs that encourage stewardship of our environment

Section	Action	Comments	Status
Open Space	Deliver engaging community events such as Wild Koala Day, Clean Up Australia Day and National Tree Day	Annual National Tree Day event could not be completed due to COVID restrictions; Clean Up Australia Day postponed due to poor weather. Wild Koala Day was held at Worrell Park, Ruse on Sunday 1 May 2022. On the day 95 residents took part in the event and planted 1,000 trees, shrubs and ground layer plants to expand on Critically Endangered Shale Sandstone Transition Forest and Core Koala Habitat that exists at the site.	Completed
Open Space	Deliver a range of guided walks to activate bushland reserves across the Campbelltown LGA	Program halted during Q2 due to COVID restrictions, and recommenced in February. The program saw 334 residents engaged over a 5 month period with a range of programs focused around our natural environment, waterways and flora/fauna. The program also included the launch of the 'It's Our Backyard' campaign including information for our CALD communities to encourage outdoor recreation and activation of our parks and bushland reserves. The program will continue into 2022/23.	Completed
Open Space	Deliver Land for Wildlife conservation program promoting conservation of bushland and koala habitat on private property	Program was impacted by COVID restrictions and did not start until Q3. During 2021/22, Council added 3 properties to its conservation program with a total of 4 properties now onboard with 12.35ha of bushland now being managed under the conservation program. Further promotion and a landholder event is planned for early in the new financial year.	Completed
Open Space	Update and implement the Annual Schools Environmental Education Plan	Council delivered the annual schools environmental education plan and this year in took the lead and restarted the SEED Network in partnership with Wollondilly and Camden Council's and Macarthur Environmental Education Centers.	Completed

Section	Action	Comments	Status
		The program held 2 meetings and engaged over 121 school teachers across the region to improve STEAM outcomes in environment, sustainability and waste. Further workshops are planned each term throughout 2021/22 and teachers have reported back with very positive feedback.	
Open Space	Engage our community in volunteering opportunities to further protect and enhance our environment through initiatives such as the Bushcare Program	The Bushcare program was heavily affected by COVID restrictions and poor weather. However volunteers still managed to contribute 516 hours to the program across 7 work locations. Works included tree planting, rubbish removal, environmental monitoring and citizen science and weed control to improve our bushland and waterways.	Completed

2.2.2: Implement initiatives that will activate and promote use of our natural areas

Section	Action	Comments	Status
Open Space	Implement the Review of Bushwalking Tracks and Associated Facilities Report, specifically reserve upgrades at key locations including Keith Longhurst Reserve, Kentlyn and Ingleburn Reserve, Ingleburn	Trail works completed at Keith Longhurst Reserve in late 2021 with works also completed at Ingleburn Reserve. The only outstanding component is signage which is designed and to be installed soon. Council has been successful in obtaining funding to deliver trail upgrade works at Nepean River Reserve and Smiths Creek Reserve under this program/strategy.	Completed

**2.3: Promote and educate our community on sustainable practices and encourage practicable take up of more sustainable life choices**

2.3.1: Deliver a reliable and cost-effective waste and recycling service to our community

Section	Action	Comments	Status
City Standards, Compliance & Waste	Manage the ongoing efficient operations of the Community Recycling Centre and the Effluent Disposal Facility	Community Recycling Centre formally opened by NSW Environmental Protection Authority on 22/3/22. The Centre has been well received by members of the community and surrounding LGA's. The following are some key updates: <ul style="list-style-type: none"> <li>• X-rays and mobile phones added to drop off recycling and recovery options.</li> </ul>	On Track



Section	Action	Comments	Status
		<ul style="list-style-type: none"> <li>Centre advertised through Macarthur Advertiser (newspaper), socials, VMO screens at petrol stations, and also shopping centres throughout the LGA.</li> <li>On-site open day held on 9/4/2022 with approx. 200 cars come through the centre. This day included the "silver bullet" on site with people accessing general waste information at the same time and giveaways to assist with waste reduction and separation.</li> <li>8260 kgs have been collected since opening late March 2022.</li> </ul>	

2.3.2: Provide our community with the knowledge and skills to maximise resource recovery and recycling

Section	Action	Comments	Status
City Standards, Compliance & Waste	Implement actions from council's adopted Waste Education Strategy including: Council Waste and Recycling App	<p>1286 new downloads of the Waste App between April 1 and June 30. 8472 downloads of the App since its introduction.</p> <p>The flyer for the App was handed out during the Community Recycling Centre open day on 9/4/2022; also distributed by Resource Recovery Engagement Officers during bin inspections.</p> <p>The behaviour change research is progressing with strategies being developed to trial following the completion of the bin inspections, community surveys and focus groups throughout the LGA. An implementation plan for the draft strategies is being developed in partnership with consultant EnviroCom and the Communications team. Pilot program is expected to commence August 2022</p>	On Track

### 2.3.3: Manage opportunities for a cost effective, long term contract for domestic resource recovery and waste disposal

Section	Action	Comments	Status
City Standards, Compliance & Waste	Manage the long term regional contract for domestic resource recovery and waste disposal (known as Project 24)	Tenders advertised on 31 August 2021. An online forum closed 29 March 2022. The closing date for tenders was extended from 5 April 2022 to 3 May as a result of representations by a potential tenderer. A total of 36 companies downloaded the tender documents and 4 companies submitted proposals to service either some or all waste streams. Evaluation of tenders is currently being finalised and reporting to Council will follow.	On Track

### 2.3.4: Prepare for, and respond to, the effects of our changing climate

Section	Action	Comments	Status
City Growth Directorate	Implement priority actions that respond to Council's Climate Change Risk Assessment	Council has updated its Climate Change Risk Assessment, and incorporated priority actions into the Resilience Hazard Assessment.	Completed
City Growth Directorate	Develop and commence implementation of actions to transition our operations to net zero emissions	<ul style="list-style-type: none"> <li>• Council's sustainability performance dashboard continues to integrate information on electricity, gas, waste, paper and vehicle fleet emissions.</li> <li>• A greenhouse gas dashboard has been developed.</li> <li>• A review of the data in the sustainability performance dashboard is currently underway, and will inform potential pathways to transition to net zero. It is anticipated that this will be completed by July 2022.</li> </ul>	On Track

## 2.4: Conserve and care for our city's biodiversity

2.4.1: Protect our city's unique biodiversity through a targeted program of priority weed and pest animal species

Section	Action	Comments	Status
Open Space	Develop draft Local Priority Weed and Pest Animal Management Plans for the Campbelltown LGA	Project rolled over due to impacts of COVID-19 on other legislative responsibilities of the position and position being vacant for a significant period of the year whilst being recruited. Staff require significant training and understanding to be able to develop these strategies, these will be delivered in the new financial year.	On Hold

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

2.5.1: Promote precious resource efficiencies

Section	Action	Comments	Status
City Growth Directorate	Engage local businesses to identify water efficiency opportunities through the Sydney Water Partnership Program	The partnership has been finalised.	Completed
City Growth Directorate	Investigate integrated water solutions for the city centre	<ul style="list-style-type: none"> <li>An internal working party is currently reviewing a number of potential projects for transforming Bow Bowing Creek.</li> <li>A report has been prepared recommending the preparation of a Master Plan.</li> </ul>	On Track
City Growth Directorate	Develop a guideline for residential energy sharing schemes under the 'Creating a Spark' grant	This guideline has been developed	Completed

2.5.2: Strengthen our resilience as we adapt to shocks and stressors

Section	Action	Comments	Status
City Growth Directorate	Strengthen our resilience as we adapt to shocks and stressors including: <ul style="list-style-type: none"> <li>- Develop a Resilience Plan that identifies priority shocks and stresses</li> <li>- Participate in the Resilient Sydney Network</li> <li>- Undertake key actions outlined</li> </ul>	<ul style="list-style-type: none"> <li>A Resilience Hazard Assessment was finalised identifying our shocks, stresses and resilience hazards.</li> <li>A Communications Strategy has been developed and commenced implementation.</li> <li>An internal working party has been created to assist in disseminating the information and embedding resilience.</li> </ul>	On Track

Section	Action	Comments	Status
		<ul style="list-style-type: none"> <li>Resilience has been incorporated into Council's Delivery Program and is one of two overarching strategies.</li> <li>Key priority actions have commenced, including a partnership project with the City of Sydney and Resilience NSW to embed resilience into our Asset Management Plan.</li> <li>A resourcing and financial strategy is currently being developed to guide the implementation of the actions in the Resilience Hazard Assessment.</li> </ul>	

**Outcome 3: A thriving, attractive city**

**3.1: Support the resilience, growth and diversity of the local economy**

3.1.1: Manage and implement the Economic Development Strategy to create a local environment that facilitates and drives greater economic growth

Section	Action	Comments	Status
Economic and Investment Growth	Investigate resourcing strategies to deliver priority actions from the Economic Development Strategy	<ul style="list-style-type: none"> <li>Submission of Council response to WPC draft Blueprint and ED Roadmap.</li> <li>Successful delivery of strategic matching event with WSBC in June.</li> <li>Currently developing an investment attraction strategy to target sectors we want to attract to Campbelltown, as well as a framework to concierge investment leads internally and marketing tools.</li> <li>Completed the Campbelltown Spaces feasibility which recommends putting creative industries into vacant shopfronts to increase main street foot traffic and diversify the retail offering.</li> <li>Continuing to work with Planning and Compliance on DA updates/requests from businesses and outdoor dining.</li> <li>Continuing to build relationships within industry and make connections with relevant</li> </ul>	On Track

Section	Action	Comments	Status
		<p>stakeholder groups to help them grow.</p> <ul style="list-style-type: none"> <li>Continuing partnerships with stakeholders which can directly benefit industry, including with government and education/training providers to address current and future gaps and challenges.</li> </ul>	

**3.2: Ensure that service provision supports the community to achieve and meets their needs**

3.2.1: Provide a caring, nurturing educational environment enabling our children to prosper

Section	Action	Comments	Status
Community Businesses	Provide high quality education and care services that meet the needs of our future generation	Overall utilisation across all services has increased across the financial year. Services continue to provide educational programs offering the best outcomes for children in their early learning and the most critical stage of their development.	Completed
Community Businesses	Implement improvements that make it easier for families to access our services	Parent Handbook content is complete and ready for sharing with families. E-form strategy is complete and next steps identified for future projects.	Completed
Community Businesses	Improve our education and care facilitates to reflect our quality of care standards	The Staff Induction process has been live for Q4 and is being utilised by all new starters within Education and Care Services. The Staff Induction process supports all new educators with information and tools they need to understand roles and responsibilities. The new starter and their Nominated Supervisor have the opportunity to come together within the first month and discuss all aspects of the Staff Induction process providing the new starter with the opportunity to ask questions and extend on their knowledge from what they have already learnt through this process. All new starters and existing employees have the opportunity to provide ideas, suggestions and feedback on the Staff Induction process.	Completed

## 3.2.2: Deliver Bicycle Education programs to increase awareness and participation in cycling

Section	Action	Comments	Status
Community Businesses	Deliver educational programs and facility based experiences	The Bicycle Education Centre continued to operate for all educational programs, open days and private hire. The wet weather impacted some of these, with rescheduling occurring where required.	Completed

## 3.2.3: Provide an outstanding customer experience with our libraries through innovative technologies

Section	Action	Comments	Status
Community Learning and Library Services	Implement a new Library Management System to improve community access to library resources	The system has been implemented.	Completed

## 3.2.4: Provide library spaces that encourage our community to connect, create and learn

Section	Action	Comments	Status
Community Learning and Library Services	Deliver the branch renewal program to support increased utilisation by our diverse community	Eagle Vale Inclusive Space will be launched in July. Eagle Vale Library has installed a sensory wall in the Children's space, purchased games and technologies for people with vision impairment, and increased accessibility to our collections and resources. Ingleburn Library has converted a meeting room into a sound studio to enable recording of podcasts and other small creative projects. Glenquarie and HJ Daley Libraries have purchased new furniture to refresh their existing spaces.	Completed
Community Learning and Library Services	Investigate new Civic Library development opportunities	Work has commenced on the South West Sydney Community and Justice Precinct MasterPlan, which includes the new Library. This is due for completion in October.	Completed

3.2.5: Deliver a range of lifelong learning programs and library resources

Section	Action	Comments	Status
Community Learning and Library Services	Deliver a range of library programs and resources including: - Early literacy - Information talks - Youth activities - Author talks - School holiday activities	Library programs have continued in Q4 and highlights include: <ul style="list-style-type: none"> <li>• School Holiday activities held at all libraries, with planned activities as well as drop in craft sessions.</li> <li>• Fiction and non-fiction writing workshops continued both online and in person.</li> <li>• Therapy dog visits at all branches to help students de-stress.</li> <li>• Early literacy programs continued to be a success with families staying longer due to the stay and play initiatives the library has implemented.</li> <li>• Social groups such as scrabble club, Sit n' Chat, Sewing Club and the Board games group continue to be a place where people can connect.</li> <li>• Chess club at Eagle Vale Library restarted.</li> <li>• Nostalgia and Nibbles provided an opportunity for people to come together and reminisce old locations and stories.</li> <li>• Comic Book Day was hugely successful with over 1500 people attending a variety of comic themed activities at the library.</li> </ul>	Completed

**3.3: Become an innovative city where advances in technology, creativity and community participation are nurtured and embraced**

3.3.1: Manage IT solutions to provide an improved customer experience

Section	Action	Comments	Status
Corporate Support & Systems	Implement IT solutions to enhance customer experience	Online booking system for sport grounds completed. Continual improvement of Campbelltown City Services online request platform to enhance the customer experience. Review of Visitor Management and Council Inbox procedures and systems completed. Projects underway to implement a new visitor management system and council inbox email automation tool.	Completed

Section	Action	Comments	Status
		<p>The visitor management solution will make the sign-in process seamless by offering a digital sign-in and the capability to allow customers and visitors to digitally book their anticipated visit to Council enhancing the customer experience.</p> <p>A visitor management system will allow corporate visitors to always be attended to promptly without the requirement to speak to a customer service representative at the front counter. Digital sign in will allow corporate visitors to be notified of their visitors arrival automatically.</p>	
Corporate Support & Systems	Develop the Digital Services Plan 2022-25	Initial plan completed. Outcomes of the Customer Experience strategy will also inform this plan.	Completed

3.3.2: Manage IT infrastructure, systems, solutions and support to the organisation

Section	Action	Comments	Status
Corporate Support & Systems	Implement the ICT Infrastructure and Application Program including cyber security, core network refresh, and telephony refresh	Enterprise Telephony project has commenced and is currently in the design phase.	On Track
Corporate Support & Systems	Develop the ICT Infrastructure and Application Plan 2022-25	Ongoing - Year 1 plan completed. Awaiting the outcome of other corporate projects i.e. The Community Justice Precinct to help inform future planning.	Completed



**3.4: Retain and expand existing businesses and attract new enterprises to Campbelltown, offering opportunities for a diverse workforce including professional, technology and knowledge based skills and creative capacity**

3.4.1: Develop programs, projects and activities which provide learning and development opportunities and support for local businesses

Section	Action	Comments	Status
Economic and Investment Growth	Deliver projects to support local business including: - Street Appeal, Campbelltown and Ingleburn - promotion of outdoor dining opportunities - Southern Strength Campbelltown chapter meetings - FutureMap and UTS collaboration for local manufacturers	<ul style="list-style-type: none"> <li>Delivered shopfront revitalisation grants to businesses in Campbelltown and Ingleburn as part of Street Appeal. The grants were applied for and distributed during this period, with project acquittals due later this year. A number included outdoor dining infrastructure.</li> <li>Held successful Southern Strength event in Campbelltown in May.</li> <li>Continue planning for Spark Festival in October, a business event aimed at existing small businesses, online businesses, entrepreneurs and those in the early stages of business (newly formed or recently formed) to help them get started or grow their business.</li> <li>Supported a Western Sydney Business Connection Meet the Buyer strategic matching event in Campbelltown in June, where local businesses met with Tier 1 and Tier 2 suppliers.</li> <li>Investigating opportunities to link local industry and NETM with FutureMap to understand how to support local manufacturers to move into the advanced manufacturing space with customised actions.</li> </ul>	On Track

**3.5: Support for new education opportunities that match workforce skill sets with emerging economic needs underwritten by creative entrepreneurship and innovation capacity within the local community**

3.5.1: Develop programs, projects and activities which provide learning and development opportunities for Campbelltown

Section	Action	Comments	Status
Economic and Investment Growth	Deliver projects to support local business including: - CSIRO Generation STEM program (year three)	<ul style="list-style-type: none"> <li>Continue to provide online learning opportunities for local businesses through Business Connect.</li> </ul>	On Track

Section	Action	Comments	Status
	- WSBC interactive STEM initiative	<ul style="list-style-type: none"> <li>• Held first roundtable in May with industry representatives and local businesses to discuss skill gap challenges and how the New Education and Training Model (NETM) could support our businesses with solutions into the future.</li> <li>• Supported local businesses to hold events as part of the Festival of Place funding.</li> <li>• Completed the feasibility study for Campbelltown Spaces which recommends filling vacant shopfronts with creative industries to increase foot traffic and diversify existing retail offering.</li> <li>• Continue to engage with local industry and encourage their participation as mentors in Generation STEM.</li> <li>• Continue to promote and support grant funded opportunities for local businesses, especially around alfresco dining.</li> </ul>	

**3.6: Develop tourism opportunities and promote Campbelltown as a destination**

3.6.1: Proactively market and position Campbelltown as a city 'where opportunity comes to life' and a great place to live, work, learn, invest and visit

Section	Action	Comments	Status
Economic and Investment Growth	Develop a city marketing strategy and action plan to promote the city for investment attraction using the brand identity	<ul style="list-style-type: none"> <li>• The city centre narrative and key messaging has been used for WestInvest grant funding applications, website updates and promotion of activities in the Queen Street Precinct.</li> <li>• Continue working with the CHEP working group on how to progress and update the CHEP website.</li> <li>• Work is underway on the development of an investment attraction strategy and action plan, which will provide us direction on how to target the industries we want to attract to Campbelltown, as well as a process for how to manage investment leads.</li> </ul>	On Track

## 3.6.2: Promote Campbelltown to locals and visitors

Section	Action	Comments	Status
Community Learning and Library Services	Provide information services to locals and tourists visiting Campbelltown	The Visitor Information Centre has continued to support Group Tours and Investigative Ghost Tours in Campbelltown and Camden.	Completed

**3.7: Public funds and assets are managed strategically, transparently and efficiently**

## 3.7.1: Provide the framework and support in the efficient and effective financial management of Council

Section	Action	Comments	Status
Corporate Services & Governance	Prepare and plan for Council's external financial audit FY22	Planning and preparation complete for FY22 Audit.	Completed
Corporate Services & Governance	Conduct asset valuations for Roads, Stormwater, Other Structures, Community Land (Valuer General), Land Under Roads (Valuer General), Land Improvements	Completed as part of EOY Audit preparation.	Completed
Corporate Services & Governance	Review the Long Term Financial Plan as part of the Community Strategic Plan review	This Plan has been reviewed.	Completed

## 3.7.2: Deliver whole of life management of Council Assets including but not limited to asset inspections (both existing and new), data collection, life cycle financial and maintenance modeling, program development and delivery

Section	Action	Comments	Status
Infrastructure	Ensure that all Council Assets are appropriately electronically identified with the required asset information	This action has been completed.	Completed
Infrastructure	Ensure that Asset renewal programs are developed on time and in accordance with the Asset Management Strategy	95% complete, pending consultant report.	On Track
Infrastructure	Ensure that all assets, new and existing, are appropriately inspected at the required frequency	This action has been completed.	Completed
Infrastructure	Review and develop the Asset Management Policy, Strategy and Plans in line with the new Delivery Program 2022-25 and Resourcing Strategy	This action has been completed.	Completed

### 3.7.3: Manage Council's land portfolio to align with the current and future needs of our community

Section	Action	Comments	Status
Economic and Investment Growth	Investigate revitalisation activities for the Queen Street Precinct	Several activation programs have been implemented in the 21/22 year. Property analysis is ongoing. Further works to be completed in 22/23.	On Track
Economic and Investment Growth	Undertake quarterly review of the Land Register of all council owned land	Review of land register completed.	Completed

### 3.7.4: Deliver sustainable income streams for Council and maximise efficiency and usage of its property portfolio

Section	Action	Comments	Status
Property	Commence implementation of the Commercial Property Strategy	This action was completed in Q3	Completed

### 3.7.5: Manage the good working order of Council's plant and fleet

Section	Action	Comments	Status
Operations	Improve efficiency of council plant and fleet through introduction of new technology	Project complete, electronic timesheets implemented.	Completed

## 3.8: Provide strong governance for all Council activities

### 3.8.1: Support good decision making through the administration of council's governance framework

Section	Action	Comments	Status
Corporate Services & Governance	Prepare and support 2021 Local Government Elections	This action has been completed.	Completed
Corporate Services & Governance	Implement the new Corporate Document Framework to improve governance and efficiency in managing council's diverse corporate documents	This action has been completed.	Completed
Corporate Services & Governance	Implement Fraud and Corruption Control plan actions	Fraud and Corruption prevention action is an ongoing and iterative process across the organisation. In Q4, Council has adopted a new Code of Conduct and Administrative Procedures based on the Model Code issued by the Office of Local Government and appointed a new panel of conduct reviewers to deal with complaints. Code of Conduct refresher training content has been	Completed

Section	Action	Comments	Status
		reviewed and will be rolled out to the organisation in the next financial year. Organisational commitment and training to promote the Code of Conduct has an explicit corruption prevention focus by dealing with topics such as conflicts of interest and the appropriate use of Council resources and information.	
Corporate Services & Governance	Review Access to Information and Privacy Management Framework	In terms of the progress of the Access to Info and Privacy Management Review, the priority was to update the corporate documents with a particular focus on aligning our forms with our legislative obligations and service delivery expectations. This has been completed.  Our next step is to review the Access to Info and the Privacy Management Policies. We're just waiting on the Personal Information Protection Amendment Bill to be passed as this would see significant changes in the management of personal information with the introduction of the Mandatory Notification of Data Breaches scheme.	Completed

3.8.2: Ensures council is adequately protected through the identification and mitigation of business risk

Section	Action	Comments	Status
Corporate Services & Governance	Deliver business impact analysis, threat assessment, development of continuity strategy and plan including desktop testing	Recruitment finalised for Risk Management Officer, action will be progressed Q1 2022/23	On Track
Corporate Services & Governance	Implement the Enterprise Risk Management Framework and System	Council's Corporate Reporting PULSE is now being utilised by the Projects section for all major construction projects. The system is now evolving to be used for the Project Delivery Team across all construction based projects.	Completed

3.8.3: Manage the delivery of well-governed, transparent and accountable centralised procurement and contract service

Section	Action	Comments	Status
Corporate Services & Governance	Complete Procurement Operational Service Review	This review has been completed.	Completed

### 3.8.4: Manage and enhance strong organisational planning processes and corporate reporting towards the long-term vision for Campbelltown

Section	Action	Comments	Status
Insights & Corporate Strategy	Deliver review of Community Strategic Plan, Delivery Program and associated documents	The full suite of new Integrated Planning and Reporting documents were endorsed/adopted by Council in their extraordinary meeting on 28 June 2022.	Completed

### 3.8.5: Deliver continuous improvement initiatives to enhance service delivery and internal operations

Section	Action	Comments	Status
Insights & Corporate Strategy	Undertake organisational improvement initiatives, including process mapping, service assessments and reviews	The Sport Grounds and Venues review was initially planned for completion in Q4. While progress has been made, it has not yet been completed and will continue into 2022/23.	Not on Track / Needs Attention

### 3.8.6: Improve Council's approach to data utilisation and evidence-based decision making

Section	Action	Comments	Status
Insights & Corporate Strategy	Develop a Data and Insights Enabling Plan to foster evidence based decision making	This is an ongoing action. Key actions include: <ul style="list-style-type: none"> <li>• Development of performance indicator framework as part of the new IP&amp;R suite</li> <li>• Establishment of a Research and Data Steering Group</li> <li>• Development of a suite of corporate dashboards, integrating a range of internal and external datasets.</li> </ul>	On Track
Insights & Corporate Strategy	Provide data and analytic support to key Council projects to foster evidence based decision making	This is an ongoing action. Analytic support has continued to be provided for a range of projects, including: <ul style="list-style-type: none"> <li>• Travel survey</li> <li>• WestInvest grant applications</li> </ul>	On Track

### 3.8.7: Manage Council's Records and Information

Section	Action	Comments	Status
Corporate Support & Systems	Provide quality information management records and archival services	<ul style="list-style-type: none"> <li>• IRIS transition Plan completed</li> <li>• Positive uptake in IRIS (reflected in the 34.1% increase in records registered by non-records staff).</li> <li>• Documents registered by everyone in Council has increased, where records registered by the records team has decreased. This coincides with the completion of the IRIS transition plan and system adoption.</li> <li>• Improved process for the</li> </ul>	On Track

Section	Action	Comments	Status
		<p>management of Legal Documents implemented in IRIS.</p> <ul style="list-style-type: none"> <li>IRIS Champions pilot program commenced.</li> <li>Implementation of InMailX to provide effective correspondence management for shared mailboxes.</li> </ul> <p>Performance Metrics</p> <ul style="list-style-type: none"> <li>579 SD+ requests received by R&amp;IM in Q4 with 96% of requests resolved.</li> <li>GIS - 106 SD+ requests received by GIS in Q4 with 91% of requests resolved.</li> </ul>	
Corporate Support & Systems	Develop the Digital Information Management Roadmap 2022-25	Roadmap developed for 2023/24. This will be enhanced as further engagement is conducted with the business.	Completed

3.8.8: Manage all people centric services to the organisation ensuring capacity to deliver council services and progression of Council's long term strategic plan

Section	Action	Comments	Status
People & Performance	Review recruitment processes to attract and retain a diverse and qualified workforce	Despite growth and competition in candidate market, have consistently filled roles as per agreed strategy.	Completed
People & Performance	Promote employment opportunities for young people and people with disabilities through Council's Work Placement Program	Continued hosting of work experience and commenced promotion of opportunities through additional local providers.	Completed
People & Performance	Promote a safe and healthy workplace through initiatives including mental health awareness, timely support to injured workers and staff involvement in safety risk identification and mitigation	54% reduction in workers comp claims. 75% reduction in lost time injuries. SIRA audit result (this month) 92.7%.	Completed
People & Performance	Engage and develop talent to ensure continuity of service delivery	Culture & Connection program launched to support staff engagement. Learning program delivered as committed.	Completed
People & Performance	Continue to build the capacity and resilience of our leaders to respond to day to day operational needs and future growth	Leadership Development: Leading the Possibilities, Leadership Lab and monthly meetings. Increase in staff sentiment regarding support from leaders.	Completed

Section	Action	Comments	Status
People & Performance	Develop the Workforce Management Plan 2022-25	Workforce Management Plan published along with IPR suite of documents.	Completed

3.8.9: Develop and maintain a consistent approach to project management with engagement across the organisation

Section	Action	Comments	Status
City Growth	Develop and commence implementation of an enterprise-wide project management methodology and framework including project governance	Project Management Office has been working on the Corporate Project Management Framework, and updating project management tools/templates for the organisation. Council's intranet has been update with project management guidelines, processes, and templates.	On Track
City Growth	Engage and partner with business units to provide support in project management	The Project Management Office is continuing to work across the organisation to support and partner business units in project management.	On Track

**Outcome 4: 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**

4.1.1: Deliver End to End Project Management of all Council construction projects

Section	Action	Comments	Status
Infrastructure	Deliver construction programs to time, budget and scope ensuring risks are appropriately managed including: - Major Works Program - Minor Works Program - New Footpaths Program - Pedestrian Access and Mobility Plan (PAMPS) Program - Baulks Program - Bus Shelters Program	Wet weather and COVID 19 have caused delays. The programmed works have been carried over to the next financial year and anticipated to be completed by September 2022.	On Track



<p>Project Delivery (Capital Works)</p>	<p>Deliver construction projects to time, budget and scope ensuring risks are appropriately managed including:</p> <ul style="list-style-type: none"> <li>- Bridge Design</li> <li>- Raby Road Upgrade</li> <li>- Jackson Park - fencing renewal</li> <li>- Passfield Park - construction</li> <li>- Harvey Brown Reserve - exercise equipment renewal</li> <li>- Campbelltown Golf Club - bridge replacement</li> <li>- Campbelltown Golf Club - groundsman shed renewal</li> <li>- Seddon Park - new amenities building construction</li> <li>- Denham Road - rehabilitation</li> <li>- Therry Road - rehabilitation</li> <li>- Queen Street - resurfacing</li> <li>- Hurley Street - resurfacing</li> <li>- Billabong Parklands</li> </ul>	<ul style="list-style-type: none"> <li>• Raby Road Upgrade - Stage 3 underway. Sub-grade issues identified and being resolved. Utilities encountered onsite, and resulting designs submitted to authorities. Authority approvals to proceed received. Works continue.</li> <li>• Jackson Park - fencing renewal - Works not yet commenced. Opposing requirements of community stakeholders being resolved. Site work commencement pushed to 22/23.</li> <li>• Passfield Park - construction - Design complete. Procurement phase initiated.</li> <li>• Harvey Brown Reserve - exercise equipment renewal - Equipment delivered. Contractor to complete this/next quarter.</li> <li>• Campbelltown Golf Club - groundsman shed renewal - Procurement of D&amp;C contractor continuing. May need to go back out to market with revised construction methodology in order achieve budget.</li> <li>• Seddon Park - new amenities building construction - Construction 75% complete. Works continue.</li> <li>• Denham Road - rehabilitation - Delayed due to weather. Completed this quarter.</li> <li>• Campbelltown Golf Club - bridge replacement - Completed Q2.</li> <li>• Bridge Design - Completed Q2.</li> <li>• Therry Road - rehabilitation - Completed Q2.</li> <li>• Queen Street - resurfacing - Completed Q2.</li> <li>• Hurley Street - resurfacing - Completed Q2.</li> </ul>	<p>On Track</p>
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4.1.2: Responsible for Councils DA assessments (engineering), traffic management strategies and operational obligations and engineering designs for all infrastructure assets

Section	Action	Comments	Status
<p>Urban Release &amp; Engagement</p>	<p>Co-develop an end to end process map for DA assessments to meet Council targets for assessment</p>	<p>Process mapping of DA and Post Consent Certificates completed.</p>	<p>Completed</p>

Section	Action	Comments	Status
Infrastructure	Respond to all traffic inquiries within agreed timeframes	This ongoing action is on track.	On Track
Infrastructure	Lead the development of the engineering specifications for Council	On hold due to recruitment delays	On Hold

#### **4.2: Support and advocate for infrastructure solutions that meet the needs of our city and pay an economic and liveability dividend**

4.2.1: Develop the engineering strategy and specifications for Councils transport and stormwater assets

Section	Action	Comments	Status
Infrastructure	Develop a traffic model for the reimagine corridor	Traffic modeller position appointed and scheduled to commence 3 August 2022	On Hold
Infrastructure	Develop internal and external LGA transport connectivity strategies	Traffic modeller position appointed and scheduled to commence 3 August 2022	On Hold
Infrastructure	Develop a flood model for reimagine corridor	Existing flood model fit for purpose and complete. Changes can be made in response to any future Reimagine requirements. Recent modelling has been undertaken to include the Fisher's Ghost Creek culverts at the Billabong	Completed
Infrastructure	Assess and provide solutions for flood affected properties	This is an ongoing activity, undertaken on a continuous basis.	On Track

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

4.3.1: Ensure buildings are constructed in a sound manner consistent with legislative and other requirements

Section	Action	Comments	Status
Urban Centres and Urban Release & Engagement	Provide building and certification services including occupation certificates	Building certification and compliance services provided during period to assess post consent certificates and address compliance matters. Advertising campaign for Council's certification services commenced.	On Track
Urban Release & Engagement	Use voluntary planning agreements to provide innovative planning outcomes	Actions in current quarter include finalising VPA policy and completion of internal consultation. New VPA offer as part of Class 1 DA appeal and commencement of VPA negotiation for Dahua Menangle Park Planning Proposal.	On Track

#### 4.3.2: Guide future land use planning rules and encourage sustainable and responsible development that increases the liveability of the Campbelltown local government area

Section	Action	Comments	Status
Urban Centres and Urban Release & Engagement	Assess and determine development applications against Campbelltown's planning instruments	Development Applications during the full period have been assessed and determined in accordance with the requirements of the relevant environmental planning instruments.	On Track
Urban Centres and Urban Release & Engagement	Progress the Ingleburn Planning Proposal by preparing flooding controls and site specific development control plan	The Ingleburn Planning Proposal has been progressed largely in accordance with the program for this financial year. Some minor adjustment to timings for the last item to be completed before submission for Gateway Determination being the traffic and parking study which was completed in August.	On Track

#### 4.4: Maintain and create usable open and recreational spaces that set our city apart from others

4.4.1: Provide strategic open space and natural area planning, design and input into the delivery of open space and natural area projects and to review open space and natural area maintenance regimes and service level agreements

Section	Action	Comments	Status
Open Space	Deliver the Prentice Park playspace upgrade at Kearns	Project deferred to 2022/23	On Hold
Open Space	Deliver the Sauvignon Reserve playspace at Eschol Park	Project deferred to 2022/23	On Hold
Open Space	Deliver the Clematis Reserve playspace at Macquarie Fields	Project deferred to 2022/23	On Hold

Section	Action	Comments	Status
Open Space	Deliver redevelopments at Seddon Park, Ingleburn Reserve Picnic Area and Keith Longhurst Reserve	<ul style="list-style-type: none"> <li>Seddon &amp; Kennett Park - Sports field complete - in maintenance period. Amenities 75% complete. Footpath connections 80% complete. Projects deferred to 2022/23 - landscape works and cricket nets and playspace &amp; youth space construction.</li> <li>Ingleburn Reserve - Mountain bike trail to be completed end of July. Park furniture installation currently being implemented. Projects deferred to 2022/23 - car park upgrade, accessible pathways and viewing deck.</li> <li>Keith Longhurst Reserve - Walking trail upgrades complete. Deferred to 2022/23 - car park upgrade and signage.</li> </ul>	On Track

4.4.2: Maintain our urban landscapes including parks, reserves and tree management

Section	Action	Comments	Status
Operations	Commence development of service levels for open space assets	Stage 1 of Service levels review and complete. This program will roll over to next financial year	Completed
Operations	Increase efficiencies of public and private tree management through the introduction of mobile technology	Tree requests now managed using mobile technology	Completed

**4.5: Work in partnership with the State Government to achieve positive planning outcomes**

4.5.1: Lead and provide guidance on city positioning, shaping, high level strategic land use planning, design and strategic connectivity for our city

Section	Action	Comments	Status
Economic and Investment Growth	Deliver a Place Based Transport Strategy for the Campbelltown Local Government Area by working collaboratively with TfNSW and SWLHD	The Place Based Transport Strategy was completed in final draft form in October 2021. TfNSW are seeking internal approvals and anticipate the PBTS being forwarded to the Minister's Office in August 2022 (Q1 22/23) for consideration and approval/endorsement. Council has no control over this external delay or influence to change TfNSW's planned approach.	On Hold

Economic and Investment Growth	Commence development of a City Centre Design Framework, comprising a Public Domain Plan and Design Guidelines	City Centre Design Framework is progressing well. Stage 1 on track for completion with milestones & dates being met. Project scope extended to include 3D Model for the City Centre - kick-off meeting 16 June. Stage 1 expected completion - late September 2022, with final approval October 2022. PDP Stages 2 & 3 approved earlier. RFT preparation for Stage 2 commenced.	On Track
Economic and Investment Growth	Review the Local Strategic Planning Statement (LSPS) in line with the Community Strategic Plan (CSP) and core enabling strategies	The Greater Cities Commission have advised to wait for the District Plan review to be undertaken prior to reviewing the Campbelltown LSPS to ensure alignment.	On Hold
Economic and Investment Growth	Continue to work collaboratively with TfNSW and Sydney Metro to secure connections of Council's transport system within the LGA to the Aerotropolis, WSA and other key strategic locations within the Western Parkland City.	Council is continuing to work collaboratively with TfNSW and Sydney Metro. A recent meeting (26 May) focused on securing Rapid Bus connection to Western Sydney Airport by its opening in 2026 and further meetings are being scheduled. No further updates are available on the proposed Metro Rail Link(s) to the Aerotropolis/WSA. The importance of securing transport connections to Bradfield (the Aerotropolis) and WSA for the local community and economy has been raised with the Greater Cities Commission in workshops to inform review of the Greater Sydney Region Plan and the Western Parkland City District Plan.	On Track

4.5.2: Collaborate and pursue opportunities for Campbelltown

Section	Action	Comments	Status
General Manager	Continue to pursue relevant opportunities under the Western Sydney City Deal including North/South Rail (incl. South West Rail Link extension), Rapid Bus connections, and infrastructure planning to support growth, Smart Cities initiatives and strategic land use planning	City Deal commitments continuing. Commonwealth Government re-settling post-election, including swearing in of new portfolio Minister and Secretary. NSW Budget commitment to a business case for the South West Rail Link extension was encouraging.	On Track

Section	Action	Comments	Status
General Manager	Continue to collaborate with the NSW and Commonwealth government agencies to pursue the South West Sydney Community and Justice Precinct to catalyse economic development, enhance place outcomes and provide more efficient and effective community services in the City Centre	Community engagement underway to inform the Community and Justice Precinct Master Plan, in collaboration with the Commonwealth and NSW government agencies.	On Track
General Manager	Continue to collaborate with the other seven councils in the Western Parkland City: Blue Mountains, Camden, Fairfield, Hawkesbury Liverpool, Penrith and Wollondilly to deliver regional outcomes	Continuing collaboration through the Western Parkland Councils' alliance.	On Track

**4.6: Plan and invest in the revitalisation of the Campbelltown-Macarthur CBD, Ingleburn and other town centres**

4.6.1: Coordinate the implementation of Reimagining Campbelltown City Centre Master Plan and associated actions

Section	Action	Comments	Status
City Growth	Scope the program of works to enable delivery of the five council-led priority projects identified in Reimagining Campbelltown City Centre Masterplan (Billabong, Revitalise Queen St, Leumeah Live, Civic Library, Bow Bowling Creek)	Reimagining Campbelltown City Centre Master plan identifies a number of long-term initiatives for Council and the community. Of the 5 priority actions within the 2021-2022 Operational Plan, the Revitalise Queen Street and Bow Bowling Creek programs are progressing well. The Library project is progressing through WestInvest and the Community and Justice Precinct Project, which is also progressing well. Whilst the development of the Leumeah Masterplan is on hold, significant focus has been placed on attracting funding through WestInvest, particularly for the Stadium. A resourcing plan is required to progress the preparation of the Leumeah Masterplan, and this action will continue in the 2022-2023 Operational Plan	On Track

Section	Action	Comments	Status
City Growth	Coordinate an enduring governance group to achieve the actions in the Campbelltown-Macarthur Place Strategy	Collaboration Area Steering Group maintaining high level of engagement with partners.	On Track
City Growth	Work with the Campbelltown Health and Education Partnership to support the growth of the Macarthur Health, Knowledge, and Innovation District	Ongoing work to support health, education, and marketing working groups is progressing well. Scoping of CHEP connectivity, wayfinding and identity program has delivered strong business case and good design directions to improve active transport and amenity in the precinct.	On Track
City Growth	Coordinate the implementation of Reimagining Campbelltown City Centre Master Plan and associated actions	Scoping of programs is ongoing. The Revitalise Queen Street and Bow Bowing Creek programs are progressing well. The Library project is progressing through WestInvest and the Community and Justice Precinct Project, which is also progressing well. Whilst the development of the Leumeah Masterplan is on hold, significant focus has been placed on attracting funding through WestInvest, particularly for the Stadium. A resourcing plan is required to progress the preparation of the Leumeah Masterplan, and this action will continue in the 2022-2023 Operational Plan.	On Track

## Attachments

Nil

## **8.15 Minutes of the Campbelltown Arts Centre Strategic Committee meeting held 20 July 2022**

### **Reporting Officer**

Executive Manager Creative Life  
City Growth

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### **Officer's Recommendation**

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.
- 

### **Purpose**

To seek Council's endorsement of the minutes of the Campbelltown Arts Centre Strategic Committee meeting held 20 July 2022.

### **Report**

Detailed below are the recommendations of the Campbelltown Arts Centre Strategic Committee. Council officers have reviewed the recommendations and they are now presented for Council's consideration.

### **Reports listed for consideration**

#### **4.1 Code of Conduct**

That the information within Council's Code of Conduct be noted.

That Council's Manager Governance and Risk provide an overview of Council's Code of Conduct at the next Campbelltown Arts Centre Strategic Meeting.

**Moved:** Cr M Oates **Seconded:** Ms L Grear

#### **4.2 Campbelltown City Council Collection - New Acquisitions**

That the proposed donation by Alenka Tindale of one artwork by Lindy Lee, 'Nurturing the Fire' be endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

**Moved:** Ms L Grear **Seconded:** Cr S Brandstater



#### **4.3 2022 Fisher's Ghost Art Award**

That the Campbelltown Arts Centre Strategic Committee discuss and review the 60<sup>th</sup> Fisher's Ghost Art Award to be held at Campbelltown Arts Centre in November 2022.

**Moved:** Cr M Oates **Seconded:** Ms L Grear

#### **4.4 Cultural Strategy**

That the Campbelltown Arts Centre Strategic Committee provide their assistance and guidance in the development of a cultural strategy through participation in a creative workshop during the Campbelltown Arts Centre Strategic Meeting held on 20 July 2022.

#### **4.5 2022 Campbelltown Arts Centre Strategic Committee Meeting Dates**

That the Campbelltown Arts Centre Strategic Committee meeting dates are scheduled on an as-need basis, on a Wednesday evening with a minimum of 4 weeks-notice to Committee members.

**Moved:** Cr M Oates **Seconded:** Cr S Brandstater

### **Attachments**

8.15.1.Minutes of the Campbelltown Arts Centre Strategic Committee held 20 July 2022  
(contained within this report)

# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

**Campbelltown Arts Centre Strategic Committee Meeting held at 6.00pm on Wednesday, 20 July 2022.**

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<b>5.</b>	<b>GENERAL BUSINESS</b>	<b>10</b>

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**Minutes of the Campbelltown Arts Centre Strategic Committee Meeting held on 20 July 2022**

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**Present** Chairperson - Councillor M Oates  
Member - Ms S Brandstater  
Member - Mr R Percy  
Member - Ms G Chalker  
Member - Ms L Anderson  
Member - Mr C McMahon  
Member - Ms L Gear  
Member - Ms M Monte  
Member - Ms N Malijkovic  
Member - Ms C Wrona  
Member - Mrs J Long

**In attendance** Director City Growth - Ms Rebecca Grasso  
Executive Manager Creative Life - Mr M Dagostino  
Executive Support - Ms K Wooden

**1. ACKNOWLEDGEMENT OF LAND**

An Acknowledgement of Land was presented by the Chairperson Councillor M Oates.

**2. APOLOGIES**

Councillor M Chivers  
Councillor M Khalil  
General Manager Ms L Deitz  
Member - Mr B Broadbent

**3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.

## 4. REPORTS

### 4.1 Code of Conduct

#### Purpose

To provide the Campbelltown Arts Centre Strategic Committee with an overview of Council's Code of Conduct.

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#### Officer's Recommendation

That the information within Council's Code of Conduct be noted.

#### Committee's Recommendation:

That the information within Council's Code of Conduct be noted.

That Council's Manager Governance and Risk provide an overview of Council's Code of Conduct at the next Campbelltown Arts Centre Strategic Meeting.

**Moved:** Cr M Oates **Seconded:** Ms L Gear

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### 4.2 Campbelltown City Council Collection - New Acquisitions

#### Purpose

To seek the endorsement of the Campbelltown Arts Centre Strategic Committee of the acquisition of donated works to the Campbelltown City Council collection.

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#### Officer's Recommendation

That the proposed donation by Alenka Tindale of one artwork by Lindy Lee, 'Nurturing the Fire' be endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

**Comments and Committee discussion:** Council's Executive Manager Creative Life to circulate a copy of the Collections Policy for the Committee's information.

**Committee's Recommendation:**

That the proposed donation by Alenka Tindale of one artwork by Lindy Lee, 'Nurturing the Fire' be endorsed by the Campbelltown Arts Centre Strategic Committee for further consideration by Council to be acquired as a part of the Campbelltown City Council collection.

**Moved:** Ms L Gear **Seconded:** Cr S Brandstater

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**4.3 2022 Fisher's Ghost Art Award****Purpose**

To discuss and review the 60<sup>th</sup> Fisher's Ghost Art Award event to be held at Campbelltown Arts Centre in November 2022.

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**Officer's Recommendation**

That the Campbelltown Arts Centre Strategic Committee discuss and review the 60<sup>th</sup> Fisher's Ghost Art Award to be held at Campbelltown Arts Centre in November 2022.

**Comments and Committee discussion:** It was noted that all works would be for sale and that there is no refund on the application fee. Although entrants are encouraged to join Friends for a small fee which would then provide a free showing through the Friends exhibition and a reduced application fee for the Fisher's Ghost Art Award.

**Committee's Recommendation:**

That the Campbelltown Arts Centre Strategic Committee discuss and reviewed the 60<sup>th</sup> Fisher's Ghost Art Award to be held at Campbelltown Arts Centre in November 2022.

**Moved:** Cr M Oates **Seconded:** Ms L Gear

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#### 4.4 Cultural Strategy

##### **Purpose**

For the members of the Campbelltown Arts Centre Strategic Committee to participate in a workshop for the development of a cultural strategy.

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

That the Campbelltown Arts Centre Strategic Committee provide their assistance and guidance in the development of a cultural strategy.

**Comments and Committee discussion:** The Committee provided assistance by way of providing feedback during participation in a creative workshop.

##### **Committee's Recommendation:**

That the Campbelltown Arts Centre Strategic Committee provide their assistance and guidance in the development of a cultural strategy through participation in a creative workshop during the Campbelltown Arts Centre Strategic Meeting held on 20 July 2022.

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#### 4.5 2022 Campbelltown Arts Centre Strategic Committee Meeting Dates

##### **Purpose**

The Campbelltown Arts Centre Strategic Committee discuss the meeting dates and times for 2022.

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

That the Campbelltown Arts Centre Strategic Committee determine the meeting dates and times for 2022.

##### **Committee's Recommendation:**

That the Campbelltown Arts Centre Strategic Committee meeting dates are scheduled on an as need basis, on a Wednesday evening with a minimum of 4 weeks notice to Committee members.

**Moved:** Cr M Oates **Seconded:** Cr S Brandstater

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#### **4. GENERAL BUSINESS**

##### **Comments and Committee discussion**

Cr S Brandstater noted that Wollondilly had received grant funding to commence the construction of a Performing Arts Centre within the Picton LGA. Council are looking to finalise tenders next week with a project completion date expected to be early in 2024.

Mr C McMahon noted that Camden Council are always looking to improve the City from a cultural perspective and are currently highly focused on the work involved around the WestInvest funding program.

Ms L Grear note that TAFE were soon planning a pop up centre just outside the Arts Centre Building.

Ms C Wrona noted that she would like for the Campbelltown Arts Centre Strategic Committee to be known for giving artists opportunities as well as providing a space and a voice for artists to be seen and known by the community.

Councillor Meg Oates,  
**Chairperson**

Meeting Concluded: 7.45pm

**9. QUESTIONS WITH NOTICE**

Nil

**10. RESCISSION MOTION**

Nil



## **11. NOTICE OF MOTION**

### **11.1 Koala Care**

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#### **Notice of Motion**

Councillor Matt Stellino has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 13 September 2022.

1. That Council write to the Minister for environment 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.
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## **11.2 Youth Centres**

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### **Notice of Motion**

Councillor Joshua Cotter has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 13 September 2022.

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.
-

### **11.3 International Mother Language Day Monument**

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#### **Notice of Motion**

Councillor Masood Chowdhury has given Notice in writing of her intention to move the following Motion at the next meeting of Council on 13 September 2022.

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

**12. URGENT GENERAL BUSINESS**

**13. PRESENTATIONS BY COUNCILLORS**

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

### **14.1 Minto Indoor Sports Centre Licence Agreement**

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

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

