



**CAMPBELLTOWN**  
CITY COUNCIL

# **ORDINARY BUSINESS PAPER**



## COMMON ABBREVIATIONS

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





05 December 2023

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 12 December 2023 at 6:30 pm.

Lindy Deitz  
General Manager

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## **1. WELCOME**

Welcome to the meeting of Campbelltown City Council.

### **Acknowledgement of Country**

I would like to 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.

### **Council Prayer**

Almighty God, we who are gathered in Council, pledge ourselves to work in harmony for the welfare and development of our City. Guide us we pray in our deliberations. Help us to be fair in our judgements and wise in our actions, so that prosperity and happiness shall be the lot of our people. Amen.

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

Nil at time of print.



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

#### **3.1 Minutes of the Ordinary Meeting of Council held 7 November 2023**

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

That the Minutes of the Ordinary Meeting of Council held 7 November 2023, 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 7 November 2023 are presented to Council for confirmation.

##### **Attachments**

1. Minutes of the Ordinary Meeting of Council held 7 November 2023 (contained within this report)



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# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

**Ordinary Council Meeting held at 6:30 pm on Tuesday, 7 November 2023.**

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**Minutes of the Ordinary Meeting of the Campbelltown City Council held on 7 November 2023**

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**Present**           The Mayor, Councillor G Greiss  
                  Councillor J Chew  
                  Councillor M Chivers  
                  Councillor M Chowdhury  
                  Councillor J Cotter  
                  Councillor M George  
                  Councillor M Khalil  
                  Councillor D Lound  
                  Councillor R Manoto  
                  Councillor R Munro  
                  Councillor M Oates

**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**

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

That the apologies from Councillor G Brticevic, Councillor K Hunt, Councillor W Morrison and Councillor M Stellino be accepted.

**267/2023**     The Motion on being Put was **CARRIED**.

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**3.     CONFIRMATION OF MINUTES****3.1    Minutes of the Ordinary Meeting of Council held 10 October 2023**

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

That the Minutes of the Ordinary Council Meeting held 10 October 2023, copies of which have been circulated to each Councillor, be taken as read and confirmed.

**268/2023**     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 M Chowdhury

Item 6.1 – Petition seeking revocation of ‘stop use’ order. Councillor M Chowdhury advised he is a member of the organisation and will leave the chamber.

Councillor M Khalil

Item 6.1 – Petition seeking revocation of ‘stop use’ order and will leave the chamber.

Councillor D Lound

Item 7.2 – Lynwood Park Masterplan. Councillor D Lound advised he is the President of Macarthur Football Association and will leave the Chamber.

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

Councillor J Cotter

Item 6.1 – Petition seeking revocation of ‘stop use’ order and will leave the chamber.

Councillor D Lound

Item 6.1 – Petition seeking revocation of ‘stop use’ order and stay in the chamber.

Councillor R Manoto

Item 6.1 – Petition seeking revocation of ‘stop use’ order and will stay in the chamber.

##### **Other Disclosures**

Nil

#### 5. MAYORAL MINUTE

##### **5.1 Local Environmental Plan Review: State-Led Option**

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It was **Moved** Councillor Greiss:

That the information be noted.

**269/2023** The Motion on being Put was **CARRIED**.

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## 5.2 Local Government - Reform Agenda

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It was **Moved** Councillor Greiss:

That the information be noted.

**270/2023** The Motion on being Put was **CARRIED**.

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## 5.3 Local Government - Transparency and Accountability

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It was **Moved** Councillor Greiss:

That the information be noted.

**271/2023** The Motion on being Put was **CARRIED**.

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## 5.4 The Right to Peaceful Assembly

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It was **Moved** Councillor Greiss:

That Council amend the fees and charges to note a protest is not an event and should not incur event fees and charges.

**272/2023** The Motion on being Put was **CARRIED**.

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## 6. PETITIONS

**Meeting Note:** The Mayor provided the opportunity for the speakers that have registered to address the Council to speak. Dr Anisul Afsar, Mr Habib Bhuiyan and Mr Abul Sarker addressed the Council.

Having declared an interest in Item 6.1 Councillor J Cotter, Councillor M Chowdhury and Councillor M Khalil left the chamber at 6.47pm.



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## 6.1 Petition seeking revocation of 'stop use' order

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

That the petition be received and noted.

**273/2023** The Motion on being Put was **CARRIED**.

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**Meeting note:** Councillor J Cotter, Councillor M Chowdhury and Councillor M Khalil returned to the chamber at 7.04pm.

## 7. CORRESPONDENCE

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### 7.1 WestInvest

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

That the letter and the information be noted.

**274/2023** The Motion on being Put was **CARRIED**.

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**Meeting Note:** Having declared an interest in Item 7.2 Councillor Lound left the chamber at 7.06pm.

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### 7.2 Lynwood Park Masterplan

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

That the letters and the information be noted.

**275/2023** The Motion on being Put was **CARRIED**.

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**Meeting Note:** Councillor Lound returned to chamber at 7.07pm.

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### 7.3 Enabling Infrastructure - Seeking Support and Advocacy

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

That the letter and the information be noted.

**276/2023** The Motion on being Put was **CARRIED**.

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## 7.4 Bus Routes and Service Standards

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

That the letter and the information be noted.

**277/2023** The Motion on being Put was **CARRIED**.

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## 8. REPORTS FROM OFFICERS

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

That Council suspend standing orders to allow for staff presentations and consideration of Item 8.1 – The Annual General Meeting Presentation, Item 8.2 – the Financial Statements and Item 8.3 – the Annual Report.

**278/2023** The Motion on being Put was **CARRIED**.

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### 8.1 Annual General Meeting Presentation

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

That Council note the Annual General Meeting Presentations.

**279/2023** The Motion on being Put was **CARRIED**.

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### 8.2 Financial Statements 2022-23

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

That the financial reports and the Auditors reports for the period 1 July 2022 to 30 June 2023 be received and noted.

**280/2023** The Motion on being Put was **CARRIED**.

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### 8.3 2022-2023 Annual Report

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

That Council endorse the Annual Report for 2022-23.

**281/2023** The Motion on being Put was **CARRIED**.

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

That standing orders be resumed from Item 8.4 and for the remaining agenda items.

**282/2023** The Motion on being Put was **CARRIED**.

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### 8.4 Significant Development Applications

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

That the information be noted.

**283/2023** The Motion on being Put was **CARRIED**.

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### 8.5 Policy Review - Management of Feral and Infant Companion Animals

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

1. That the revised Management of Feral and Infant Companion Animals Policy be adopted.
2. That the Management of Feral and Infant Companion Animals Policy review date be set at 30 June 2027.

**284/2023** The Motion on being Put was **CARRIED**.

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## 8.6 Minutes of the Wildlife and Environment Advisory Committee Report

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

That the minutes of the Wildlife and Environment Advisory Committee held 24 May 2023 be noted and recommendations be adopted by Council.

**285/2023** The Motion on being Put was **CARRIED**.

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## 8.7 Minutes of the Youth Advisory Committee Report

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

That the minutes of the Youth Advisory Committee held 18 July 2023 be noted and recommendations be adopted by Council.

**286/2023** The Motion on being Put was **CARRIED**.

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## 8.8 Policy Review - Education and Care Services Policy

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

1. That the revised Education and Care Services Policy as attached to this report be adopted.
2. That the Education and Care Services Policy review date be set at 30 December 2027.

**287/2023** The Motion on being Put was **CARRIED**.

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## 8.9 New Policy - Data Breach Policy

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

1. That the new Data Breach Policy be adopted
2. That the Data Breach Policy review date be set at 30 December 2027.

**288/2023** The Motion on being Put was **CARRIED**.

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## 8.10 Investments and Revenue Report - September 2023

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

That the information be noted.

**289/2023** The Motion on being Put was **CARRIED**.

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## 8.11 Land Acquisition Review - Council submission

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

That Council endorse the submission to the Land Acquisition Review project attached to this report.

**290/2023** The Motion on being Put was **CARRIED**.

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## 8.12 Reports and Letters Requested

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

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

**291/2023** The Motion on being Put was **CARRIED**.

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## 8.13 2024 Council Meeting Calendar

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

That the 2024 Council meeting calendar be adopted up to the end of this term of Council (September 2024).

**292/2023** 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 Road Safety Measures for School Children

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

1. That a review be undertaken of measures in place to ensure children and others with accessibility needs can safely access schools and other desired facilities in Campbelltown, including:
  - a. identifying common routes to/from school, including intersections
  - b. evaluating suitability and safety of existing infrastructure, including pedestrian crossings, traffic signals, and School Zone signage, to ensure they are adequate and well-maintained
  - c. reviewing available data on any previous incidents involving children while crossing roads
  - d. reviewing road safety campaigns to ensure applicability and awareness
  - e. opportunities to collaborate with NSW Government agencies to gather information on traffic violations within school zones.

That a report be presented to Council summarising the findings of the review and providing recommendations for future improvement in road-safety accessing schools.

A Division was recorded in regard to the Resolution for Item 11.1 with those voting for the Motion being Councillors G Greiss, D Lound, M Chowdhury, R Manoto, M Khalil, J Cotter, M George, J Chew and R Munro.

Voting against the Resolution were Councillors M Oates and M Chivers.

**293/2023** The motion of being put was **CARRIED**

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## 12. URGENT GENERAL BUSINESS



### **13. PRESENTATIONS BY COUNCILLORS**

1. Councillor Masood Chowdhury attended the week long Durga Puja Celebration commencing on 20 October 2023. The celebration was held at 2 different locations Glenfield Community Hall and Ron Moore Community Hall Minto. The Durga Puja is an annual Hindu festival originating in the Indian subcontinent which reveres and pays homage to the Hindu goddess Durga.
2. Councillor Masood Chowdhury on Sunday 22 October 2023 attended the Navratri at Minto Indoor Sports Centre. Navratri is a major festival held in honour of the divine feminine. Navratri occurs over nine days during the month of Ashvin. Dandiya Raas is the socio-religious folk dance originating from Indian state of Gujarat and popularly performed in the festival of Navaratri.
3. Councillor Rey Manoto announced that the Georges River Keeper are holding their Annual Meeting 16 November 2023 at Georges River Council.
4. Councillor Meg Oates thanked staff for making the Fishers Ghost Festival a huge success. Councillor Oates attended the Fishers Ghost Art Award which was booked out and was brilliant, there was a huge display of high quality art work from right across Australia. The Japanese Yosimi childrens event was well attended as was the Twilight Fair on Queen Street. Thank you to staff for their effort so the people of Campbelltown can enjoy these fantastic events.
5. Councillor Josh Cotter on 21 October 2023 attended the Kids of Macarthur Health Foundation 'Night at the Trots' event at Menangle Park. It was a great night supporting the foundation to raise funds to purchase paediatric medical equipment to enhance the level of health care locally for young people. It was good to catch up with people in the community who are there to support the same cause.
6. Councillor Cotter on Wednesday 1 November represented the Mayor at the Lions Club Youth of the Year Speech Night at Lakeside Country Club. The youth made both prepared and impromptu speeches lasting for 1 minute. Congratulations to Robert Ong who won overall for the night and is from All Saints Catholic College Liverpool who made a great speech on masculinity and body image.
7. Councillor Margaret Chivers advised she was reading a post on Facebook from one of our librarians. This post was very moving. Councillor Chivers advised she is proud of our Council libraries for providing a safe haven for some of the community who are slower, quieter or lonelier. Councillor Chivers requested the Director of City Lifestyles thank the librarian for the post and the rest of the library staff for providing welcoming open arms and companionship for these vulnerable people in our community. Councillor Chivers congratulated staff for not only catering to the community with festivals and events but also catering to those in our community who are more reserved.
8. Councillor John Chew attended the Fishers Ghost Art Award and congratulated Dennis Golding for winning the Aboriginal Art Award for the second time.



## 14. CONFIDENTIAL REPORTS FROM OFFICERS

### Confidentiality Recommendation

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

1. That this Ordinary Meeting of Council be adjourned and reconvened as a meeting of the Confidential Committee for discussion of items 14.1, 14.2, 14.3, 14.4 and 14.5 which are considered to be confidential in accordance with Section 10A(2) of the *Local Government Act 1993*, as indicated below:

**Item 14.1 Project 24 – Domestic Waste Disposal**

Item 14.1 is confidential in accordance with Section 10A(2)(c) and (d)(i) 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 and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Item 14.2 Licence of Council Property – Campbelltown**

Item 14.2 is confidential in accordance with Section 10A(2)(d)(i) of the *Local Government Act 1993* as the report refers to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Item 14.3 Licence for Carparking – Macquarie Fields**

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

**Item 14.4 Divestment of Surplus Land at Leumeah and Macquarie Fields**

Item 14.4 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 14.5 Acquisition of Property in Campbelltown**

Item 14.5 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.

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**The Ordinary Meeting of Council was adjourned at 8.35pm and reconvened as a meeting of the Confidential Committee at 8.36pm.**



## Recommendations of the Confidential Committee

### 14.1 Project 24 - Domestic Waste Disposal

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

1. That Council receives the confidential Negotiation Report (Report) regarding the receipt, processing and disposal services for municipal waste and resource streams.
2. That Council following the successful negotiation of service agreements in accordance with the resolution of Council in October 2022 pursuant to s.178(3)(e) of the Local Government (General) Regulation 2021 as detailed on this report,
  - a. Council enters into an agreement with Veolia Recycling & Recovery Pty Ltd (ACN 002 902 650) for the receipt, haulage and processing services for municipal waste and resource streams for an initial term of 5 years, for the following:
    - **receipt and haulage services for mixed waste;**
    - **receipt and processing services for bulky waste;**
    - **receipt and processing services for recycling;**
    - **receipt and processing services for garden organics; and**
  - b. Council enters into an agreement with Cleanaway Pty Ltd (ACN 000 164 938) for the receipt and disposal services for mixed waste for an initial term of 5 years; and
3. That Council endorse that the General Manager be authorised to execute the relevant contract documents; and
4. That SoilCo Pty Ltd is notified as appropriate that their offer was not accepted.

**294/2023** The Motion on being Put was **CARRIED**.

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### 14.2 Licence of Council Property - Campbelltown

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

1. That Council provides their approval to enter into a new Licence Agreement with Vietnam Veterans Association of Australia on the terms and conditions as outlined in this report.
2. That approval is granted for all documentation associated with the Licence Agreement to be executed by way of delegated authority under Section 377 of the *Local Government Act, 1993*.

**295/2023** The Motion on being Put was **CARRIED**.

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### 14.3 Licence for Carparking - Macquarie Fields

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

1. That Council endorse the proposed Licence Agreement for car parking in Parliament Road Macquarie Fields on terms and conditions outlined in this report.
2. That approval is granted for all documentation associated with the Licence Agreement to be executed by way of delegated authority under Section 377 of the *Local Government Act, 1993*.

**296/2023** The Motion on being Put was **CARRIED**.

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### 14.4 Divestment of Surplus Land at Leumeah and Macquarie Fields

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

1. That Council endorse the divestment of the land nominated in this report at or above market value.
2. That Council provide delegated authority to the General Manager, and their delegated authorities, to execute all legal documentation associated with the transactions and the divestments as outlined within the body of this report in accordance with Section 377 of the Local Government Act 1993.
3. That all documentation be executed under the Common Seal of Council if required.

**297/2023** The Motion on being Put was **CARRIED**.

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### 14.5 Acquisition of Property in Campbelltown

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

1. That Council seeks to acquire the property described within this report subject to valuation, acceptable due diligence and achieving a purchase price at or below market.
  2. That following acquisition, the property be categorised as Operational Land.
  3. That Council provide delegated authority to the General Manager, and their delegated authorities, to execute all legal documentation associated with this transaction and the acquisition outlined within the body of this report in accordance with Section 377 of the Local Government Act 1993.
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4. That all documentation be executed under the Common Seal of Council if required.

**298/2023** The Motion on being Put was **CARRIED**.

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

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

**299/2023** The Motion on being Put was **CARRIED**.

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**At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 8.38pm.**

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

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

**300/2023** The Motion on being Put was **CARRIED**.

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There being no further business the meeting closed at 8.42pm.

Confirmed by Council on <<enter date>>

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



#### **4. STATEMENT OF ETHICAL OBLIGATIONS AND DECLARATIONS OF INTEREST**

##### **Statement of Ethical Obligations**

Statement of Ethical Obligations In accordance with section 233A of the Local Government Act 1993, the Mayor and Councillors are bound by the Oath or Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the City of Campbelltown and the Campbelltown City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act, to the best of their ability and judgement.

##### **Declarations of Interest**

###### **Pecuniary Interests**

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

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

###### **Other Disclosures**



## **5. MAYORAL MINUTE**

### **5.1 The Final Update for 2023**

#### **Recommendation**

That the information be noted.

#### **Thank you**

Thank you to my fellow Councillors, Directors and Council staff for your unwavering dedication and hard work throughout the year. Your efforts have been essential in advancing Campbelltown's journey towards our shared vision. We've made significant strides as we continue to foster an environment that prioritises people, ambition, and innovation.

We have deepened our connection with the community, enhanced participation in local decision-making, invested significantly in our cultural identity, and strengthened our reputation as the capital of Macarthur.

We must maintain this momentum, ensuring Campbelltown remains a vibrant, innovative, and welcoming community. Your contributions are invaluable. Together, we will achieve the best outcomes for our residents.

This year, I want to specifically acknowledge our General Manager, Lindy Deitz. Lindy's transformational leadership has enhanced the city's services, unity, and pride. Under her guidance and with the support of our directors, staff, and contractors, we have witnessed Campbelltown's cultural, economic, and social development thrive.

#### **State Government**

Last month, I emphasised my dedication to advocating for the interests of our community, regardless of political affiliations or the need to defend state actions. I applaud the New South Wales Minns Labor Government for initiating state-led rezoning in Parramatta. The Campbelltown CBD should receive similar attention to streamline growth and address present challenges.

I have written to the Hon Chris Minns, Premier of NSW expressing our unwavering support for state-led rezoning. My correspondence (refer to Item 7.1) has yet to receive a response.

Concurrently, we received correspondence from the Hon Paul Scully, Minister for Planning and Public Spaces (refer to Item 7.2), highlighting the Government's commitment to the National Housing Accord and their intention to facilitate the approval and incentivisation of 377,000 homes by 2029.

The Minister requested that we review the limitations within our Residential Zones, suggesting modifications to accommodate terraces, townhouses, and two-storey residential flat buildings in low-density R2 zones and residential flat buildings in medium-density R3 zones.



The Minister's letter also noted that the upcoming local government election is scheduled for Saturday, 14 September 2024 and that the caretaker period begins on 16 August 2024. He stipulated that planning assessments and council operations should proceed without disruption, although further clarification is needed regarding the implications of this directive.

As I communicated to the Minister, it is crucial to acknowledge that from 2016 to 2021, the Campbelltown Local Government Area (LGA) exceeded the housing target set by the Department of Planning and Environment (DPE) by 983 dwellings, with a total of 7,783 units approved. Our LGA currently has a housing capacity of at least 45,000 houses, which comfortably exceeds DPE's five-year target of 7,100-8,250 dwellings. Furthermore, our LGA is well-positioned to meet the long-term projection of up to 24,000 new dwellings by 2041.

It is also important to note the significant availability of medium and high-density zoned land ready for redevelopment, especially in West Glenfield. The state government-owned development organisation, Landcom, plans substantial residential development on the Hurlstone Agricultural College site, which spans roughly 200 hectares near Glenfield Station—a critical rail junction. A project that, unfortunately, has remained dormant for several years.

Our LGA has significantly contributed to housing growth but has yet to receive a corresponding level of infrastructure investment.

Even though we have exceeded our growth targets and currently have a capacity significantly higher than our projected targets, we have a clear preference for densification that we have communicated with the government.

We still have conducted a preliminary review of our residential zones to expand the R3 and R4 zoned lands. This expansion will focus on areas with robust public transport access to enhance dwelling diversity. We anticipate a minimum increase of 4,000 dwellings through these early proposed amendments to our local planning policies.

On 28 November 2023, the Minns Government announced the introduction of new reforms to expedite the construction of various low- to mid-rise homes. Such homes include residential flats of 3-6 storeys, terraces, townhouses, duplexes, and 1-2 storey apartment blocks. Some of these housing types are currently not permitted in the R2 and R3 zones in Campbelltown, as is the case with many suburbs in Sydney.

The changes, as stated by the Minister, are as follows:

- dual occupancies (two separate homes on a single lot), such as duplexes, in all R2 low density residential zones across all of NSW.
- terraces, townhouses and two storey apartment blocks near transport hubs and town centres in R2 low density residential zones across the Greater Sydney region, Hunter, Central Coast and Illawarra (the Six Cities region).
- mid-rise apartment blocks near transport hubs and town centres in R3 medium density zones and appropriate employment zones. This will mean more housing just a short 10-minute walk (800m) from transport hubs, shops and amenities.

The Government aims to implement these changes by amending a State Environmental Planning Policy (SEPP) and encouraging councils to incorporate these dwelling types into their local planning rules.



Firstly, I commend the government for utilising the State Environmental Planning Policy (SEPP) as a tool for bringing about change for a significant reason – political accountability. Our residents must understand that the changes taking place are a direct result of planning instruments introduced by the Minns Government, and the accountability for their success or failure lies solely with the state government.

I genuinely applaud the Minns Government for having the courage to stand by their conviction and not hiding behind post-political systemic changes. The notion of 'post-politics' planning is that specific urban development strategies, such as high-density development and urban consolidation, can become depoliticised and positioned as neutral or inevitable responses to urban challenges, agreed on and delivered by experts.

The transition from a political to a post-political professional planning system, seemingly without any political intervention, is a strategy that I'm afraid I have to disagree with. Post-political is not apolitical. The government exerts control over experts, and we have seen a lot of that since this Government was elected and under the previous government.

A post-political system tends to displace and hide political intervention rather than eliminate it. A political decision made by the elected government ensures greater political accountability and democratic representation. Now, it should be clear, if anyone is dissatisfied with their decisions, they can reach out to their State MP and urge them to "Stop the Squeeze" instead of criticising the Council and its members.

And, of course, as with all political accountability, residents can express their views by voting for or against the Government MPs in the next election.

The concept of building density within a convenient 10-minute (800m) walking distance from transport hubs and town centres is a concept that has been introduced previously. This type of density, commonly referred to as Transit-Oriented Development (TOD), aims to create compact, walkable, mixed-use communities with high-quality public transport as their central focus.

There are several problems with this style of development, mainly when it is done as a blanket approach without proper planning. One major issue is that it ignores community concerns under the cover of stopping NIMBYism. As I mentioned in my Letter to Santa Mayoral Minute (Item 5.3), this sentiment is not a significant problem in Campbelltown.

I will only highlight one key issue of concern: the quality of public transport, which is supposed to be the cornerstone of TOD.

Despite the Campbelltown Local Government Area being serviced by seven electrified railway stations, these services operate beyond their capacity. The latest peak utilisation data shows that trains on the T8 Airport line operated at 148% capacity during the morning peak.

Also, the services from Campbelltown to Parramatta are not direct. This historical connection now requires train passengers to change trains at Glenfield. We were promised this before the election. However, everything has stayed the same.

Many residents in our city cannot reach their nearest railway station within 30 minutes using public transportation, which is necessary for commuting to Metropolitan or Strategic Centres.



This is especially true for 35% of the population in Campbelltown, as they live more than 400m away from a regular 30-minute weekday public transport service.

The Metro connection from Glenfield to Western Sydney International Airport, which is relatively short, has not been confirmed for implementation. Similarly, the North-South Metro rail from Western Sydney International Airport to Campbelltown-Macarthur has also not been committed for development. Without these connections, our community cannot access the new Western Sydney International Airport via public transport.

The government is introducing policies to force councils to increase the number and diversity of housing to accommodate the varying demographics around public transport hubs. However, there needs to be a more explicit commitment to improving our public transport system, which is significantly lagging.

Premier Chris Minns has lashed Anthony Albanese and the federal Labor Government for “imposing” ambitious housing supply targets on NSW, demanding taxpayers get their “fair share from the Commonwealth” in return. We have also seen similar and constant criticism from MPs of the previous state Coalition government.

However, no one has mentioned how our Council will receive its fair share. How will we ensure equitable access to public transport, equal employment opportunities, and adequate social infrastructure to address the challenges posed by this rapidly growing and unplanned housing density within the 800m from transport hubs and town centres?

### **Advocacy**

We have been relentless in our advocacy, writing 375 letters to Ministers and MPs seeking support and engaging in 67 meetings.

I have also appeared twice, once as the Mayor of Campbelltown and once as the Chair of the Parks Mayoral Forum, to make representations in line with our submissions to the Parliamentary Inquiry into the Current and Future Public Transport Needs of Western Sydney.

The time has come to increase our efforts and try different strategies that may pressure the government to address some of our issues. I discuss the problem and approach in my Advocacy Petition – Taxes and Public Transport Mayoral Minute (Item 5.2).

### **Merry Christmas**

As I detail in my Christmas message, I would like to take the opportunity to wish our staff, councillors, and community a very Merry Christmas and a Happy New Year.

I hope everybody has a restful and safe break.

I look forward to continuing our momentum in 2024!

### **Attachments**

Nil



## 5.2 Advocacy Petitions – Taxes and Public Transport

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### Recommendation

1. That the information be noted.
2. That the Council joins other councils' advocacy and petition campaigns to say No to the government tax grab and Yes to enhancing transport infrastructure and connectivity across Western Sydney.

### Advocacy Petitions – Taxes and Public Transport

Tonight, I am advocating for the Council to undertake a new advocacy initiative, along with our ongoing efforts, and join other mayors in South Western Sydney to say No collectively and unanimously to NSW Government tax grabs and say Yes to enhancing transport infrastructure and connectivity across Western Sydney.

### Rubbish Tax (Waste Levy)

The NSW Government accrues an estimated \$800 million annually from state-wide ratepayers through its waste levy alone—a levy that does not directly fund either waste collection or disposal. A mere 10% of these funds are allocated toward waste management and recycling education initiatives. Regrettably, the government has chosen not to give these resources to community-oriented waste projects and has opted to increase the levy by 7.7% as of 1 July 2023.

The NSW Government's rubbish tax (Section 88 Levy) for Campbelltown City Council's ratepayers represents an annual burden of \$3.2m.

The waste levy, or rubbish tax, is supposed to promote waste reduction, not generate revenue. The imposition of taxes serves as an economic deterrent to discourage waste generation, thereby adhering to the principle of 'polluter pays'. The fundamental objective is to incorporate the external expenses of waste disposal, which, if not factored into the pricing of goods or services, would result in increased waste production and subsequent environmental deterioration.

However, it is imperative to recognise that a rubbish tax represents a form of taxation that is either flat or regressive. This type of taxation places a disproportionate burden on households already facing financial difficulties. These households tend to allocate more of their income towards purchasing essential goods or services. Additionally, due to the escalating cost of living crises, they are compelled to purchase perishable and short-lived items, resulting in increased waste disposal.

We must advocate for the funds collected by the NSW Government rubbish tax (Section 88 Levy) from Campbelltown and Western Sydney to be returned to the respective councils. This will help alleviate the burden of waste levies on our residents, especially during the escalating living costs crises. Additionally, I am calling on the government to allocate resources towards educational campaigns aimed at waste reduction.



## **Housing and Productivity Contribution**

The recently implemented Housing and Productivity Contribution imposes a fee of up to \$12,000 on every new construction venture, regardless of the nature of the dwelling—be it a standalone house, a townhouse, an apartment unit, or an ancillary residential structure such as a granny flat.

Significantly, this charge does not scale with the property's value, leading to a regressive impact where developments in Western Sydney are subjected to a higher effective tax rate relative to the more affluent areas in Sydney's east. For example, a granny flat in Western Sydney, with a construction cost of \$120,000, would attract a tax burden of 10%. This starkly contrasts the 1% tax levied on a new \$1.2 million dwelling in the eastern suburbs of Sydney.

Such a uniform levy raises significant concerns regarding the fair allocation of tax responsibilities throughout the Sydney metropolitan region, particularly in light of the pressing need to resolve the housing affordability crisis. Implementing a uniform tax rate on every new housing development, irrespective of its market worth or geographical position, disregards the fundamental principle of progressive taxation based on the taxpayer's capacity to pay.

This regressive approach can unintentionally impede progress in regions with a high demand for housing, thereby worsening the already existing affordability problems and potentially discouraging investment in more affordable housing options.

The other aspect of the distributional effects of the Housing and Productivity Contribution, as it presently stands, is that a substantial portion of the tax burden will be borne by residents in Western Sydney, where growth is occurring, with no guarantee that the funds will be spent in the area. Again, this raises considerable questions about fiscal equity and regional fairness, particularly in regions with an acute need for local infrastructure.

A tax that disproportionately targets one region for revenue but distributes the benefits more broadly clearly indicates regional neglect and injustice. This tax policy must be reviewed and potentially restructured to ensure that it raises necessary funds for city-wide development and directly benefits the areas most impacted by the levy.

An equitable tax system should reflect the principles of both capacities to pay and benefits received, thereby ensuring a fair and just distribution of the tax burden and its associated benefits.

## **Public Transport**

The necessity for enhanced public transport connections in Western Sydney is underscored by the region's burgeoning population growth and the imperative to achieve sustainable urban development. The push by the NSW Government to increase density within 800 meters of train stations is a clear indication that public transport is a critical element of sustainable urban growth.

Firstly, from an economic perspective, improved public transport connectivity is pivotal for unlocking the potential of Western Sydney. The data presented by the Australian Automobile Association's transport affordability index starkly illustrates the onerous financial burden of vehicular ownership in Campbelltown, with annual costs averaging around \$25,600, where



lengthy commutes compound the reliance on multiple vehicles placing considerable strain on household budgets.

Our vehicle numbers are notable; with over 96,900 registered vehicles and more than half of all households owning at least two, it suggests a heavy dependence on private transport. However, this is not a mere preference but rather a necessity. The current exodus of employed residents from Campbelltown—62.1% of whom travel out of the area for work, predominantly by private vehicles (66%)—underscores the critical need for a mode of integrated public transport.

Socially, adequate public transport is integral to fostering social inclusion and equity. Campbelltown's community is becoming increasingly diverse, but remains socio-economically disadvantaged. 20.5% of our households are classified 'low income households', and a number of our suburbs are ranked in the first SEIFA percentile, indicating the highest degree of socio economic disadvantage in Australia.

High-quality public transport ensures that all residents, regardless of income level or car ownership status, can access essential services such as education, healthcare, and recreational facilities. It also connects communities, providing a social infrastructure that is inclusive and accessible, thereby reducing the risk of social isolation and improving the quality of life for residents.

The advancement of public transport connections in Western Sydney is not merely a transportation issue but a cornerstone of broader social and economic policy. It underpins the region's development as a thriving, equitable, and sustainable part of Greater Sydney.

The government must, therefore, prioritise and expedite the investment in public transport infrastructure to meet present and future demands. This requires a comprehensive and strategic approach, integrating land use and transport planning, to optimise Western Sydney's and its residents' benefits.

We have made unprecedented efforts to bring these issues to the attention of Government, to no avail.

We are left with no other option, than to petition the Government with the other Western Sydney Councils to secure action on these issues.

## **Attachments**

Nil



### 5.3 Letter to Santa

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**Recommendation**

That the information be noted.

The Member for Macquarie Fields, the Honourable Anoulack Chanthivong MP, has consistently corresponded with Santa Claus annually in late November/early December since assuming office in 2015. This year, the author of the annual letter has become a member of Santa's merry team of helpers and may not, therefore compose a letter.

Mr. Chanthivong corresponded with Santa Claus as he held the belief that our community had experienced a growing sense of dissatisfaction due to perceived neglect and inadequate treatment by the NSW Government.

To continue the longstanding Christmas custom, I am writing to raise a number of items that have been included in past lists of desired gifts. I trust that these lists will not be overlooked. Now that the elves have acquired the ability to enact change, I have carefully selected a range of significant projects to remind Santa for his consideration (attached).

1. A local Service NSW Centre (2016, 2020) and more local services (2022):
2. More commuter car parking and less road congestion (2016):
3. A fairer train timetable (2017)
4. Stop the extension of the M5 tolls and scrap the M5 East Toll (2017, 2020, 2021)
5. Stop cuts to health and hospitals (2019)
6. More secure local jobs (2021, 2022)
7. Boost local manufacturing (2021) and invest in domestic manufacturing (2022)
8. Invest in TAFE and training opportunities (2022)
9. Adequate infrastructure for growing communities (2022)
10. ~~Stop the Squeeze (2017, 2018, 2019, and 2021)~~

I have crossed from this list the "stop the squeeze" movement, which was prevalent in the years 2017, 2018, 2019, and 2021. We endorse the NSW Government's commitment to increasing the housing stock in areas adjacent to both physical and social infrastructure, irrespective of their political affiliation.

This particular form of NIMBY (Not In My Backyard) sentiment is not widespread in Campbelltown. Our community has historically embraced and continues to embrace both internal and external immigration, fostering an environment of inclusivity and acceptance. It is the process of growth and the presence of diversity within our community that contributes to the formation of our distinct identity.

However, as I have highlighted in my other Minute (Item 7.1), it is important to consider the availability and capacity of the public transport network and other infrastructure to support any growth. Overcoming NIMBYism should not be used as a cover to consult with the community, or deliver, the critical support needed for successful growth.



**Achievements**

Firstly, I would like to commend the Member for Macquarie Fields for compiling a well-considered wishlist over the years and for his ongoing advocacy. These requests hold significant importance for our city, extending beyond the electorate of Macquarie Fields.

The request for the installation of a lift at Macquarie Fields station since 2016 highlights a more extensive concern regarding the fair and equitable access to public infrastructure. This issue extends beyond mere convenience and underscores the importance of incorporating inclusivity and universal design principles into all government decisions.

Accessibility plays a crucial role in facilitating social integration and economic participation for all individuals, with a particular emphasis on those who have mobility impairments.

The NSW Government has committed \$300 million to upgrade train station car parks and make stations more accessible through the installation of new lifts, ramps and footbridges. While we are not sure about the details, we can assume that Santa may deliver a lift at Macquarie Fields station in the near future. Thank you Santa.

**Local Services**

The repeated calls for the establishment of a local Service NSW Centre, a more equitable train timetable, the discontinuation of toll extensions, the expansion of local services, and the alleviation of road congestion all demonstrate the changing needs of our growing community. The provision of hospital services, local employment opportunities, and the enhancement of vocational education and training opportunities in our region are of utmost importance for the overall welfare of our residents.

A local Service NSW Centre is a tangible hub for individuals to access state government services and obtain relevant information. The centralisation of services has far-reaching implications beyond administrative convenience. It significantly impacts the residents' capacity to interact with their government and obtain crucial services, such as driver's license renewals, vehicle registrations, and senior card requests.

Elderly members of our community, people with disabilities and those lacking reliable internet access or digital literacy, depend on easy access to physical service centres to assist them in navigating government services. Equally, members of our community that can't afford private transport need access to government service centres via public transport.

A local Service NSW Centre located close to major public transport hubs, provides equity of access for all people, and particularly more marginalised cohorts of our community.

**Connectivity**

A fairer train timetable and cessation of the toll extensions are critical for our community as we grapple with the balance between fiscal sustainability and social equity. The imposition of tolls and inadequately designed public transport schedules disproportionately affect our lower-income households. We know that public transport is efficient, reliable, and fairly priced, it can significantly reduce the reliance on private cars, easing road congestion and contributing to environmental sustainability.



**Health**

When contemplating reductions in health and hospital services, it is important to reflect on the recent decrease in financial support allocated to essential health services in our area, such as the withdrawal of funding for the Glenfield Integrated Health Hub, which may have adverse consequences on the overall well-being of the community and long-term stability local health services.

The previously allocated amount of \$243 million for Integrated Community Health Hubs in Liverpool and Glenfield has been withdrawn, despite the fact that our hospital is currently operating at full capacity. I would like to acknowledge the substantial allocation of funds towards healthcare in the recent budget. Regrettably, our city has not received any of it.

**Local Employment and Training**

The focus on ensuring the availability of local employment, promoting local manufacturing, investing in domestic manufacturing, and improving vocational education and training opportunities directly aligns with the fundamental principles of resilient cities. The resilience of communities in the face of economic fluctuations and their ability to contribute to a sustainable economic ecosystem depends on the expansion of local job opportunities and the enhancement of workforce skills.

I have previously written to the Premier, together with the Member for Macquarie Fields proposing that Campbelltown Local Government Area would be an ideal location for Labor's proposed TAFE Domestic Manufacturing Centres of Excellence.

**Housing**

While it is important to emphasise that the sentiment to 'stop the squeeze' will never be our mantra, we acknowledge our responsibility in addressing the housing crisis that such an attitude has created. It is of utmost importance to acknowledge that development, if not accompanied by careful consideration for the creation of jobs and the preservation of public spaces, can result in unforeseen effects, including the deterioration of community cohesion and identity.

Therefore, it is imperative that all stakeholders, including the elves, policymakers, and the government, approach these items on the wish list not as individual requests, but rather as a collective plea for assistance from a growing community that has been neglected and given assurances of equitable treatment by a new Santa Claus.

**Other Priorities**

This letter only serves as a partial request list and a gentle reminder of the previous requests made to Santa Claus. For a more comprehensive inventory of the whole of Campbelltown's infrastructure priorities, please see our Call to NSW Government for Support, endorsed at the October 2022 Council meeting, which includes:

1. Connect Campbelltown: commit to deliver essential transport infrastructure for one of the fastest growing regions in the country.



2. Invest in jobs and services in our City Centre: including delivering renewed NSW court infrastructure in the Community and Justice Precinct, and a Service NSW Centre in Campbelltown.
3. Invest in Regional-Scale Infrastructure:
  - a. Campbelltown Sports Stadium expansion to drive economic activity, increase utilisation, support the growth of women's and grass-root sport and deliver sport and entertainment facilities to support the region's growth.
  - b. Campbelltown Hospital expansion (stage 3) to support the health of our people living in the fastest growing region in Australia.

We're happy to work with Santa, the NSW Government and anyone else to support the solution to the state's housing crisis. As has been said previously, "All we want for Christmas is our FAIR SHARE!" (2020).

## **Attachments**

### 5.3.1 Christmas Wish List 2023 (contained within this report)



# CHRISTMAS WISH-LIST 2023



1. A local Service NSW Centre (2016, 2020) and more local services (2022)
2. More commuter car parking and less road congestion (2016)
3. A fairer train timetable (2017)
4. Stop the extension of the M5 tolls and scrap the M5 East Toll (2017, 2020, 2021)
5. Stop cuts to health and hospitals (2019)
6. More secure local jobs (2021, 2022)
7. Boost local manufacturing (2021) and invest in domestic manufacturing (2022)
8. Invest in TAFE and training opportunities (2022)
9. Adequate infrastructure for growing communities (2022)
10. Stop the Squeeze (2017, 2018, 2019, and 2021)

**All we want for Christmas is our FAIR SHARE!**

**Dr George Greiss**  
**Mayor of Campbelltown**





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## 5.4 A Christmas Message - A Season of Renewed Hope

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### Recommendation

That the information be noted.

The Australian Christmas traditions are distinctive and full of their own delights, reflecting our unique culture and climate—a reality that isn't always depicted internationally. While the Northern Hemisphere is bundling up for a white Christmas adorned with snow and wintery scenes, Australians are preparing for a summer holiday, typically characterised by sunny days and outdoor celebrations.

As these sunlit days enhance our experiences, Campbelltown's pools, parks, and recreational facilities come alive with joyful gatherings to celebrate this period of great significance—the season of Christmas.

This year, I hope we can pause and reflect on the profound message at the core of this occasion.

More than two millennia ago, in the humble town of Bethlehem, a child was born. This was no ordinary birth; it was a moment that would reshape history and ignite a flame of hope still burning brightly in the hearts of millions. The birth of Jesus Christ, a cornerstone of the Christian faith, symbolises the dawn of a new era and the embodiment of divine love and salvation.

Reflecting on the past year, it is clear that our shared path has been remarkable, marked by both trials and triumphs. As we navigate a world riddled with challenges—be it in our City, our State, our Country, or internationally, amid escalating instability and the humanitarian crises where this story of hope, love, and redemption began—the message of Christmas hope remains ever pertinent.

Hope is not just wishful thinking; it is a vital force, a beacon that guides us through the darkest times. It is the assurance that, despite our circumstances, there is a promise of renewal and redemption.

Our faith acts as a shield against the tides of uncertainty, offering solace and strength to face all challenges. We have witnessed the power of community and the extraordinary resilience of the human spirit throughout history and, more recently, through our challenging times. I am confident that as we hold fast to our hope, we will continue to demonstrate resilience and achieve triumphs.

The Christmas story, as narrated in the Gospel of Luke, resonates profoundly during this season, reminding us of the enduring message of peace and goodwill. "Glory to God in the highest," the angels proclaimed, "and on earth peace, goodwill toward men" (Luke 2:14). This verse is central to our Christmas hope, urging us to embody these principles in our daily lives.

This message of grandeur continues to speak to us today. It calls us to be ambassadors of peace and bearers of goodwill, to look beyond our differences and recognise that we are all part



of a greater narrative—a narrative immersed in grace and underpinned by the love of our Creator. As we tackle the complexities of our modern world, let us hold fast to the hope that the Christ child brought into our world. Let us allow His light to inspire us to create a brighter future for all.

In the past few years, we have deepened our comprehension of what it means to care for and support one another in our city, to extend a hand to those in need, and to treasure every diverse connection.

Let us seize this opportunity to express profound gratitude for the blessings we've received and the lessons we've learned. Our resilience has been solidified, our communities have grown closer, and we have rediscovered our appreciation for life's simplest pleasures.

Regardless of whether you subscribe to the Christian narrative of salvation or embrace a different belief system, as you gather with friends and family this session, whether around the table, at church, or in many of our shared public spaces, let us all celebrate the hope we hold.

Let's step into the new year with confidence, recognising that our growth has prepared us for the journey ahead. Let our collective journey be fuelled by this unwavering narrative of hope, love, and redemption.

Let's embrace the true essence of the season, a time where giving outweighs receiving, and love flows without condition. As the festive cheer of Christmas surrounds us, may it also usher in a continuous spirit of generosity and unwavering kindness that guides us into a future full of compassion. Together, let's create unforgettable moments that will invigorate our hopes for years to come.

In our happiness, let's also hold a tender thought for those in need, transforming our prayers into tangible acts of charity. And as we gather with loved ones, let us extend an olive branch of peace and goodwill far beyond our homes—to every corner of our vibrant city, across the vastness of our state, and to every stretch of our nation and the world.

Wishing you all a truly blessed Christmas and a New Year abundant in joy, peace, and prosperity.

## **Attachments**

Nil



## **6. PETITIONS**



## **7. CORRESPONDENCE**

### **7.1 State-Led Rezoning in Campbelltown**

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

That the letter and the information be noted.

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1. Letter from the Mayor to the Hon. Chris Minns MP, Premier of NSW dated 9 November 2023 inviting the NSW Government to undertake a state-led rezoning in Campbelltown.

#### **Attachments**

- 7.1.1 Letter from Mayor Greiss to The Hon. Chris Minns re State-Led Rezoning in Campbelltown 09.11.23. (contained within this report)



Office of the Mayor



9 November 2023

The Hon. Chris Minns MP  
Premier of NSW  
GPO Box 5341  
SYDNEY NSW 2001

Dear Premier,

**State-Led LEP Rezoning**

Campbelltown Local Government Area is perfectly positioned to accommodate high-quality density along its railway corridor, sustainably and affordably. Council has already developed a comprehensive framework for the densification of our city centre, including the Reimagining Campbelltown City Centre Master Plan and City Centre Design Framework. We have identified our significant latent capacity and have undertaken the preparatory work for our Campbelltown Local Environmental Plan amendment to enable the uplift, which would positively respond to the crises our communities are currently facing, with the lack of affordable housing being delivered across the whole of Sydney.

Our unwavering commitment is to collaborate early with the NSW Government to achieve their stated objectives of enabling the immediate delivery of the higher densities and diversity of dwelling choices our community desires. Unfortunately, this has been hindered, by the complexity and delays in dealing with government agencies (particularly Transport for NSW, Department of Planning and Sydney Water).

For this reason, as I recently published in my November Mayoral Minute, I am inviting the NSW Government to undertake a state-led rezoning in Campbelltown, similar to the approach in the Church Street Precinct in Parramatta. To ensure we are all working together, with a focus on attending to the various gaps and enabling the infrastructure and policy positions, to prioritise the delivery of sustainable high-density dwellings. You have our unconditional support to enable this to occur, including the commitment of funding and resources we have already allocated in our operational plan.

I'd appreciate meeting with you to discuss how we can work together to accelerate the delivery of high-density housing in Campbelltown. The Campbelltown area is an opportunity that the government should not turn away from, but instead take full advantage of, in its attempt to deliver planning schemes and development outcomes that enable dwelling delivery rates that meet the ever-increasing housing demand.

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Office of the Mayor



In response to Minister Scully's letter dated 30 October 2023 regarding the need to allow for more housing in our low and medium density suburban zones, we are working to identify how and where we may be able to increase the supply and diversity of homes within our suburbs, while also maintaining the natural and built characteristic that have made Campbelltown the lifestyle city that we are proud of. We will respond to that correspondence shortly.

Yours sincerely,

signature has been removed

Dr George Greiss  
**Mayor of Campbelltown**

CC: The Hon. Paul Scully MP, Minister for Planning

DOC-23-453547

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## **7.2 Housing Permissibility and Supply in Campbelltown**

---

### **Officer's Recommendation**

That the letters be received and the information be noted.

---

1. Letter from the Hon Paul Scully MP, Minister for Planning and Public Spaces to the Mayor dated 30 October 2023
2. Letter from the Mayor to the Hon Paul Scully MP, Minister for Planning and Public Spaces dated 28 November 2023

### **Attachments**

- 7.2.1 Letter from the Hon Paul Scully MP, Minister for Planning and Public Spaces to the Mayor dated 30 October 2023. (contained within this report)
- 7.2.2 Letter from Mayor Greiss to The Hon Paul Scully re Housing permissibility and supply in Campbelltown 28.11.23. (contained within this report)



**The Hon Paul Scully MP**  
Minister for Planning and Public Spaces



Ref: MDPE23/3451

Clr George Greiss  
Mayor  
PO Box 57  
CAMPBELLTOWN NSW 2560  
via: [george.greiss@campbelltown.nsw.gov.au](mailto:george.greiss@campbelltown.nsw.gov.au)

Dear Clr Greiss, *George*

I write to you regarding the need to allow for more housing in our low and medium density zones across New South Wales to help increase supply and diversity of homes we are delivering in our suburbs.

New South Wales is in a housing crisis. Through the National Housing Accord, councils and the NSW Government are committed to working together to look at every opportunity to address this crisis.

Our shared task is to approve and encourage the necessary investment and commencements for 377,000 homes by 2029.

The land use planning and assessment functions of councils and the Department will need to quickly adjust towards approaches that lead to more homes in well-located areas.

As a way to increase our housing numbers in NSW, the NSW Government has identified a number of limitations across the residential zones constraining our ability to deliver this diverse housing in our low and medium density areas. In Greater Sydney these include:

- Terraces, townhouses and 2 storey residential flat buildings (i.e. manor houses) are only permitted in the R2 low density residential zone in 2 of 35 Local Environmental Plans (LEPs) in Greater Sydney – just six per cent. This is despite 77 per cent of residential land being zoned R2. Even though the R3 medium density zones do allow terraces, they only make up 13% of residential land; and
- Residential flat buildings (RFBs) are only permitted in the R3 medium density zone in 47% of LEPs. Even though the R4 high density residential zones do allow RFBs, they only make up 3% of residential land.

The story is more mixed outside of our major cities but there are still opportunities available for the planning system to priorities low and mid-rise housing types in our main residential zones.

We are asking councils to review their local policy settings and approaches in the interests of housing supply. I ask you to identify existing well-located areas where terraces, small unit blocks or well-designed mid-rise apartments can be permitted.

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GPO Box 5341 Sydney NSW 2001

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[nsw.gov.au/ministerscully](https://nsw.gov.au/ministerscully)



Research consistently shows that there is unmet demand for additional small apartment and low-rise multi-dwelling housing options as well as purpose-built rental and affordable and social housing.

With this in mind, the Department will be realigning its resources to support councils in these initiatives and is developing a tool kit to help councils and state agencies deliver the outcomes we need. Councils shouldn't wait for this work to happen, rather I am asking you to begin work identifying locations and permitting more low and mid-rise homes immediately.

This urgency for all of us to play our part to approve and deliver housing in all parts of New South Wales brings me to my final point. The upcoming 2024 NSW local government elections are scheduled to be held on Saturday 14 September 2024. The caretaker period will begin 4 weeks before on 16 August 2024.

The NSW local government elections may have an impact on some policy and program timeframes and exhibition dates and may impact on planning assessment timeframe targets.

All planning assessments and other council responsibilities and operations should continue as normal until the start of the caretaker period. It is my express view that councils should continue to undertake their legal responsibilities under local government and planning legislation to make sure that we keep up the momentum on delivering the approvals for housing developments across New South Wales.

I would also request that this letter be tabled at your next council meeting so that councillors are clear about the State government's intentions on behalf of the people of NSW to deliver more low and mid-rise homes, while reminding them of their duty during election periods.

We all have a part to play in delivering on the National Housing Accord and a role in helping the next generation into home ownership or long-term rental. I urge you to look at your policy settings with the aim of expanding the number of homes in your LGA.

Should you have any questions regarding the housing reform work or to caretaker conventions for local government elections, please contact the Department at [stakeholder.engagement@dpie.nsw.gov.au](mailto:stakeholder.engagement@dpie.nsw.gov.au).

Yours sincerely

signature has been removed

**Paul Scully MP**  
Minister for Planning and Public Spaces

30/10/23

52 Martin Place Sydney NSW 2000  
GPO Box 5341 Sydney NSW 2001

02 7225 6080  
[nsw.gov.au/ministerscully](https://nsw.gov.au/ministerscully)



## Office of the Mayor



28 November 2023

The Hon Paul Scully MP  
Minister for Planning and Public Spaces  
GPO Box 5341  
SYDNEY NSW 2001

Via email: [office@scully.minister.nsw.gov.au](mailto:office@scully.minister.nsw.gov.au)

Dear Minister,

**Re: Housing permissibility and supply in Campbelltown**

Thank you for your letter dated 30 October 2023 regarding the need to allow for more housing in low and medium density areas across NSW and the State Government's commitment to working with the Council to help increase the supply and diversity of homes across our suburbs.

I'm happy to confirm that the Campbelltown City Council is willing and committed to working with the State Government on the issue of housing delivery and to unlocking opportunities to address the critical need of delivering more homes in well-located areas across our city.

As per your request, we have undertaken a very preliminary review of areas across the city in an attempt to identify well-placed suburban lands that could accommodate an uplift in dwelling numbers and an increase in the diversity of dwelling typology.

The information in the following table is a result of our initial review and provides a snapshot of the identified locations and their additional dwelling potential. We believe that if we implement zoning change across those areas from R2 Low Density Residential to R3 Medium Density Residential: the desired uplift in dwelling numbers and an increase in the diversity of dwelling typology could be achieved.

Suburb	Details
Macquarie Fields	East of the railway station
Macquarie Fields	East of Glenquarie (Harold Street)
Macquarie Fields	An increase to the height limit of the existing R3 zone at East Glenfield and West of Glenquarie
Leumeah	East of Rudd Road
Minto	This work is already underway and also involves changing R3 to R4
Ingleburn Stage 2	North of James Street
Kearns	South and East of shopping centre
Rosemeadow	West and South of shopping centre
Ambarvale	All directions around shops
Bradbury	North and East of Apex Park

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## Office of the Mayor



Ruse	All directions around Junction Rd shops
Airds	East of shopping centre (E1 zone) between Axford and Briar Roads
Menangle Park	Existing village, East of the <i>non-electrified</i> railway station and West of the proposed shopping centre (this is the site with a current Planning Proposal underassessment – an R3 outcome could be accommodated)

While the above is the result of a very preliminary review an estimate of the potential suggests a minimum of 4,000 additional dwellings could be realised by way of an expansion of our R3 zoned areas around our smaller town centres. An in-depth analysis of these areas would be required to determine a more accurate yield.

These areas have been carefully selected due to their walkable proximity and locational advantages relative to public transport, urban services, existing retail environments, educational establishments, and public open space. They complement adjoining density of land use. An increase in density in these areas will provide opportunity for a higher level of trade in the local retail precincts, and a higher level of usage of public transport. Importantly these areas are not constrained with ecological, flood prone, or other known constraints that would slow or otherwise prevent an uplift in density in these areas.

It is important to note that between the years of 2016 – 2021, the Campbelltown LGA exceeded the DPE housing target by 983 dwellings delivering a total of 7,783 approved dwellings (source ABS). The current identified housing capacity across the LGA is 45,000 dwellings, made up of 25,000 dwellings on already zoned land, 6,000 – 7,000 dwellings in rezonings about to be finalised, and the balance in progress. Importantly, the existing and future capacity of Campbelltown will readily accommodate the DPE housing target of 7,100-8,250 dwellings per 5-year period and the projected longer-term housing target for the LGA of about 24,000 new dwellings by 2041.

It is also worth pointing out that there is a large tract of extremely well located and serviced State Government owned land of some 200ha west of the Glenfield station, that holds an untapped potential of at least 5,000 medium and high-density dwellings. The land has already been rezoned and is adjacent to major roads and one of the best-connected railway stations in Sydney. Unfortunately, however, I understand that due to a frustrating misalignment of government agency objectives, this much needed development and uplift to the Glenfield area has remained dormant for a number of years.

Minister, as you may be aware, I have written the Premier, the Hon. Chris Minns on 9 November highlighting our eagerness to see high-quality density along its Glenfield to Macarthur Urban Renewal Corridor, but at the same time highlighting the challenges put before us from various State agencies that prevent us from moving at speed in this area, and inviting the NSW Government to undertake a state-led rezoning in Campbelltown CBD, similar to the approach in the Church Street Precinct in Parramatta.

The Council considers the Campbelltown CBD as the highest priority for future well-placed growth potential and have allocated \$2.7 million to fund the review as part of our operational plan. The Campbelltown CBD easily accommodate 3,600 additional dwellings under the current

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Office of the Mayor



planning controls, with this number increasing significantly off the back of our City Centre planning review currently underway. While the entire length of the Glenfield to Macarthur Urban Renewal Corridor can accommodate at least another 22,000 dwellings, due to the limited cooperation of state entities, we are struggling to get any of these project's moving. This includes the LEP amendment to the Ingleburn Town Centre, which is currently with you for making, under which its proposed dwelling capacity was reduced by approx. 700 dwellings due to the very late involvement of various Government agencies.

I believe that implementing a state-led rezoning for the Campbelltown City Centre will be instrumental in overcoming the challenges we currently face in achieving our shared outcome.

I look forward to working with you and the Government to identify opportunities to address the current housing crisis, and I remain available to discuss this and my previous letter with you and/or the Premier at any convenient time.

Yours sincerely,

signature has been removed

Dr George Greiss  
**Mayor of Campbelltown**

DOC 23 471802

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### **7.3 WestInvest**

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

That the letters be received and the information be noted.

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1. Letter from Mr Greg Warren MP to the Hon. Daniel Mookhey MLC, Treasurer of NSW dated 2 November 2023 regarding WestInvest, forwarded for our information by Mr Greg Warren MP.
2. Letter from the WestInvest Program Management Office to Mr Greg Warren MP dated 21 November 2023 regarding WestInvest (forwarded by Mr Warren). (contained within this report)

#### **Attachments**

- 7.3.1 Letter from Mr Greg Warren MP to the Hon. Daniel Mookhey MLC, Treasurer of NSW dated 2 November 2023 regarding WestInvest (contained within this report)
- 7.3.2 Letter from the WestInvest Program Management Office to Mr Greg Warren MP dated 21 November 2023 regarding WestInvest (forwarded by Mr Warren). (contained within this report)



# Greg Warren MP



## MEMBER FOR CAMPBELLTOWN



02/11/23

The Hon. Daniel Mookhey MLC  
Treasurer  
52 Martin Place  
SYDNEY NSW 2000

**By email:** [office@treasurer.nsw.gov.au](mailto:office@treasurer.nsw.gov.au)

Dear Treasurer

I write to you on behalf of Dr Cr George Greiss, Mayor of Campbelltown City Council with regards to his correspondence to my office, dated 5 October 2023. Accordingly, please see enclosed a copy for your reference.

Mayor Greiss has raised concerns with regards to the NSW Grants Administration Guidelines, which were introduced on 1 July 2023 and the impact that these requirements are going to have on the manner in which the Council manages and delivers the WestInvest Program.

Given these concerns, your appropriate consideration in this matter is greatly appreciated and I look forward to your response at your earliest convenience.

Yours sincerely,

signature has been removed

---

**Greg Warren MP**  
**Member for Campbelltown**

Shop 3, 72 Queen Street, Campbelltown PO Box 895, Campbelltown NSW 2560  
(02) 4625 3344 (02) 4626 3640 [Campbelltown@parliament.nsw.gov.au](mailto:Campbelltown@parliament.nsw.gov.au)  
[www.gregwarrenmp.com.au](http://www.gregwarrenmp.com.au) [GregWarrenCampbelltown](https://www.facebook.com/GregWarrenCampbelltown) [@GregWarren\\_](https://twitter.com/GregWarren_) [greg\\_warren\\_mp](https://www.instagram.com/greg_warren_mp)

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# Greg Warren MP



## MEMBER FOR CAMPBELLTOWN



Office of the Mayor



5 October 2023

Mr Greg Warren  
Member of Campbelltown  
Via email: [Campbelltown@parliament.nsw.gov.au](mailto:Campbelltown@parliament.nsw.gov.au)

Dear Mr Warren,

**Re: WestInvest Issues**

As you're aware, Campbelltown City Council was successful in securing \$171m of funding under the WestInvest grant program. This was a significant allocation, for Council to deliver recreation, activation, cultural, sporting and social infrastructure projects for our community's enjoyment.

Following the change in NSW Government, and the commencement of the NSW Grants Administration Guidelines on 1 July 2023, the requirements have become far more onerous. The arrangements now liken the government to engaging Council as a subcontractor to deliver the projects on its behalf, which shifts risk, and consequential cost, to Local Government in an unprecedented manner.

These changes will have a substantial impact on how the Council manages and delivers the WestInvest program and will force Council to undertake costly commercial risk mitigation measures which undoubtedly will result in decreased project scope and a worse outcome for our community.

These pressures, coupled with the continued burden on local government to do more with less, leaves Council in a position where it must consider how it will manage the continually increasing risk and cost profile of these projects.

We are committed to delivering the best outcomes for our community.

I seek your ongoing support and advocacy on these critical issues to ensure that the projects are able to be delivered as intended.

Yours sincerely,

signature has been removed

Dr George Greiss  
Mayor of Campbelltown

DOC-23-421777

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OFFICIAL

**Premier's Department**

Ref: A5901872  
21 November 2023

**Mr Greg Warren MP**  
**Member for Campbelltown**  
**Shop 3, 72 Queen Street**  
**Campbelltown NSW 2560**

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Re: Recent changes to the NSW Grants Administration Guide

Dear Mr Warren,

Thank you for your representation on behalf of Councillor George Greiss, Mayor of Campbelltown, regarding compliance with the NSW Grants Administration Guide and how they will impact Campbelltown City Council's delivery of WestInvest projects. As the Executive Director of the WestInvest Grants Program I have been asked by the Treasurer to respond on his behalf.

I am pleased that the Campbelltown Local Government Area will receive over \$172 million in funding, to deliver 21 transformational WestInvest projects. Some of the projects will include the \$79 million Campbelltown Arts Centre Expansion, the \$16 million Sport and Health Centre of Excellence at Leumeah, and the \$1.4 million Kanbyugal Parklands - Mountain Bike Park.

As noted in Cr Greiss's correspondence, changes were made to the NSW Grants Administration Guide on 1 July 2023. The changes were made to strengthen the regulation of grants and will improve accountability, transparency and ensure grant funds are used efficiently and effectively.

All organisations receiving WestInvest funding are required to comply with the NSW Grants Administration Guide.

My team have been working closely with Campbelltown Council's project management team to assist them develop project specific Funding Deeds that support the successful delivery of all approved projects. Should the Mayor feel as though Campbelltown City Council are no longer in a position to deliver their projects in accordance with the NSW Grants Administration Guide and the draft WestInvest Funding Deeds, he can contact me to discuss options for project scope variations to address the risk profile of the program.

We will continue to work closely with Campbelltown City Council as they deliver their WestInvest projects.

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GPO Box 5341 Sydney NSW 2001  
ABN 34 945 244 274

02 9228 5555  
[premiersdepartment.nsw.gov.au](mailto:premiersdepartment.nsw.gov.au)

1



Should you have any additional questions about the WestInvest Program, I would be happy to answer them ([alison.morgan@premiersdepartment.nsw.gov.au](mailto:alison.morgan@premiersdepartment.nsw.gov.au) or 0434 782 648).

Sincerely,

signature has been removed

**Alison Morgan**  
Executive Director, WestInvest Program Office



## **7.4 Infrastructure Investment Program**

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### **Officer's Recommendation**

That the letter be received and the information be noted.

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1. Letter from the Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 16 November 2023 regarding the Infrastructure Investment Program and the additional \$2.91 million in funding to the Farrow Road Commuter Car Park Upgrade project.

### **Attachments**

- 7.4.1 Letter from the Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 16 November 2023 regarding the Infrastructure Investment Program. (contained within this report)





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**The Hon Catherine King MP**

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**Minister for Infrastructure, Transport, Regional Development and Local Government  
Member for Ballarat**

Cr George Greiss  
Mayor  
Campbelltown City Council  
PO Box 57  
Campbelltown NSW 2560

via: [george.greiss@campbelltown.nsw.gov.au](mailto:george.greiss@campbelltown.nsw.gov.au)

Dear Mayor

*George*

I am writing to inform you of decisions taken by the Australian Government following the Independent Strategic Review (the Review) of the Infrastructure Investment Program (IIP), and to provide further information about the Government's reform agenda for infrastructure investment.

Thank you for your contributions to the Review process and for your patience as the Government finalised the outcomes of the Review.

The Government remains committed to a 10-year, \$120 billion pipeline of infrastructure investment. However, change is needed to ensure the projects we commit to actually get built and deliver lasting benefit for Australians. It is essential that the Government continues to work with state, territory and local governments to ensure investment settings are sustainable, well-targeted and aligned to market capacity and resource availability.

The Review process is an important step in our commitment to transitioning the IIP to a more responsible footing. It is complemented by the recently released Infrastructure Policy Statement, which will guide the Commonwealth's future infrastructure investment decisions. The Review made three recommendations in relation to the Infrastructure Investment Program sub-programs which include the Roads to Recovery and Black Spot programs. The Government's response to these recommendations will be announced in coming days.

I am pleased to confirm the Australian Government's ongoing commitment to Commuter Car Park Upgrade - T8 East Hills Line - Campbelltown, including an additional \$2.91 million to address cost pressures. This brings the total Australian Government funding for this project to \$25 million.

This additional funding will be confirmed via the 2023-24 Mid-Year Economic and Fiscal Outlook schedule (the schedule) to the National Partnership Agreement for Land Transport

---

**PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520**



Infrastructure (NPA), which will be sent to the NSW Government later this year. Please submit a variation request to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (my Department) at your earliest convenience, to enable funding to be approved.

Once I have approved the request, and the NSW Government has responded to confirm their agreement to the schedule, my Department can facilitate the payment of agreed milestones.

Thank you for your participation in this important review process over the last few months. Should you require further information regarding any of the above, please contact Ms Amy Brennan, Acting Director NSW Urban via 02 6136 7233 or [Amy.Brennan@infrastructure.gov.au](mailto:Amy.Brennan@infrastructure.gov.au). Further information about the Review process is available at [investment.infrastructure.gov.au/review](https://investment.infrastructure.gov.au/review).

I trust this information will be of assistance.

Yours sincerely,

signature has been removed

Catherine King MP

16/11/2023



## **7.5 Enabling Infrastructure**

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### **Officer's Recommendation**

That the letter be received and the information be noted.

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1. Letter from the Mayor to the Hon Anoulack Chanthivong MP dated 9 October 2023 seeking support and advocacy for State Government funding for enabling infrastructure.
2. Letter from the Hon Anoulack Chanthivong MP to the Mayor dated 20 November 2023 in reply.

### **Attachments**

- 7.5.1 Letter from Mayor Greiss to Anoulack Chanthivong re Seeking support advocacy for State Government funding for enabling infrastructure 10.10.23. (contained within this report)
- 7.5.2 Letter from The Hon. Anoulack Chanthivong MP to the Mayor dated 20 November 2023 in reply (contained within this report)



Office of the Mayor



9 October 2023

The Hon. Anoulack Chanthivong MP  
Member for Macquarie Fields  
PO Box 882  
INGLEBURN NSW 1890  
E: [macquariefields@parliament.nsw.gov.au](mailto:macquariefields@parliament.nsw.gov.au)

Dear Mr Chanthivong,

**Seeking support and advocacy for State Government funding for enabling infrastructure**

Thank you for your ongoing work supporting the Campbelltown Local Government Area and particularly the communities within your electorate. I am writing to let you know of further opportunities to support these communities.

Campbelltown City Council, at its meeting of 12 September 2023, considered a report on, and endorsed the Ingleburn CBD Planning Proposal and resolved to forward the endorsed proposal to the Minister for Planning and Public Spaces for its making. In addition to its endorsement of the proposal, the Council also resolved:

6. *That Council write to the member for Macquarie Fields seeking his support and advocacy for State Government funding to meet the demands and needs of population growth.*

A copy of Council's full resolution and the subject report is attached to this letter.

On behalf of Campbelltown City Council, I am reaching out to request your invaluable support and advocacy in securing State Government funding to address the demands and needs resulting from anticipated population growth in Ingleburn.

As Ingleburn looks ahead to a period of expansion, prosperity and increased residential densities in line with current state Government objectives, we're committed to delivering the density that the Government requires and would appreciate your commitment to take proactive measures to ensure that this growth is not only sustainable but also enhances the overall quality of the life for our residents and business owners.

To achieve this, we are seeking your assistance in securing State Government funding for the following key projects:

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## Office of the Mayor

**Upgrade of drainage infrastructure to mitigate flooding**

As you are aware, in certain rain events, the Ingleburn CBD has the potential to be heavily impacted by flooding. The cost estimate for drainage works to adequately mitigate this potential is approximately \$28 million.

The state government's Ingleburn Precinct Plan was not able to be fully realised due to the impacts of flooding which resulted in some lots missing out on the changes initially proposed in the Precinct Plan. These flooding impacts would be reduced if targeted drainage works were undertaken.

Putting aside the benefit that such flood mitigation works would bring to reducing any potential personal and property risk during a significant rain event, flood mitigation works would have a significant benefit on the pre-development process allowing simpler, quicker and more affordable development responses, while at the same time resulting in a simpler, quicker, and less costly planning approval process for development on many sites and ultimately an increased yield to support your government's agenda for well-located housing and improved housing affordability.

The drainage improvements represent a pivotal milestone in unlocking the full potential for the revitalisation and redevelopment of Ingleburn CBD. The success of the anticipated revitalisation of the Ingleburn CBD is inextricably connected to the completion of these essential drainage enhancements.

**Construction of a multi-deck car park**

Under the Ingleburn CBD Planning Proposal, two of the existing at grade car parks within the CBD are proposed to be partially converted to two public parks. To address the loss of car parking spaces, it is proposed to construct a multi-deck car parking facility. Council is proposing to fund the multi-deck car park through development contributions.

The multi-deck carpark is seen as a key aspect of the successful delivery of the CBD revitalisation, with the multi-deck car park promoting and stimulating economic activity within the CBD by making parking more accessible for visitors and shoppers visiting the CBD. The added benefit being that currently constrained land, will be converted to public parks.

The early construction of this multi-deck car park and embellishment of the parks would bring forward amenity improvements for visitors and workers in the CBD, and catalyse the supply of affordable housing by private investors.



Office of the Mayor

**Embellishment of two new public parks**

Council's vision includes the construction of two new public parks in the heart of the Ingleburn CBD that will serve as green havens for our residents and provide recreational spaces for families. The embellishment of the two new parks are proposed to be funded through local development contributions, however, obtaining upfront and timely funding for the embellishment of the parks is crucial to create vibrant, attractive, and inclusive public spaces, and kick start new development within the Ingleburn CBD.

The above projects are pivotal to the success of Ingleburn CBD's transformation into a thriving, sustainable, attractive, desirable and liveable urban centre. With your support and advocacy, we are confident that we can secure the necessary State Government funding to make these initiatives a reality, and to see the Ingleburn CBD evolve into a more desirable locality.

We understand the challenges faced by the Ingleburn community as it grows and evolves, and we recognise the vital role that State Government funding plays in addressing these challenges effectively. Your assistance in championing these initiatives will not only benefit the residents, workers and visitors to the Ingleburn CBD, but also contribute to the continued prosperity of our region.

Thank you for your consideration of the above issue. To achieve the best outcome for the current and future residents of Ingleburn and deliver the densification in line with the current Government objective, Council seeks your support and advocacy to achieve these outcomes.

Should you wish to discuss any of the above comments, please do not hesitate to contact Jim Baldwin, Director City Planning and Environment (02) 4645 4575.

Yours sincerely

signature has been removed

Dr George Greiss  
**Mayor of Campbelltown**

DOC-23-425732

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## Anoulack Chanthivong MP

MEMBER FOR MACQUARIE FIELDS

Cr Dr George Greiss  
Mayor  
Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560  
Via email: [George.Greiss@campbelltown.nsw.gov.au](mailto:George.Greiss@campbelltown.nsw.gov.au)

20 November 2023

Dear Mayor,

Thank you for letter dated 9 October 2023 seeking support and advocacy for State Government funding for enabling infrastructure.

I would like to take this opportunity to reiterate my consistent advocacy for the Macquarie Fields electorate over many years. Indeed, since first elected to NSW Parliament in 2015, I have continued to stand up for my community to ensure our fair share of services and infrastructure.

My electorate is home to some of Sydney's fastest-growing communities.

I am pleased to report that in the Minns Labor Government's first NSW Budget we have laid the foundation for a better, more secure future for NSW in three key ways:

- Rebuilding our essential health and education services by addressing the recruitment and retention crisis in our schools and hospitals;
- Confronting the housing affordability crisis by reducing red tape to build new homes, providing immediate support for renters and first-home buyers; and
- Supporting households with energy bill relief and starting the long-term reform of our energy market to put downward pressure on prices into the future.

The Minns Labor Government is investing \$300 million to upgrade train station car parks and make stations more accessible through the installation of new lifts, ramps and footbridges.

This fulfills an election commitment of the Minns Labor Government, made at Macquarie Fields Station, which is a priority for an accessibility upgrade.

I have consistently advocated for more infrastructure and services in my electorate, be it in Ingleburn, Minto, Macquarie Fields, St Andrews or Glenfield.

Our growing community deserves its fair share.

Your letter referred to the need for improvements to drainage infrastructure in Ingleburn to mitigate flooding. I have been advised that Campbelltown City Council can apply for the next round of Department of Planning and Environment Floodplain management grants, which seeks to help local councils manage flood risk in their communities.





## Anoulack Chanthivong MP

### MEMBER FOR MACQUARIE FIELDS

It is noted that Campbelltown City Council is not a recipient of the 2023-2024 grant, but has been in the past. For further information on Floodplain Management Grants, visit

<https://www.environment.nsw.gov.au/topics/water/floodplains/floodplain-management-grants>

One of the key issues raised by constituents in my electorate is the lack of parking. I have long advocated for more parking in my electorate, particularly around train stations, to encourage people to utilise public transport.

Provision of car parking must be balanced with incentives to encourage public transport usage whilst fostering accessible and connected communities that promote walking and recreational activity.

I note Council's plans to construct two new public parks in the Ingleburn CBD. Over many years, I have consistently advocated for more open, green space to enhance liveability. I look forward to seeing further details of this proposal going forward.

In terms of funding these and other projects of local significance, I would encourage Campbelltown City Council to utilise grant opportunities and examine its own financial practices going forward.

I have previously expressed my concerns that the Council's Billabong project and its enormous Budget blowout has created an ongoing significant financial burden for Campbelltown ratepayers.

It is terribly concerning that the Billabong project started out as a \$16 million project, but its cost has skyrocketed to more than \$40 million in just a few years. This places an unacceptable and unfair ongoing burden on Campbelltown ratepayers, who will continue to pay for Council's poor decision making and lack of oversight of this significant local project.

Like many in our community, I question whether the additional money spent on the Billabong project could have been used to fund new parks, upgrade roads, construct new footpaths, or build new playgrounds. It is a loss our community can ill afford.

On a separate note, I wish to inform you that my Electorate Office is moving to a new convenient location in Ingleburn. The new address is **Unit 9 Centennial House, 12 Ingleburn Road, Ingleburn.**

My new Electorate Office will open from early December 2023.

I would be happy to arrange a meeting with you at my new Electorate Office in 2024 to discuss opportunities for continued advocacy on behalf of our community.

Yours sincerely,

signature has been removed

**The Hon. Anoulack Chanthivong MP**

**Member for Macquarie Fields**

Minister for Better Regulation and Fair Trading | Minister for Industry and Trade

Minister for Innovation, Science and Technology

Minister for Building | Minister for Corrections

2

**Office:** Shop 3, 2-6 Oxford Road Ingleburn NSW 2565 **Mail:** PO Box 882 Ingleburn NSW 1890  
**Phone:** 02 9618 2077 **Email:** [macquariefields@parliament.nsw.gov.au](mailto:macquariefields@parliament.nsw.gov.au) **Website:** [www.connectwithanoulack.com](http://www.connectwithanoulack.com)



## **7.6 New National Park**

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### **Officer's Recommendation**

That the letter and the information be noted.

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1. Letter from the Mayor to the Hon. Penny Sharpe MLC, Minister for Environment and Heritage dated 26 October 2023 regarding the commitment of a new National Park.

### **Attachments**

- 7.6.1 Letter from Mayor Greiss to Minister Penny Sharpe re New National Park 26.10.23 (contained within this report)



## Office of the Mayor



26 October 2023

The Hon. Penny Sharpe, MLC  
Minister for Environment and Heritage  
52 Martin Place  
SYDNEY NSW 2000  
E: [penny.sharpe@parliament.nsw.gov.au](mailto:penny.sharpe@parliament.nsw.gov.au)

Dear Minister Sharpe,

**RE: New National Park**

I'm writing this letter on behalf of the Campbelltown community and Council to thank you and the NSW Government for the recent announcement of \$48 million in the 2023-24 NSW Budget to help establish the Georges River Koala Reserve (GRKR) between Appin and Long Point. In addition to this we are also thankful for the announcement of \$5.7 million funding for a koala care centre in Macarthur and \$26 million to create koala-friendly crossings on Appin Rd and across the canal.

We have long advocated for the support of wildlife carers, protection of koalas from key threats and conservation of koala habitat. The recent announcements including securing up to 1,830 hectares of land will greatly assist in long-lasting conservation benefits, as well as deliver on key actions within our Campbelltown Koala Plan of Management and as part of our Koalatown initiative.

The establishment of the GRKR and the long-term koala habitat protection that it will provide will directly complement our long-standing efforts to restore and activate the Georges River Corridor. This will deliver great community recreation, environmental, tourism and economic outcomes for visitors and the people of Campbelltown into the future.

A key opportunity to enhance the community recreation benefit is the establishment of the Georges River Recreation Trail (the Trail) which was investigated by Council in 2016. The Trail is a multi-use 'signature trail' that is approx. 75km in length, extending from Glenfield in the north to the Dharawal National Park in Wedderburn in the south, and forms part of the Greater Sydney Green Grid. The Trail traverses the length of the GRKR interface along established fire trails and takes in the extensive views and cultural landscape of the Upper Georges River. A copy of the feasibility study has been provided to NSW Government staff, and Council would welcome the opportunity to explore the prospect of its inclusion in the GRKR Masterplan during its development.

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## Office of the Mayor



Lastly, there is significant interest from our community, Councillors and the leadership team regarding the establishment of the GRKR. These include the timeframe for its establishment, the consideration of Council and community land and proposed park access including any plans that restrict recreation access to the public. As such Council would like to formerly invite the NSW Government to present a Council briefing at the soonest available opportunity.

We look forward to working with the NSW Government to deliver initiatives that protect our koala population and enhance the recreation offering in Campbelltown into the future.

If you require any further information, please contact Council's Director City Services, Mr Ben Hoyle (02) 4645 4636.

Yours sincerely,

signature has been removed

Dr George Greiss  
**Mayor of Campbelltown**

DOC-23-440074

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## **7.7 Koala Protection Along Appin Road**

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### **Officer's Recommendation**

That the information be noted.

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1. Letter from Dr Mike Freeland MP to the Hon John Graham MLC, Minister for Roads dated 15 November 2023 (cc'd to Mayor) regarding Appin Road.

### **Attachments**

- 7.7.1 Letter Raising Concerns - Delays In Approving Koala Protection Efforts - Appin Road Appin - Dr Mike Freeland MP (contained within this report)





17 NOV 2023

Hon John Graham MLC  
Minister for Roads  
52 Martin Place  
SYDNEY NSW 2000

COPY

15 November 2023

Dear Minister,

I write to you regarding the ongoing delays in approving koala protection efforts along Appin Rd and the impact that this is having on our community.

Specifically, the ongoing delays to upgrade Appin Rd to protect both motorists and wildlife have gone on far too long.

I am greatly concerned that the agreement between Lendlease and the NSW Government to upgrade Appin Rd with a five-kilometre, dual carriage way, with two koala underpasses and koala exclusion fencing, remains with the Transport for NSW (TfNSW) for consideration.

This consideration has been ongoing for five years, with numerous koala deaths, motorists' accidents and close calls occurring on Appin Rd. Now, with even more motorists using Appin Rd and additional development occurring along this major road corridor, the time for action is growing ever smaller.

I agree with Lendlease who note that the previous NSW Government was too slow to act on Appin Rd and I do not want your Government to be marked with the same opinion by the Macarthur community.

The Macarthur community, elected representatives at the Council, State & Federal levels and Lendlease all agree that Appin Rd must be upgraded and that TfNSW must deliver their considerations, hopefully positive, at the earliest possible convenience.

I invite both yourself and representatives from TfNSW to visit Macarthur and tour Appin Rd with me.

I look forward to your response in due course and I encourage urgent action on this important matter.

Yours sincerely,

signature has been removed

**Dr Mike Freeland MP**  
**Federal Member for Macarthur**

CC:

Brendan O'Brien – Lendlease

Mr Greg Warren MP – Member for Campbelltown

Cr George Greiss – Mayor, City of Campbelltown

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





## 8. REPORTS FROM OFFICERS

### 8.1 Koshigaya Sister City Relationship 40 year Anniversary

#### Reporting Officer

Executive Officer  
General Manager

#### Community Strategic Plan

Objective	Strategy
4 Economic Prosperity	4.3.2 Enhance the reputation and tell the stories of Campbelltown 4.3.1 Activate a unique and lively city as a destination for business, social, event and leisure activities
1 Community and Belonging	1.1.2 Provide a diverse range of cultural and creative activities and events, for all interests and people

#### Delivery Program

Principal Activity
1.1.1.2 Create and maintain partnerships that promote inclusion, pride, trust and shared values in the community
5.2.1.2 Collaborate for change and seek opportunities to own our future

#### Officer's Recommendation

That Council accepts the invitation for the Mayor, General Manager and support staff member to visit Koshigaya to mark the 40<sup>th</sup> anniversary of the sister city relationship.

#### Purpose

To provide information to Council about an invitation received for the Mayor and General Manager to visit Koshigaya as part of the 40th anniversary of Campbelltown's sister city relationship with Koshigaya, Japan

#### History

Campbelltown and Koshigaya have maintained a successful sister city agreement since 1984. The agreement has seen a range of exchange programs and activities take place over this time



including visiting delegations, sporting, school and staff exchanges, business connections and public projects in both cities.

The sister city relationship, recognised as one of the most successful of its kind, provides the opportunity for cultural connection at a global level, focussing on friendship, respect, opportunity and harmony.

## **Report**

Since the beginning of the sister city relationship almost 40 years ago, milestones have been marked with a range of activities, whether it be a joint capital project, delegation visit or a collaborative program that connects both cities.

At each five year milestone, a small formal delegation from both cities have travelled to the other to mark the anniversary by signing the agreement and meeting to discuss future opportunities to grow and strengthen the relationship.

Since the last visit in 2019, the Koshigaya City Office have had a significant change in their leadership structure after the retirement of two longstanding officials, the Mayor and General Manager. Coupled with a long absence of activities due to the impacts of the pandemic, this is an important visit to re-establish opportunities to continue to grow the relationship to bring both culture and economic benefits to our respective cities.

Throughout 2024, Councillors will be invited to participate in a range of activities across our city to celebrate the 40<sup>th</sup> anniversary of this important relationship. A comprehensive program of community and civic activities to be delivered across the entire year to celebrate this important milestone is currently being developed and will be shared in an upcoming Council report.

Koshigaya's mayoral office have advised that it is likely they will visit Campbelltown in April 2024 with only the Chairperson, Mayor and General Manager, along with support staff. As such, they have extended an invitation directly to only our Mayor and General Manager, along with a support staff member to visit Koshigaya in late May/early June for a period of approximately 4 days.

These visits are an important part of maintaining this highly successful relationship and act to identify and strengthen opportunities to learn from and work with our international counterparts.

Costs of attendance including accommodation and ancillary expenses will be covered under the Koshigaya Sister City Relationship. It should be noted that the cost of the airfares will be offset via the use of Council's Corporate Points Program. It is considered appropriate and is recommended that the Mayor and General Manager along with a relevant staff member to support the coordination of the visit be authorised to participate in this visit in 2024.

## **Attachments**

Nil



## **8.2 Outcome of Public Exhibition and Public Hearing - Planning Proposal - Reclassification of Land at Kanbyugal Reserve and 2 Rose Street, Campbelltown**

### **Reporting Officer**

Executive Manager Urban Centres  
City Planning and Environment

### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### **Delivery Program**

<b>Principal Activity</b>
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

### **Officer's Recommendation**

1. That Council endorse the Planning Proposal at attachment 1 which seeks to reclassify part of Kanbyugal Reserve, Campbelltown from Community land to Operational land, rezone the partly reclassified land from RE1 – Public Recreation to E4 – General Industrial, introduce a maximum building height of 19m and a minimum lot size of 4,000 m<sup>2</sup> under the Campbelltown Local Environmental Plan 2015.
2. That Council forward the Planning Proposal at attachment 1 to this report to the Minister for Planning and Public Spaces and request that the Planning Proposal be made.
3. That all those who made a formal submission on this Planning Proposal, be notified of Council's decision.

### **Executive Summary**

- At its meeting on 14 February 2023 Council resolved to forward the subject Planning Proposal (PP) and attachments to the Department of Planning and Environment (DPE) for a Gateway Determination. The PP sought to reclassify part of the subject site from Community land to Operational land, rezone the partly reclassified land from RE1 – Public Recreation to E4 – General Industrial, introduce a maximum height of building of 19 m and a minimum lot size of 4,000 m<sup>2</sup>, by way of amending the Campbelltown Local Environmental Plan 2015 (CLEP 2015).



- DPE issued a Gateway Determination on 14 May 2023. The Gateway Determination required public exhibition for 28 days and for a public hearing to be held after the public exhibition period. The Gateway Determination included a timeframe that the PP would need to be finalised on or before 5 March 2024.
- The PP and associated documents were publicly exhibited from 17 July to 17 August, 2023. In response, 2 submissions were received from the Environment Protection Authority (EPA) and NSW Rural Fire Services (RFS).
- A public hearing was held on 12 October 2023, which was chaired by an independent chairperson in accordance with the *Local Government Act 1993* (LG Act). A total of 2 members of the public attended the public hearing and 1 submission was made at the public hearing.
- Following the public hearing the independent chairperson provided a report which is at attachment 2 which includes a discussion on the submission made at the public hearing.
- It is recommended that Council forward the subject PP to the DPE and request that the amendment to the CLEP 2015 be made.

## Purpose

The purpose of this report is:

- To advise Council of the outcome of the public exhibition and public hearing of the subject PP in accordance with the Council resolution of 14 February 2023.
- To seek Council's endorsement of the proposed next steps in regard to the proposed land reclassification and CLEP 2015 amendments.

**Property Description:** Kanbyugal Reserve and 2 Rose Street, Campbelltown (Lots 21 and 22 DP 527308)

**Applicant:** Campbelltown City Council

**Owner:** Campbelltown City Council

## Background

At its meeting on 14 February 2023 Council resolved to forward the subject PP and attachments to the Department of DPE for a Gateway Determination. The PP sought to reclassify part of the subject site from Community land to Operational land, rezone the partly reclassified land from RE1 – Public Recreation to E4 – General Industrial, introduce a maximum height of building of 19 m and a minimum lot size of 4,000 m<sup>2</sup>, by way of amending the CLEP 2015.

The current site contains the Campbelltown Animal Care Facility that is surrounded by parklands, known as Kanbyugal Reserve.

Council continuously undertakes work to review its Local Environmental Plan (LEP). Through this work it has been identified that there is a need to simplify mapping anomalies and planning controls for the subject land.



The PP seeks to amend the CLEP 2015 to address the land classification of the subject land and future proof it for any potential future expansion of the animal care facility without reducing the functionality or quality of the open space functions of Kanbyugal Reserve.

## Report

The PP and associated attachments were publicly exhibited from 17 July to 17 August, 2023. Land owners located within 200 m of the subject site were notified of the public exhibition in accordance with the Council Community Participation Plan. Exhibition materials were made available on Council's website, NSW Planning Portal website and at HJ Daley Library in Campbelltown.

In response to the public exhibition of the PP and associated attachments, 2 submissions were made by State Agencies, the EPA and RFS. The submissions are detailed below.

No.	Submission	Council Response
1 EPA	The submission outlines that the PP has the potential to increase the number of noise, odour and air emitting industrial facilities located in proximity to a residential area.	<p>The rezoning of the proposed reclassified land would not have an unreasonable impact on the existing residential area to the east of the subject site.</p> <p>The current zone for the site is E4 – General Industrial, and the PP is seeking to reclassify the land so that the ACF will continue to be located on one land classification rather than two.</p> <p>The site is proposed to continue as an animal care facility site as part of this PP.</p>
2 RFS	The RFS raised no concerns in relation to the proposal.	Noted.

A public hearing on the PP was also held on 12 October 2023 in accordance with the LG Act. One submission was made at the public hearing. Land owners located within 200 m of the subject site were notified of the public hearing in accordance with Council's Community Participation Plan. Exhibition materials were available on Council's website and on the NSW Planning Portal website.

The public hearing was held at the Staff Training Centre Room 1 at Council's Civic Centre and was chaired by Ms Sandy Hoy of Parkland Planners. The independent chairperson was chosen via a competitive procurement process.

Two people registered to attend the public hearing. Their joint submission is shown below.



No.	Submission	Council Response
1 Resident	<ul style="list-style-type: none"> <li>Concerned that Council intended to sell the ACF.</li> <li>Following on from the Council presentation and discussion the residents were assured that Council does not intend to sell the land.</li> <li>The residents were supportive of the proposed reclassification and amendments to the planning controls on the basis that Council was not selling the land.</li> <li>Supportive of the reclassification so that the ACF was under the one classification.</li> <li>A resident suggested the ACF could be an option for the Campbelltown Men's Shed as their current venue had closed down. The Men's Shed is currently finding it difficult to find an alternative venue because many potentially suitable buildings are heritage listed. They would welcome suggestions for locations of a Men's Shed.</li> </ul>	<ul style="list-style-type: none"> <li>Council does not intend to sell the ACF site. The ACF plays an important role in housing animals.</li> <li>Noted.</li> <li>Noted.</li> <li>Noted.</li> <li>Noted</li> </ul>

A copy of the Public Hearing report prepared by the Independent Chairperson is located at attachment 2 to this report.

### Gateway Determination Conditions

No.	Condition/Requirement	Council Response
1	<p>Prior to community consultation, the planning proposal is to be updated to:</p> <ul style="list-style-type: none"> <li>a) Clarify that the planning proposal does not involve a subdivision or any other lot boundary adjustments and that the proposed rezoning and reclassification apply to part lots.</li> <li>b) Explain how the Animal Care Facility is a permissible use under the incoming E4 General industrial zone for clarity.</li> <li>c) Update all references to the IN2 Light Industrial zone to refer to the incoming E4 General Industrial zone.</li> <li>d) Clarify whether the land is subject to any public reserve status and whether it is proposed to extinguish</li> </ul>	<p>Amendments and updates to the PP document were made to address the matters listed under Condition 1.</p> <p>The PP was updated prior to public exhibition and is attached to this report.</p>



	<p>this as part of the planning proposal.</p> <p>e) Identify the subject site on all maps within the planning proposal and ensure maps in the planning proposal document are a legible scale.</p> <p>f) Address section 9.1 Ministerial Directions 3.7 Public Bushland, 3.10 Water Catchment Protection, and 4.1 Flooding.</p> <p>g) Provide a copy of the Local Planning Panel advice as a supporting document.</p>	
2	<p>Public exhibition is required under section 3.34(2)(c) and Clause 4 of Schedule 1 to the Act as follows:</p> <p>a) The planning proposal is categorised as standard as described in the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2021) and must be made publically available for a minimum of 20 days.</p> <p>b) The Planning proposal authority must comply with the notice requirements for public exhibition of planning proposal and the specifications for material that must be made publically available along with the planning proposals as identified in the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2021).</p>	<p>The PP and associated attachments were publicly exhibited for 31 days from 17 July to 17 August, 2023.</p> <p>The PP and associated attachments were made publicly available on Council's website, the NSW Planning Portal website and in physical formats at HJ Daley Library and Council's Administration Building.</p>
3	<p>Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under Section 9 of the EP&amp;A Act:</p> <ul style="list-style-type: none"> <li>• NSW Rural Fire Service</li> </ul> <p>Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.</p>	<p>Notification of the PP and associated attachments were made via the Planning Portal.</p> <p>A submission was made by NSW RFS.</p>



4	A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing.	Noted.
5	A public hearing is required to be held in accordance with Section 29 of the Local Government Act 1993 and the Department's Practice Note PN 16-001.	A public hearing was held on 12 October 2023. The independent chairperson for the hearing was Ms Sandy Hoy from Parkland Planners.
6	Given the nature of the proposal, Council is not authorised to be the local plan-making authority.	Noted.
7	The LEP Should be completed on or before 5 March 2024.	Should the PP be supported by Council the PP and associated attached attachments will be sent to DPE for making in advance of the 5 March 2024 finalisation deadline.

A copy of the Gateway Determination is located at attachment 3.

### Next Steps

Subject to the Council adopting the recommendations of this report, the next step in the process is to forward the adopted PP to DPE and request that it makes the required amendments to CLEP 2015.

### Conclusion

The existing land classification for the subject site is fragmented and its simplification by reclassifying that part of the site currently classified as community land, to operational land, will provide a consistent land classification across the entire site. This will also simplify the ongoing management of the land. Council has no intention to sell the land and the proposed amendments to the zoning of the site are to provide consistency with the existing controls that already apply to majority of the Animal Care Facility site. To further provide consistency the zone and other planning controls applying to the reclassified part of the site will be amended to match those of the resto of the Animal Care Facility site.

### Attachments

- 8.2.1 Final Post Exhibition (contained within this report)
- 8.2.2 Public Hearing Report Final 16 October 2023 (contained within this report)
- 8.2.3 Letter and Gateway Determination (contained within this report)
- 8.2.4 Title Search (contained within this report)
- 8.2.5 Responses (contained within this report)
- 8.2.6 Proposed reclassification Map (contained within this report)
- 8.2.7 Proposed Land Zoning Map (contained within this report)
- 8.2.8 Proposed Height of Building Map (contained within this report)
- 8.2.9 Proposed Lot size Map (contained within this report)
- 8.2.10 Advice Letter to Council (contained within this report)
- 8.2.11 Local Planning Panel Minutes - 28 September 2023 (contained within this report)





**Planning Proposal**  
**Reclassification of Land**

**2 Rose Street, Campbelltown & Kanbyugal Reserve**  
**(Campbelltown Animal Care Facility)**  
**Lots 21 & 22 DP 572308**

**October 2023**



## Introduction

This Planning Proposal explains the intent of, and justification for, the proposed reclassification of land located at the Campbelltown Animal Care Facility, 2 Rose Street, Campbelltown (Lots 21 and 22 DP 572308) from Community to Operational land.

The purpose of the reclassification of land is to realign the irregular boundary of the property to the north adjoining Kanbyugal Reserve. The current animal care facility that occupies the site is situated over two land classifications. The proposed reclassification would also assist Council in future proofing the site for expansion of the facility.

## The Site

The site (see Figure 1 – Location Map) is currently owned by Campbelltown City Council and is located on the eastern side of Rose Street, Campbelltown and has an area of 16,500 m<sup>2</sup>. Access to the site is via a driveway off Rose Street. The existing site adjoins employment zoned land adjacent to Campbelltown CBD which is largely made up of industrial land uses. Property no. 2 Rose Street, Campbelltown currently incorporates 2 parcels of land, Lots 21 and 22 DP 572308.

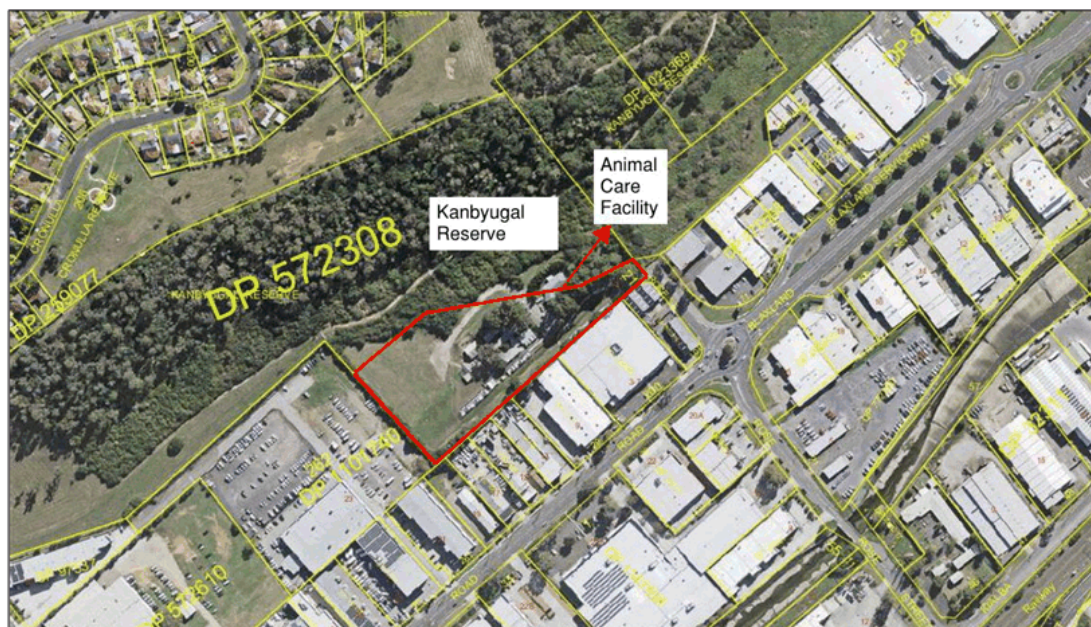


Figure 1 – Location Map

Part of the site used for the animal care facility is currently zoned E4 – General Industrial (formerly IN2 – Light Industrial). The E4 General Industrial was implemented as part of the Department's employment zones reform program. This part of the land has a maximum permissible building height of 19 m and a minimum lot size of 4,000 m<sup>2</sup>. The other part of the land is zoned RE1 – Public Recreation on the northern part of the site at Kanbyugal Reserve under the Campbelltown Local



Environmental Plan 2015. As part of the planning proposal an amendment to the zoning is also being sought in line with the reclassification of land and boundary alignment to the north of the animal care facility.

**Background**

The Campbelltown Animal Care Facility is an important Council asset that serves a number of different purposes. Notably the facility houses animals that have been surrendered and/or impounded and promotes the de-sexing, microchipping and registration of animals. A number of other facilities that have housed animals in Greater Sydney have recently closed and the ACF remains an important facility for the wider Sydney community.

Council undertakes work relating to the Review of the LEP. As part of this work it was identified that further work is required to simplify mapping anomalies and fragmented planning controls. The planning proposal seeks to amend the CLEP 2015 to address the fragmented land classification for the Campbelltown Animal Care Facility.

**Existing Situation**

The site (2 Rose Street, Campbelltown) currently comprises 2 lots. The site is located in Campbelltown CBD and is accessed via Rose Street. The current site comprises an animal care facility on Lot 21 DP 572308 and Kanbyugal Reserve to the north of the facility at Lot 22 DP 572308.

The site is zoned E4 – General Industrial on the animal care facility site and RE1 – Public Recreation for Kanbyugal Reserve under Campbelltown Local Environmental Plan (CLEP) 2015. A zoning map of the site is shown in Figure 2 below.





**Figure 2** – Existing Zoning Map: Kanbyugal Reserve zoned RE1 – Public Recreation and 2 Rose Street, Campbelltown zoned E4 – General Industrial.

The E4 – General Industrial component of the land also includes a maximum height of building of 19m and a minimum lot size of 4,000m<sup>2</sup>.

The proposal to reclassify the land relates to the two lots. Figure 3 in the planning proposal identifies the breakdown and location of community land and operational land within the site.

The Planning Proposal has been prepared in accordance with the *Environmental Planning and Assessment Act 1979* (EP&A Act) and the Department of Planning and Environment's 'Local Environmental Plan Making Guidelines' (Department of Planning and Environment, 2021).

### **Part 1 – Objectives or Intended Outcomes**

The objective and intended outcomes of the Planning Proposal are to reclassify the land from Community to Operational land to remove the irregular boundary alignment and for the animal care facility to solely be located within Operational land. The proposal also seeks to rezone the proposed Operational land from RE1 – Public Recreation to E4 General Industrial to provide consistency with the new boundary alignment. A copy of the proposed zoning map is shown in Figure 3 below. The proposal also seeks to implement a height of building of 19m and a minimum lot size of 4,000m<sup>2</sup> for the portion of land proposed to be reclassified which is consistent with other industrial zoned land in close vicinity to the subject site.



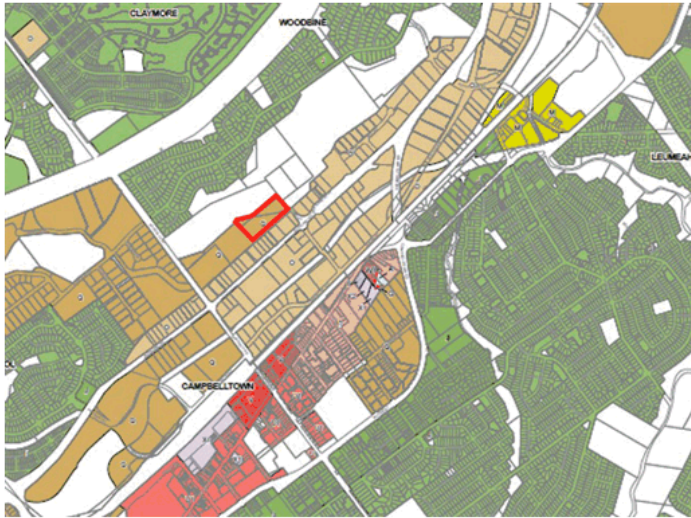


**Figure 3** – Proposed Zoning – Rezoning of RE1 – Public Recreation to E4 – General Industrial



**Figure 4** – Proposed Lot Size – 4,000m<sup>2</sup> for the proposed reclassified portion of the land. Site outlined in yellow.





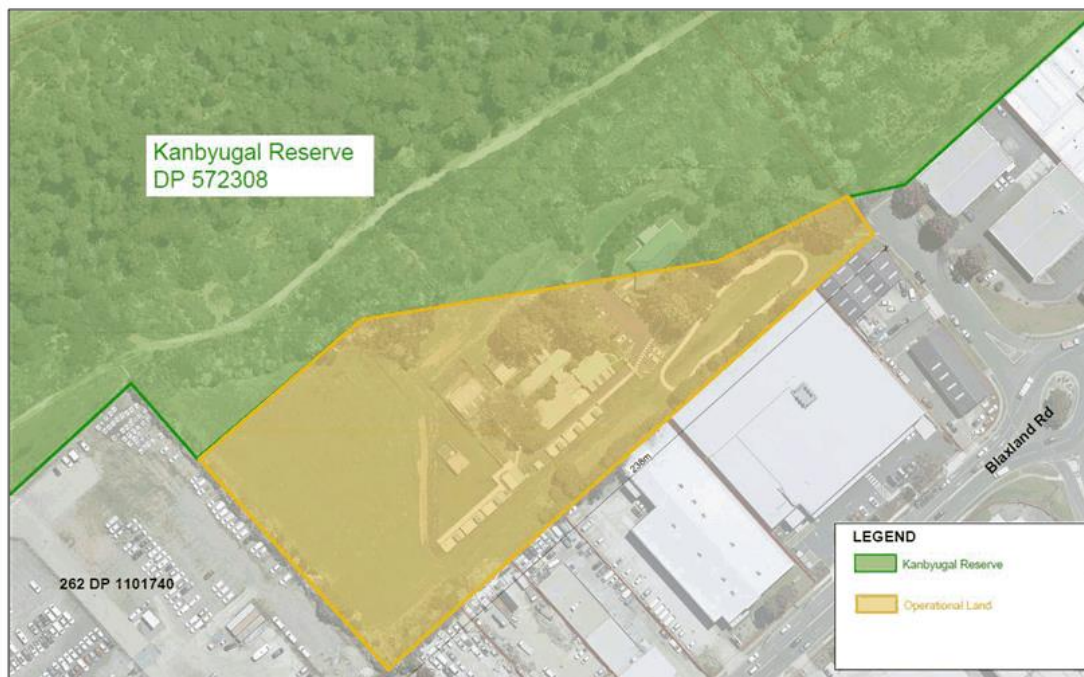
**Figure 5** – Proposed Height of Building – Proposed height of building of 19m to be consistent with E4 – General Industrial zoning. Site outlined in red.

The proposed E4 – General Industrial would maintain consistency with the existing zone that is applied to the ACF. The ACF would be considered an animal boarding establishment under CLEP 2015 which is a permissible land use under the E4 – General Industrial zone.

The proposal does not seek to involve a subdivision at this stage however should the proposal be finalised, an application for subdivision would be lodged at an appropriate time to incorporate the newly reclassified land with the existing ACF site.

The current and proposed land classification is identified below.





**Figure 6** – Current Land Classification – Green indicates Community land and Yellow is Operational land.





**Figure 7** – Proposed Land Classification with amended boundary. Green is Community land and yellow is Operational land. The black dotted line represents the current boundary.

**Part 2 – Explanation of provisions**

The objectives and intended outcomes of the planning proposal will be achieved by realigning the boundary of the animal care facility and reclassifying the land from Community to Operational land. The current boundary alignment along with the land classification is considered to be irregular. The proposal would assist Council in simplifying the status of the site and having one consistent set of rules to govern its management and use.

The proposed rezoning and reclassification only relate to part of the lots.

The planning proposal also seeks to amend the land use zone for the proposed expansion of the Operational land from RE1 – Public Recreation to E4 General Industrial to remain consistent with the existing zoning for the animal care facility site. To maintain consistency with the proposed zoning, the portion of land to be reclassified is also proposed to include a maximum height of building of 19m and a minimum lot size of 4,000m².

The objectives and intended outcomes of the planning proposal will be achieved by amending the CLEP 2015 through the inclusion of part of the site as ‘Operational Land’ under Schedule 4 of the CLEP 2015. The proposed wording is outlined below:

Insert into Part 1 of Schedule 4 of CLEP 2015 the following:

Column 1	Column 2
Locality	Description
Kanbyugal Reserve	2 Rose Street, Campbelltown Lot 22 DP 572308

**Figure 8:** Proposed wording to be inserted into CLEP 2015

The following table in Figure 6 provides greater detail in response to the Secretary’s requirements as stated in the Practice Note 16-0001 checklist including interests in the land. A detailed response to each checklist item can be found in attachment 1 and the results of a title search of each lot can be found in attachment 2.



Property Information	Interest	Proposed Action	Recommended Schedule 4 Part	Are all interests proposed to be removed?
Lot 21 DP 572308	Land excludes minerals (S. 536AA Local Government Act, 1919)	No further action is required.	1	No
Lot 22 DP 572308	Land excludes minerals (S. 536AA Local Government Act, 1919)	No further action is required.	1	No
Lot 22 DP 572308	V341825 Easement for transmissions line affecting the part of the land within described shown in DP 630769	No further action is required.	1	No
Lot 22 DP 572308	DP1101740 Easement to drain water 1.5 and 2.5 metre(s) wide appurtenant to the land above described	No further action is required.	1	No
Lot 22 DP 572308	DP1101740 Easement to drain water 6.5 metre(s) wide appurtenant to the land above described	No further action is required.	1	No

**Figure 9:** Interests on the subject site

It is intended to extinguish the Public Reserve status of the portion of the land that is subject to the reclassification and rezoning.

Legal advice obtained by Council notes that a search of the Lot and DP of the property identifies that the land was never notified as a public reserve. However, the lot is taken to have been classified as Community Land by virtue of Clause 6(2) of Schedule 7 of the LG Act 1993 and much of the land is used as a public park which constitutes a category of public reserve within the meaning of the LG Act 1993. The animal care facility has occupied its current footprint for many years.



**Part 3 – Justification****Section A – Need for the planning proposal****1. Is the planning proposal a result of any strategic study or report?**

No.

The subject site is currently in Council ownership and contains an animal care facility and a reserve. The site is also located and identified by a number of key strategies and report such as the Greater Sydney Region Plan, Western District Plan and the Glenfield to Macarthur Urban Renewal Corridor Strategy.

The proposal to realign the property boundary of the animal care facility and reclassify the additional land located within the reserve from Community to Operational land is a result of an ongoing housekeeping amendment dating back to the LEP Review undertaken in 2019 and 2020.

The proposal will also enable Council to investigate for future improvements of the facility in order to meet increasing demands relating to animal care.

**2. Is the planning proposal the best means of achieving the objective or intended outcomes, or is there a better way?**

The Planning Proposal is the best way to achieve the intended outcomes and objectives as it is the simplest administrative way to achieve the aims of the planning proposal. It follows the LEP practice note for classification and reclassification of public land through a local environmental plan issued by the Department of Planning and Environment.

The Planning Proposal also responds to the PN-001 Checklist (Attachment 1) and provides additional detail relating to historical information that exists for the relevant lots as well as a Title Search (Attachment 2).

**Section B – Relationship to strategic planning framework****3. Is the planning proposal consistent with the objectives and actions of the applicable regional, sub-regional or district plan or strategy (including any exhibited draft plans or strategies)?**

Yes.

The Planning Proposal is consistent with the relevant objectives and actions outlined in the Greater Sydney Region Plan and the Western City District Plan.

**Greater Sydney Region Plan**

The Plan provides a framework for the predicted growth in Greater Sydney. The Plan identifies key goals of delivering a metropolis of three 30 minute cities through four key themes, infrastructure and collaboration, liveability, productivity and sustainability.



The Planning Proposal is considered consistent with the Greater Sydney Region Plan as it aims to provide greater certainty around the land classification of the site. The proposal also seeks to amend an irregular boundary line to allow for Council to investigate for future site improvements for the animal care facility. The Planning Proposal will facilitate flexibility in the future management and operation of the facility thereby enhancing opportunities for further upgrades to the site. The proposal aims to simplify the land classification for the site.

#### **Western City District Plan**

The Western City District Plan sets out priorities and actions for the Western Parkland City which are structured on themes that are based on the Greater Sydney Region Plan.

By amending the land classification for the site there would be no management issues for the site. Currently the facility overlaps into community land and the boundary is irregular. The proposal also seeks to rezone the proposed additional operational land to E4 – General Industrial to maintain consistency with the existing zone.

#### **Glenfield to Macarthur Urban Renewal Corridor Strategy**

The Glenfield to Macarthur Urban Renewal Precinct was identified as a growth corridor by the State Government for the purposes of providing further jobs, open space, improved movement networks and revitalisation of existing urban centres through good design.

The Planning Proposal is not inconsistent with the Strategy and is consistent with the Campbelltown Precinct Plan adopted as part of this Strategy.

#### **4. Is the planning proposal consistent with a council's local strategy or other local strategic plan?**

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

The overarching Community Strategic Plan represents the principal community outcome focused strategic plan guiding Council's policy initiatives and actions.

The proposal is considered to be consistent with the relevant outcomes headed accordingly within the Plan:

- A vibrant, liveable city;
- A respected and protected natural environment;
- A thriving attractive city; and
- A successful city.

The planning proposal is not inconsistent with the outcomes listed.

##### **Campbelltown Local Strategic Planning Statement (LSPS)**

The Campbelltown Local Strategic Planning Statement (LSPS) came into effect on 31 March 2020.



The LSPS is Campbelltown City Council's plan for our community's social, environmental and economic land use needs over the next 20 years.

The LSPS provides context and direction for land use decision making within the Campbelltown Local Government Area (LGA).

Its purpose is to:

- Provide a 20 year land use vision for the Campbelltown LGA
- Outline the characteristics that make our city special
- Identify shared values to be enhanced or maintained
- Direct how future growth and change will be managed
- Prioritise changes to planning rules in the Local Environmental Plan (Campbelltown Local Environmental Plan 2015) and Council's Development Control Plans
- Implement the Region and District Plans as relevant to the Campbelltown LGA
- Identify where further detailed strategic planning may be needed.

The LSPS responds to region and district planning initiatives and information received from the Campbelltown community during the public exhibition period for the future of our city.

The planning proposal is not inconsistent with the outcomes listed.

#### **Reimagining Campbelltown City Centre Master Plan**

The Reimagining Campbelltown City Centre Master Plan is a key strategic vision that provides a structured plan for the future growth of the Campbelltown City Centre which includes parts of the suburbs of Leumeah, Campbelltown and Macarthur. The subject site is within the boundary of the Re-imagining Campbelltown City Centre study area and is consistent with the Master Plan.

The planning proposal is consistent with the four key growth principles outlined within the document:

- Centre of opportunity
- No grey to be seen
- City and bush
- The good life

The planning proposal is not inconsistent with the outcomes listed in the Reimagining Campbelltown City Centre Masterplan. The amendment would allow greater possibilities for the subject site and would promote opportunities to use the land in harmony with other potential uses on adjoining land. The current land classification over the animal care facility is irregular. The proposal would allow for the facility to be solely located within the operational land classification.



### 5. Is the planning proposal consistent with applicable State Environmental Planning Policies?

The following table provides a brief assessment of consistency against each State Environmental Planning Policy (SEPP) relevant to the Planning Proposal.

State Environmental Planning Policies	Comment
SEPP 65 – Design Quality of Residential Apartment Development	The planning proposal is not inconsistent with the SEPP.
SEPP (Biodiversity and Conservation) 2021	<p>Chapter 4 aims to encourage the conservation and management of areas of natural vegetation that provide habitat for koalas to support a permanent free-living population over their present range and reverse the current trend of koala population decline. The subject site is subject to the Campbelltown Comprehensive Koala Plan of Management 2018. Chapter 4 of the SEPP requires that development applications must be consistent with the koala plan of management.</p> <p>Chapter 6 applies to development in the Sydney Drinking Water Catchment, Sydney Harbour Catchment, the Georges River Catchment, and the Hawkesbury-Nepean Catchment.</p> <p>The planning proposal applies to land in the Georges River Catchment. Chapter 6 of the SEPP requires consent authorities to consider impacts on water quality and quantity, aquatic ecology, flooding, recreation and public access, and downstream impacts before granting development consent.</p> <p>Chapter 13 aims to ensure development in the nominated areas is consistent with the biodiversity certification, to facilitate appropriate development on biodiversity certified areas, to identify and protect areas with high biodiversity value, to avoid or minimise impacts from future development on biodiversity values, and to support the acquisition of priority areas with high biodiversity value.</p> <p>The planning proposal applies to land identified on the Strategic Conservation Planning Land Application Map but is not</p>



	identified as a Strategic Conservation Area. The land is identified on the Cumberland Plain Conservation Plan Viewer as 'Excluded land'. The planning proposal is not inconsistent with the relevant chapters of the SEPP.
SEPP (Building Sustainability Index: BASIX) 2004	Future development of the site would take into consideration the requirements of the SEPP.
SEPP (Exempt and Complying Development Codes) 2008	Not relevant to the Proposal
SEPP (Housing) 2021	The proposal is consistent with the SEPP.
SEPP (Industry and Employment) 2021	The planning proposal is not inconsistent with the SEPP. The proposal seeks to reclassify a portion of land to operational land as well as rezone the proposed operational land to E4 General Industrial to maintain consistency with the existing zone applied to the animal care facility. The proposed rezoning would potentially unlock additional employment related land uses.
SEPP (Planning Systems) 2021	The planning proposal is not inconsistent with the SEPP. The proposal does not propose any state significant infrastructure or development on Aboriginal land.
SEPP (Precincts – Eastern Harbour City) 2021	Not relevant to the Proposal.
SEPP (Precincts – Western Parkland City) 2021	The planning proposal is not inconsistent with the SEPP.
SEPP (Precincts – Central River City) 2021	Not relevant to the Proposal.
SEPP (Precincts – Regional SEPP)	Not relevant to the Proposal.
SEPP (Primary Production) 2021	Not relevant to the Proposal.
SEPP (Resilience and Hazards) 2021	The existing urban use of the land is unlikely to result in land contamination or hazardous types of development.  Future development of the site will need to address the requirements of the SEPP.
SEPP (Resources and Energy) 2021	The planning proposal is not inconsistent with the SEPP. The proposal does not seek to undertake any extractive industries or mining.
SEPP (Transport and Infrastructure) 2021	Future development of the site may constitute traffic generating development and trigger an assessment under this SEPP.

**Figure 10** - Consistency with State Environmental Planning Policies

#### **6. Is the planning proposal consistent with applicable Ministerial Directions (s9.1 directions)?**

The following table provides a brief assessment of consistency against each section 9.1 direction relevant to the planning proposal.



Consideration of s9.1 Directions	Comment
<b>Focus Area 1: Planning Systems</b>	
1.1 Implementation of Regional Plans	The planning proposal is not inconsistent with this Direction. The planning proposal would provide greater certainty of the Council asset and would allow Council to investigate future works to meet the increasing demands of the community.
1.2 Development of Aboriginal Land Council land	Not relevant to the Proposal.
1.3 Approval and Referral Requirements	The planning proposal does not trigger the need for any additional concurrence, consultation or referral to a Minister or Public Authority.
1.4 Site Specific Provisions	Not relevant to the Proposal.
1.5 Parramatta Road Corridor Urban Transformation Strategy	Not relevant to the Proposal.
1.6 Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	Not relevant to the Proposal.
1.7 Implementation of Greater Parramatta Priority Growth Area Interim Land Use Infrastructure Implementation Plan	Not relevant to the Proposal.
1.8 Implementation of Wilton Priority Growth Area Interim Land Use Infrastructure Implementation Plan	Not relevant to the Proposal.
1.9 Implementation of Glenfield to Macarthur Urban Renewal Corridor	The proposal is consistent with this Direction. The proposal would potentially increase further employment opportunities on the site. The proposal would also reclassify the land and amend the property boundary in order to have the facility solely on operational land.
1.10 Implementation of Western Sydney Aerotropolis Plan	The proposal is not inconsistent with the Plan.
1.11 Implementation of Bayside West Precincts 2036 Plan	Not relevant to the Proposal.
1.12 Implementation of Planning Principles for the Cooks Cove Precinct	Not relevant to the Proposal
1.13 Implementation of St Leonards and Crows Nest 2036 Plan	Not relevant to the Proposal.
1.14 Implementation of Greater Macarthur 2040	The planning proposal is consistent with the Plan. The proposal seeks to reclassify a portion of the site to operational land and rezone the portion to E4 – General Industrial. The rezoning and reclassification would provide greater flexibility to the site in terms of management and upgrades.



1.15 Implementation of the Pymont Peninsula Place Strategy	Not relevant to the Proposal.
1.16 North West Rail Link Corridor Strategy	Not relevant to the Proposal.
1.17 Implementation of the Bays West Place Strategy	Not relevant to the Proposal.
<b>Focus Area 2</b>	
Design and Place	Not relevant to the Proposal.
<b>Focus Area 3: Biodiversity and Conservation</b>	
3.1 Conservation Zones	Not relevant to the Proposal.
3.2 Heritage Conservation	The planning proposal is not inconsistent with this direction.
3.3 Sydney Drinking Water Catchments	Not relevant to the Proposal.
3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs 26	Not relevant to the Proposal.
3.5 Recreation Vehicle Areas	Not relevant to the Proposal.
3.6 Strategic Conservation Planning	Not relevant to the Proposal.
3.7 Public Bushland	The Proposal is inconsistent with the Direction. The Planning Proposal relates to an existing land use and does not seek to reduce existing public bushland. The proposal only seeks to reclassify and rezone a portion of land, on which the ACF is already located on.
3.8 Willandra Lakes Region	Not relevant to the Proposal.
3.9 Sydney Harbour Foreshores	Not relevant to the Proposal.
3.10 Water Catchment Protection	The Proposal is not inconsistent with the Direction. The Proposal would not have any adverse impact on the Direction as the Proposal only relates to the reclassification and rezoning of a parcel of land. The Proposal does not propose any development and the reclassification and rezoning relates to a portion of the site that is already in operation as an animal care facility.
<b>Focus Area 4: Resilience and Hazards</b>	
4.1 Flooding	The Proposal is not inconsistent with the Direction. The subject site is identified as affected by 20% Annual Exceedance Probability (AEP) floods in Council's Bow Bowing Bunbury Curran Creek Catchment Strategic Floodplain Risk Management Study and Plan (2019). The Proposal seeks to support the ongoing operation of an existing community facility by rezoning and reclassifying land. It does not seek to permit centre-based childcare



	facilities, hostels, boarding houses, group homes, hospitals, residential care facilities, respite day care centres and seniors housing in areas where the occupants of the development cannot effectively evacuate. The proposal is not likely to result in substantially increased requirement for government spending on flood mitigation.
4.2 Coastal Management	Not relevant to the Proposal.
4.3 Planning for Bushfire Protection	The planning proposal is not consistent with this direction.  The subject site is located within a bushfire prone area. The site is entirely located within a vegetation buffer with the northern portion of the existing animal care site incorporating a Vegetation Category 1. NSW Rural Fire Service will be contacted for comment during the public exhibition stage.
4.4 Remediation of Contaminated Land	The planning proposal seeks to rezone a portion of the land from RE1 – Public Recreation to E4 General Industrial. Should the site be developed on, a contamination study would need to be undertaken.
4.5 Acid Sulfate Soils	Not relevant to the Proposal.
4.6 Mine Subsidence and Unstable Land	Not relevant to the Proposal.
<b>Focus Area 5: Transport and Infrastructure</b>	
5.1 Integrating Land Use and Transport	Consistent.  The subject site is within 800m of Campbelltown Train Station and other forms of services such as buses which can provide access to jobs and amenities.
5.2 Reserving Land for Public Purposes	The Planning Proposal is considered to be justifiably inconsistent with this Direction. The proposal seeks to reclassify and rezone the land to reflect the existing use of the site for use as an animal care facility by Council.
5.3 Development Near Regulated Airports and Defence Airfields	Not relevant to the Proposal.
5.4 Shooting Ranges	Not relevant to the Proposal.
<b>Focus Area 6: Housing</b>	
6.1 Residential Zones	Not relevant to the Proposal.
6.2 Caravan Parks and Manufactured Home Estates	Not relevant to the Proposal.
<b>Focus Area 7: Industry and Employment</b>	
7.1 Business and Industrial Zones	The proposal is consistent with this Direction. The proposal seeks to increase the operational



	land for the animal care facility as well as apply the E4 General Industrial zone.
7.2 Reduction in non-hosted short-term rental accommodation period	Not relevant to the Proposal.
7.3 Commercial and Retail Development along the Pacific Highway, North Coast	Not relevant to the Proposal.
<b>Focus Area 8: Resources and Energy</b>	
8.1 Mining, Petroleum and Extractive Industries	Not relevant to the Proposal.
<b>Focus Area 9: Primary Production</b>	
9.1 Rural Zones	Not relevant to the Proposal.
9.2 Rural Lands	Not relevant to the Proposal.
9.3 Oyster Aquaculture	Not relevant to the Proposal.
9.4 Farmland of State and Regional Significance on the NSW Far Coast	Not relevant to the Proposal.

**Figure 11** - Consistency with Section 9.1 Directions

### **Section C – Environmental, social and economic impact**

#### **7. Is there any likelihood that critical habitat or threatened species, populations' or ecological communities or their habitat will be adversely affected as a result of the proposal?**

No.

The subject site includes native vegetation. The planning proposal does not seek to remove any vegetation. Any future development of the site would consider existing vegetation.

#### **8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

No.

It is anticipated that there would be no environmental effects as a result of the planning proposal.

#### **9. Has the planning proposal adequately addressed any social and economic effects?**

Yes.

The Planning Proposal is not supported by a social or economic assessment as these are not considered necessary. The planning proposal seeks to reclassify a portion of the land from community to operational land to simplify the status of land for the Animal Care Facility.

### **Section D – State and Commonwealth Interests**

#### **10. Is there adequate public infrastructure for the planning proposal?**

Yes.

The planning proposal is unlikely to result in a need for additional public infrastructure given the limited size of the subject site it is not expected to impose any additional demands on local



infrastructure, public or community services. The sites are located in close proximity to existing bus and train services.

**11. What are the views of the State and Commonwealth public authorities consulted in accordance with the Gateway Determination?**

Consultation will occur with any public authorities identified in the Gateway Determination.

**Part 4 – Mapping**

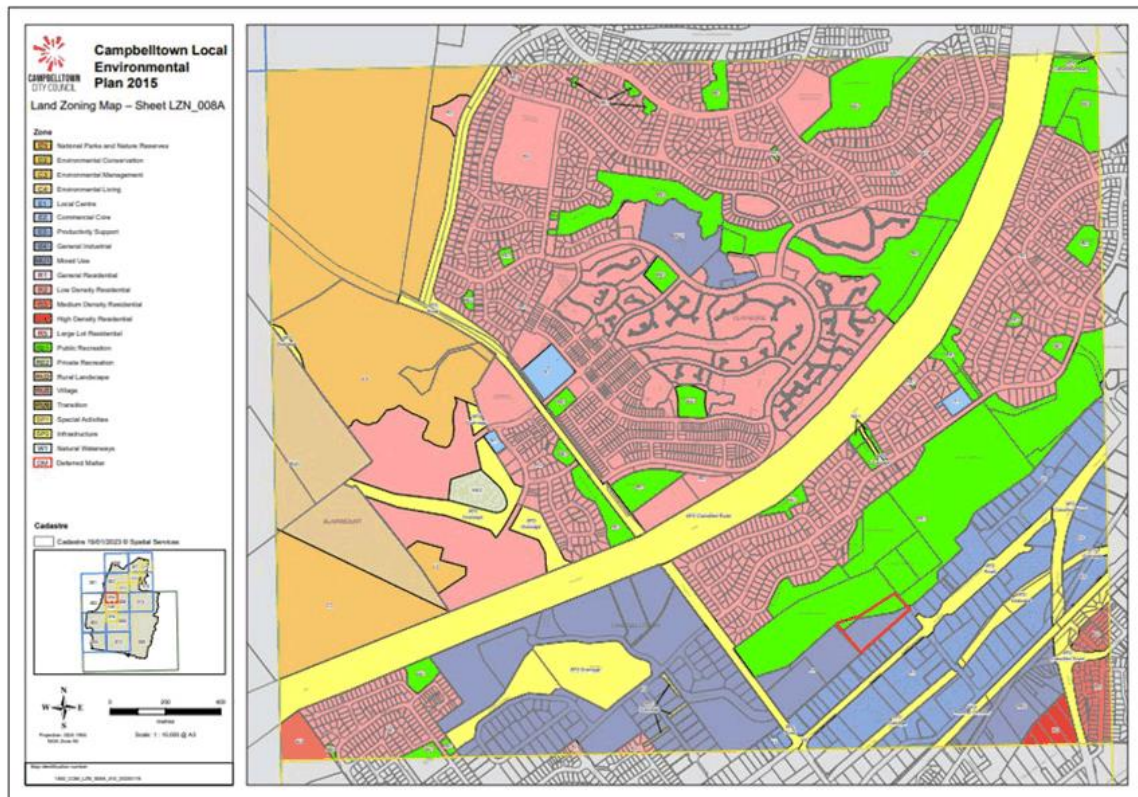
The Planning Proposal seeks to amend the Land Reclassification (Part Lots) and Land Use Zoning Map within CLEP 2015 as proposed below.

Map	No	Requested Amendment
Land Reclassification (Part Lots) Map	RPL_008 Date 18 August 2022	Create a Land Reclassification (Part Lots) Map for No. 2 Rose Street, Campbelltown incorporating the additional operational land.
Land Zoning Map	1500_COM_LZN_008A_010_20210420 Date 20 April 2021	Amend the Land Use Zoning map by rezoning the additional operational land to E4 General Industrial from RE1 – Public Recreation to maintain consistency with the existing industrial zone that applies to the rest of the animal care facility.
Height of Building Map	1500_COM_HOB_008_020_20220209 Date 9 February 2022	Amend the Height of Building map by implementing a 19m height limit for the proposed land to be reclassified. The proposed 19m height limit would be consistent with the existing height limits for industrial zoned land.
Lot Size Map	1500_COM_LSZ_008_020_20210420 Date 20 April 2021	Amend the Lot Size map by implementing a 4,000m <sup>2</sup> minimum lot size for the area to be reclassified. The proposed minimum lot size would be consistent with existing lot size controls for industrial zoned land.



## Current Maps

- Land Zoning Map

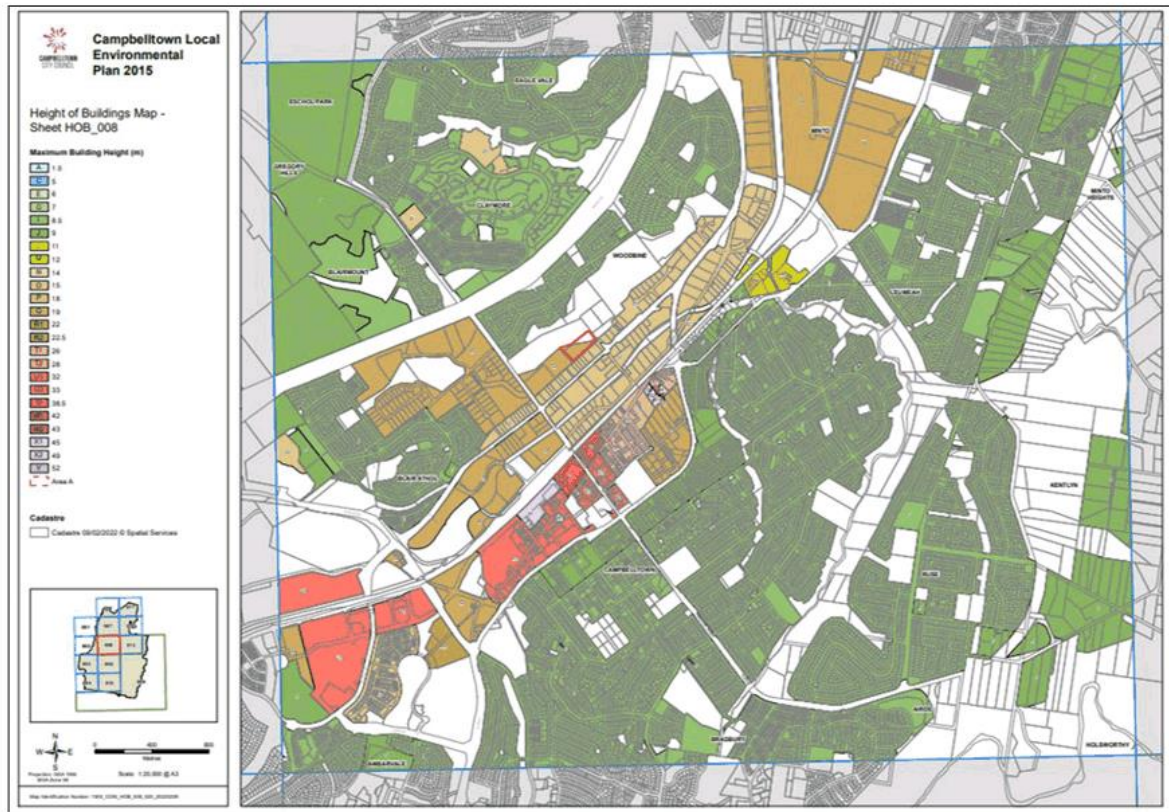




- **Reclassification (Part Lots) Map**

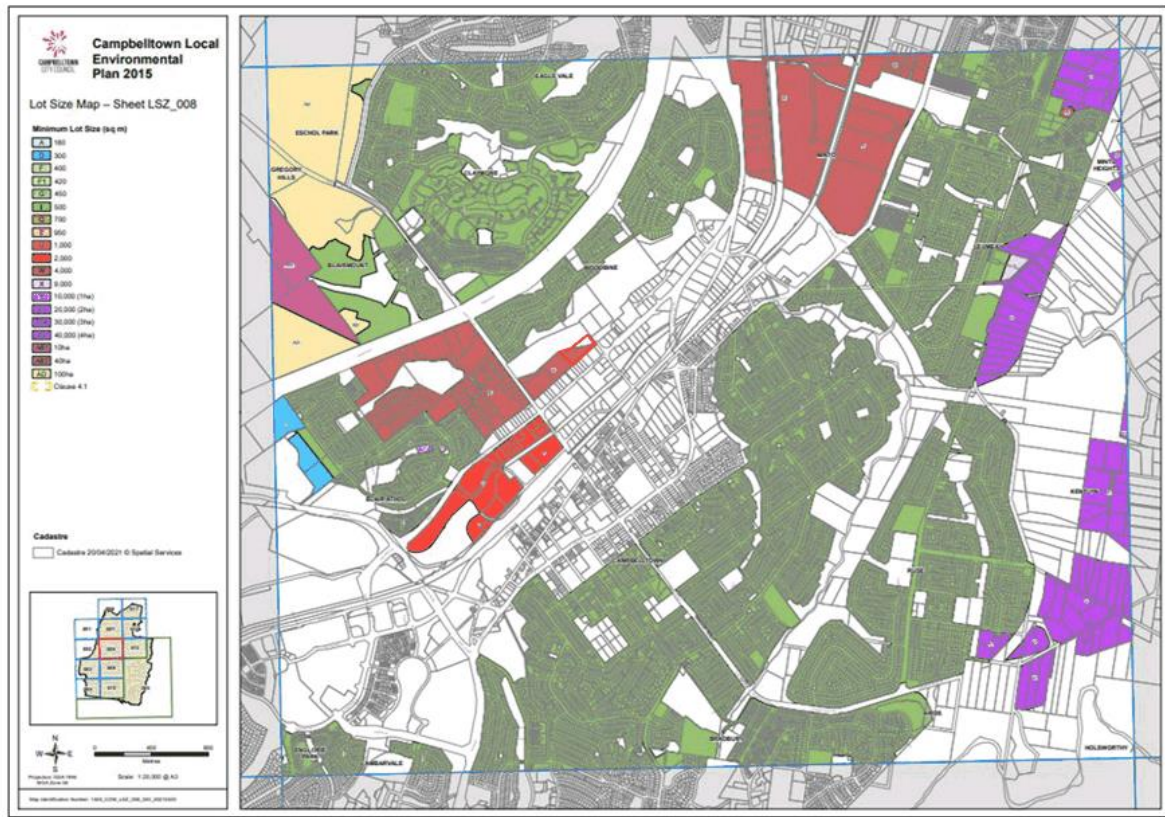
No current existing map.

- **Height of Buildings Map**





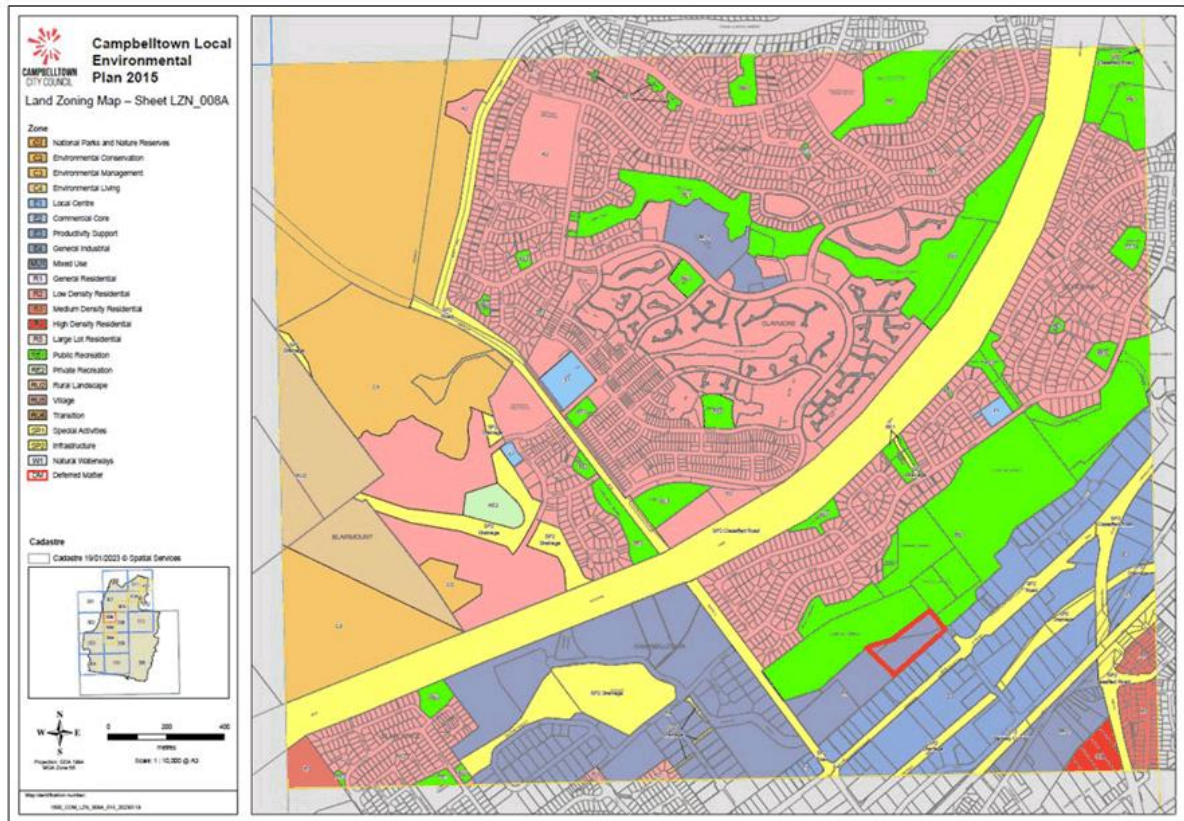
- **Lot Size Map**





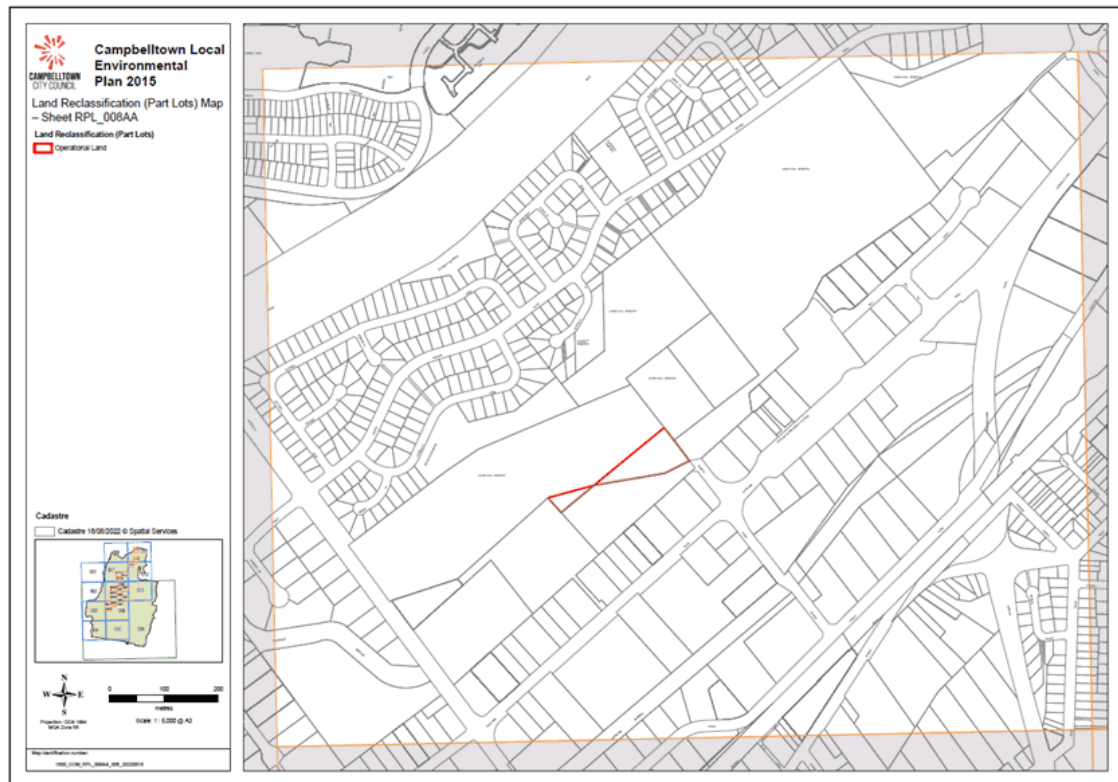
## Proposed Maps

- Draft Land Zoning Map





- **Draft Reclassification (Part Lots) Map**



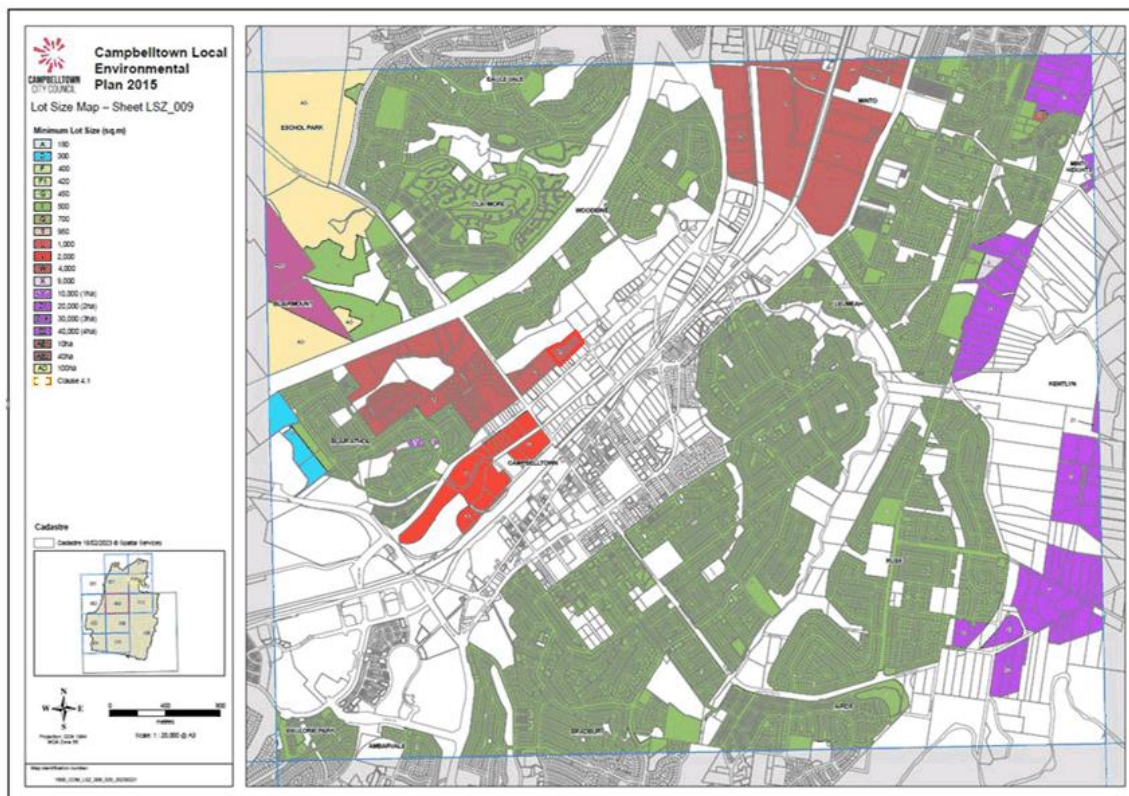


- **Draft Height of Building**





- **Draft Lot Size Map**



The current and proposed maps are attached within this proposal.



### Part 5 – Community consultation

In accordance with the 'Local Environmental Plan Making Guidelines' prepared by the Department of Planning and Environment (2021), the consultation strategy is:

The Planning Proposal was exhibited from 17 July to 17 August 2023 on Council's website ([www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)) Council's libraries also have access to the website.

The planning proposal was also be made available on the NSW Planning Portal website ([www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)).

A letter was distributed to affected properties within 200m of the subject in accordance with Council's public exhibition policy.

A copy of the Planning Proposal and associated attachments were made available at HJ Daley Library, Campbelltown and at Council's Administration Building.

A public hearing was undertaken by a suitably qualified Independent Chairperson after the public exhibition period on 12 October 2023.

### Part 6 – Project Timeline

Dates	Item
28 September 2022	Local Planning Panel advice
14 February 2023	Council endorsement
23 February 2023	Referral to DPE for Gateway Determination
14 May 2023	Gateway Determination
17 July to 17 August 2023	Public exhibition and referral to any required public authorities
12 October 2023	Independent Public Hearing
12 December 2023	A report to Council on submissions received and independent Public Hearing report
After 12 December 2023	Send planning proposal to DPE for finalisation
January/February 2024	Making of LEP Amendment





# PROPOSED RECLASSIFICATION OF COMMUNITY LAND AT 2 ROSE STREET, CAMPBELLTOWN

## PUBLIC HEARING AND SUBMISSIONS REPORT

FINAL

16 OCTOBER 2023





CAMPBELLTOWN CITY COUNCIL

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PROPOSED RECLASSIFICATION OF  
COMMUNITY LAND AT  
2 ROSE STREET, CAMPBELLTOWN

PUBLIC HEARING AND SUBMISSIONS REPORT

---

FINAL

16 OCTOBER 2023

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# 1 INTRODUCTION

## 1.1 Purpose of this report

This report has been prepared under Section 29 of the *Local Government Act 1993* to report to Campbelltown City Council on the public submissions made before and at the public hearing on Thursday 12 October 2023 regarding the proposed reclassification of part of 2 Rose Street in Campbelltown, comprising part of the Campbelltown Animal Care Facility and part of Kanbyugal Reserve ("the subject land"), from community land to operational land.

The key purpose of the reclassification of land is to amend the Campbelltown Local Environmental Plan 2015 (CLEP 2015) to change the classification of land used for the Campbelltown Animal Care Facility from community and operational land to a consistent classification of operational land, and to change certain planning controls.

The proposed reclassification of the subject land is explained in detail in the *Planning Proposal: Reclassification of Land at 2 Rose Street, Campbelltown & Kanbyugal Reserve (Campbelltown Animal Care Facility) Lots 21 & 22 DP 572308* (Campbelltown City Council, July 2023) referred to as "the Planning Proposal".

This report makes recommendations to Council regarding the proposed reclassification.

## 1.2 Land to which the proposed reclassification applies

The subject land as shown in Figure 1 is located at 2 Rose Street in Campbelltown.

Figure 1 Location of the subject land



Source: Campbelltown City Council

The subject land comprises an animal care facility on Lot 21 DP 572308, and a public park known as Kanbyugal Reserve to the north of the facility at Lot 22 DP 572308.



The Campbelltown Animal Care Facility is an important Council asset that serves a number of different purposes. The facility houses animals that have been surrendered and/or impounded and promotes the de-sexing, microchipping and registration of animals. Several other facilities that have housed animals in Greater Sydney have recently closed and the ACF remains an important facility for the wider Sydney community.

The subject land is located on the eastern side of Rose Street in Campbelltown. Access to the subject land is via a driveway and gate off Rose Street. The subject land adjoins industrial land uses.

The subject land is currently owned and managed by Campbelltown City Council. Parts of the subject land are classified as community land or as operational land under the *Local Government Act 1993*. The proposed reclassification applies to part of Lot 21 DP 572308 and part of Lot 22 DP 572308.

### 1.3 Contents of this report

The remainder of this report contains:

- ☐ a general explanation of the proposed reclassification of the subject land from community land to operational land (Section 2)
- ☐ explanation of the proposed reclassification of the subject land (Section 3)
- ☐ the public hearing details (Section 4)
- ☐ submissions (Section 5)
- ☐ assessment of submissions and recommendations (Section 6).



## 2 RECLASSIFICATION OF COMMUNITY LAND

### 2.1 What is reclassification of community land?

Under the *Local Government Act 1993*, public land is classified as either 'operational' or 'community' land. The subject land is currently classified as community and operational land under the *Local Government Act 1993*.

Community land would ordinarily comprise land accessible to the public, such as a park, sporting fields, or a community centre. Community land must not be sold, except in the limited circumstances referred to in Section 45 (4) of the Act.

The use of community land must be consistent with a Plan of Management. Part of the Campbelltown Animal Care Facility and Kanbyugal Reserve are located on community land and included in the *Plan of Management No. 4 prepared under the Local Government Act 1993 for Parks* (Campbelltown City Council, 1998). Those parts of the Animal Care Facility located on community land are consistent with the Plan of Management for the land.

Community land may not be sold, and may only be leased or licensed for up to 21 years without the Minister's consent or up to 30 years with the Minister's consent. Community land may only be leased or licensed for more than 5 years if public notice of the proposed lease or licence is given and, in the event that an objection is made to the proposed lease or licence, the Minister's consent is obtained. Council also cannot grant a lease, licence or other estate for private purposes over community land.

Operational land would ordinarily comprise land held as a temporary asset or as an investment, land which facilitates the carrying out by a Council of its functions, or land which may not be open to the general public, such as a works depot. Operational land may be leased for a longer period of time, and may be sold/ transferred. Operational land does not have any special restrictions and can be used by Council for a broad range of purposes.

Classification or reclassification of land does not affect any estate or interest a council has in the land.

### 2.2 Process of reclassification of community land

The *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979* set out requirements that Councils must follow when reclassifying community land to operational land. Relevant legislation can be accessed at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

Reclassification may be carried out by either:

1. A Local Environmental Plan under the *Environmental Planning and Assessment Act 1979* through Section 27(1) of the *Local Government Act 1993*, or

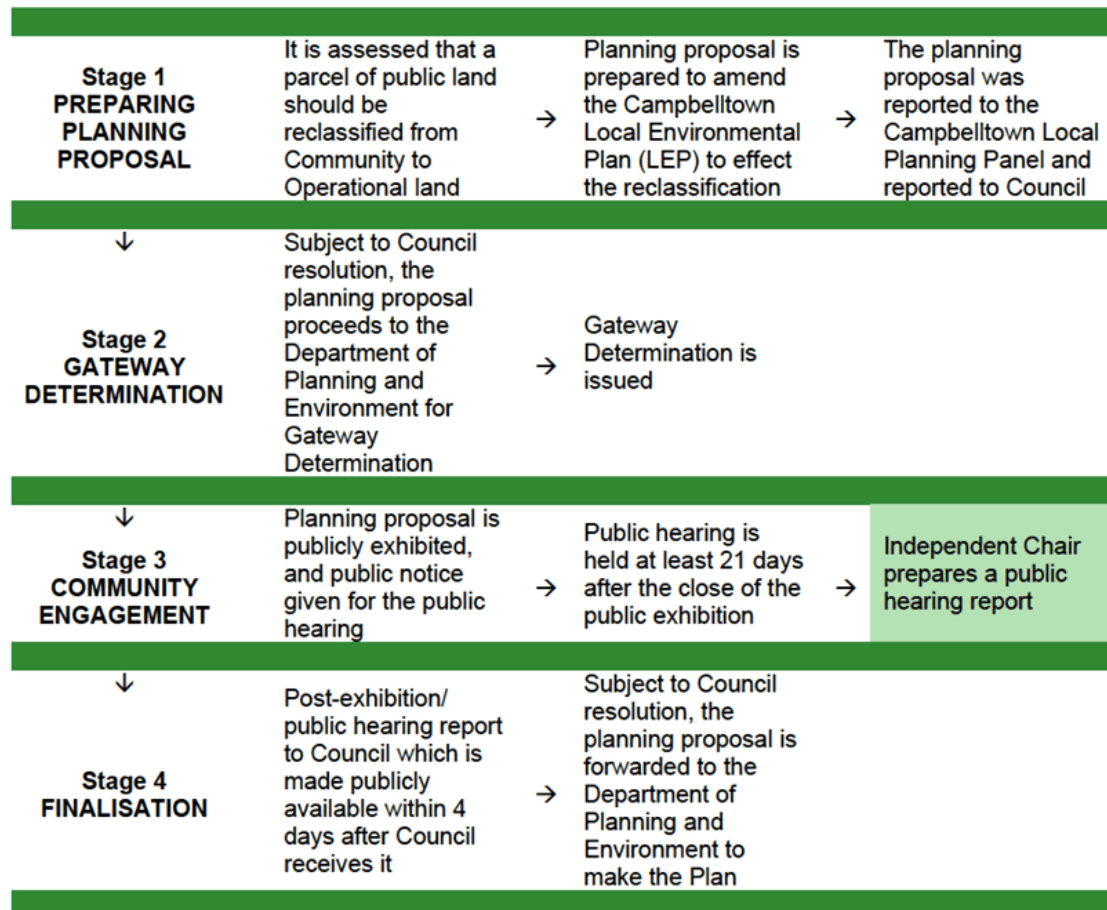


2. Council resolution under Section 27(2) of the *Local Government Act 1993*.

Council is proposing to reclassify the Council-owned community land under Option 1 ie. by amendments to the CLEP 2015.

The process of reclassifying community to operational land by changes to the CLEP 2015 is in Figure 2.

Figure 2 Process of reclassifying community land to operational land by local environmental plan





## 2.3 Process of the public hearing and report

Table 1 Process of the public hearing and report

Dates	Process	Relevant legislation
28 September 2022	Campbelltown Local Planning panel advice	
14 February 2023	Campbelltown City Council resolved to support the proposal to reclassify the subject land from community to operational land	
23 February 2023	Council referred the planning proposal to the NSW Department of Planning and Environment (DPE) for Gateway Determination	Section 3.34(1) of the <i>Environmental Planning and Assessment Act 1979</i>
14 May 2023	Gateway Determination issued by DPE	Section 3.34(2) of the <i>Environmental Planning and Assessment Act 1979</i>
17 July – 17 August 2023	Council places copies of the planning proposal and supporting information on public exhibition for comment. Copies were available on Council's website, and at Council's administration centre. No submissions to the planning proposal were received.	
20 September 2023	Public notice of the public hearing after the conclusion of the statutory public exhibition of the planning proposal	
<b>Thursday 12 October 2023</b>	<b>The public hearing into the proposed reclassification was held. The person presiding at the public hearing is not a councillor or employee of the council holding the public hearing, or has been a councillor or employee of that council at any time during the 5 years before the date of her appointment.</b>	<b>Section 29 of <i>Local Government Act 1993</i> Department of Planning and Environment Practice Note PN 16-001 Section 47G of <i>Local Government Act 1993</i></b>
<b>Monday 16 October 2023</b>	<b>Independent chairperson at public hearing prepared the public hearing report and issued it to Council.</b>	
	Council must make a copy of the public hearing report available for inspection by the public at a location within the area of the council no later than 4 days after it has received a report from the person presiding at the public hearing as to the result of the hearing.	Section 47G of <i>Local Government Act 1993</i>
End 2023/ early 2024	Consideration of the public hearing report and public submissions by Council.	
	<b><i>If Council decides to proceed with the reclassification:</i></b>	
	Council requests the Department of Planning and Environment to prepare the draft Local Environmental Plan to give effect to the planning proposal.	



Dates	Process	Relevant legislation
	Amendment made to the <i>CLEP 2015</i> to reclassify the community land as operational land may make provision to the effect that, on commencement of the plan, the land ceases to be a public reserve, and that the land is by operation of the plan discharged from any trusts, estates, interests, dedications, conditions, restrictions and covenants affecting the land or any part of the land.	Section 27 of <i>Local Government Act 1993</i>
	Reclassification of the land to operational land.	Section 30(1) of <i>Local Government Act 1993</i>



# 3 PROPOSED RECLASSIFICATION OF THE SUBJECT LAND

## 3.1 Introduction

A Planning Proposal explains the intended outcome of a proposed amendment to a local environmental plan and sets out the justification for making that amendment.

The proposal to realign the property boundary of the animal care facility and reclassify the additional land located within the reserve from community to operational land is a result of an ongoing house-keeping amendment dating back to the Campbelltown LEP Review undertaken in 2019 and 2020.

The Planning Proposal also seeks to rezone part of the subject land from RE1 Public Recreation to E4 General Industrial to reflect the proposed reclassification from community to operational land.

It is intended to maintain the use of the subject land as an animal care facility and public park.

## 3.2 Reclassification of community land to operational land

The background to and reasons for the proposed reclassification are set out in detail in the Planning Proposal.

The current and proposed classification of the subject land are shown in Figure 3.

Figure 3 Current and proposed classification of the subject land



Figure 6 – Current Land Classification – Green indicates Community land and Yellow is Operational land.



Figure 7 – Proposed Land Classification with amended boundary. Green is Community land and yellow is Operational land. The black dotted line represents the current boundary.

Source: Campbelltown City Council



The parts of the subject land which are proposed to be reclassified from community land to operational land are in Figure 4.

Figure 4 Parts of the subject land proposed for reclassification



**Figure 7 – Proposed Land Classification with amended boundary.** Green is Community land and yellow is Operational land. The black dotted line represents the current boundary.

Source: Campbelltown City Council

The numbers in Figure 4 correspond to images of the subject land proposed to be reclassified from community land to operational land, as shown in Figure 5.

Figure 5 Images of subject land proposed to be reclassified



1 Western corner

2 Gravel road behind shelter fence





3 Administration building



4 Behind Administration Building



5 Entry gate and internal road

Council is seeking to reclassify the subject land from community to operational land for several reasons, including to:

- ☐ realign the irregular boundary of the property to the north adjoining Kanbyugal Reserve.
- ☐ address the fragmented land classification for the Campbelltown Animal Care Facility which occupies the site with community and operational land classifications
- ☐ assist Council in simplifying the status of the site and having one consistent set of rules to govern its management and use
- ☐ enable Council to investigate future improvements of the facility in order to meet increasing demands relating to animal care
- ☐ assist Council in future proofing the site for expansion of the animal care facility without reducing the functionality or quality of the open space functions of Kanbyugal Reserve
- ☐ enable further opportunities like potential expansion of the Animal Care Facility to cope with demand and/or investigate complementary sports and entertainment activities.

The objectives and intended outcomes of the planning proposal will be achieved by amending the CLEP 2015 through the inclusion of part of the site as 'Operational Land' under Schedule 4 of the CLEP 2015.



### 3.3 Zoning and other planning controls

The current and proposed zonings of the subject land are shown in Figure 6.

Figure 6 Current and proposed zoning of the subject land



Source: Campbelltown City Council

Part of the site used for the animal care facility is zoned E4 General Industrial (formerly IN2 Light Industrial). The Animal Care Facility is considered an animal boarding establishment under CLEP 2015 which is a permissible land use under the E4 General Industrial zone. The part of the land zoned E4 General Industrial has a maximum permissible building height of 19 metres and a minimum lot size of 4,000 m<sup>2</sup>. The other part of the subject land on the northern part of the site at Kanbyugal Reserve is zoned RE1 Public Recreation under the CLEP 2015.

The Planning Proposal also seeks to rezone the proposed operational land from RE1 Public Recreation to E4 General Industrial to maintain consistency with the existing E4 General Industrial zone that applies to the Animal Care Facility and the new boundary alignment to the north of the animal care facility, as shown in Figure 5.

The Planning Proposal also seeks to implement a maximum building height of 19 metres and a minimum lot size of 4,000m<sup>2</sup> for the portion of land proposed to be reclassified, which is consistent with other industrial zoned land in close vicinity to the subject site.



## 4 THE PUBLIC HEARING

### 4.1 Advertising and notification

Campbelltown City Council advised the community about the public hearing in several ways as follows:

- ❑ notice and supporting information provided on Council's community engagement site 'Over to You Campbelltown' (refer to Figure 7 below)
- ❑ advertisement/media release on Council's 'What's On' page published 25 September 2023
- ❑ letters sent to the owners/occupiers of properties within 200 metres of the subject land.

Figure 7 Notice about public hearing on 'Over to You Campbelltown'

overtoyou.campbelltown.nsw.gov.au/planning-proposal-to-reclassify-and-rezone-land-at-campbelltown-acf

Google Gmail YouTube Maps My files - OneDrive

CAMPBELLTOWN

All our projects Campbelltown City Council Website Staff portal Q Search

## Public Exhibition

Home / Planning Proposal to reclassify and rezone land at Campbelltown ACF

### Planning Proposal to reclassify and rezone land at Campbelltown ACF

Public Exhibition of a Planning Proposal to reclassify and rezone land at Campbelltown Animal Care Facility and Kanbyugal Reserve (3002/2022/E-PP)

#### PUBLIC HEARING

A public hearing will be held at Council to provide community members with the opportunity to share their views about a proposal to reclassify part of Campbelltown Animal Care Facility (CACF) and Kanbyugal Reserve from Community land to Operational land located at No. 2 Rose Street, Campbelltown. The land is generally known as the Campbelltown Animal Care Facility which houses animals and also includes a public reserve.

The objective of the Planning Proposal is to amend the Campbelltown Local Environmental Plan 2015 to reclassify a portion of the community land to operational land and rezone the proposed reclassified portion of land from RE1 – Public Recreation to E4 – General Industrial and incorporate a maximum height of building of 19m and a minimum lot size of 4,000m<sup>2</sup>.

The proposal would assist in greater flexibility to occur in the future. Consistent with the Reimagining Campbelltown City Centre Master Plan, Council may investigate options for other uses that complement the existing CACF or alternatively look to expand on the existing use of the site.

**The public hearing is scheduled to be held on**

- Thursday 12 October 2023
- 6.30pm
- Staff Training Centre (STC) Room 1 (near the Civic Hall)
- 91 Queen Street, Campbelltown
- [REGISTER](#)

The public hearing will be chaired by an independent person from Parkland Planners in accordance with the Local Government Act 1993.

Interested persons will need to [register their attendance](#) by completing the form below (you will need to sign up if you are not already a member of (OverToYou) by close of business on Tuesday 10 October 2023 to:

- attend the hearing; and/or
- Make a submission at the hearing.

Documentation providing details of the proposed Reclassification and the planning proposal of Land can be viewed under the Exhibition Documents tab.

**REGISTER** to make a submission

**Who's Listening**

**Ante Zekanovic**  
Senior Strategic Planner  
Campbelltown City Council

Phone 4645 4608  
Email [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au)

**Key Dates**

**Public Hearing**  
12 October 2023

**Formal written submissions to Chairperson close**  
16 October 2023

**Public exhibition**  
17 July – 17 August 2023

**Submissions close**  
17 August 2023

**Exhibition documents**

- Attachment 1 - Planning Proposal (1.19 MB) (PDF)
- Attachment 2 - Title Search (66.6 KB) (PDF)
- Attachment 3 - Responses to PN-16-001 - LEP Practice Note and responses (154 KB) (PDF)
- Attachment 4 - Proposed Land Reclassification Map (1.01 MB) (PDF)



### Make a submission

If you would like to make a formal written submission to the Independent Chairperson, you can do this by forwarding your submission

- via email to [sandy@parklandplanners.com.au](mailto:sandy@parklandplanners.com.au) or
- by post to Sandy Hoy, Parkland Planners, PO Box 41, FRESHWATER NSW 2096.

The last day for receipt of written submissions is close of business, **Monday 16 October 2023.**

### CLOSED - PUBLIC EXHIBITION

Council is seeking public comment on a Planning Proposal and associated documents for land located at No. 2 Rose Street, Campbelltown also known as the Campbelltown Animal Care Facility and Kanbyugal Reserve.

The primary objective of the Planning Proposal is to amend the Campbelltown Local Environmental Plan (LEP) 2015 to reclassify a portion of the land from community to operational land to reflect its use as an animal care facility. The proposal would assist Council in removing the irregular boundary alignment and for the animal care facility to solely be located within Operational land. The proposal also seeks to rezone the proposed Operational land from RE1 - Public Recreation to E4 General Industrial to provide consistency with the new boundary alignment. A minimum lot size of 4,000m<sup>2</sup> and a maximum building height of 19m would be applied to the part of the site zone E4 General Industrial.

In relation to this planning proposal, Council has not been authorised to act as the local plan-making authority.

The Planning Proposal and supporting documentation will be on public exhibition and available to view from Monday 17 July until Thursday 17 August 2023 at the following locations:

- **Council's Administration Building** at 91 Queen Street, Campbelltown
- **HJ Daley Library** at 1 Hurley Street, Campbelltown
- Council's website: [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)
- NSW Planning Portal '[Under Exhibition](#)' section (Reference No. PP-2023-404)

### Make a submission

- Submissions have closed

[REGISTER FOR PUBLIC HEARING](#) [SUBMISSION FORM](#)

Register to attend the public hearing

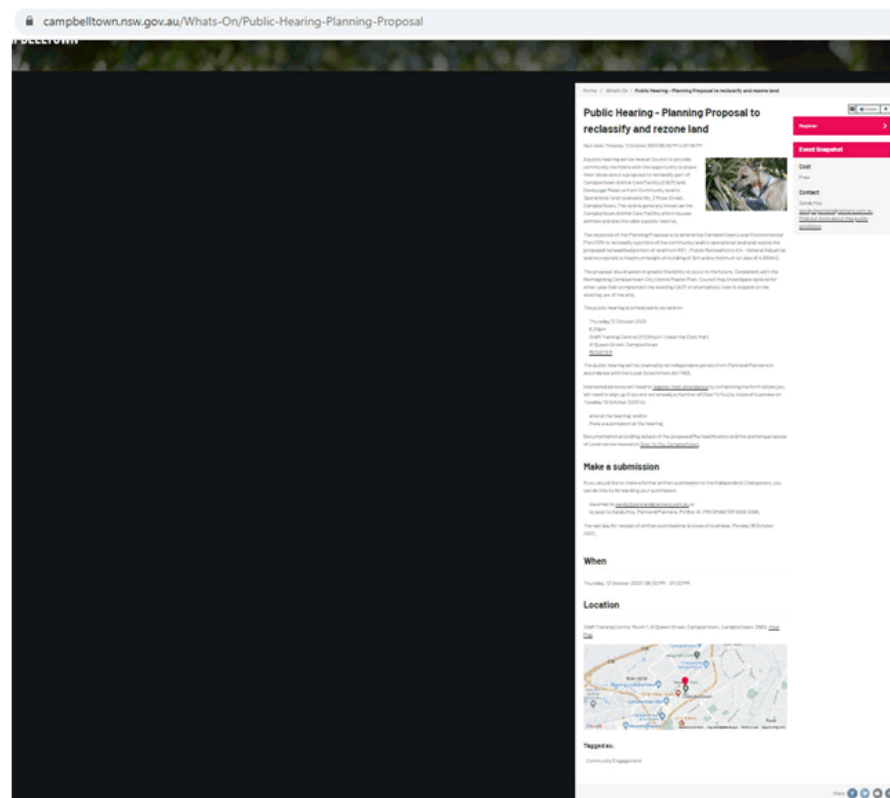
You need to be signed in to take this survey

[Sign In](#) [Register](#)

Page last updated: 20 Sep 2023, 03:47 PM

- [Attachment 5 - Proposed Land Zoning Map \(4 MB\) \(PDF\)](#)
- [Attachment 6 - Proposed Height of Building Map \(4.47 MB\) \(PDF\)](#)
- [Attachment 7 - Proposed Lot Size Map \(4.4 MB\) \(PDF\)](#)
- [Attachment 8 - Advice Letter to Council \(142 KB\) \(PDF\)](#)
- [Attachment 9 - Local Planning Panel Minutes - 28 Sep 2022 \(90.3 KB\) \(PDF\)](#)
- [Attachment 10 - Gateway Determination and Letter \(172 KB\) \(PDF\)](#)
- [Attachment 11 - Council Meeting Agenda and Minutes - 14 February 2023 \(312 KB\) \(pdf\)](#)

Figure 8 Media release 'What's On'



PROPOSED RECLASSIFICATION OF COMMUNITY LAND AT 2 ROSE STREET, CAMPBELLTOWN  
PUBLIC HEARING REPORT – FINAL  
PARKLAND PLANNERS



## 4.2 Timing of the public hearing

The public hearing was timed to occur after the public exhibition of and receipt of written submissions regarding the planning proposal for the proposed reclassification of the land closed on 17 August 2023.

Public notice of the public hearing was given at least 21 days after the completion of the statutory public exhibition period of the planning proposal.

The public hearing to receive submissions on the proposed reclassification of community land at 2 Rose Street in Campbelltown was held on Thursday 12 October from 6:30pm at the Campbelltown City Council Staff Training Room, 91 Queen Street, Campbelltown.

## 4.3 Chairperson

As required under Section 47G of the *Local Government Act 1993*, Council appointed an independent chairperson, Sandy Hoy, Director of Parkland Planners, to chair the public hearing. Ms. Hoy has not at any time been either a Councillor or an employee of Campbelltown City Council.

## 4.4 Site inspection

Ms. Hoy inspected the subject site before the public hearing.

## 4.5 Attendance at the public hearing

The following Council officers were present at the hearing to represent Council, listen to verbal submissions, and answer questions:

Scott Cox	Acting Executive Manager Planning and Development
Rana Haddad	Acting Manager Strategic Land Use Planning
Ante Zekanovic	Senior Strategic Planner

Two community members registered with Council to attend the public hearing, with those two people attending the public hearing.

## 4.6 Agenda of the public hearing

Ms. Hoy opened the public hearing at 6:30pm, and explained the purpose and process of the public hearing. Council officers explained the purpose of and reasons for the proposed reclassification, and answered questions. A presentation using information from the planning proposal was referred to for background information about the proposed reclassification.

Verbal submissions regarding the proposed reclassification were received at the public hearing. The content of those submissions is outlined in more detail in Section 5 of this report.

With there being no further submissions or questions, Ms. Hoy closed the hearing at 6:55pm.



## 4.7 Written submissions

Written submissions after the public hearing could be lodged with the Independent Chairperson by Monday 16 October 2023 by:

- ☐ email at [sandy@parklandplanners.com.au](mailto:sandy@parklandplanners.com.au)
- ☐ post to Sandy Hoy, Parkland Planners, PO Box 41, FRESHWATER NSW 2096.

No written submissions after the public hearing were received.



## 5 SUBMISSIONS

### 5.1 Written submissions before the public hearing

Written submissions were received in response to Council's referral of the Planning Proposal to the NSW Environmental Protection Authority (EPA) and the NSW Rural Fire Service in August 2023.

The EPA raised the concern of potential impacts of the rezoning to E4 General Industrial would have on nearby residents in terms of noise, odour and air emitting industrial facilities.

The NSW Rural Fire Service raised no objections to the proposed rezoning and reclassification of land.

### 5.2 Public hearing submissions

The question posed to the community regarding the purpose of the public hearing is:

**Do you agree or not with the proposal to reclassify part of Campbelltown Animal Care Facility and Kanbyugal Reserve from community land to operational land?  
Why or why not?**

Two people attended and addressed the public hearing, with their comments and questions set out below.

Both attendees came to the public hearing wondering if Council intended to sell the Campbelltown Animal Care Facility site. Following on from the presentation and discussion they are reassured that Council is not thinking about rezoning and then selling the site. If that is not happening, then they are OK with the proposed reclassification and changes to the planning controls for the site. They stated that if part of the Animal Care Facility is community land it may as well be reclassified to operational land, the same classification as the other part of the site.

The other key point made at the public hearing by the people who attended was that the Campbelltown Animal Care Facility was being considered by members of the Campbelltown Men's Shed as a potential site for a men's shed. Their men's shed has closed down, and so they are looking for and having trouble finding an alternative local venue because many potentially suitable buildings are heritage listed. They would welcome suggestions for location of a men's shed in the local area.



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## 6 ASSESSMENT AND RECOMMENDATIONS

### 6.1 Assessment of submissions

After reviewing and considering the written submissions and the verbal submissions made at the public hearing set out in Section 5, the key points of the submissions are no objections to and support for a consistent operational land classification of the Campbelltown Animal Care Facility.

### 6.2 Recommendations regarding the proposed reclassification

After considering the submissions received, my recommendations to Campbelltown City Council regarding the proposed reclassification of parts of 2 Rose Street in Campbelltown from community land to operational land are to:

1. Consider the viewpoints and issues raised in the verbal and written submissions outlined in Section 5 when making the decision whether to proceed with the proposed reclassification.
2. Reclassify the parts of 2 Rose Street in Campbelltown which are community land to operational land as shown in red in Figure 9 below.

Figure 9 Proposed reclassification of the subject land





### 6.3 Recommendations regarding reporting

Within four days of receiving this report, Council is required under Section 47G(3) of the *Local Government Act 1993* to make a copy of this report available for inspection by the public. It is recommended that Council:

- ☐ send a copy of the public hearing report to the people who attended the public hearing.
- ☐ keep a copy of the public hearing report for inspection at the Campbelltown City Council Administration Building at 91 Queen Street in Campbelltown, and at HJ Daley Library at 1 Hurley Street in Campbelltown.
- ☐ post an electronic copy of the public hearing report on Council's website.

**Sandy Hoy**  
**Director, Parkland Planners**

16 October 2023



**Department of Planning and Environment**

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

Our ref: PP-2023-404 / IRF23/1001

Dear Ms Deitz

**Planning proposal PP-2023-404 to amend Campbelltown Local Environmental Plan 2015**

I am writing in response to the planning proposal you have forwarded to the Minister under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* (the Act) and additional information received on 23 February 2023 in respect of the planning proposal to reclassify and rezone part of 2 Rose Street, Campbelltown & Kanbyugal Reserve and to apply corresponding development controls.

As delegate of the Minister for Planning and Public Spaces (the Minister), I have determined that the planning proposal should proceed subject to the conditions in the enclosed gateway determination.

Council may still need to obtain the agreement of the Planning Secretary to comply with the requirements of relevant applicable directions of the Minister under section 9.1 of the Act, 3.7 Public Bushland, 3.10 Water Catchment Protection, 4.1 Flooding, and 4.3 Planning for Bushfire Protection. Council should ensure this occurs prior to lodging the planning proposal with the Department for finalisation.

I have determined not to authorise Council to be the local plan-making authority as the planning proposal relates to the reclassification of Council land.

The amending local environmental plan (LEP) is to be finalised on or before 5 March 2024. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request for the Department of Planning and Environment (the Department) to draft and finalise the LEP should be made eight weeks in advance of the date the LEP is projected to be made.

The NSW Government has committed to reduce the time taken to complete LEPs. To meet these commitments, the Minister may appoint an alternate planning proposal authority if Council does not meet the timeframes outlined in the gateway determination.

The Department's categorisation of planning proposals in the *Local Environmental Plan Making Guideline* (Department of Planning and Environment, 2021) is supported by category specific timeframes for satisfaction of conditions and authority and Government agency referrals, consultation, and responses. Compliance with milestones will be monitored by the Department to ensure planning proposals are progressing as required.



Should you have any enquiries about this matter, I have arranged for Rachel Hughes to assist you. Ms Hughes can be contacted on (02) 9995 5936.

Yours sincerely

14 May 2023

**Adrian Hohenzollern**  
**Director, Western**  
**Planning and Land Use Strategy**

Encl: Gateway determination





## Department of Planning and Environment

**Gateway Determination**

**Planning proposal (Department Ref: PP-2023-404):** to reclassify and rezone part of 2 Rose Street, Campbelltown & Kanbyugal Reserve and to apply corresponding development controls.

I, the Director, Western District at the Department of Planning and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Campbelltown Local Environmental Plan 2015 to reclassify and rezone part of 2 Rose Street, Campbelltown & Kanbyugal Reserve and to apply corresponding development controls should proceed subject to the following conditions:

1. Prior to community consultation, the planning proposal is to be updated to:
  - (a) Clarify that the planning proposal does not involve a subdivision or any other lot boundary adjustments and that the proposed rezoning and reclassification apply to part lots.
  - (b) Explain how the Animal Care Facility is a permissible use under the incoming E4 General Industrial zone for clarity.
  - (c) Update all references to the IN2 Light Industrial zone to refer to the incoming E4 General Industrial zone.
  - (d) Clarify whether the land is subject to any public reserve status and whether it is proposed to extinguish this as part of the planning proposal.
  - (e) Identify the subject site on all maps within the planning proposal and ensure maps in the planning proposal document are a legible scale.
  - (f) Address Section 9.1 Ministerial Directions 3.7 Public Bushland, 3.10 Water Catchment Protection, and 4.1 Flooding.
  - (g) Provide a copy of the Local Planning Panel advice as a supporting document.
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
  - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2021) and must be made publicly available for a minimum of 20 working days; and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2021).
3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the EP&A Act:



- NSW Rural Fire Service

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.

4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing.
5. A public hearing is required to be held in accordance with Section 29 of the *Local Government Act 1993* and the Department's Practice Note PN 16-001.
6. Given the nature of the proposal, Council is not authorised to be the local plan-making authority.
7. The LEP should be completed on or before 5 March 2024.

Dated 14 day of May 2023.

**Adrian Hohenzollern**  
Director, Western District  
Planning and Land Use Strategy  
Department of Planning and Environment

**Delegate of the Minister for Planning and  
Public Spaces**

PP-2023-404 (IRF23/1001)





**LAND  
REGISTRY  
SERVICES**

## Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 21/572308

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SEARCH DATE	TIME	EDITION NO	DATE
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10/8/2022	9:42 AM	-	-

VOL 12607 FOL 161 IS THE CURRENT CERTIFICATE OF TITLE

LAND

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LOT 21 IN DEPOSITED PLAN 572308  
AT CAMPBELLTOWN  
LOCAL GOVERNMENT AREA CAMPBELLTOWN  
PARISH OF ST PETER COUNTY OF CUMBERLAND  
TITLE DIAGRAM DP572308

FIRST SCHEDULE

-----

THE COUNCIL OF THE CITY OF CAMPBELLTOWN

SECOND SCHEDULE (1 NOTIFICATION)

-----

1 LAND EXCLUDES MINERALS (S.536AA LOCAL GOVERNMENT ACT, 1919)

NOTATIONS

-----

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Property

PRINTED ON 10/8/2022

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**LAND  
REGISTRY  
SERVICES**

## Title Search



NEW SOUTH WALES LAND REGISTRY SERVICES - TITLE SEARCH

FOLIO: 22/572308

SEARCH DATE	TIME	EDITION NO	DATE
10/8/2022	9:42 AM	-	-

VOL 12607 FOL 162 IS THE CURRENT CERTIFICATE OF TITLE

LAND

LOT 22 IN DEPOSITED PLAN 572308  
AT CAMPBELLTOWN  
LOCAL GOVERNMENT AREA CAMPBELLTOWN  
PARISH OF ST PETER COUNTY OF CUMBERLAND  
TITLE DIAGRAM DP572308

FIRST SCHEDULE

THE COUNCIL OF THE CITY OF CAMPBELLTOWN

SECOND SCHEDULE (4 NOTIFICATIONS)

- 1 LAND EXCLUDES MINERALS (S.536AA LOCAL GOVERNMENT ACT, 1919)
- 2 V341825 EASEMENT FOR TRANSMISSION LINE AFFECTING THE PART  
OF THE LAND WITHIN DESCRIBED SHOWN IN DP630769
- \* 3 DP1101740 EASEMENT TO DRAIN WATER 1.5 AND 2.5 METRE(S) WIDE  
APPURTENANT TO THE LAND ABOVE DESCRIBED
- \* 4 DP1101740 EASEMENT TO DRAIN WATER 6.5 METRE(S) WIDE APPURTENANT  
TO THE LAND ABOVE DESCRIBED

NOTATIONS

UNREGISTERED DEALINGS: NIL

\*\*\* END OF SEARCH \*\*\*

Property

PRINTED ON 10/8/2022

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# LEP practice note

## LOCAL PLANNING

<b>Ref No.</b>	PN 16-001
<b>Issued</b>	5 October 2016
<b>Related</b>	Supersedes PN 09-003

## Classification and reclassification of public land through a local environmental plan

The purpose of this practice note is to update guidance on classifying and reclassifying public land through a local environmental plan (LEP). This practice note emphasises the need for councils to demonstrate strategic and site specific merit, includes a comprehensive information checklist and clarifies issues arising for public reserves and interests in land. It should be read in conjunction with *A guide to preparing local environmental plans* and *A guide to preparing planning proposals*.

### Classification of public land

Public land is managed under the *Local Government Act 1993* (LG Act) based on its classification. All public land must be classified as either community land or operational land (LG Act ss.25, 26).

- *Community* land – is land council makes available for use by the general public, for example, parks, reserves or sports grounds.
- *Operational* land – is land which facilitates the functions of council, and may not be open to the general public, for example, a works depot or council garage.

#### What is public land?

*Public land* is defined in the LG Act as any land (including a *public reserve*) vested in, or under council control. Exceptions include a public road, land to which the *Crown Lands Act 1989* applies, a common, land subject to the *Trustees of Schools of Arts Enabling Act 1902* or a regional park under the *National Parks and Wildlife Act 1974*.

### Why classify public land?

The purpose of classification is to identify clearly that land made available for use by the general public (community) and that land which need not (operational). How public land is classified determines the ease or difficulty a council can have dealings in public land, including its sale, leasing or licensing. It also provides for transparency in council's strategic asset management or disposal of public land.

Community land must not be sold, exchanged or otherwise disposed of by a council. It can be leased,

but there are restrictions on the grant of leases and licences, and also on the way community land can be used. A plan of management (PoM), adopted by council, is required for all community land, and details the specific uses and management of the land.

There are no special restrictions on council powers to manage, develop, dispose, or change the nature and use of operational land.

#### How is public land classified or reclassified?

Depending on circumstances, this is undertaken by either:

- council resolution under ss.31, 32, or 33 (through LG Act s.27(2)), or
- an LEP under the *Environmental Planning and Assessment Act* (through LG Act s.27(1)).

Councils are encouraged to classify or reclassify land by council resolution where suitable.

**Classification** of public land occurs when it is first acquired by a council and classified as either community or operational.

**Reclassification** of public land occurs when its classification is changed from community to operational, or from operational to community.



### Reclassification through an LEP

Classification and reclassification of public land through an LEP is subject to both the local plan-making process in the EP&A Act and the public land management requirements of the LG Act.

A planning proposal to classify or reclassify public land, will need to be prepared in accordance with this practice note and the additional matters specified in Attachment 1 to this practice note.

Reclassification through an LEP is the mechanism with which council can remove any public reserve status applying to land, as well as any interests affecting all or part of public land (LG Act s.30).

It is critical that all interests are identified upfront as part of any planning proposal. If public land is reclassified from community to operational, without relevant interests being identified and discharged, then the land will need to be reclassified back to community (usually by council resolution under LG Act s.33<sup>1</sup>) before being reclassified in a new planning proposal to operational, to explicitly discharge any interests.

While a reclassification proposal to remove the public reserve status of land and/or discharge interests may not necessarily result in the immediate sale or disposal of the land, the community should be aware the public land in question is no longer protected under the LG Act from potential future sale once it has been reclassified to operational.

Councils should obtain their own advice when proposing to discharge any interests and be aware that this may attract a claim for compensation under the *Land Acquisition (Just Terms Compensation) Act 1991*.

Where land has been dedicated to council by a State agency for a particular purpose and a trust exists, it is advisable for council to seek the views of that agency prior to council commencing any planning proposal affecting the land.

**Public reserve** is defined in the LG Act and includes a public park and land declared or dedicated as a public reserve.

Land can be dedicated as a public reserve by either:

- registering a deposited plan with a statement creating a lot(s) as 'public reserve', or
- publishing a notification in the Government Gazette for an existing parcel.

**Interests in land** refers to property ownership as well as rights and privileges affecting land, such as leasehold, easements, covenants and mortgages.

For the purpose of reclassification through an LEP, 'interests' means trusts, estates, dedications, conditions, restrictions and covenants affecting the land.

A legal owner of land may not be the only person with an interest in the land. For example, one person may have the benefit of an easement for services, such as water, electricity or sewerage over someone else's land.

Certain interests are registered on title to ensure they are on record and cannot be disregarded if sold to a new owner. An electronic title search is generally conducted to determine the land owner, correct land description and the type of interests which may affect the land.

### Standard Instrument LEP requirements

Clause 5.2—Classification and reclassification of public land in Standard Instrument LEPs enables councils to classify or reclassify public land as operational land or community land in accordance with the LG Act. The land to be reclassified or classified is described in Schedule 4 of the LEP.

Schedule 4 is not to refer to any land already classified or reclassified.

Where there is no public land to be classified, or reclassified, through a principal LEP (i.e. the LEP applies to the whole of a local government area), Schedule 4 will appear blank.

**Note:** At a later stage council may lodge a planning proposal to remove previous listings in Schedule 4. This will not affect the classification status of these parcels of land.

### Department assessment

A proposal to classify or reclassify public land through an LEP must have planning merit. The Department will undertake an assessment to determine whether the proposal demonstrates strategic and site specific merit.

### Community consultation

Planning proposals to reclassify public land are to be publicly exhibited for at least 28 days.

A copy of this practice note is to be included in the public exhibition materials.

<sup>1</sup> Note: Council is required to give public notice of the proposed resolution and provide a period of at least 28 days during which submissions may be made (LG Act s.34).



## Public hearings

Councils must hold a public hearing when reclassifying public land from community to operational (EP&A Act s.57 & LG Act s.29). This gives the community an opportunity to expand on written submissions and discuss issues with an independent person in a public forum.

After the exhibition period has ended, at least 21 days public notice is to be given before the hearing. This allows the person chairing the hearing sufficient time to consider written submissions and all issues raised.

There are specific requirements for the independence of the person chairing the hearing, their preparation of a public hearing report and council making the report publicly available (LG Act s.47G).

## Governor's approval

The Governor's approval is required when a reclassification proposal seeks to remove any public reserve status and/or discharge any interests affecting public land (s.30).

When a council reports back to the Department on the community consultation undertaken and requests the Department make the LEP, the Department will arrange legal drafting of the LEP, including recommending the Governor approve the provisions before the LEP can be legally made.

Where the Governor's approval is required, the council's report accompanying the final planning proposal must address:

- council's interests in the land;
- whether the land is a 'public reserve';
- the effect of the reclassification, including loss of open space, any discharge of interests, and/or removal of public reserve status;
- the strategic and site specific merits of the reclassification and evidence to support this;
- any current use of the land, and whether uses are authorised or unauthorised;
- how funds obtained from any future sale of the land will be used;
- the dates the planning proposal was publicly exhibited and when the public hearing was held;
- issues raised in any relevant submissions made by public authorities and the community;
- an explanation of how written and verbal submissions were addressed or resolved; and
- the public hearing report and council resolution.

## Authorisation of delegation

Local plan making functions are now largely delegated to councils.

A Written Authorisation to Exercise Delegation is issued to a council as part of the Gateway determination. However, where an LEP requires the Governor's approval, this council delegation cannot be issued. In this instance, the council must request the Department make the LEP.

A decision to classify or reclassify public land cannot be sub-delegated by council to the general manager or any other person or body (LG Act s.377(1)(l)).

## Background

On July 1, 1993 when the LG Act commenced, the following land under council ownership or control, was automatically classified as *community* land:

- land comprising a public reserve,
- land subject to a trust for a public purpose,
- land dedicated as a condition of consent under s.94 of the EP&A Act,
- land reserved, zoned or otherwise designated for use under an environmental planning instrument as open space,
- land controlled by council and vested in Corporation Sole - Minister administering the EP&A Act.

Councils must keep a register of land under their ownership or control (LG Act s.53) and anybody can apply to a council to obtain a certificate of classification (LG Act s.54).

## Further information

A copy of this practice note, *A guide to preparing planning proposals* and *A guide to preparing local environmental plans* is available at:  
<http://www.planning.nsw.gov.au>

For further information, please contact the Department of Planning and Environment's Information Centre by one of the following:

Post: GPO Box 39, Sydney NSW 2001.

Tel: 1300 305 695

Email: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)

**Authorised by:**  
**Carolyn McNally**  
**Secretary**

**Important note:** This practice note does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this practice note.

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## ATTACHMENT 1 – INFORMATION CHECKLIST FOR PROPOSALS TO CLASSIFY OR RECLASSIFY PUBLIC LAND THROUGH AN LEP

The process for plan-making under the EP&A Act is detailed in *A guide to preparing planning proposals* and *A guide to preparing local environmental plans*.

Importantly, *A guide to preparing local environmental plans* contains the Secretary's requirements for matters that must be addressed in the justification of all planning proposals to reclassify public land. Councils must ensure the Secretary's requirements are addressed.

Councils must also comply with any obligations under the LG Act when classifying or reclassifying public land. More information on this can be found in *Practice Note No. 1 - Public Land Management* (Department of Local Government, 2000).

All planning proposals classifying or reclassifying public land must address the following matters for Gateway consideration. These are in addition to the requirements for all planning proposals under section 55(a) – (e) of the EP&A Act (and further explained in *A guide to preparing planning proposals* and *A guide to preparing local environmental plans*).

- ☐ the current and proposed classification of the land;
- ☐ whether the land is a 'public reserve' (defined in the LG Act);
- ☐ the strategic and site specific merits of the reclassification and evidence to support this;
- ☐ whether the planning proposal is the result of a strategic study or report;
- ☐ whether the planning proposal is consistent with council's community plan or other local strategic plan;
- ☐ a summary of council's interests in the land, including:
  - how and when the land was first acquired (e.g. was it dedicated, donated, provided as part of a subdivision for public open space or other purpose, or a developer contribution)
  - if council does not own the land, the land owner's consent;
  - the nature of any trusts, dedications etc;
- ☐ whether an interest in land is proposed to be discharged, and if so, an explanation of the reasons why;
- ☐ the effect of the reclassification (including, the loss of public open space, the land ceases to be a public reserve or particular interests will be discharged);
- ☐ evidence of public reserve status or relevant interests, or lack thereof applying to the land (e.g. electronic title searches, notice in a Government Gazette, trust documents);
- ☐ current use(s) of the land, and whether uses are authorised or unauthorised;
- ☐ current or proposed lease or agreements applying to the land, together with their duration, terms and controls;
- ☐ current or proposed business dealings (e.g. agreement for the sale or lease of the land, the basic details of any such agreement and if relevant, when council intends to realise its asset, either immediately after rezoning/reclassification or at a later time);
- ☐ any rezoning associated with the reclassification (if yes, need to demonstrate consistency with an endorsed Plan of Management or strategy);
- ☐ how council may or will benefit financially, and how these funds will be used;
- ☐ how council will ensure funds remain available to fund proposed open space sites or improvements referred to in justifying the reclassification, if relevant to the proposal;
- ☐ a Land Reclassification (part lots) Map, in accordance with any standard technical requirements for spatial datasets and maps, if land to be reclassified does not apply to the whole lot; and
- ☐ preliminary comments by a relevant government agency, including an agency that dedicated the land to council, if applicable.



**Responses to Attachment 1**

- The current and proposed classification of the land

The subject site includes both part community and part operational land. The planning proposal seeks to reclassify a portion of community land on Kanbyugal Reserve, Campbelltown to operational land.

- Whether the land is a public reserve (defined in the LG Act)

The land would be considered a public reserve under the Local Government Act 1993. Further information is provided within the Planning Proposal.

- The strategic and site specific merits of the reclassification and evidence to support this.

The strategic and site specific merits of the reclassification and evidence are outlined within the planning proposal.

- Whether the planning proposal is consistent with council's community plan or other local strategic plan.

The proposed reclassification is considered consistent with Council's community plan and other local strategic plans. Further detail is outlined in the planning proposal.

- A summary of council's interests in the land, including:

1. how and when the land was first acquired (e.g. was it dedicated, donated, provided as part of a subdivision for public open space or other purpose, or a developer contribution)
2. if council does not own the land, the land owner's consent;
3. the nature of any trusts, dedications etc;

Council is the relevant land owner with regards to the subject site. Further information relating to the land is outlined in the planning proposal.

- Whether an interest in land is proposed to be discharged, and if so, an explanation of the reasons why.

As part of the planning proposal, there are no interests proposed to be discharged. The subject site is currently owned by Council in its entirety and there are no interests on the land that would impact on the proposed reclassification.

- The effect of the reclassification (including, the loss of public open space, the land ceases to be a public reserve or particular interests will be discharged).

The reclassification does not seek to diminish the public open space. The current portion of land at Kanbyugal Reserve proposed to be reclassified is considered to be small and would assist in the future proofing and operations of the Campbelltown Animal Care Facility.

- Evidence of public reserve status or relevant interests, or lack thereof applying to the land (e.g. electronic title searches, notice in a Government Gazette, trust documents);

Title searches for all lots are attached to this planning proposal.

- Current use(s) of the land, and whether uses are authorised or unauthorised



The site currently does not serve any purpose. There are no playing fields, play grounds or any other community facilities located at Kanbyugal Reserve. Currently the site is green space with grass and trees.

- Current or proposed lease or agreements applying to the land, together with their duration, terms and controls;

There are currently no lease agreements applying to the land.

- Current or proposed business dealings (e.g. agreement for the sale or lease of the land, the basic details of any such agreement and if relevant, when council intends to realise its asset, either immediately after rezoning/reclassification or at a later time);

Council does not currently have any business dealings proposed as part of the reclassification of the site. Council will investigate potential uses in the future that will accompany the Animal Care Facility.

- Any rezoning associated with the reclassification (if yes, need to demonstrate consistency with an endorsed Plan of Management or strategy);

The Planning Proposal seeks to rezone the portion of land that is proposed to be Operational land from RE1 – Public Recreation to IN2 – Light Industrial. The IN2 zone would be consistent with the existing zone for the Campbelltown Animal Care Facility.

- How council may or will benefit financially, and how these funds will be used.

The reclassification of the land will unlock further uses of the land and allow Council to investigate potential other uses or refurbishments that would complement the existing Campbelltown Animal Care Facility.

- How council will ensure funds remain available to fund proposed open space sites or improvements referred to in justifying the reclassification, if relevant to the proposal.

The Campbelltown Animal Care Facility will maintain its use as a facility for the residents of Campbelltown.

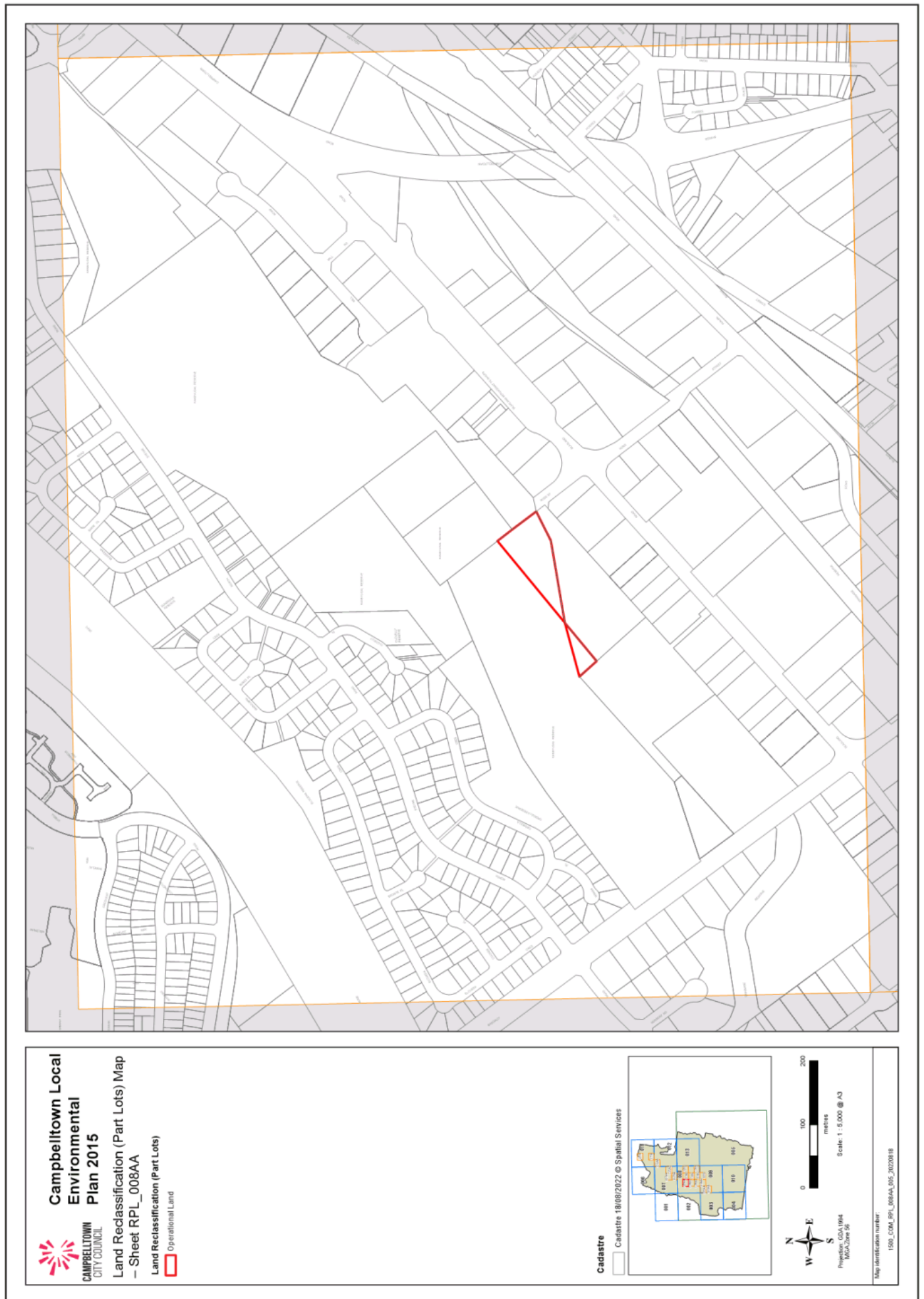
- A Land Reclassification (part lots) Map, in accordance with any standard technical requirements for spatial datasets and maps, if land to be reclassified does not apply to the whole lot.

The extent of the reclassification is outlined in the planning proposal.

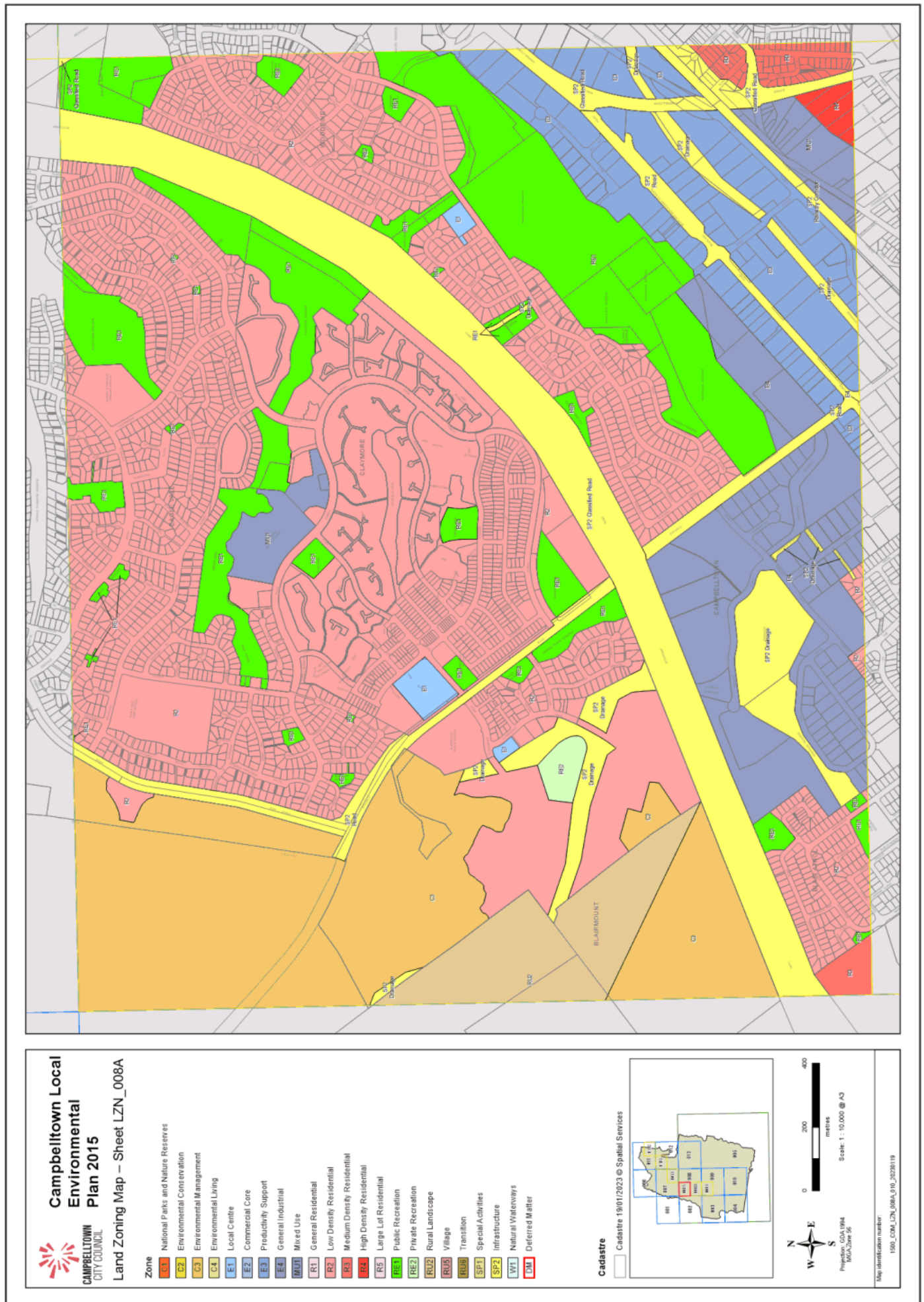
- Preliminary comments by a relevant government agency, including an agency that dedicated the land to council, if applicable.

Not applicable.





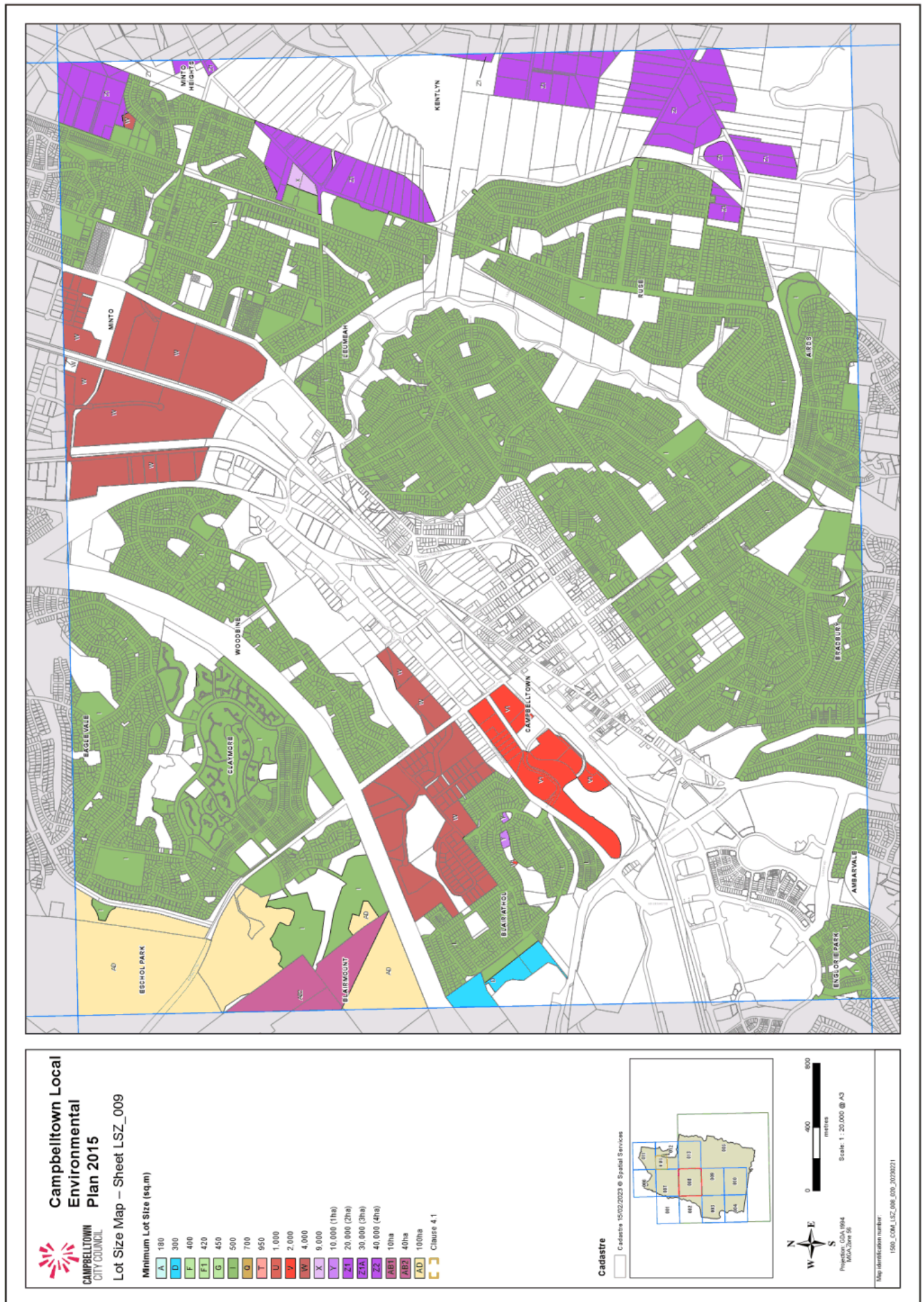
















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17 December 2022

Our ref EXC 227209

Dear

**Campbelltown City Council Advice on Reclassification of Land at Kanbyugal Reserve and 2 Rose St, Campbelltown**

We refer to our meeting on 2 December 2022 in respect of Council's proposed reclassification of community land at Kanbyugal Reserve and subsequent boundary adjustment with the adjoining lot at 2 Rose Street, Campbelltown for the purpose of containing the Campbelltown Animal Care Facility site *wholly* within Council's operational land.

**1. Definitions**

The following terms used in this advice are defined as follows:

**CLEP** means the Campbelltown Local Environmental Plan 2015

**Community Land** means land that is classified as community land under Division 1 of Part 2 of Chapter 6 of the LGA.

**EPAA** means the *Environmental Planning and Assessment Act 1979* (NSW).

**LGA** means the *Local Government Act 1993* (NSW).

**Lot 21** means the whole of the land contained in the Certificate of Title Folio Identifier 21/572308 located at 2 Rose Street, Campbelltown NSW 2560.

**Lot 22** means the whole of the land contained in the Certificate of Title Folio Identifier 22/572308 forming *part* of Kanbyugal Reserve.

**LRS** means NSW Land Registry Services.

**Operational Land** means land that is classified as operational land under Division 1 of Part 2 of Chapter 6 of the LGA.

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Campbelltown City Council Advice on Reclassification of Land at Kanbyugal Reserve and 2 Rose St, Campbelltown

**Proposal** means Council's "*Planning Proposal – September 2022*" provided to our office on 24 November 2022.

**Proposed Boundary Adjustment** means the proposed boundary adjustment between Lot 21 and Lot 22 as set out in Figure 4 in the Proposal.

**Site** means the Campbelltown Animal Care Facility site.

**Transitional Provision 1** means clause 6(2) of Schedule 7 of the LGA.

**Transitional Provision 2** means clause 6(3) of Schedule 7 of the LGA.

## 2. Background

- 2.1 Council is the registered proprietor of Lot 21 and Lot 22.
- 2.2 Lot 21 is zoned "IN2 – Light Industrial and is Operational Land.
- 2.3 The part of Lot 22 relevant to this advice being the area directly adjoining Lot 21 is zoned "RE1 – Public Recreation" and is Community Land.
- 2.4 As the Site is currently located on both Lot 21 and Lot 22, it is exposed to:
  - (a) two different public land classifications; and
  - (b) two different zonings.
- 2.5 Based on the Proposal, Council intends to amend the CLEP to:
  - (a) reclassify the relevant part of Lot 21 being the area directly adjoining Lot 22 the subject of the proposed boundary adjustment from Community Land to Operational Land;
  - (b) alter the zoning of the relevant part of Lot 21 from "RE1 – Public Recreation" to "IN2 – Light Industrial" to be in line with the current zoning of Lot 22; and
  - (c) implement the Proposed Boundary Adjustment.

## 3. Questions

You have asked us to advise on:

- 3.1 The presence of any legal barriers in relation to the Proposed Boundary Adjustment of Kanbyugal Reserve to the north of the Site and Lot 21; and
- 3.2 Any particular process by which Council is to carry out the Proposed Boundary Adjustment.



Campbelltown City Council Advice on Reclassification of Land at Kanbyugal Reserve and 2 Rose St, Campbelltown

#### **4. Status of Lot 21**

- 4.1 We enclose the title search of Lot 21.
- 4.2 Except for all public land that are deemed to be automatically classified as Community Land on the commencement of the LGA being 1 July 1993 pursuant to Transitional Provision 1 (ie. land comprising a public reserve), Council is to classify, by resolution, all public land as either Operational Land or Community Land pursuant to Transition Provision 2 by 30 June 1994.
- 4.3 As Lot 21 was created on the registration of DP572308 on 28 October 1974 prior to the commencement of the GLA being 1 July 1993. We assume Lot 21 was not part of any public reserve, hence, such Lot was classified as Operational Land by resolution pursuant to Transitional Provision 2.
- 4.4 Please let us know if the abovementioned assumption is inaccurate.

#### **5. Status of Lot 22**

- 5.1 We enclose the title search of Lot 22.
- 5.2 Whilst we note Council's understanding that Lot 22 forms part of Kanbyugal Reserve (ie. a public reserve), this has not been officially recorded on the title as the second schedule of the title does not contain the relevant 'KP' notification being "*The land within described is a public reserve*".
- 5.3 We also note DP572308 (copy enclosed) does not bear a statement of intention dedicating Lot 22 as a public reserve.
- 5.4 Has Council ever prepared an appropriate notification in the Government Gazette instead to dedicate Lot 22 as a public reserve?
- 5.5 If Council has prepared an appropriate notification in the Government Gazette to dedicate Lot 22 as a public reserve, Council should have subsequently lodged a Request 11R form with LRS to record such notification in the second schedule of the title. We can assist Council in this regard if Council provides us with a copy of the gazettal notice.
- 5.6 Despite the absence of the relevant notification in the second schedule of the title, Transition Provision 1 provides that land comprising a public reserve that is vested in or under the control of Council as at the commencement of Part 2 of Chapter 6 of the LGA (ie. 1 July 1993) "*is taken to have been classified as*" Community Land".
- 5.7 Please note the term "public reserve" is defined in the LGA to include a "public park". Although the term "public park" is not defined in the LGA, in our view, it certainly extends to an *unrecorded* public park that has been neither:
  - (a) notified in the Government Gazette; nor
  - (b) expressed to be a public reserve whilst bearing a relevant statement of intention in the relevant plan.



Campbelltown City Council Advice on Reclassification of Land at Kanbyugal Reserve and 2 Rose St, Campbelltown

5.8 We assume Lot 22 was a public reserve prior to 1 July 1993. If so, Lot 22 is classified as Community Land pursuant to Transitional Provision 1.

5.9 Please let us know if the abovementioned assumption is inaccurate.

## 6. BP Advice

6.1 In respect of Council's enquiry as to any legal barriers to the Proposed Boundary Adjustment:

- (a) We note that the Proposal is to be referred to the Minister for the Gateway determination under section 3.34 of the EPAA to amend the CLEP.
- (b) Once the CLEP is amended to be in line with the Proposal, the CLEP that reclassifies the relevant part of Lot 22 as Operational Land can make a provision to the effect that, on the commencement of the amended CLEP, the relevant part of Lot 22 ceases to be a public reserve and is discharged from any trusts, estates, interests, dedications, conditions, restrictions and covenants affecting the relevant part of Lot 22, except for:
  - (i) any reservations that except the land out of a Crown grant relating to that land; and
  - (ii) reservations of minerals.
- (c) The Proposed Boundary Adjustment cannot take place until the reclassification of the relevant part of Lot 22 as Operational Land under section 30 of the LGA is completed as Community Land cannot be subdivided.

6.2 In respect of any particular process by which the Proposed Boundary Adjustment is to be carried out:

- (a) Upon the reclassification of the relevant part of Lot 22 as Operational Land, a plan of subdivision (which includes a plan of boundary adjustment) can be prepared and lodged with the LRS.
- (b) When the plan is lodged, a Request 11R form is generally lodged together with evidence indicating that the subject area has been reclassified as Operational Land in accordance with section 30 of the LGA (ie. a copy of the amended CLEP). This Request form is intended to remove any 'KP' notification in the second schedule of title, if any.
- (c) As noted in paragraph 5.2 above, however, Lot 22 does not contain the relevant 'KP' notification being "*The land within described is a public reserve*" as neither the registration of DP572308 nor the publication of any relevant gazettal notice resulted in Lot 22 becoming a public reserve.
- (d) Instead, Lot 22 is taken to have been classified as Community Land by virtue of Transitional Provision 1 and is used as a public park which constitutes a category of public reserve within the meaning of the LGA.
- (e) Hence, it is not clear at this stage whether such Request 11R form will be required by the LRS.



Campbelltown City Council Advice on Reclassification of Land at Kanbyugal Reserve and 2 Rose St, Campbelltown

- (f) We have sought clarification from the LRS in this regard and have been advised by the LRS that it will only examine the plan of subdivision as if both Lot 21 and Lot 22 were Operational Land from the inception and will disregard any amendment to the CLEP as, based on the LRS record, Lot 22 has never been recorded as a public reserve (ie. community land).
- (g) Despite the above, we strongly recommend that Council approaches the Proposed Boundary Adjustment in accordance with its statutory obligations under the LGA and section 30 of the LGA requires the CLEP be amended to that effect first prior to the Proposed Boundary Adjustment is to proceed.
- (h) Hence, we recommend the Proposed Boundary Adjustment to proceed by way of a plan of subdivision (which includes a plan of boundary adjustment) only upon the completion of the relevant amendment to the CLEP (notwithstanding the advice from the LRS referred to in paragraph 6.2(f) above).

## 7. Next Steps

- 7.1 We note that the approximate timeline for the Minister's determination as to the Proposal is January 2023 and the amendment to the CLEP is expected to be completed in August 2023.
- 7.2 Upon completion of the amendment to the CLEP to reclassify the relevant part of Lot 22 as Operational Land, Council's surveyor can lodge a plan of subdivision of Lot 21 (which is already Operational Land) and Lot 22 to realign the boundary between the two lots.
- 7.3 We can review the plan of subdivision and the amended CLEP in due course once such are provided by Council to confirm the reclassification of the relevant part of Lot 22 as Operational Land. If the LRS changes its stance and requires a Request 11R form to be lodged with the plan of subdivision, we can prepare such dealing and lodge with the LRS.
- 7.4 Please contact our office if you have any questions or would like to discuss further.

Yours faithfully  
**Bartier Perry**



## 5. REPORTS FROM OFFICERS CONSIDERED IN CLOSED SESSION

### 5.1 Planning Proposal - Reclassification of Land - Campbelltown

#### Executive Summary

- All Council land is categorised as either community land or operational land under the *Local Government Act, 1993* (LG Act). The subject land, which includes the Campbelltown Animal Care Facility (ACF) and Kanbyugal Reserve is partly operational land and partly community land.
- The Planning Proposal (PP) seeks to reclassify a portion of land currently classified as Community land under the LG Act, to operational land.
- The PP also seeks to rezone the portion of land that is or will be Operational land from RE1 – Public Recreation to IN2 – Light Industrial under the Campbelltown Local Environmental Plan (CLEP) 2015.
- The ACF is currently situated on both Community and Operational land.
- Dual classification of land is not considered to be an orderly or efficient use of land, and unreasonably constrains the use of the land. Those parts of the Animal Care Facility located on community land are inconsistent with the plan of management for the land.
- Reclassifying a portion of the site to Operational land will increase the land's operational flexibility. Rezoning the reclassified section to the IN2 – Light Industrial Zone will align with the existing IN2 zone for the Animal Care Facility.
- The process for changing the classification of land is through an amendment to the Campbelltown Local Environmental Plan 2015 (CLEP 2015). The process to rezone the reclassified portion of the site is also through a PP.
  - A PP has been prepared and is at attachment 1 to this report.
  - Advice on the PP is sought from the Panel.

#### Panel Consideration and Advice

The Panel notes the report and proposed reclassification of land at Campbelltown from community to operational land. The Panel is aware of the ongoing operation and purpose of the Campbelltown Animal Care Facility as a facility to house animals.

To ensure the public have an appropriate level of scrutiny in regards to this decision, a public hearing with an independent chairperson should be held in regards to this planning proposal, post gateway determination and public exhibition. The Panel considers the draft planning proposal to have strategic and site specific merit and is appropriate. However, the Panel advises that Council should seek:

- independent legal advice before Council decides whether to forward the Planning Proposal to the Department for Gateway approval regarding the permissibility of the boundary realignment between Kanbyugal Reserve and property No. 2 Rose Street, Campbelltown and any legal constraints that may prevent this change.
- To ensure that any amendment to the Campbelltown Local Environmental Plan 2015 results in the existing and proposed land use being permissible on the land;



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Local Planning Panel Meeting28/09/2022

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The Panel is of the view that the reclassification of land would simplify the land classification of the site and would remove constraints from having a dual classification across the site. The fragmented structure presently is not considered to be an efficient or orderly use of the land. The Panel considers that the reclassification will be of benefit to the ongoing management and use of the site as a housing facility for animals.

To ensure the public have an appropriate level of scrutiny in regards to this decision, a public hearing with an independent chairperson must be held in regards to this planning proposal, post gateway determination and public exhibition.

**Voting**4/0

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The next meeting of the Local Planning Panel is scheduled for 26 October 2022.

**Chairperson**

Meeting Concluded: 3.09pm



### **8.3 Re-establishment of North Area Alcohol Free Zones and the establishment of an Alcohol Prohibited Area**

#### **Reporting Officer**

Director Planning and Environment  
City Planning and Environment

#### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
1 Community and Belonging	1.2.3 Promote and support a safe community

#### **Delivery Program**

<b>Principal Activity</b>
1.2.2.1 Deliver and promote services and programs that keep our community safe and healthy.

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

1. That Council re-establish the North Area Alcohol-Free Zones over the streets, footpaths and car park areas detailed in Recommendation 1 in the report.
2. That the Alcohol-Free Zones referred to in Recommendation 1 commence on 25 December 2023 and that a public notice advising of the Council's decision be placed on the Council's website at least seven days in advance of re-establishing the zones.
3. That Alcohol-Free Zones referred to in Recommendation 1 be sign-posted in accordance with the Council's standard Alcohol-Free Zones sign template including a contact phone number of the Police Local Area Command.
4. That the Alcohol-Free Zones referred to in Recommendation 1 be reviewed prior to the expiration of the re-establishment period, being 24 December 2027.
5. That Council establish an Alcohol Prohibited Area in Macquarie Fields Park, Macquarie Fields as moved in Council NOM 201/2023 dated 8 August 2023.
6. That subject to Recommendation 5, a Notice be placed on Council's website for 14 days inviting submissions from any person or groups on the establishment of the Alcohol Prohibition Area, with any objection reported back to the Council.
7. That should no written objection to the establishment of the Alcohol Prohibited Area be received during the exhibition period, a public notice is to be placed on the Council's website at least 7 days prior to the activation of the Alcohol Prohibited Area.
8. That subject to Recommendation 5, signage be installed at multiple locations across Macquarie Fields Park, in accordance with Section 632 of the *Local Government Act*.



## Purpose

To submit to Council for endorsement a proposal to re-establish the North Area Alcohol Free Zones (AFZs) for Claymore, Glenfield, Ingleburn, Macquarie Fields, Minto, Minto Zone 2, Raby, Raby Zone 2, St Andrews.

This report also seeks approval for the establishment of an Alcohol Prohibited Area in Macquarie Fields Park, Macquarie Fields.

## History

Council at its meeting held 11 July 2023 considered a report – Item 8.4 Re-establishment of North Area Alcohol Free Zones – which recommended re-establishment of Campbelltown's North Area Alcohol-Free Zones and resolved:

1. That a notice be placed on Council's website for 14 days inviting submissions from any person or groups in response to Council's intention to re-establish Alcohol Free Zones over the public roads and carparks detailed in the attachments to this report for the proposed Alcohol Free Zones of:
  - a) Claymore
  - b) Glenfield
  - c) Ingleburn
  - d) Macquarie Fields
  - e) Minto
  - f) Minto Zone 2
  - g) Raby
  - h) St Andrews
2. That any objections received during the exhibition period be reported to Council.
3. That should no objections be received during the exhibition period, advice be given that Council intends to re-establish Alcohol Free Zones over the areas specified in Recommendation 1 above to:
  - a) The Anti-Discrimination Board
  - b) The Officer in charge of the Police Station nearest the zones
  - c) The liquor licensees and secretaries of registered clubs whose premises border on or adjoin or are adjacent to the proposed zones
  - d) Any known group that might be affected by the creation of the proposed zones.
4. That a further report be provided to Council on the re-establishment of the Alcohol Free Zones specified in Recommendation 1 at the completion of the period for comment by the organisations/groups listed in Recommendation 3.

In accordance with the Council's resolution, a notice was placed on the Council's website advising of the Council's intention to re-establish the AFZs and inviting comments from the public.



At its subsequent ordinary meeting held on 8 August 2023, a Notice of Motion was put forward by Councillor Chowdhury requesting the Council investigate the extension of the AFZs to encompass Macquarie Fields Park, Third Avenue, Macquarie Fields.

The motion was carried.

## Report

Alcohol free zones may be used by councils to prohibit alcohol consumption in public places to reduce anti-social behaviour and crime. Alcohol free zones apply to road-related public areas (eg. public road, footpath or carpark), but do not operate over non-road related areas.

Where a council wishes to prohibit alcohol consumption in a public place other than a road-related public area, the Council can introduce an alcohol prohibited area (APA) over a non-road related public area (eg, a public park).

These measures can help councils to keep public spaces and streets safe and enjoyable for residents and visitors while not discriminating against particular community groups.

AFZs and APAs should be used where there is demonstrable community need, deal with short-term issues and regularly reviewed to see if they are still needed.

Used in isolation, AFZs and APAs may simply move a problem from one place to another. They are likely to be more effective when they form part of a broader strategy including things like education, community programs and public place design.

All existing AFZs must be formally re-established by the Council on a regular basis and clearly signposted in the required manner.

Council's non-road related public reserves can be signposted as Alcohol Prohibited Areas under S.632 *Local Government Act* which will allow for NSW Police to exercise their powers in relation to anti-social behaviour, similar to areas that area identified as AFZs.

Separate to the feedback sought on the re-establishment of the North Area AFZs, council staff have also sought feedback from the NSW Police and Anti-discrimination NSW on the proposed establishment of an APA in Macquarie Fields Park, Macquarie Fields, in line with the intent of the Notice of Motion endorsed by the Council at its ordinary meeting of 8 August 2023, to prohibit alcohol being consumed in that park.

In accordance with the Ministerial Guidelines and Council's previous resolution to re-establish the North Area AFZs, the Council wrote to the following organisations seeking written comment on the proposal:

- The Anti-Discrimination Board
- The Officer in charge of the Campbelltown City Police Area Command
- Liquor licensees and registered clubs whose premises are adjacent to any of the affected zones.
- Any known group that might be affected by the re-establishment of the Alcohol-Free Zones.



The Council received replies from both the Campbelltown City Police Area Command (attachment 10) and Anti-Discrimination NSW (attachment 11) supporting the Council's intention to re-establish the North Area AFZs. Both entities have also separately confirmed their support/non-objection to the establishment of an APA in Macquarie Fields Park.

Advice provided by Campbelltown City Police Area Command indicates that the current AFZs are being enforced on a regular basis and re-establishing these AFZs will assist police in reducing alcohol-related crime.

It is important to note that the North Area AFZs are due to expire on 24 December 2023, and in the interest of continuing to promote the safe use of road related areas and the reduction of alcohol-related incidents, it is recommended that the North Area AFZs outlined in attachments 1-9 of the report, be re-established with a review date of 24 December 2027.

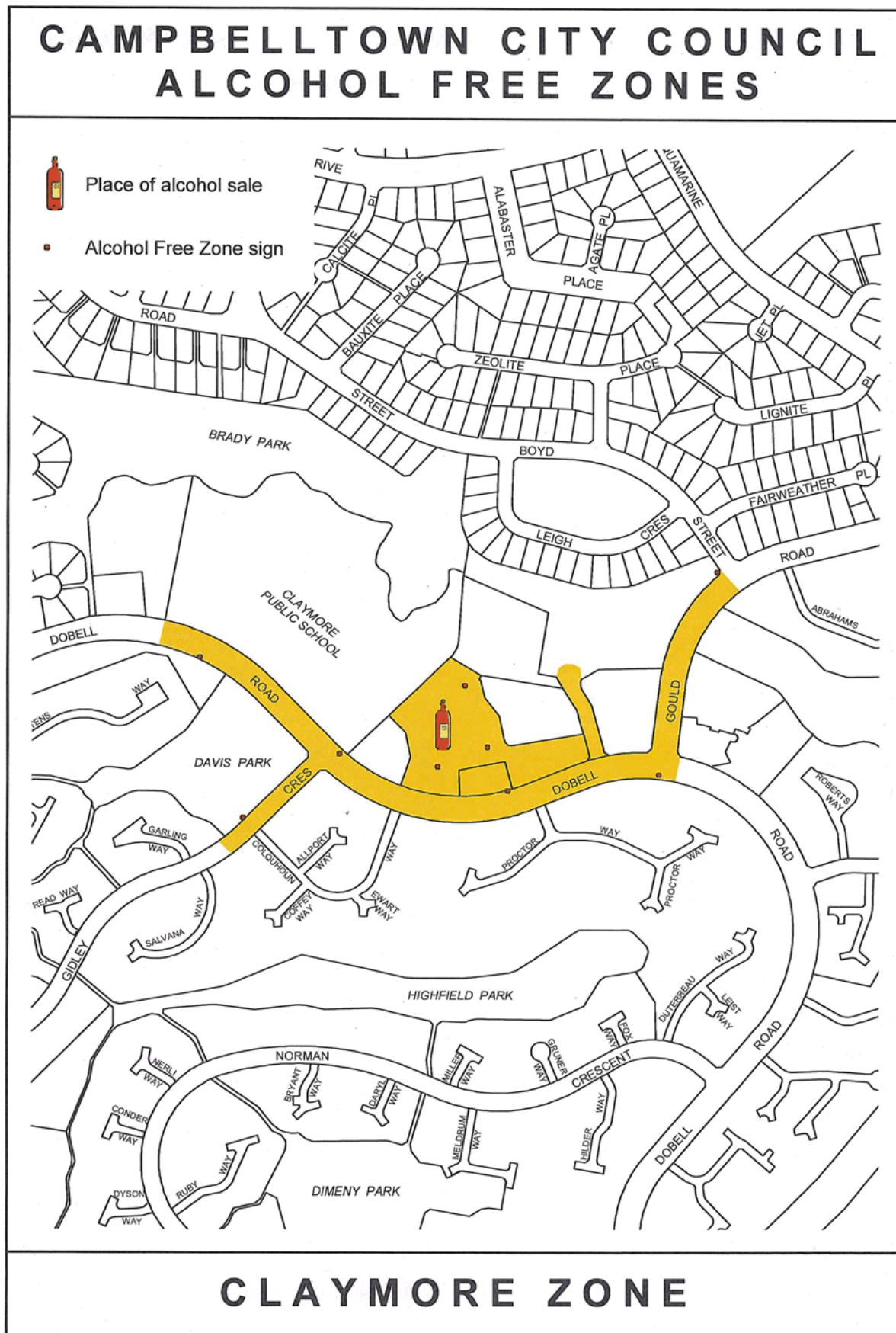
Although we have received letters of support/no objection to the establishment of an APA at Macquarie Fields Park from both NSW Police and Anti-Discrimination NSW, the community is yet to be formally notified of the Council's intentions to establish an APA.

It is therefore recommended that the Council place a notice on its website notifying the community of its intent to establish an Alcohol Prohibited Area at Macquarie Fields Park, Macquarie Fields.

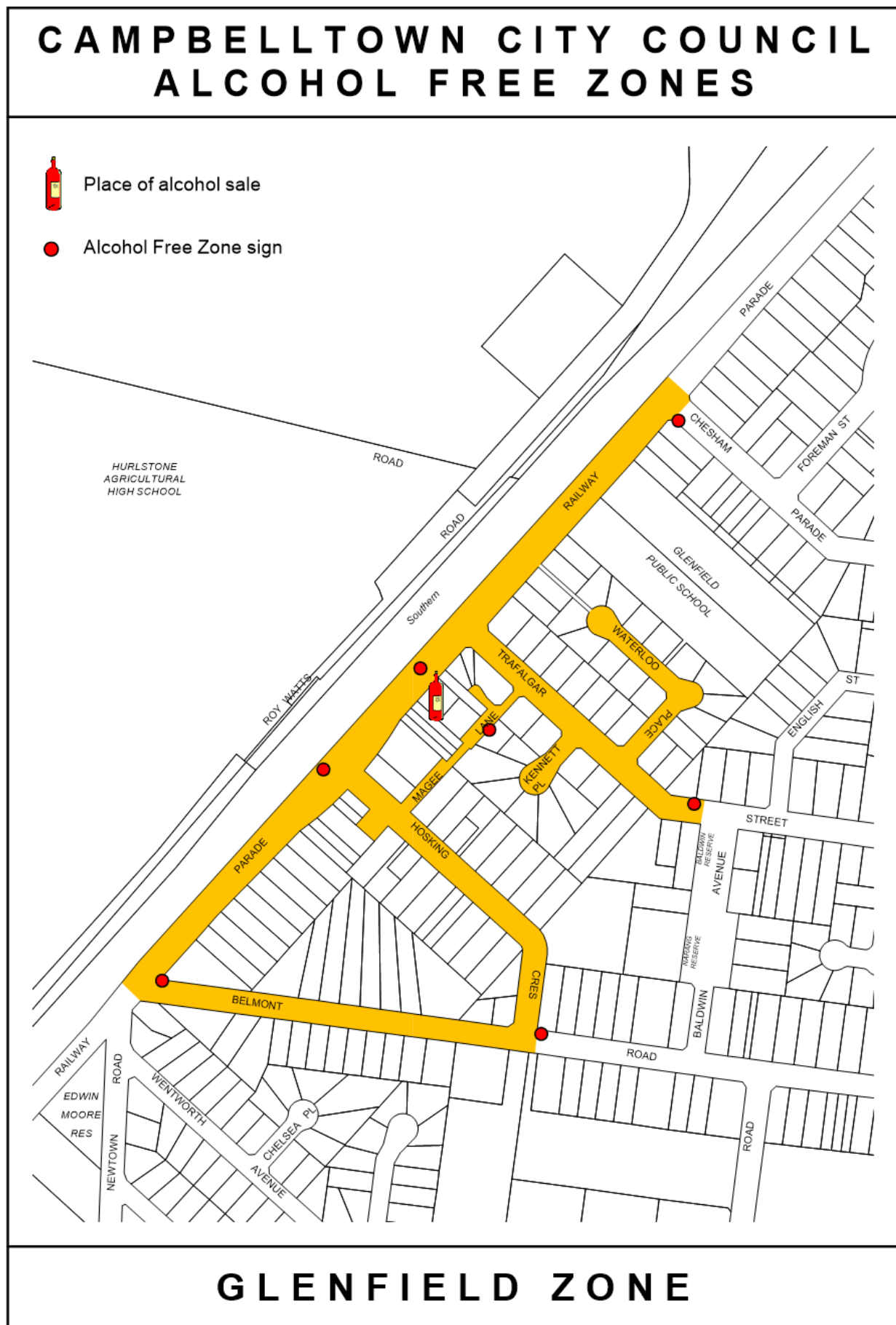
## **Attachments**

- 8.3.1 Claymore Alcohol Free Zone Map (contained within this report)
- 8.3.2 Glenfield Alcohol Free Zone Map (contained within this report)
- 8.3.3 Ingleburn Alcohol Free Zone Map (contained within this report)
- 8.3.4 Macquarie Fields Alcohol Free Zone Maps (contained within this report)
- 8.3.5 Minto 2 Alcohol Free Zone Map (contained within this report)
- 8.3.6 Minto Alcohol Free Zone Map (contained within this report)
- 8.3.7 Raby 2 Alcohol Free Zone Map (contained within this report)
- 8.3.8 Raby Alcohol Free Zone Map (contained within this report)
- 8.3.9 St Andrews Alcohol Free Zone Map (contained within this report)
- 8.3.10 Submission from Campbelltown City Police Area Command (contained within this report)
- 8.3.11 Submission from Anti-Discrimination NSW (contained within this report)








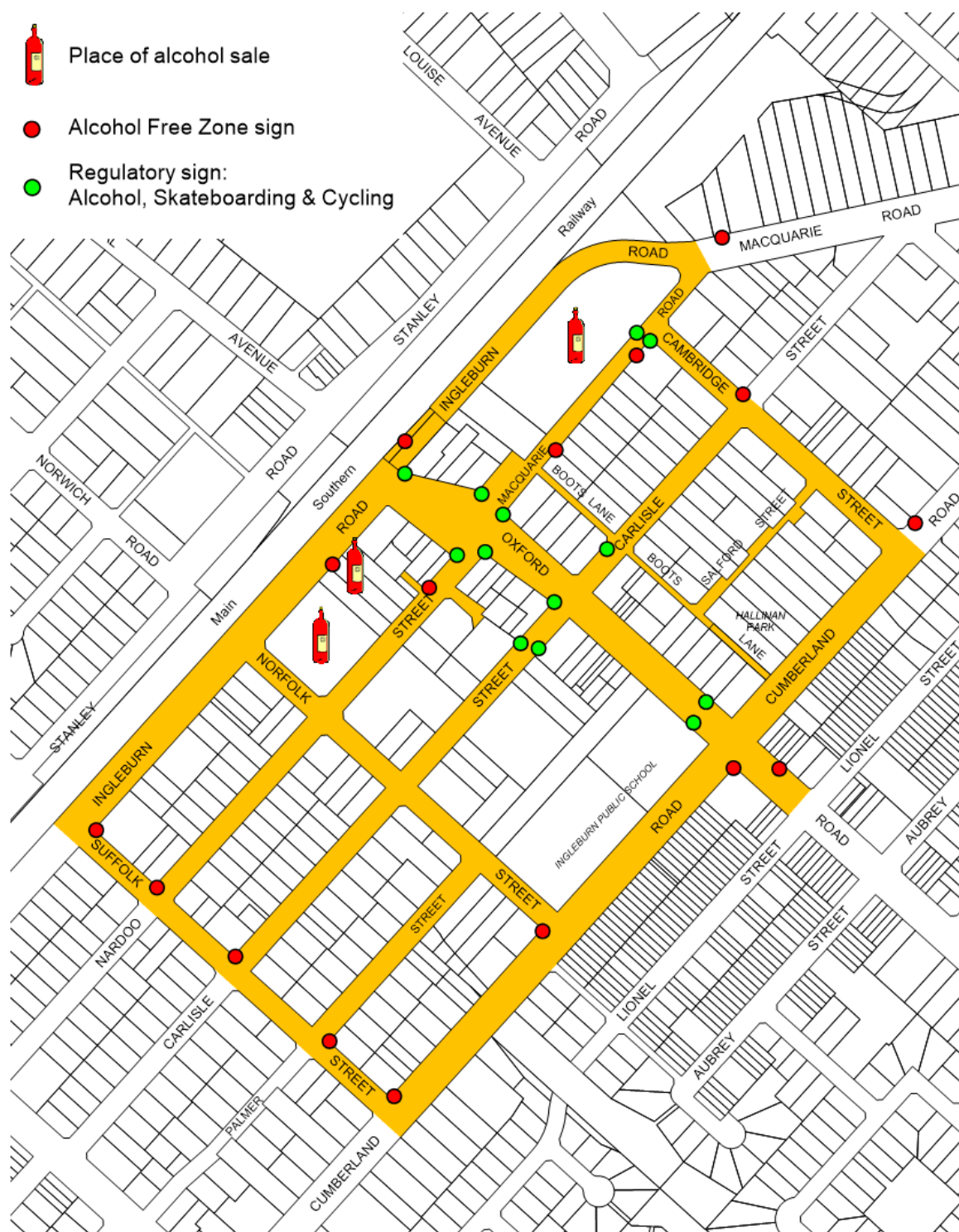






# CAMPBELLTOWN CITY COUNCIL ALCOHOL FREE ZONES

-  Place of alcohol sale
-  Alcohol Free Zone sign
-  Regulatory sign:  
Alcohol, Skateboarding & Cycling



## INGLEBURN ZONE



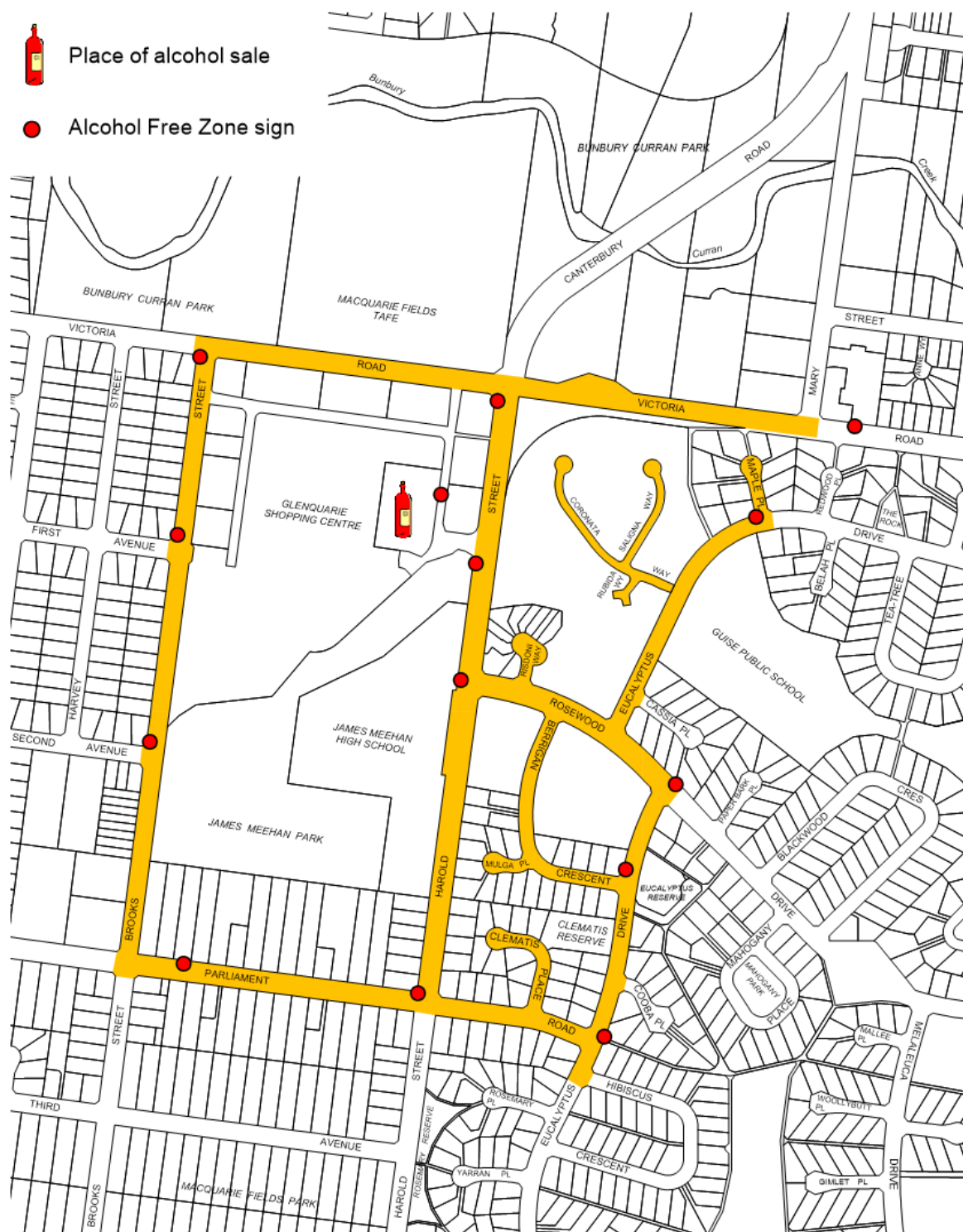
# CAMPBELLTOWN CITY COUNCIL ALCOHOL FREE ZONES



Place of alcohol sale



Alcohol Free Zone sign



## MACQUARIE FIELDS ZONE



[illegible]



# CAMPBELLTOWN CITY COUNCIL ALCOHOL FREE ZONES



Place of alcohol sale

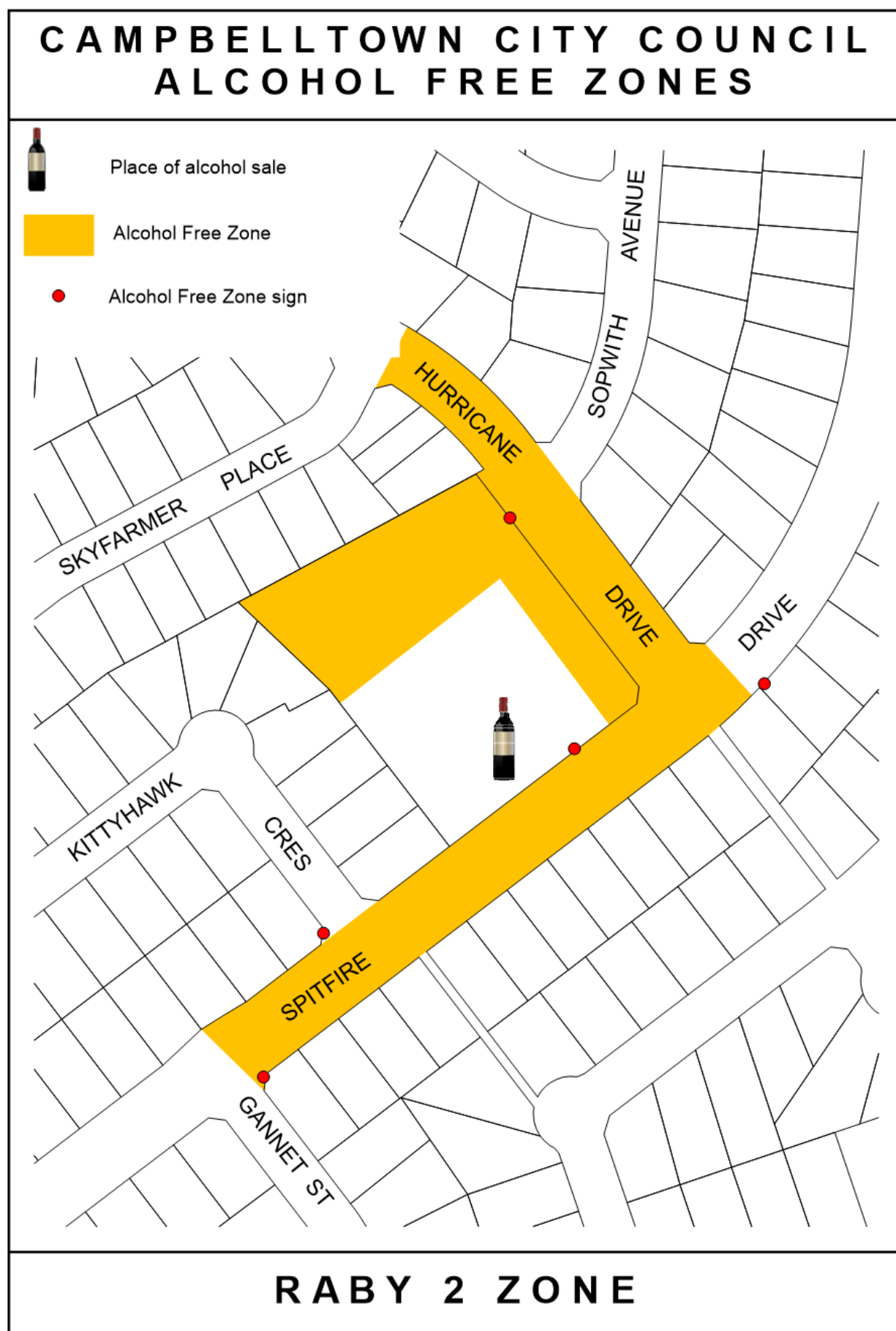


Alcohol Free Zone sign



## MINTO ZONE







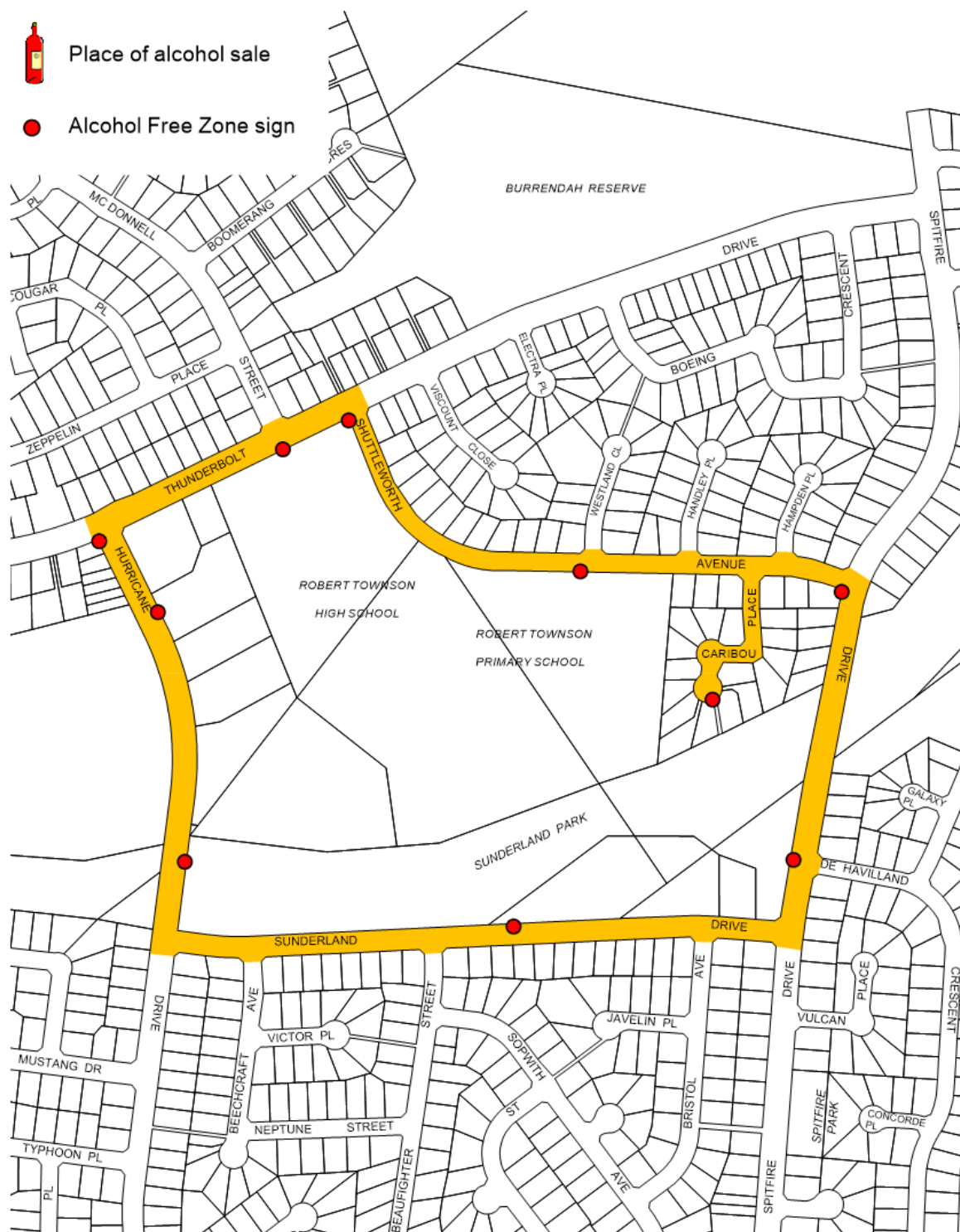
# CAMPBELLTOWN CITY COUNCIL ALCOHOL FREE ZONES



Place of alcohol sale

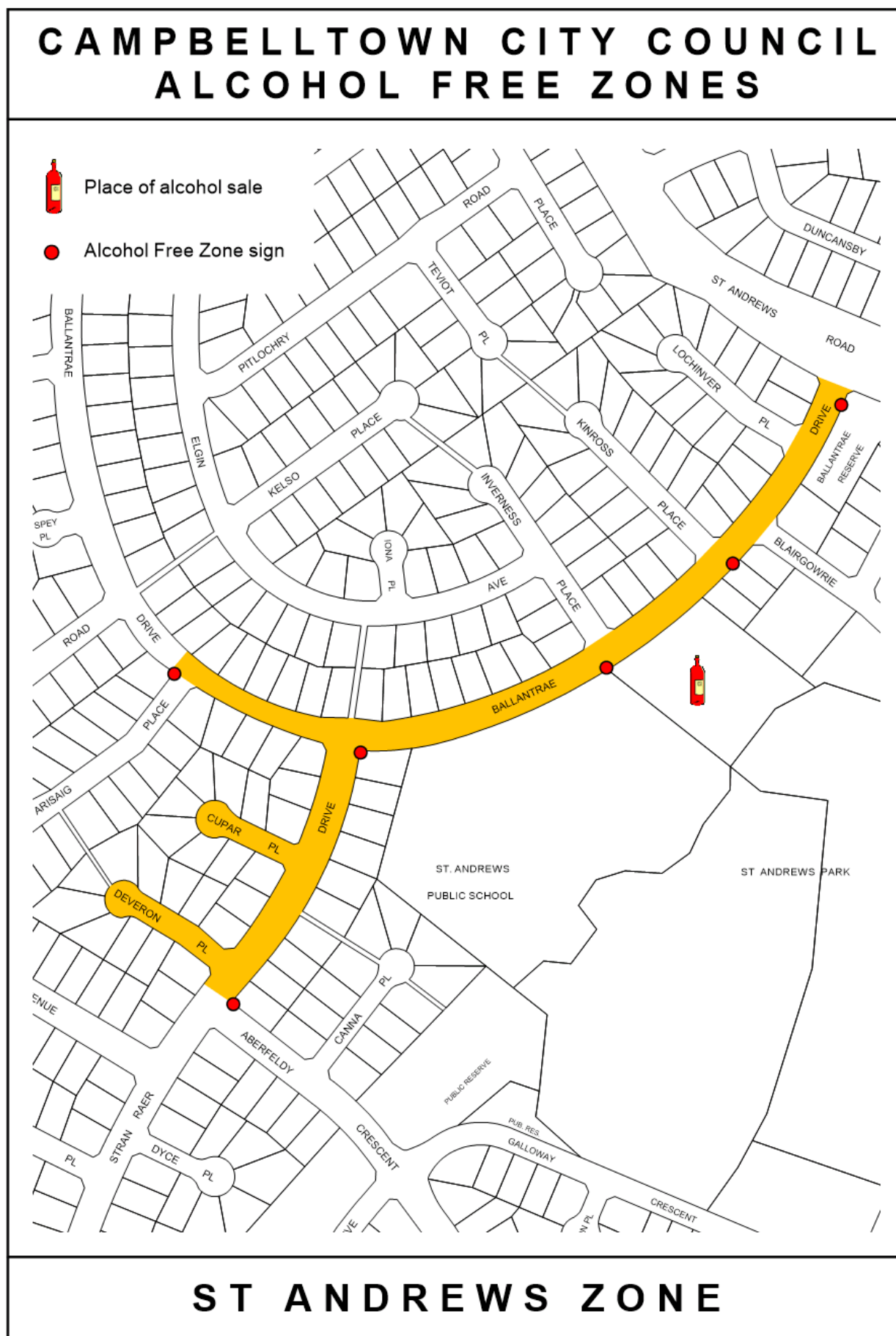


Alcohol Free Zone sign



## RABY ZONE







## For Official Use Only



Campbelltown City Council  
 Manager City Standards and Compliance  
 Civic Centre, Queen Street  
 Campbelltown NSW 2560

### Re-establishment of North Area Alcohol Free Zones, Campbelltown LGA.

Dear Mr Leon Marskell,

Thank you for inviting Campbelltown Police to comment on the re-establishment of the northern Alcohol Free Zone (AFZ) areas; namely within Claymore, Glenfield, Ingleburn, Macquarie Fields, Minto, Minto Zone 2, Raby, Raby Zone 2 and St Andrews.

A review of these areas was conducted. Based on the information available, the current AFZ areas continue to be strategically zoned in area's, around licensed venues and schools, in which alcohol is consumed.

In every circumstance when enforcing AFZ areas, police have discretion to use the powers given to Police under Section 642 Local Government Act 1993, that enables police to seize and dispose liquor from any person about to drink, who is drinking or who recently been drinking.

Police find this power very useful to disperse unwanted groups of people who are intoxicated and who choose to congregate in public streets or car parks, causing fear amongst the community.

A download of statistics for Alcohol Related incidents from September 2020 to August 2023, showed 874 incidents of street offences; consume liquor in alcohol free zones, incidents of violence, mental health incidents and alcohol related offensive behaviour incidents.

The statistics showed that the current zones are being enforced on a regular basis; hence the need to re-establish the zones, to assist police in the continuation of reducing alcohol related crime.

Furthermore, 10% of incidents were reported as their last of place of consumption, being a public place.  
*(Alcohol Related Crime Information Exchange September 2020 – August 2023)*

### CAMPBELLTOWN CITY POLICE AREA COMMAND – LICENSING UNIT

65 Queen Street, Campbelltown NSW 2560

T 02 4620 1172 F 02 4620 1221 W [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

TTY 02 9211 3776 for the hearing and speech impaired ABN 43 408 613 180

**TRIPLE ZERO (000)**

Emergency only

**POLICE ASSISTANCE LINE (131 444)**

For non emergencies

**CRIME STOPPERS (1800 333 000)**

Report crime anonymously



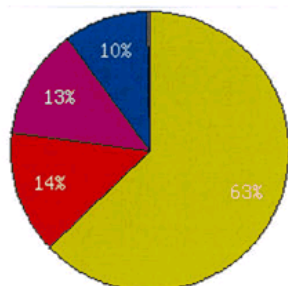
For Official Use Only



NSW Police Force

### Last Place of Alcohol Consumption Report

LAC: CAMPBELLTOWN CITY PAC (Sep 2020 to Aug 2023)



■ LICENSED PREMISES  
 ■ HOME/PRIVATE RESIDENCE  
 ■ PUBLIC PLACE  
 ■ OTHER  
 ■ NOT KNOWN

Month	Licensed Premises	Home/Private Residence	Public Place	Other	Not Known
Aug 2023	30	127	25	0	37
Jul 2023	34	124	7	0	30
Jun 2023	65	191	10	10	37
May 2023	41	136	22	5	34
Apr 2023	37	168	21	0	38
Mar 2023	44	141	20	0	43
Feb 2023	25	175	23	0	32
Jan 2023	34	231	19	0	40
Dec 2022	24	272	36	1	60
Nov 2022	27	121	41	0	50
Oct 2022	83	176	31	4	50
Sep 2022	38	184	20	0	47
Aug 2022	58	165	55	1	46
Jul 2022	53	152	24	0	28
Jun 2022	33	160	18	0	53
May 2022	71	134	14	0	33
Apr 2022	54	215	12	0	23
Mar 2022	44	190	37	0	48
Feb 2022	64	176	29	2	36
Jan 2022	23	223	41	0	40
Dec 2021	47	211	40	0	55
Nov 2021	37	174	11	2	51
Oct 2021	30	192	47	0	49
Sep 2021	0	151	30	0	31
Aug 2021	0	137	21	0	14
Jul 2021	0	209	44	0	38
Jun 2021	23	145	25	0	31
May 2021	21	195	35	0	53
Apr 2021	43	172	17	1	29
Mar 2021	45	208	31	0	17
Feb 2021	26	161	22	1	58
Jan 2021	17	271	46	7	44
TOTAL	1171	5687	874	34	1275

Related Reports:

Last Place of Alcohol Consumption [Intoxication Level by LPC](#)

Data up to 24/09/2023 23:59

Police respectfully request Council, that should the AFZ be re-established, that the dates on the existing notices be updated and for the Campbelltown City Council to consider stencilling footpaths. This strategy was implemented in 2014, in only some areas of the South Zone.

By placing stencils strategically along footpaths around the CBD areas, hotels, schools and footpaths around parks, assists in educating those who insist on drinking in designated areas. The stencil appeared similar to the diagram shown below.

#### CAMPBELLTOWN CITY POLICE AREA COMMAND – LICENSING UNIT

65 Queen Street, Campbelltown NSW 2560

T 02 4620 1172 F 02 4620 1221 W [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

TTY 02 9211 3776 for the hearing and speech impaired ABN 43 408 613 180

**TRIPLE ZERO (000)**

Emergency only

**POLICE ASSISTANCE LINE (131 444)**

For non emergencies

**CRIME STOPPERS (1800 333 000)**

Report crime anonymously



For Official Use Only



**NSW Police Force**



*Sample of stencils  
already in use.*



Although Campbelltown City Police Area Command has experienced an overall reduction in alcohol related crime, the re-establishment of AFZ's would contribute to maintaining and minimising the harm associated with the consumption of liquor, in public places.

Should you have any further questions in respect to this recommendation, please contact me on 02 4620 1172 or email [ray1car@police.nsw.gov.au](mailto:ray1car@police.nsw.gov.au)



Sergeant Carol Ray  
Licensing Supervisor  
Campbelltown City Police Area Command  
26 September 2023

**CAMPBELLTOWN CITY POLICE AREA COMMAND – LICENSING UNIT**

65 Queen Street, Campbelltown NSW 2560

**T** 02 4620 1172 **F** 02 4620 1221 **W** [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

**TTY** 02 9211 3776 for the hearing and speech impaired **ABN** 43 408 613 180

**TRIPLE ZERO (000)**

Emergency only

**POLICE ASSISTANCE LINE (131 444)**

For non emergencies

**CRIME STOPPERS (1800 333 000)**

Report crime anonymously





Leon Marskell  
Manager City Standards and Compliance  
Campbelltown City Council  
91 Queen Street, Campbelltown  
PO Box 57, Campbelltown NSW 2560

Dear Leon,

**Re-establishment of Alcohol-Free Zones – Campbelltown City Council**

I refer to your letter to Anti-Discrimination New South Wales (ADNSW) received on 11 August 2023 regarding the proposed re-establishment of Alcohol-Free Zones of the North Area Zones of Claymore, Glenfield, Ingleburn, Macquarie Fields, Minto, Minto Zone 2, Raby, and St Andrews.

Providing that you have consulted Local Police and Service Providers, and that you have published the proposed zones in local media, on the Council's website and have written to relevant interested parties as required by the Ministerial Guidelines on the Establishment of Alcohol-Free Zones (the Guidelines).

If the Council follows the Guidelines in all respects, particularly in relations to consultation with local Aboriginal or ethnic groups, the Anti-Discrimination New South Wales has no objection to the proposal to re-establish Alcohol-Free Zones for the North Area Zones of Claymore, Glenfield, Ingleburn, Macquarie Fields, Minto, Minto Zone 2, Raby, and St Andrews.

Yours sincerely,



Bernice Kamikazi  
Assistant Policy Officer, Governance and Advice  
Date: 7 September 2023

adbcontact@justice.nsw.gov.au | Locked Bag 5000, Parramatta NSW 2124  
Phone: 02 9268 5555 | Free call: 1800 670 812  
[antidiscrimination.nsw.gov.au](http://antidiscrimination.nsw.gov.au)



## 8.4 Significant Development Applications

### Reporting Officer

Director Planning and Environment  
City Planning and Environment

### Community Strategic Plan

Objective	Strategy
2 Places For People	2.3.1 Ensure all people in Campbelltown have access to safe, secure, and affordable housing

### Delivery Program

Principal Activity
2.3.1.2 Lead and build partnerships to achieve diverse and affordable housing options

### Officer's Recommendation

That the information be noted.

### Report

Development applications received by the Council, are required to be determined by the appropriate authority in accordance with the relevant provisions of the *Environmental Planning and Assessment Act 1979*.

Determining authorities include but are not limited to the Campbelltown Local Planning Panel, the Sydney Western City Planning Panel, or the General Manager under delegation.

This report provides information detailing all development applications considered under the authority of entities such as the Local Planning Panel, the Sydney Western City Planning Panel, and any other non-council government authorities, as well as more significant development applications approved by the General Manager under delegation.

The table attached to this report provides a summary of those development applications that meet the above criteria.



## Attachments

DAs where the authority is the Sydney Western City Planning Panel					
DA No. & Link	Address	Description	Value	Authority Criteria	Status
<a href="#">535/2021/DA-SW</a>	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	Assessment in progress
<a href="#">4606/2022/DA-C</a>	381 St Andrews Road, Varroville	Construction of further stages of education establishment and associated site works	\$16,501,917	>\$5 million capital investment value private infrastructure	Waiting on information from applicant
<a href="#">4836/2022/DA-C</a>	57 Junction Road, Leumeah	Construction of a child care and respite centre	\$5,366,572	>\$5 million capital investment value private infrastructure	Waiting on information from applicant
<a href="#">39/2023/DA-C</a>	Willowdale Drive, Denham Court	Construction of a child care centre and subdivision into 3 lots	\$6,182,012	>\$5 million capital investment value private infrastructure	Waiting on information from applicant

DAs where the authority is the Department of Planning					
DA No. & Link	Address	Description	Value	Authority Criteria	Status
Nil	Nil	Nil	Nil	Nil	Nil



<b>DAs where the authority is Campbelltown Local Planning Panel</b>					
<b>DA No. &amp; Link</b>	<b>Address</b>	<b>Description</b>	<b>Value</b>	<b>Authority Criteria</b>	<b>Status</b>
<a href="#">2675/2008/DA-S</a>	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="#">3400/2022/DA-RA</a>	26 – 32 Iolanthe Street, Campbelltown	Demolition of existing dwellings and construction of a residential apartment building containing 75 units and associated site and landscaping works	\$23,770,670	SEPP 65 building, variation to development standard greater than 10%	Waiting on information from applicant
<a href="#">151/2023/DA-RA</a>	6-8 Palmer Street, Ingleburn	Construction of a residential apartment building containing 30 units	\$6,574,000	Variation to development standard greater than 10%	Assessment in progress
<a href="#">784/2022/DA-BH</a>	109 Oxford Road, Ingleburn	Demolition of existing structures and construction of a three storey boarding house with basement parking	\$ 2,587,013	Variation to development standard greater than 10%	Approved with conditions
<a href="#">3858/2022/DA-C</a>	22 – 32 Queen Street, Campbelltown	Review Application – Construction of a community building and open space area for mixed use residential/ commercial development	\$ 2,276,785	Variation to development standard greater than 10%	Approved with conditions

<b>Significant DAs approved under delegation by the General Manager since last Council meeting (value exceeding \$3 million)</b>					
<b>DA No. &amp; Link</b>	<b>Address</b>	<b>Description</b>	<b>Value</b>	<b>Authority Criteria</b>	<b>Status</b>
Nil	Nil	Nil	Nil	Nil	Nil



## **8.5 Response to Notice of Proposed Development Control Order - 32 Queen Street, Campbelltown**

### **Reporting Officer**

Executive Manager Urban Centres  
City Planning and Environment

### **Community Strategic Plan**

<b>Objective</b>	<b>Strategy</b>
1 Community and Belonging	1.2.3 Promote and support a safe community

### **Delivery Program**

<b>Principal Activity</b>
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

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### **Officer's Recommendation**

1. That Council continue to enforce Development Control Order No 5 to repair and secure the building at 32 Queen Street, Campbelltown to prevent entry of unauthorised persons into the premises.
2. That Council issue Development Control Order No 3, requiring commencement of demolition works at 32 Queen Street, Campbelltown by 31 March, 2024, and completion of all demolition works by 12 September 2024.

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### **Purpose**

The purpose of this report is to update Council with the current status of regulatory enforcement action for premises at 32 Queen Street, Campbelltown and to provide an opportunity for Council to consider representations from ALAND (Developer) dated 23 November 2023, in response to the Notice of Proposed Development Control Order issued by Council (attachment 1).

### **History**

The premises known as 32 Queen Street; Campbelltown is the site of a disused former shopping centre.

Council issued Development Control Order No 5 to repair and secure the building to prevent entry of unauthorised persons into the premises on 30 May 2022.



FRNSW responded to a structure fire in November 2022, and a joint building inspection by FRNSW, NSW Police and Campbelltown City Council officers was subsequently conducted on 28 June 2023.

The findings of the joint inspection were documented by FRNSW in a building inspection report and tabled at the ordinary meeting of Council on 8 August 2023 and then considered at the ordinary meeting of Council on 12 September 2023.

The building inspection report found the premises to be in a state of disrepair, with inadequate provision for fire safety and recommended Council issue orders requiring the landowners to either reinstate and maintain essential fire safety measures or require the building to be demolished.

In accordance with Council's resolution, a Notice of Proposed Development Control order under the *Environmental Planning and Assessment Act 1979* was issued on 25 October 2023 requiring commencement of demolition works no later than 12 December 2023, and completion of all demolition works no later than 12 September 2024.

In response to the Notice of Proposed Development Control Order ALAND (Developer) made representations requesting amendments to the Order by changing the date by which demolition must be commenced to Q1 of 2024. Aland did not request any alteration to the date by which demolition must be completed (12 September 2024).

## Report

At its meeting on 12 September 2023 Council resolved as follows:

1. That Council continue to enforce Development Control Order No 5 to repair and secure the building to prevent entry of unauthorised persons into premises at 32 Queen Street, Campbelltown.
2. That Council issue Development Control Order No 3, requiring commencement of demolition works no later than 12 December 2023, and to complete all demolition works no later than 12 September 2024, on premises at 32 Queen Street, Campbelltown.

In accordance with Council's resolution, a Notice of Proposed Development Control Order was prepared and sent to the owners of 32 Queen St, Campbelltown. The Proposed Development Control Order required that demolition of the buildings on the site commence no later than 12 December 2023 and that all demolition works be completed no later than 12 September 2024.

In response ALAND (the Developer) have made representations by letter requesting that the Order be issued with a later date for the commencement of demolition. They have not requested any change to the date by which all demolition works must be completed. Their representations are at attachment 1.

The reasons noted in ALAND's letter dated 23 November 2023 are matters in relation to procurement of a demolition contractor, financing, end of year shutdown, construction certificate documentation, and site search and relocation of possible occupants.

It is noted that obtaining construction certificate documentation does not prevent the commencement of demolition of the building. Further it is considered that a site search and



relocation of potential occupants could occur at any time. ALAND has advised that there are regular security patrols of the premises.

Other issues related to procurement of a suitable contractor and financial arrangements can prevent commencement and are considered reasonable reasons to adjust the timing of the required commencement of demolition particularly when no request has been made for an alteration to the timing of the completion of the works. This later demolition commencement date has the added benefit of potentially shortening the period over which demolition works will occur thereby reducing the period during which the community will experience the impacts from demolition.

Council officers will continue to monitor the site and enforce the Development Control Order No 5 to prevent unauthorised entry of persons into the premises.

Council officers will also enforce Development Control Order No 3 for the demolition of buildings on the premises, should it be issued.

### **Attachments**

8.5.1 Representation letter from ALAND (Developer) dated 23 November 2023 (contained within this report)





David Smith  
Campbelltown City Council  
Corner Queen and Broughton Streets  
Campbelltown NSW 2560

23 November 2023

To David,

I write to you in response to the letter received 25<sup>th</sup> October subject – **Notice of Proposed development control order under the environmental planning and assessment act,1979.**

Having reviewed the letter and with all conversations and past meetings in mind, we would like to request an extension on the commencement of demolition for the site for the below reasons:

**1 Procurement of a Demolition contractor**

With respect to the size of the current buildings on site the abandoned brand on sale structure is over 45,000sqm of GFA, exclusive of the bowling alley. There are only a small number of demolition contractors we have identified in NSW who are large enough to take on the demolition of such a large structure. We have not yet been able to find any who are willing to kick off site works in November or December as they race to complete the jobs they are currently working on.

**2 Financing delay**

Now that we have the stamped plans for the community building and public park, we can submit the financing application which can take up to 12 weeks – potentially longer due to end of year shutdown. This lead time is also further extended due to the significant scale of this demolition, the funding component as well as associated risks and liability forming part of the due diligence procedures required from financial institutions.

**3 End of year shutdown period**

As it currently stands there are only 4 working weeks left in the calendar year until all sites are closed till late January. This makes it difficult to start any sort of site establishment works or a setup a site office as any contractor including our own trades risk theft or damage to equipment or items left on site during this shutdown period.

**4 Construction Certificate Documentation**

Only this morning did we receive approval and stamped plans of the community building and public park. It is our intention to build this area first so we can use it as an established site office for during the rest of the build. Again with so little time left in the year we will be unable to get the construction documentation complete this side of the year prior to commencing on site. The construction documentation for the mixed-use residential portion of the building is still underway and is forecasted to be complete in the first few months of 2024.

**5 Site search and relocate of possible occupants**

It has been mentioned previously, however it is not currently known whether there are any homeless or drug affected people living in the abandoned centre. In the case there are, we want to avoid an undesirable situation when relocating these people and so we will need to liaise with Mission Australia and other NGO's to ensure that appropriate methods are used and a strategy and action plan is created to facilitate this.

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[aland.com.au](http://aland.com.au)





Given the above we would be in a better position to commence demolition in Q1 2024  
With all things considered I hope this is a reasonable compromise between both owner and Council.

Also to note is that I have been in constant communication with Sheldon Rodricks regarding the site, addressing all issues with prompt calls and messages. Our security is still ongoing and the new fence for the southern boundary is scheduled for the 30<sup>th</sup> of November.

Should you have any further questions or queries, please let me know.

Regards.

David Hamilton  
**Development Manager, ALAND**

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PO Box 4081, Strathfield South NSW 2136  
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**aland.com.au**



## 8.6 Campbelltown Billabong Parkland Project - Quarterly Update Report December 2023

### Reporting Officer

Director of City Services  
City Services

### Community Strategic Plan

Objective	Strategy
4 Economic Prosperity	4.3.1 Activate a unique and lively city as a destination for business, social, event and leisure activities

### Delivery Program

Principal Activity
4.2.1.2 Strengthen Campbelltown's position as a regional hub

### Officer's Recommendation

That Council:

1. Note the contents of this report regarding the Campbelltown Billabong Parklands and Apex Park project.

### Purpose

To provide a quarterly update to Councillors in relation to the Campbelltown Billabong Parklands and Apex Park Projects, in accordance with the resolution from the Ordinary meeting of the Council on 14 June 2022.

### Background

The Billabong Parklands will be an iconic venue offering a swimming aquatic experience set within four hectares of Parklands at Apex Park, Bradbury. It will be a high quality, regional facility like no other, drawing inspiration from the natural environment of the nearby Dharawal National Park, reflecting the Georges River system.

The Billabong Parklands will consist of a range of recreational experiences including zero depth water play features and streams, two swimming lagoons, walking paths and landscaped Parklands.

At the Ordinary Meeting on the 14 June 2022, the Council resolved, in part, that Councillors be provided with a quarterly report on the progress of the Billabong Project [Min No: 112/2022].



## Report

The Billabong Parklands project continues to progress in line with its objectives for the community. The main physical pool construction is complete, and the building and landscaping works are currently underway.

The key construction activities below are currently occurring on site:

- Amenities Building and Pump room structures with the pump room fit out.
- Artificial Rockeries installation around water bodies.
- Landscaping and site grading works - Transforming the landscape to create the final surface levels.
- Inground services installation.

Recent months have seen a significant positive surge in project momentum. The structural works associated with the Pump room and amenities building have been completed, with the pump room fit out having commenced. The majority of the site stockpiles have been consolidated and inground services are well established.

Anticipated construction activities in the next period will encompass the commencement of pumproom equipment installation, hard landscaping, external finishes to buildings, pavements, and landscapes.

## Cost

Project cost forecasts are in-line with the allocated budget of \$31m.

## Program

The program is on track (subject to unforeseen circumstances i.e. weather, ground further treatment etc.) with completion of the main construction targeted by the end of Q3 of the financial year, with commissioning activities to get the facility tested, fine-tuned and operationalisation commencing shortly after.

## Conclusion

Construction works are progressing in-line with schedule, with the main pool construction and building structures milestones being achieved. A significant increase in output has been demonstrated following the appointment of the building and landscape contractors, who demonstrate their commitment to continuing progress on site.

The focus of the Delivery Team remains centered on completing the project within budget and delivering an iconic community space for all to enjoy.

## Attachments

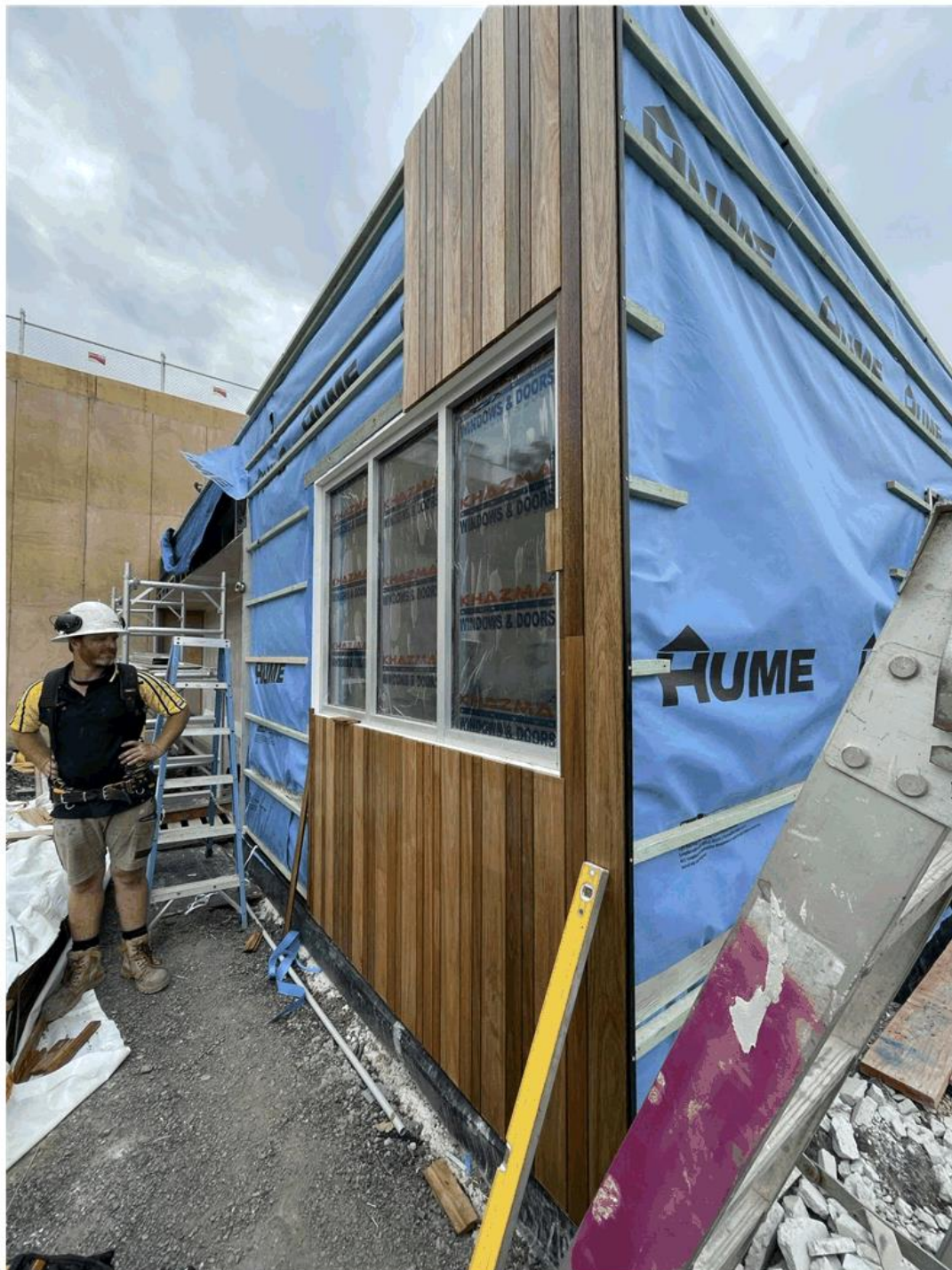
8.6.1 Recent works from the Billabong (contained within this report)



**Recent works from the Billabong:**

















## 8.7 Policy Review – Memorials and Monuments in Public Open Space Policy

### Reporting Officer

Executive Manager Open Space City Services

### Community Strategic Plan

Objective	Strategy
2 Places For People	2.1.1 Provide public places and facilities that are accessible, safe, shaded and attractive

### Delivery Program

Principal Activity
2.1.2.1 Maintain and create multi-use, attractive, safe and well shaded open spaces that set our city apart from others

### Officer's Recommendation

1. That Council rescind the current Memorials and Monuments in Public Open Space Policy - (Attachment 1).
2. That Council endorse the revised draft Memorials and Monuments in Public Open Space Policy for the purposes of a 28-day public exhibition (Attachment 2).
3. That a further report be presented to Council on the Memorials and Monuments in Public Open Space Policy following the public exhibition period.

### Purpose

The purpose of this report is to advise Councillors of the proposed amendments to the Memorial and Monuments in Public Open Space Policy.

### History

In June 2018, Council adopted a Memorials and Monuments on Council Open Space Policy that provided applicants and Council with a framework for assessment and review of Memorials and Monuments on Council Land within the LGA.

From June 2018 to June 2021, the Council received two formal submissions for the approval of a memorial on Council Open Space. These were small memorials located on stone plinths. Both memorials were approved.



In 2020, Council was approached by the Subcontinent Friends of Campbelltown Inc. to locate a large-scale monument (approximately 480m<sup>2</sup>) on Council's Open Space. In reviewing this request, Council Officers noted a number of gaps within the approved Memorials and Monuments on Council Open Space Policy (the Policy) that made it difficult to adequately address this proposal.

These concerns with the Policy were workshopped with both the Executive Team and Councillors. The approved policy was due for review in June 2021, and it was determined that the review of the policy would consider criteria for the assessment of proposals for larger monuments on Council's Open Space.

## Report

The proposed revisions to the Policy have been undertaken in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review.

The proposed amendments to the Policy address the following areas:

- Amendment to the name of the Policy to Memorials and Monuments in Public Open Space.
- More clarity around the objectives of the Policy to ensure that the amenity of open space is protected and not compromised.
- Update the section on definitions to provide clarity between memorials, monuments and non-fixed memorials and monuments.
- Provide more detail around the assessment criteria particularly for Monuments.
- The Approval Process proposes a separate Development Application Process from the General Application to Council.
- More detail around management and maintenance costs. An application for a Monument requires a Memorandum of Understanding between the Applicant and Council.
- Changes have been made to the Policy to assist Council Officers and the Councillors in making informed decisions around the design, associated costs and ongoing maintenance and management of Memorials and Monuments.

Given the extensive review undertaken, it is recommended that the current Memorial and Monuments on Council Open Space Policy (Attachment 1) be rescinded, and the new Memorials and Monuments in Public Open Space Policy (Attachment 2) be endorsed by the Council for public exhibition.

## Attachments

8.7.1 Current Policy Memorials and Monuments on Council Open Space for Rescission (contained within this report)

8.7.2 Proposed New Policy Memorials and Monuments in Public Open Space for exhibition (contained within this report)



 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Memorial and Monuments on Council Open Space	
Related Documentation	Roadside Memorials Policy, DocSet 1555152	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Copyright Act 2000</i>	
Responsible Officer	Executive Manager Open Space	

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

### Objectives

This policy is primarily to provide applicants and Council with a framework for assessment and review of Memorials and Monuments on Council Land within Campbelltown Local Government Area (LGA).

### Policy Statement

This policy provides framework and criteria to assist in the assessment of eligibility for proposed memorials and monuments on Council open space and provide guidance for the management of existing memorials and monuments on Council open space within the Campbelltown LGA.

Campbelltown City Council (Council) recognises that memorials and monuments are an important part of community, with social, historical, cultural and religious significance. Memorials and monuments have been an integral element of society for thousands of years, and have the ability to create community, provide comfort, encourage peace, offer respect and can improve the design and aesthetics of a city, including city centres and local parks.

In principal, Council acknowledges the historical concept and significance of memorials and monuments and supports the ongoing application of their purpose within Campbelltown LGA.

### Scope

This policy will provide applicants and Council basis for application, assessment, installation, costs responsibility, design consideration, maintenance and location of memorials and monuments on Council open space. This policy covers memorials and monuments proposed to be installed within public space and on Council land.

This policy only applies to memorials and monuments proposed within Campbelltown LGA.

This policy applies to proposed Memorials and Monuments not currently installed or constructed.

The approval of, location, size, funding, and specific detailing of existing memorials and monuments located within Campbelltown LGA are not considered to be 'precedence' for new or

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## Campbelltown City Council

proposed memorials and monuments. Applicants should not rely on historic approvals as framework for new applications or assessment criteria.

This policy does not detail approval for spreading or placement of cremation ashes within public space or on Council land.

### Definitions

#### Memorial:

A memorial is a structure or a statue that is built to remember a deceased person or a group of people whom passed away in an important past event. (Types of memorials/monuments include but are not limited to; unmarked tree, marked tree, seats/park benches, public art pieces such as sculptures, statues, structure or building).

#### Monument:

A monument is a structure, statue or a building that is built to honour someone notable or a special event. (Types of memorials/monuments include but are not limited to; unmarked tree, marked tree, seats/park benches, public art pieces such as sculptures, statues, structure or building).

#### Plaque:

A plaque is an ornamental tablet, typically of metal, porcelain, or wood, that is fixed to a wall, or other surface in commemoration of a person or event. (Under this policy all plaques are to be considered for assessment in the frame work established for memorials and monuments).

#### Public Space / Open Space:

Any lands which are in the ownership or management of Council, including road reserves, parks, bushlands, golf courses, playing/sports fields, buildings and their external feature owned/managed by Council or located on Council lands.

Note: Memorials proposed to be located on road reserves may be subject to approvals through both Council and other relevant authorities such as the Roads and Maritime Services.

### 4.1 ASSESSMENT CRITERIA

The proposed memorial or monument should be generally in remembrance of a person, event or milestone that is significant in the Campbelltown LGA.

If relevant to a person, said person should have been, or currently be a resident within Campbelltown LGA, or made significant contributions within the LGA. Contributions include, community, cultural, sporting, religious, or educational contributions. These contributions are to be independently verified by reputable source/sources.

If relevant to a cultural or religious event, figure, or movement, the memorial or monument should be relevant to a substantial portion of the local community. Evidence is to be provided to support the applicant's position including information and statistics relevant to Campbelltown's current demographic and/or future demographic.

Council reserves the right to request the applicant to provide verification/evidence of significance for a proposed memorial or monument. If Council is not satisfied with the verification or evidence provided, the applicant may be requested to seek and provide additional information to assist in the assessment of the application.

All monuments and memorials should be reviewed for their ability to offend public, culture or religion. If opportunity to offend exists, Council may reserve the right to reject the application.

The approval of an application for a memorial or monument is at the sole discretion of Council.

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Council is under no obligation to approve the application of a memorial or monument. The presence of an existing memorial or monument, or approval of a current application, or future application, within Campbelltown LGA does not constitute precedence for any other memorial or monument application approval.

### 4.2 PHYSICAL FORM, LOCATION AND DESIGN

Memorials and monuments proposed for Council open space are to have suitable designs completed for assessment. Information is to be formally detailed on a design drawing prepared by a suitably qualified consultant or firm. The application is to detail the following information:

- the proposed size of memorials or monument, including height, width, length dimensions, weight etc;
- the construction materials intended to be used;
- the lifespan of the design;
- the views to and from the memorial or monument;
- the proposed access points to the memorial or monument, including access diagrams from nearby pathways, roadways, carparks etc;
- the proposed drainage solutions around the memorial or monument, and drainage assessment of change in existing drainage flows/catchments;
- shadow diagrams (where applicable);
- structural design certifications (registered structural engineer); and
- footing designs and certifications (registered structural engineer);

Note: The design drawing of the monument and or memorial is to include a site plan that shows the context of the surrounding area.

Large structures, with a footprint exceeding 10m<sup>2</sup>, may require additional information to support the application and design including but not limited to:

- geotechnical assessments on the proposed ground soil following in principal approval of the memorial or monument on Council open space and its location; and
- traffic impact assessments for parking (where it is expected that the proposed memorial or monument will attract large gatherings, services or spectators).

Council may require additional information further to that listed above, relevant to the proposed memorial or monument, at its sole discretion.

### 4.3 PRIMARY USE OF SPACE

Consideration for assessment and approval is to include a review of proximity to existing or proposed future open space sporting and recreational facilities, and community facilities. The primary purpose of the public space must not be compromised or inhibited by the erection and/or presence of the memorial or monument on Council open space. For example, a sporting grounds primary purpose is to be used for sport, therefore sports activities are not to be compromised. Applicants are to provide supporting evidence to this effect as part of their application.

### 4.4 MEMORIALS AND MONUMENTS IN ROAD RESERVES

Memorials and Monuments on Council Open Space proposed within road reserves are to be reviewed and approved by Council's Executive Manager – Infrastructure, as well as any other relevant authority such as Roads and Maritime Services, where applicable.

Where deemed necessary by Council, the applicant may be required to prepare and submit a road safety audit (by a registered Road Safety Auditor) with respect for the impact of the memorial or monument located within the road reserve to ensure that road user safety is not compromised by the installation of the memorial or monument.

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This policy should be read in conjunction with Roadside Memorials Policy, DocSet 112723 by Council.

**4.5 COMMUNITY CONSULTATION**

If the memorial or monument on Council open space, the applicant/Council is required to consult in accordance with Council's Community Engagement Policy for comment on the design. Any memorial or monument on Council open space may be subject to rejection at the sole discretion of Council.

**4.6 DELIVERY, COST AND OWNERSHIP**

All costs associated with the design, management and installation of any proposed monument or memorial is to be borne solely by the applicant. All applications are to be accompanied with a cost estimate from a suitably qualified consultant. This estimate will be checked by council at the applicant expense to ensure the cost estimate is accurate.

The applicant is to pay the proposed cost of the monument or memorial on Council open space in accordance with the estimate. Cost estimates are to be inclusive of 20 per cent construction contingency, with unspent funds to be returned to the applicant at the completion of works. (The unspent construction funds can be transferred to cover the cost of maintenance). It is Council's responsibility to deliver all proposed monuments or memorials on Council open space once approval granted and payment received, unless otherwise agreed.

Ongoing ownership of all monuments and memorials will rest solely with Council. Applicants are to transfer all rights they may legally have to the memorial or monument, including any moral rights under the *Copyright Act 2000*, to Council. All applications must be accompanied by a declaration from the applicant and designer/artist involved in the creation of the memorial or monument, transferring all rights and ownership to Council.

At all times, Council reserves the right to remove, replace and/or relocate any monument or memorial. Before any monument or memorial is removed, replaced or relocated, consultation is to be undertaken with the original applicant and any affected community members. Applicants will not be entitled to any reimbursement for memorials or monuments installed which have been removed, replaced or relocated by Council or its delegated agent.

**4.7 MANAGEMENT AND MAINTENANCE COST**

Subject to size, structure, material composition, and cost of the proposed monument or memorial, Council may request a contribution to the ongoing maintenance of the asset.

The proposed contribution will be fixed at 10 per cent of the construction cost. This is a one off cost by Council to the applicant. Irrespective of whether maintenance costs are contributed or not, Council reserves the right to request the applicant of the monument or memorial on Council open space to contribute to any rectification costs of property damage, or wear, to erected memorials and monuments. (Maintenance costs do not cover the cost of security for the memorial or monument)

If the applicant declines, Council reserves the right to remove or destroy the monument or memorial as specified under item section 4.6 above of this policy.

All maintenance of monuments and memorials is to be undertaken by Council and/or its delegated agents. Applicants are not to attempt repairs, rectification or maintenance without the formal written approval of Council.

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If the applicant requests a Memorandum Of Understanding (MOU) or Operational Agreement between Council and the applicant with respect to maintenance then the maintenance cost may need to be adjusted to reflect the expectations of this agreement.

**4.8 APPLICATION AND APPROVAL**

All applications for monuments and memorials on Council open space are to be submitted to Council by way of a formal written application, which clearly identifies the name and contact details of the applicant. The application is to provide a statement addressing the criteria listed within this policy.


All applications which are received by Council are to be reviewed by the relevant assessing officer. If insufficient information is received, the Officer may either reject the application, or request further information to assist in the approval assessment. Once the assessing officer is satisfied that the application and supporting documentation meets the criteria of this policy, a formal recommendation is to be submitted to the next Council meeting for endorsement by the Councillors.

In the case of different memorial or monument designs being prepared for the same area of open space these designs will be referred to Council for a decision.

**END OF POLICY STATEMENT**

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 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Memorials and Monuments in Public Open Space	
Related Documentation	Roadside Memorials Policy	
Relevant Legislation	Local Government Act 1993 Copyright Act 1968	
Responsible Officer	Executive Manager Open Space	

This Policy provides a framework for assessing proposals for Memorials and Monuments in Public Open Space.

This Policy only applies to Public Open Spaces owned by Campbelltown City Council.

This Policy does not apply to Crown Land Reserves.

### Objective

The objectives of this policy are:

1. To provide a framework for the submission, review and assessment of proposals for Memorials and Monuments in a Public Open Space within the Campbelltown Local Government Area (LGA);
2. To ensure the preservation of the desired amenity and community experience of Public Open Space and adjoining lands by managing the physical form (including the location, design, scale, materials), function and long-term maintenance and care of Memorials or Monuments;
3. To support the ongoing social, cultural and community engagement within our Public Open Space through the implementation of well-considered and appropriate Memorials or Monuments;
4. To protect the social, environmental and economic value of the Public Open Space as a sustainable asset that is appropriately maintained and managed for the benefit of future communities; and
5. To not compromise the amenity value, aesthetic integrity or character of the Public Open Space or neighbouring lands.

### Policy Statement

1. Public Open Space is a very important community resource with a wide range of social, environmental and economic values that benefit the whole community.
2. Campbelltown City Council (Council) recognises that Memorials and Monuments in Public Open Space are important to the community as they hold meaning and reflect social,

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historical and/or cultural significance. In this Policy, cultural significance encompasses religion without being specific.

3. Memorials and Monuments have been an integral element of society for thousands of years. Memorials and Monuments in Public Open Space can create community, provide comfort, encourage peace, and offer respect and remembrance. Memorials and Monuments can also add value to Public Open Space by offering visual interest and amenity, and by providing a richer community experience and deeper understanding of the city and its people.
4. Proposals for Memorials and Monuments in Public Open Space must be carefully reviewed and assessed to protect the value of the Public Open Space to the broader community, and ensure the potential future benefit of the Public Open Space to the future communities, is not adversely affected.

### Scope

1. This Policy applies to proposals for Memorials and Monuments in Public Open Spaces within the Campbelltown LGA.
2. This Policy does not apply to Crown Land Reserves.
3. This Policy does not apply to naming of streets, parks/reserves and community assets.
4. This Policy does not apply retrospectively to existing Memorials and Monuments and does not apply to proposals for Memorials and Monuments on Private Property.
5. This Policy does not apply to, consider or approve the spreading or placement of cremation ashes in Public Open Space.
6. Under this Policy, previous proposals and historic approvals for Memorials and Monuments in Public Open Space, the process of their approval/rejection, funding arrangements, financial responsibilities, their physical form (including the location, design, scale, materials), function and long-term maintenance and care arrangements must not be relied upon and will not be considered to be a precedent for any application for a Memorial or Monument in a Public Open Space.

### Definitions

Term	Definition
Public Open Space	Public Open Space is public land which is in the ownership of Council, including road reserves, parks, reserves, bushland, golf courses and playing/sports fields.
Memorial	A Memorial is typically an element with a small footprint within an area of Public Open Space. It can take the form of an item of nature or structure (such as a historical marker or commemorative plaque) that is built to remember a deceased person or a group of people whom passed away in an important past event.

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	<p>Under this Policy, the maximum dimensions of a Memorial are 1.0m wide x 1.0m long x 1.0m high.</p> <p>Commemorative Plaques, Memorial Trees, Memorial Plantings and small Historical Markers, not exceeding the maximum dimensions specified in this Policy, are all considered to be Memorials.</p> <p>The mature height of any proposed Memorial Tree and/or Memorial Plantings will be assessed on the value of its amenity, safety, site suitability and long-term maintenance requirements.</p> <p>Please note that furniture (seats) and trees associated with the memorial that support and signify the importance of the memorial that are larger than the footprint (1.0m wide x 1.0m long x 1.0m high) will be considered as part of the assessment of the memorial.</p>
Monument	<p>A Monument is typically larger than a Memorial and an element having a sizable footprint. A Monument can take the form of an item of nature or a structure or a statue that is built to honour someone notable or a special event.</p> <p>Under this Policy, the dimensions of a Monument are greater than 1.0m wide x 1.0m long x 1.0m high.</p> <p>Types of Monuments include but are not limited to; public art pieces such as sculptures, statues or structures.</p> <p>A Memorandum of Understanding (MOU) entered into between the Applicant and Campbelltown City Council is required for all Monuments in Public Open Space, prior to the final approval of the application.</p>
Non Fixed Memorial or Monument	<p>A temporary non fixed Memorial or Monument that is brought into a Public Open Space to assist in the celebration of an Event. The Memorial or Monument must be removed from the Public Open Space at the conclusion of the Event.</p>
Applicant	<p>An Applicant is a person, persons, community group or incorporated organisation that prepares and submits a formal application to Council for the review and assessment of a proposal for the design, implementation and long-term maintenance and care of a Memorial or Monument in Public Open Space.</p>

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**1. SUBMISSION REQUIREMENTS**

- 1.1 A Proposal for a Memorial or Monument in Public Open Space must be submitted to Campbelltown City Council by way of a formal application.
- 1.2 As a minimum, the application must:
  - a. identify the name and contact details of the Applicant;
  - b. provide detailed evidence of the significance of the Memorial or Monument;
  - c. address how the Memorial or Monument affects Public Open Space benefit to community;
  - d. provide a clear and accurate written and graphic description of the proposal; and
- 1.3 adequately address the assessment criteria outlined in this Policy.
- 1.4 Applications are to be submitted to Council via electronic means.

**2. APPROVAL PROCESS**

- 2.1 Applications for a Memorial or Monument will be reviewed by the Executive Manager Open Space.
- 2.2 If insufficient information is received, the Executive Manager Open Space may either reject the application, or request further information from the Applicant to assist in the assessment process.
- 2.3 Council reserves the right to request the Applicant provide verification/evidence of any claim of significance for a proposed Memorial or Monument. If Council is not satisfied with the reliability of the verification/evidence provided, the Applicant may be requested to seek and provide additional information to assist in the assessment of the application.
- 2.4 Memorials and Monuments will not be permitted if any part of the proposal is deemed offensive and not in keeping with the values and expectations of the Council and its community. As representatives of the Campbelltown community, Council reserve the right to reject an application if there is any potential to offend.
- 2.5 Where the Executive Manager Open Space is assured that the application and supporting documentation satisfactorily addresses the submission requirements and assessment criteria of this Policy, a formal recommendation will be submitted to Councils Executive Group for review.
- 2.6 Following its review, the Council's Executive Group will either reject the application, request further information be provided by the Applicant, or otherwise refer the application, to Council for its decision.
- 2.7 Consultation with the broader Campbelltown LGA community needs to occur for Monument applications prior to submission of the application to Council for approval and prior to the commencement of the Development Consent process. Monuments are required to have a public exhibition period of a minimum of 28 days prior to final approvals.
- 2.8 The final decision for an application for a Memorial or Monument is to be made by way of a formal resolution of Council, and at its sole discretion.

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- 2.9 Council is under no obligation (legal or otherwise) to approve the application of a Memorial or Monument in Public Open Space.

**3. SEPARATE DEVELOPMENT CONSENT**

- 3.1 In addition to the Approval Process outlined under this Policy, a proposal for a Memorial or Monument may require separate development consent under the Environmental Planning and Assessment Act 1979 (the Act). If separate development consent is required under the Act, the applicant will be required to lodge a separate Development Application (DA) with Council in order to gain formal development consent for the use and construction of the Memorial or Monument.
- 3.2 It is recommended that prior to the lodgement of an application for a Memorial or monument, the Applicant undertake a pre-DA lodgement meeting with Council's planning officers to assist the Applicant with an understanding of whether or not separate development consent will be required, and what information will be required in support of a DA.
- 3.3 It is important to note that the requirement for separate development consent might only be revealed during the assessment of the application for a Memorial or Monument. In this case, the Applicant will be advised accordingly.
- 3.4 A DA should not be lodged until after receipt of Council's formal approval of the proposed Memorial or Monument.
- 3.5 As the Development Application process is separate to that of the process for the application of a Memorial or Monument, additional fees and charges will apply. The Applicant is responsible for all costs and provisioning of all reports, studies, drawings and information associated with the submission of the DA if one is required.
- 3.6 If the proposed Memorial or Monument is visible from any neighbouring properties (current or proposed), public consultation in accordance with Council's Community Engagement Policy is required.
- 3.7 All communication with the broader community will be undertaken with Council support. The Council will ensure that any community engagement is equitable and reasonable.
- 3.8 It is important to note that any proposal for a Memorial or Monument in a Public Open Space that is specific or relevant to a cultural event, then support from the local community surrounding the Public Open Space needs to be provided.
- 3.9 Any costs associated with community consultation are to be covered by the Applicant.

**4. ASSESSMENT CRITERIA**

- 4.1 An application for a Memorial or Monument in a Public Open Space must satisfactorily address the following assessment criteria:
- a. Relevance to the Campbelltown LGA

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- b. A proposal for a Memorial or Monument must outline the purpose of the item (typically in remembrance of a person, event or milestone) and clearly demonstrate its relevance, significance and direct association with the Campbelltown LGA.
- c. In addition, a proposal for a Memorial or Monument must provide clear evidence to, and satisfy the Council of, compliance with the following criteria:
  - i. If relevant to a person: the person was or currently is a resident within the Campbelltown LGA, and it can be demonstrated that the person has made a significant individual contribution toward the betterment of the Campbelltown area and its community.
  - ii. If relevant to an association: it must be demonstrated that the association has made a significant and positive contribution toward the betterment of the Campbelltown area and the cultural or social aspects of the Campbelltown area and its community.
  - iii. The person or association must have demonstrated more than 20 years dedicated service to the people of the Campbelltown LGA, or more than 20 years of not-for-profit work on a community or social cause, such as education, arts & culture, sport or providing assistance to vulnerable communities (These contributions are to be independently verified by a reputable and suitably qualified source/sources).
  - iv. The Memorial or Monument must commemorate an important anniversary of an event significant to the history of the Campbelltown LGA.
  - v. If relevant to a cultural event, figure, or movement, the Memorial or Monument should be relevant to a substantial portion of the local community (Evidence is to be provided to support the applicant's position including information and statistics relevant to Campbelltown's current demographic and/or projected future demographic).

#### 4.2 Relationship with the Public Open Space

- a. A proposal for a Memorial or Monument must clearly demonstrate a strong connection and direct relationship between the purpose of the item and the nominated Public Open Space or its surrounding locality.

#### 4.3 Open Space Amenity

- a. The proposal must not compromise the amenity value, aesthetic integrity or character of the site on which the Memorial or Monument is proposed.

#### 4.4 Physical Form

- a. A proposal for a Memorial or Monument must include detailed information regarding the physical form and location in order for Council to undertake an assessment of the application. Detailed information of the physical form for both Memorial and Monument includes:
  - i. Context Plan;
  - ii. Site Plan;
  - iii. Dimensions (height, width, length);
  - iv. Materials and Finishes.

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- b. In addition, a proposal for a Monument must include the following additional information that must be prepared by a suitably qualified consultant or organisation:
  - i. Site Analysis Plan including existing and proposed views to and from the Monument, pedestrian and vehicular access points, drainage assessment, shadow diagrams;
  - ii. Services and Utilities Plan;
  - iii. Landscape and Pavement Plan;
  - iv. Levels and Drainage Plan;
  - v. Furniture and Fencing Plan;
  - vi. Planting Plan;
  - vii. Walling (Retaining and Free-Standing Walls) Plan;
  - viii. Note: Walls greater than 600mm in height will need structural certification and consent under the Environmental Planning and Assessment Act 1979.
  - ix. Structural Design Plan and Certifications (registered structural engineer);
  - x. Footing Designs and Certifications (registered structural engineer);
  - xi. Geotechnical and Soil Assessment;
  - xii. Traffic Impact Assessment for parking (where it is expected that the proposed Monument will attract large gatherings, services or spectators);
  - xiii. Lighting Plan (if applicable);
  - xiv. Details of security measures;
  - xv. Typical Details including construction materials of Pavements, Walls, Planting, Lighting, Furniture, Fencing etc.
  - xvi. Maintenance Management Plan;
  - xvii. Lifespan and Asset Replacement Plan.
- c. At its sole discretion, Council may require additional information to that listed above.

#### 4.5 Primary Purpose of Public Open Space

- a. A proposal for a Memorial or Monument must clearly outline the proximity of the item to the various facilities within the Public Open Space (such as sportsfields, recreational facilities, community facilities) and determine the potential impacts of the proposal on the primary purpose of Public Open Space.
- b. The primary purpose of Public Open Space must not be compromised or inhibited by the proposal for a Memorial or Monument. As an example, the primary purpose of a sporting ground is sports activities and therefore sports activities and activities ancillary to the primary activity, are not to be compromised.
- c. Applicants must provide supporting evidence to this effect as part of their application.

#### 4.6 Function of the Memorial or Monument in Public Open Space

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- a. A proposal for a Memorial or Monument must clearly outline the intended function and type of patronage anticipated, including the frequency and expected number of patrons at any function. Any significant dates or events that are intended to be held must be identified in the proposal with an assessment of the impacts on the primary purpose and daily operation of the Public Open Space.
- 4.7 Plan of Management
  - a. A proposal for a Memorial or Monument in Public Open Space must clearly respond to the requirements of the relevant Plan of Management including the land use permissibility identified in the relevant Plan of Management.
- 4.8 Cost Estimate
  - a. All costs associated with the design, management and installation of any proposed Monument or Memorial is to be borne solely by the Applicant.
  - b. A proposal for a Memorial or Monument must be accompanied by a cost estimate from a suitably qualified consultant. Cost estimates are to be inclusive of 30% construction contingency. This estimate will be checked by Council to ensure the cost estimate is accurate.
- 4.9 Benefit to the Broader Community
  - a. A proposal for a Memorial or Monument must clearly state the anticipated benefits to the broader community.
- 4.10 Safety by Design Principles
  - a. A proposal for a Memorial or Monument in Public Open Space must clearly consider the safety of the community and respond appropriately to the principles of Safety By Design.

**5. DELIVERY**

- 5.1 It is Council's responsibility to deliver approved Monuments or Memorials in Public Open Space once all relevant approvals are granted and Council has received the funds from the Applicant.
- 5.2 The Applicant must pay the proposed cost of the Monument or Memorial to the Council in accordance with the estimate. This includes the 30% construction contingency.
- 5.3 Unspent funds will be returned to the Applicant at the completion of works.
- 5.4 Where the Memorial or Monument costs more than the 30% contingency, the additional costs will be borne by the Applicant.

**6. OWNERSHIP**

- 6.1 Ongoing ownership of all Memorials or Monuments in a Public Open Space will rest solely with Council. Applicants are to transfer all rights they may legally have to the Memorial or Monument, including any moral rights under the Copyright Act 2000, to the Council.

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- 6.2 All applications must be accompanied by a declaration from the Applicant and designer/artist involved in the creation of the Memorial or Monument, transferring all rights and ownership to Council.
- 6.3 At all times, Council reserves the right to remove, replace and/or relocate any approved Memorial or Monument from or within a Public Open Space.
- 6.4 At all times, Council reserves the right to modify any or all parts of the Memorial or Monument.
- 6.5 Before any Monument or Memorial is modified, removed, replaced or relocated, Council will make all reasonable efforts to contact and consult with the original Applicant and any affected community members.
- 6.6 Applicants will not be entitled to any reimbursement of funds expended for installed Memorials or Monuments, where they have been modified, removed, replaced or relocated by Council or its authorised agent.
- 6.7 If the Memorial or Monument is an artwork, it is expected that the lifespan of the artwork will be 5 to 10 years. This will be reviewed as part of our regular asset inspections.
- 6.8 Decommissioning of a public artwork may be necessary or appropriate when:
  - a. The site is to be re-developed; or
  - b. A work becomes unsafe; or
  - c. A work deteriorates or is damaged beyond reasonable repair; or
  - d. A work is deemed to be no longer appropriate on that particular site.
- 6.9 Decisions regarding the safety of an artwork, the feasibility of its repair, or the process for its removal will be made in consultation with relevant officers of the Council.
- 6.10 A clause outlining the process for managing the decommissioning of an artwork, should be included as part of the artist's Contract. Where this has not been the case, where practicable all reasonable attempts will be made by the Council to consult with the artist in regard to decisions to dispose of the work.
- 6.11 Occasionally it is appropriate for a work to be re-located from its original site to a more appropriate site. When the work has originally been commissioned for a particular site the artist should, where practicable, be consulted regarding its re-location.

## **7. MANAGEMENT AND MAINTENANCE COST**

- 7.1 Subject to the size, structure, material composition, and cost of the proposed Memorial or Monument, Council will request a financial contribution from the Applicant toward the ongoing maintenance of the asset.
- 7.2 For a Memorial in a Public Open Space, the proposed financial contribution for management and maintenance of the item will be determined as part of the approval process. This will be a one-off financial contribution charged to the Applicant. This contribution must be paid to Council prior to the commencement of construction.

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- 7.3 Please note for monuments the contribution for the ongoing management and maintenance of the monument will be resolved as part of the finalisation of the memorandum of understanding between the applicant and Council.
- 7.4 For a Monument in Public Open Space, a signed Memorandum Of Understanding prepared by the Council (MOU) will be required to be completed between the Applicant and Council. The MOU will outline the financial contributions and expectations of the Applicant for the ongoing maintenance of the Monument.
- 7.5 The approval of the MOU is with the Council Executive.
- 7.6 The MOU will include that the Applicant must pay for:
- a. all and any inspection, planning, design, construction, rectification and maintenance costs associated with ensuring the Monument is safe and does not present a hazard or risk to the community; and
  - b. all and any security costs related to the Monument itself or any associated events held and approved by Council.
- 7.7 Irrespective of whether maintenance costs are contributed or not, Council reserves the right to collect from the Applicant a financial contribution to cover any rectification costs associated with future property damage, or dilapidation of the Memorial or Monument, indefinitely. This aspect will be finalised as part of the MOU.
- 7.8 The maintenance of approved Memorial or Monuments must be undertaken by Council and/or its authorised agents. Applicants are not to attempt repairs, rectification or maintenance without the formal written approval of the Council.
- 7.9 Council reserves the right to remove or relocate any approved Memorial or Monument, where at any time the Memorial or Monument is deemed to be unsafe, poses a risk or becomes a hazard to public safety. This action will be undertaken in consultation with the Applicant.

**END OF POLICY STATEMENT**

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## 8.8 Policy Review – Public Interest Disclosure Act – Internal Reporting Policy

### Reporting Officer

Manager Governance and Risk  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

### Officer's Recommendation

1. That the current Internal Reporting Policy – Public Interest Disclosures Act (Attachment 1) be rescinded.
2. That the new Public Interest Disclosure Act – Internal Reporting Policy (Attachment 2) be adopted.
3. That the Public Interest Disclosure Act – Internal Reporting Policy review date be set at 30 November 2027.

### Purpose

To seek Council's endorsement of the revised Public Interest Disclosure Act – Internal Reporting Policy.

### 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.

Following the introduction of the new *Public Interest Disclosure Act 2022*, Council's policy has been significantly reviewed and strengthened to ensure Council's Public Interest Disclosure Act – Internal Reporting Policy incorporates the requirements of the Model Public Interest




Disclosure Act - Internal Reporting Policy issued by the NSW Ombudsman under section 23A of the *Local Government Act 1993* and is compliant with the *Public Interest Disclosure Act 2022*.

Given the extensive review undertaken, and the requirement to ensure compliance with the NSW Ombudsman's model policy, it is recommended that the current Internal Reporting Policy (Attachment 1) be rescinded and the new Public Interest Disclosure Act - Internal Reporting Policy be adopted by the Council.

## **Attachments**

- 8.8.1 Current - Internal Reporting Policy - Public Interest Disclosures Act (contained within this report)
- 8.8.2 New Public Interest Disclosure Act - Internal Reporting Policy (contained within this report)



 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Internal Reporting Policy - Public Interest Disclosures Act	
Related Documentation	Code of Conduct Grievance and Dispute Handling Procedure Grievance and Dispute Handling Authorised Statement Workplace Investigations Authorised Statement	
Relevant Legislation/ Corporate Plan	<i>Public Interest Disclosures Act 1994 (PID)</i> <i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009 (GIPA)</i> <i>Independent Commission Against Corruption Act 1998 (ICAC)</i>	
Responsible Officer	Manager Governance and Risk	

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

### Objectives

Under section 6D of the *Public Interest Disclosures Act 1994* (the PID Act), public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures. The definition of public authorities includes councils.

This policy is based on the NSW Ombudsman's model policy (July 2013) and the NSW Ombudsman's guidelines.

### 1. Policy Statement

The purpose of this policy is to provide a mechanism for Councillors, staff and independent contractors that encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention within Council, and ensures that any disclosure is used to achieve efficiency and effectiveness of Council's operations.

To be protected by the Act, a disclosure must be made by a member of staff, independent contractor or Councillor to:

- an investigating authority
- the General Manager
- to another nominated officer of Council in accordance with this policy.

This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to continue to raise appropriate matters at any time with their supervisors, but as an alternative, have the option of making public interest disclosures in accordance with this policy.

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<b>Division:</b> City Governance <b>Section:</b> Governance and Risk <b>Record No:</b> CDO-22/562	<b>Adopted Date:</b> 12/11/2013 <b>Revised Date:</b> 08/11/2022 <b>Minute Number:</b> 257 <b>Review Date:</b> 30/09/2025	<b>Page:</b> 1 of 12



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The purpose of the PID Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that the matters raised in the disclosures are properly investigated.

The Act aims to encourage and facilitate the disclosure – in the public interest – of corrupt conduct, maladministration, serious and substantial waste and government information contravention in the public sector. This is achieved by:

- enhancing and augmenting established procedures for making disclosures
- protecting people from reprisals that might otherwise be inflicted on them because of these disclosures
- providing for those disclosures to be properly investigated and dealt with.

## **2. Principles**

Council does not tolerate corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention.

Council is committed to:

- the aims and objectives of the PID Act
- creating a climate of trust, where staff are comfortable and confident about reporting wrongdoings
- encouraging staff to come forward if they have witnessed what they consider to be wrongdoings within the Council
- keeping the identity of staff members disclosing wrongdoings confidential, wherever possible and appropriate
- protecting staff who make disclosures from any adverse action motivated by their reports
- dealing with reports thoroughly and impartially and if some form of wrongdoing has been found, taking appropriate action to rectify it
- keeping staff who make reports informed of their progress and the outcome
- encouraging staff to report wrongdoing within the Council, but respecting any decision to disclose wrongdoing outside the Council – provided that disclosure is made in accordance with the provisions of the PID Act
- ensuring managers and supervisors at all levels understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing.

This policy recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made by staff, Councillors or independent contractors.

## **3. Roles and responsibilities of staff**

This policy places responsibilities on people at all levels within Council:

### **3.1 Employees and independent contractors**

Employees and independent contractors are encouraged to report known or suspected incidences of corrupt conduct, maladministration, serious and substantial waste or government information contravention in accordance with this policy.

All employees and contracted staff of Council have an important role to play in supporting those who have made legitimate disclosures. They must abstain from any activity that is or could be perceived to be victimisation or harassment of people who make disclosures. Further, they should protect/maintain the confidentiality of people they know or suspect to have made disclosures.

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**3.2 Nominated disclosure officers**

Nominated disclosure officers are responsible for receiving and forwarding disclosures in accordance with this policy. Nominated disclosure officers will:

- (a) clearly explain to people making disclosures what will happen in relation to the information received
- (b) when requested, make arrangements to ensure that disclosures can be made privately and discreetly (if necessary, away from the workplace)
- (c) write and date any disclosures received orally (and have the person making the disclosure sign the document)
- (d) deal with disclosures impartially
- (e) forward disclosures to a disclosure coordinator for assessment
- (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and the person the subject of disclosures, are kept confidential
- (g) support people who make public interest disclosures and protect them from victimisation, harassment or other forms of reprisal.

**3.3 Disclosure coordinators**

The disclosure coordinators have a pivotal role in the internal reporting system. The disclosure coordinators will:

- (a) provide an alternative internal reporting channel to the General Manager and nominated disclosure officers
- (b) impartially assess each disclosure to determine -
  - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
  - ii. the appropriate action to be taken in relation to the disclosure, for example -
    - no action/decline
    - the appropriate person to take responsibility for dealing with the disclosure
    - preliminary or informal investigation
    - formal investigation
    - prosecution or disciplinary action
    - referral to an investigating authority for investigation or other appropriate action or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- (c) consult with the General Manager
- (d) be responsible for carrying out or coordinating any internal investigation arising out of a disclosure, subject to the direction of the General Manager
- (e) report to the General Manager on the findings of any investigation and recommended remedial action
- (f) take all necessary and reasonable steps to ensure that the identity of people who make disclosures, and people the subject of the disclosures, are kept confidential
- (g) support those who make disclosures and actively protect them from victimisation, harassment or any other form of reprisal
- (h) report actual or suspected corrupt conduct to the General Manager in a timely manner to enable that officer to comply with the ICAC Act.

**3.4 General Manager**

Disclosures may be made directly to the General Manager rather than by way of the internal reporting system established under this policy. The General Manager will:

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- (a) impartially assess each disclosure to determine:
  - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
  - ii. the appropriate action to be taken in relation to the disclosure, for example -
    - no action/decline
    - the appropriate person to take responsibility for dealing with the disclosure
    - preliminary or informal investigation
    - formal investigation
    - prosecution or disciplinary action
    - referral to an investigating authority for investigation or other appropriate action; or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct).
- (b) receive reports from Disclosure Coordinators on the findings of any investigation and any recommendations for remedial action, and determine what action should be taken
- (c) conduct his/her own investigation if deemed necessary
- (d) take all necessary and reasonable steps to ensure that the identity of persons who make disclosures, and the persons the subject of disclosures, are kept confidential
- (e) have primary responsibility for protecting staff and contracted staff who make disclosures, or provide information to any internal or external investigation of a disclosure, from victimisation, harassment or any other form of reprisal
- (f) be responsible for implementing organisational reform identified as necessary following investigation of a disclosure
- (g) report criminal offences to the police and actual or suspected corrupt conduct to ICAC (under s.11 of the ICAC Act).

### 3.5 The Mayor

The Mayor may receive internal disclosures from any member of staff of Council, contracted staff or any Councillor concerning the General Manager or a Councillor. The Mayor will:

- (a) impartially assess each disclosure made to him/her about the General Manager or a Councillor to determine:
  - i. whether the disclosure appears to be a public interest disclosure within the meaning of the Act
  - ii. the appropriate course of action to be taken in relation to the disclosure (in consultation with the General Manager, if appropriate), for example -
    - no action/decline
    - the appropriate person to take responsibility for dealing with the disclosure
    - preliminary or informal investigation
    - formal investigation
    - prosecution or disciplinary action
    - referral to an investigating authority for investigation or other appropriate action; or
    - referral to the police (if a criminal matter) or the ICAC (if the matter concerns corrupt conduct)
    - conduct his/her own investigation if the disclosure is in relation to the General Manager and if deemed necessary
- (b) refer disclosures to the General Manager for appropriate action if they concern Council's administration, within the day to day responsibilities of the General Manager
- (c) protect/maintain the confidentiality of:
  - i. the identity of persons who make disclosures (unless any of the criteria in section 22 of the Act apply)
  - ii. the identity of persons the subject of the disclosures (unless disclosure is required to enable the allegations to be investigated or otherwise appropriately dealt with).

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**4. What should be reported?**

You should report any wrongdoing you see within Council. Reports about the five categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

**a. Corrupt conduct**

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

**b. Maladministration**

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

**c. Serious and substantial waste in local government**

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of Council. For example:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

**d. Government information contravention**

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act). For example:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

**e. Local government pecuniary interest contravention**

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at Council and Council committee meetings. A pecuniary interest is an interest that someone has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to them. For example:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a General Manager holding an undisclosed shareholding in a company competing for a Council contract.

**f. Other wrongdoing**

Although reports about the previous five categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong. For example:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public.

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These types of issues should be reported to a supervisor, in line with Council's policies. Staff should refer to the intranet under corporate documents for other related policies, including the Code of Conduct.

Even if these reports are not dealt with as public interest disclosures, Council will consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

## **5. When will a report be protected?**

Council will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act:

- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to one or more of the following:
  - a position nominated in this policy – see section 9 (b), (c) & (d) below
  - the General Manager
  - one of the investigating authorities nominated in the PID Act – see section 10 below.

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including policies of the governing body of Council
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

## **6. How to make a report**

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

## **7. Can a report be anonymous?**

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by Council, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If we do not know who made the report, it is very difficult for us to prevent any reprisal action.

## **8. Maintaining confidentiality**

Council realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing. We are committed to keeping your identity, and the fact you have reported wrongdoing, confidential. However, there may be situations where this may not be possible or appropriate. We will discuss with you whether it is possible to keep your report confidential.

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If confidentiality cannot be maintained, we will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under Council's Code of Conduct, as this may mean certain information will have to be tabled at a Council meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the disclosures coordinator and the General Manager. If you discuss your report more broadly, you may affect the outcome of any investigation.

Where your complaint is made under Council's Code of Conduct and relates to the General Manager or a Councillor, you may be required to discuss it with a conduct reviewer.

## **9. Who can receive a report within Campbelltown City Council?**

You are encouraged to report general wrongdoing to your supervisor. However, the PID Act requires that – for a report to be a public interest disclosure – it must be made to a public official in accordance with Council's disclosure procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure, must refer the staff member making the report to one of the positions listed below. If you are Council staff and your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

The following positions are the only staff within Council who can receive a public interest disclosure.

### **a. General Manager**

You can report wrongdoing directly to the General Manager. The General Manager is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- ensuring that there are systems in place to support and protect people who report wrongdoing
- dealing with disclosures made under the Council's Code of Conduct in accordance with the procedures
- referring actual or suspected corrupt conduct to ICAC.

### **b. Mayor**

If you are making a report about the General Manager, you should make your report to the Mayor. They are responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified
- dealing with disclosures made under Council's Code of Conduct in accordance with procedures.

The Mayor must make sure there are systems in place in Council to support and protect staff who report wrongdoing. If the report is about the General Manager, the Mayor is also responsible for referring actual or suspected corrupt conduct to the ICAC.

### **c. Disclosures coordinator**

The disclosures coordinator has a central role in dealing with reports made by staff and Councillors. They receive them, assess them, and refer them to the people within Council or contracted by the Council who can deal with them appropriately. Council's disclosure coordinator is:

- Director City Governance

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**d. Disclosures officers**

Disclosures officers are responsible for receiving, forwarding and/or dealing with reports made in accordance with this policy. Council's disclosure officers are:

- Executive Manager Corporate Services and Governance
- Manager Governance and Risk
- Internal Auditor
- Executive Manager Operations
- Coordinator Workshop and Waste
- Executive Manager People and Performance
- Human Resources Operations Coordinator

**10. Who can receive a report outside of Campbelltown City Council?**

Staff and Councillors are encouraged to report wrongdoing within Council, but internal reporting is not your only option. If you follow the guidance below, you can make a public interest disclosure to:

- an investigating authority. If your report is about the General Manager and the Mayor, you may wish to consider making it to an investigating authority
- a Member of Parliament or a journalist, but only in limited circumstances outlined below.

**a. Investigating authorities**

The PID Act lists a number of investigating authorities in NSW that staff and Councillors can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to Council, these authorities are:

- the Independent Commission Against Corruption (ICAC) - for corrupt conduct
- the Ombudsman - for maladministration
- the Director General of the division of Local Government, Department of Premier and Cabinet - for disclosures about local government agencies
- the Information Commissioner - for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely the investigating authority will discuss the case with Council. We will make every effort to assist and cooperate with them to ensure the matter is dealt with appropriately and there is a satisfactory outcome. We will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

**b. Members of Parliament or journalists**

To have the protections of the PID Act, a person reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, Council or the investigating authority that received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report

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- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist, you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or Council's Code of Conduct by, for example, disclosing confidential information.

For more information about reporting wrongdoing to other bodies, contact the disclosures coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

## **11. Feedback to staff who report wrongdoing**

The individual who reported wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. We will attempt to get this information to you within two working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within Council to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

Behaviour of all people involved in the PID process needs to adhere to Council's Code of Conduct. A breach of the Code of Conduct could result in disciplinary action.

## **12. Protection against reprisals**

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

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Council will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

**a. Responding to reprisals**

Council will act to protect staff who report wrongdoing from reprisals. When a report is received, we will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the disclosures coordinator or the General Manager immediately, or in the case of an allegation of reprisal by the General Manager, to the Mayor.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the disclosures coordinator or the General Manager.

If the disclosures coordinator becomes aware of reprisal action against a person who has made a disclosure, they will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the General Manager for a decision
- give the results of that investigation to the Mayor for a decision if the allegation of reprisal action is about the General Manager
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The General Manager may issue specific directions to help protect against reprisals, including:

- issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure
- relocating the member of staff who made the disclosure or the subject officer within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

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In relation to staff who make reports, such directions will only be made if the member of staff agrees to it. The disclosures coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support, and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC, or the Chief Executive of the Division of Local Government – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

**b. Protection against legal action**

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

**13. Support for those reporting wrongdoing**

Council will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process such as stress management, counselling services, legal or career advice.

We also have staff that will provide support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

All supervisors must notify the disclosures coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

**14. Sanctions for making false or misleading disclosures**

It is important that all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. It may also be a breach of Council's Code of Conduct and may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the *Local Government Act 1993* and may include suspension or disqualification from civic office.

**15. Support for the subject of a report**

Council is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

**16. More information**

More information around public interest disclosures is available on our intranet. Staff and Councillors can also access advice and guidance from Council's disclosure coordinator, disclosure officers and the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

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**17. Resources**

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

**For disclosures about corrupt conduct:**

Independent Commission Against Corruption (ICAC)

Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au)

Web: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au)

Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

**For disclosures about maladministration:**

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Web: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

Address: Level 24, 580 George Street, Sydney NSW 2000

**For disclosures about serious and substantial waste:**

Auditor-General of the NSW Audit Office

Phone: 02 9275 7100

Facsimile: 02 9275 7200

Email: [mail@audit.nsw.gov.au](mailto:mail@audit.nsw.gov.au)

Web: [www.audit.nsw.gov.au](http://www.audit.nsw.gov.au)

Address: Level 15, 1 Margaret Street, Sydney NSW 2000

**For disclosures about breaches of the GIPA Act:**

Information Commissioner

Toll free: 1800 463 626

Facsimile: 02 8114 3756

Email: [oiinfo@oic.nsw.gov.au](mailto:oiinfo@oic.nsw.gov.au)

Web: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)

Address: Level 11, 1 Castlereagh Street, Sydney NSW 2000

**For disclosures about local government agencies:**

Office of Local Government in the Department of Premier and Cabinet

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: [dlg@dlg.nsw.gov.au](mailto:dlg@dlg.nsw.gov.au)

Web: [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

Address: 5 O'Keefe Avenue, Nowra, NSW 2541

**Effectiveness of this policy**

This policy will be reviewed by Council every three years to ensure it meets the object of the legislation, and facilitates the making of disclosures under the Act.

**END OF POLICY STATEMENT**

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## Public Interest Disclosures Act – Internal Reporting Policy

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## Purpose

All agencies in NSW, including Local Government Authorities, are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022* (**PID Act**).

At Campbelltown City Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our organisation relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Campbelltown City Council will support and protect people who come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact to make a report
- how to make a report
- the protections which are available under the PID Act.

This policy also documents Council's commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with the policies referenced in section 10 of this Policy.

## Accessibility of this policy

This policy is available on Campbelltown City Council's publicly available website as well as on Council's intranet.

A copy of the policy is also provided to all staff of Campbelltown City Council on their commencement. A hard copy of the policy can be requested from the Governance unit.

## Who does this policy apply to?

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency





- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (**MP**), including a Minister
- a person employed under the *Members of Parliament Staff Act 2013*.

The General Manager, Disclosure Coordinator, other nominated disclosure officers, Mayor and managers of Council have specific responsibilities under the PID Act. This Policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Council, may use this Policy if they want information on who they can report wrongdoing to within Councils.

#### **Who does this policy not apply to?**

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- Consultants engaged to assist Council with its work
- People, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this Policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1.9 of this Policy for more information).

However, you can still make a complaint to Council. This can be done under Council's Feedback Policy, available on Council's website.

## **Compliance with the PID Act**

This Policy will be reviewed every four years or more frequently as required. The review will be undertaken by the Governance unit in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. The Governance unit will monitor the Policy to ensure it is meeting its purpose. If an error or issue is found in the Policy, it should be notified to the Disclosure Coordinator.

## **What is contained in this policy?**

This Policy will provide you with information on the following:

- Ways you can make a voluntary PID to Council under the PID Act





- The names and contact details for the nominated disclosure officers in Council
- The roles and responsibilities of people who hold particular roles under the PID Act and who are public officials of Council
- What information you will receive once you have made a voluntary PID
- Protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Council's procedures for dealing with disclosures
- Council's procedures for managing the risk of detrimental action and reporting detrimental action
- Council's record-keeping and reporting requirements
- How Council will ensure it complies with the PID Act and this Policy.

If you require further information about this Policy, how public interest disclosures will be handled and the PID Act you can:

- Confidentially contact a nominated disclosure officer within Council
- Contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- Access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.





## **1. How to make a report of serious wrongdoing**

### **1.1 Reports, complaints and grievances**

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Code of Conduct, Procedures for the Administration of the Code of Conduct, Grievance Handling Authorised Statement, and Workplace Investigations Authorised Statement.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

### **1.2 When will a report be a PID?**

There are three types of PIDs in the PID Act. These are:

1. *Voluntary PID*: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. *Mandatory PID*: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. *Witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.

Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and 'whistleblowing'.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.





A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:

1	2	3	4	5
A report is made by a public official	It is made to a person who can receive voluntary PIDs	The public official <i>honestly and reasonably believes</i> that the information they are providing <i>shows (or tends to show) serious wrongdoing</i>	The report was made orally or in writing	The report is voluntary (meaning it is not a mandatory or witness PID)

If the report has all five features, it is a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test.

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

### 1.3 Who can make a voluntary PID?

Any public official can make a voluntary PID.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (**ICAC**) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

### 1.4 What is serious wrongdoing?

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* – such as a public official accepting a bribe
- *serious maladministration* – such as an agency systemically failing to comply with proper recruitment processes when hiring staff





- *a government information contravention* – such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* – such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* – such as unlawfully accessing a person's personal information on an agency's database
- *a serious and substantial waste of public money* – such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to us what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

You can find more information about serious wrongdoing in the Ombudsman's guideline 'What is serious wrongdoing?'

## 1.5 Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

### **Making a report to a public official who works for Campbelltown City Council**

You can make a report inside Council to:

- General Manager
- Disclosure Coordinator
- A disclosure officer for Council – a list of disclosure officers for Council and their contact details can be found at Annexure A of this Policy
- Mayor, especially if the report concerns the General Manager
- Your manager – this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

### **Making a report to a recipient outside of Council**

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency.

These include:

- The head of another agency – this means the head of any public service agency
- An integrity agency – a list of integrity agencies is located at Annexure B of this Policy
- A disclosure officer for another agency – ways to contact disclosure officers for other agencies is located in an agency's PID Policy which can be found on their public website
- A Minister or a member of a Minister's staff but the report must be made in writing.

If you choose to make a disclosure outside of Council, it is possible that your disclosure will be referred back to us so that appropriate action can be taken.





### **Making a report to a Member of Parliament (MP) or journalist**

Disclosures to MPs or journalists are different to other reports.

You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Council:
  - Notification that Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - The following information at the end of the investigation period:
    - Notice of Council's decision to investigate the serious wrongdoing
    - A description of the results of an investigation into the serious wrongdoing
    - Details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- After six months from the previous disclosure being made, or
- After 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

### **1.6 What form should a voluntary PID take?**

You can make a voluntary PID:

- *in writing* – this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* – have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* – write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.





## **1.7 What should I include in my report?**

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- Date, time and location of key events
- Names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- Your relationship with the person(s) involved, such as whether you work closely with them
- Your explanation of the matter you are reporting
- How you became aware of the matter you are reporting
- Possible witnesses
- Other information you have that supports your report.

## **1.8 What if I am not sure if my report is a PID?**

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing.

It is important for us to understand what is or may be occurring. We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of Council's policies for dealing with reports, allegations or complaints.

## **1.9 Deeming that a report is a voluntary PID**

The General Manager or Disclosure Coordinator can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager or Disclosure Coordinator to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager or Disclosure Coordinator. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

## **1.10 Who can I talk to if I have questions or concerns?**

You can contact Council's Disclosure Coordinator or a disclosure officer listed at Annexure A of this Policy if you have questions or concerns. When doing so, you can advise if you would like this and associated communications treated confidentially. If you request confidentiality, this will be maintained as much as possible.





## **2. Protections**

### **2.1. How is the maker of a voluntary PID protected?**

When you make a voluntary PID you receive special protections under the PID Act.

Council is committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

#### **Protection from detrimental action**

- A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

#### **Immunity from civil and criminal liability**

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

#### **Confidentiality**

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

#### **Protection from liability for own past conduct**

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.





## 2.2 Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

A mandatory PID: This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.

A witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action – It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation – A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction – An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability – a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> <li>breaching a duty of secrecy or confidentiality, or</li> <li>breaching another restriction on disclosure.</li> </ul>	✓	✓





### **3. Reporting detrimental action**

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to a disclosure officer of Council, or to an integrity agency. A list of Council's disclosure officers and their contact details can be found at Annexure A and a list of integrity agencies is located at Annexure B of this Policy.

### **4. General support**

If you have questions about the PID Act and reporting generally, you can contact the NSW Ombudsman or Council's Disclosure Coordinator.

If you make a report, Council will allocate a person who will be your key contact person and who will take steps to protect your interests – for example, if you are at risk of detrimental action. This will generally be the Disclosure Coordinator.

Council is committed to providing you with access to support, counselling, and general health and wellbeing advice through the Employee Assistance Program (EAP). The EAP can be reached 24/7 by calling 1300 364 273 and is free and confidential for you and your family to use.

### **5. Roles and responsibilities of Council public officials**

Certain people within Council have responsibilities under the PID Act.

#### **5.1. General Manager**

The General Manager is responsible for:

- Fostering a workplace culture where reporting is encouraged
- Receiving disclosures from public officials
- Ensuring there is a system in place for assessing disclosures
- Ensuring Council complies with this Policy and the PID Act
- Ensuring that Council has appropriate systems for:
  - Overseeing internal compliance with the PID Act
  - Supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
  - Implementing corrective action if serious wrongdoing is found to have occurred
  - Complying with reporting obligations regarding allegations or findings of detrimental action
  - Complying with yearly reporting obligations to the NSW Ombudsman.





## 5.2. Disclosure Coordinator

The Disclosure Coordinator has a central role in Council's PID reporting system. The Disclosure Coordinator can receive and assess reports from public officials, and is the primary point of contact for the reporter.

The Disclosure Coordinator is responsible for:

- Assessing reports to determine whether or not a report should be treated as a PID, and deciding how each report will be dealt with (either under delegation or in consultation with the General Manager)
- Deeming that a report is a voluntary PID
- Dealing with reports made under the Council's Code of Conduct in accordance with the Council's Procedures for the Administration of the Code of Conduct
- Coordinating Council's response to a report
- Acknowledging reports and providing updates and feedback to the reporter
- Assessing whether it is possible and appropriate to keep the reporter's identity confidential Assessing the risk of detrimental action and workplace conflict related to or likely to arise out of a report, and developing strategies to manage any risk identified
- Where required, providing or coordinating support to public officials involved in the reporting or investigation process, including protecting the interests of any public official the subject of a report
- Ensuring Council complies with the PID Act
- Providing reports to the NSW Ombudsman in accordance with this Policy.

## 5.3. Disclosure officers

Disclosure officers are responsible for:

- Receiving reports from public officials
- Receiving reports when they are passed on to them by managers
- Ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinator
- Ensuring that any oral reports that have been received are recorded in writing.

## 5.4. Mayor

The Mayor is a disclosure officer and is responsible for:

- Receiving reports from public officials, especially where they relate to the General Manager Receiving reports when they are passed on to them by managers, especially where they relate to the General Manager
- Ensuring reports are dealt with appropriately, including by referring the matter to the Disclosure Coordinator or, if the report concerns the General Manager, the relevant integrity agency
- Ensuring that any oral reports that have been received are recorded in writing.

## 5.5. Managers

The responsibilities of managers include:

- Receiving reports from persons that report to them or that they supervise
- Passing on reports they receive to a disclosure officer.





## 5.6. All public officials of Council

The responsibilities of public officials of Council include:

- Reporting suspected serious wrongdoing or other misconduct
- Using their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Council
- Treating any person dealing with or investigating reports of serious wrongdoing with respect.

All public officials of Council must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

## 6. How we will deal with voluntary PIDs

### 6.1 How Council will acknowledge that we have received a report and keep the person who made it informed

When a disclosure officer in Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information from the Disclosure Coordinator by way of secure email, phone discussions or virtually via Teams or another platform (whichever method is determined in consultation with you to be most appropriate in the circumstances):

- You will receive an acknowledgment that the report has been received. This acknowledgement will:
  - State that the report will be assessed to identify whether it is a PID
  - State that the PID Act applies to how Council deals with the report o Provide clear information on how you can access this PID Policy
  - Provide you with details of a contact person and available supports, including how Council will consult with you to establish whether you are at risk of detrimental action, whether you need support networks to be put in place and how this will be assessed on an ongoing basis.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
  - That we are investigating the serious wrongdoing
  - That we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - A description of the results of the investigation – that is, we will tell you whether we found that serious wrongdoing took place.





- Information about any corrective action as a result of the investigation/s – this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
- o Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

## 6.2 How Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received, the Disclosure Coordinator will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. The Disclosure Coordinator may seek to have the assessment quality checked by another disclosure officer or a lawyer. If it is a voluntary PID, the Disclosure Coordinator will ensure that Council complies with the requirements in the PID Act.

### Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with related Council policies and procedures (such as the Code of Conduct or Grievance Policy and related procedures), or through an alternate process if appropriate.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report. We will also let you know the reasons for this decision.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Council can, but does not have to, request the NSW Ombudsman to conciliate the matter.

### Cease dealing with report as voluntary PID

Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

If that happens, the same process will apply as outlined above under the heading 'Report not a voluntary PID'.

### Where the report is a voluntary PID

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. An external investigator may be appointed for this purpose. There may be





circumstances where we believe an investigation is not warranted – for example, if the conduct has previously been investigated.

- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

### **6.3 How Council will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- Where the person consents in writing to the disclosure
- Where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- When the public official or Council reasonably considers it necessary to disclose the information to protect a person from detriment
- Where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- Where the information has previously been lawfully published
- When the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- When the information is disclosed for the purposes of proceedings before a court or tribunal When the disclosure of the information is necessary to deal with the disclosure effectively
- If it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. We will do this by:

- Limiting the number of people who are aware of the maker's identity or information that could identify them





- If we must disclose information that may identify the maker of the PID, we will still not disclose the actual identity of the maker of the PID, unless we have their consent to do so
- Ensuring that any person who does know the identity of the maker of a PID is reminded that they have a legal obligation to keep their identity confidential
- Ensuring that only authorised persons have access to emails, files or other documentation that contain information about the identity of the maker
- Undertaking an assessment to determine if anyone is aware of the maker's identity and if those persons have a motive to cause detrimental action to be taken against the maker or impede the progress of the investigation
- Providing information to the maker of the PID about the importance of maintaining confidentiality and advising them how best to protect their identity, for example, by telling them not to discuss their report with other public officials.

If confidentiality cannot be maintained or is unlikely to be maintained, Council will:

- Advise the person whose identity may become known
- Update the risk assessment and risk management plan
- Implement strategies to minimise the risk of detrimental action
- Provide additional supports to the person who has made the PID
- Remind persons who become aware of the identifying information of the consequences for failing to maintain confidentiality and that engaging in detrimental action is a criminal offence and may also be a disciplinary matter.

#### **6.4 How Council will assess and minimise the risk of detrimental action**

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Council will take steps to assess and minimise the risk of detrimental action by:

- Explaining that a risk assessment will be undertaken, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- Providing details of the role that will be responsible for undertaking a risk assessment
- Explaining the approvals for risk assessment and the risk management plan, that is, the rank or role of the person who has final approval
- Explaining how Council will communicate with the maker to identify risks
- Listing the protections that will be offered, that is, Council will discuss protection options with the maker which may include remote working or approved leave for the duration of the investigation. Outlining what supports will be provided.

Further information on assessing the risk of detrimental action is found in the Ombudsman's guideline 'Agencies – assessing and managing the risk of detrimental action'.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- Injury, damage or loss





- Property damage
- Reputational damage
- Intimidation, bullying or harassment
- Unfavourable treatment in relation to another person's job
- Discrimination, prejudice or adverse treatment
- Disciplinary proceedings or disciplinary action, or
- Any other type of disadvantage.

Detrimental action does not include:

- Lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- The lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- The lawful making of adverse comment, resulting from investigative action
- The prosecution of a person for a criminal offence
- Reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

### **6.5. How Council will deal with allegations of a detrimental action offence**

If Council become(s) aware of an allegation that a detrimental action offence has occurred or may occur, Council will:

- Take all steps possible to stop the action and protect the person(s)
- Take appropriate disciplinary action against anyone that has taken detrimental action
- Refer any evidence of a detrimental action offence to the ICAC
- Notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

This will generally be coordinated by Council's Disclosure Coordinator, who is the primary contact for any person who is the subject of alleged detrimental action. The Disclosure Coordinator will provide updates to this person and advise what supports will be offered.

### **6.6. What Council will do if an investigation finds that serious wrongdoing has occurred**

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, we will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action. Corrective action can include:

- A formal apology
- Improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- Providing additional education and training to staff where required
- Taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)





- Payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

This will generally be determined by Council's Disclosure Coordinator, who will also determine which person or business unit will be responsible for ensuring corrective action takes place and how the maker of the disclosure will be notified of the proposed or recommended corrective action (subject to confidentiality requirements). This process will be undertaken in consultation with relevant members of Council's Senior Leadership Group.

## **7. Review and dispute resolution**

### **7.1 Internal review**

People who make voluntary PIDs can seek internal review of the following decisions made by Council:

- That Council is not required to deal with the report as a voluntary PID
- To stop dealing with the report because Council decided it was not a voluntary PID
- To not investigate the serious wrongdoing and not refer the report to another agency
- To cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

We will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision. The application must state the reasons why you consider Council's decision should not have been made. You may also submit any other relevant material with your application.

The application should be made to Council's Disclosure Coordinator, who in consultation with the General Manager will determine which person or business unit within Council will conduct the review. The review will be dealt with by a person who was not substantially involved in making the original decision or dealing with the disclosure. Following receipt of the review application, the applicant will be notified what timeframes will be set for completion of the review.

### **7.2 Voluntary dispute resolution**

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.





## 8. Other agency obligations

### 8.1 Record-keeping requirements

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Council complies with its obligations under the *State Records Act 1998*.

The records will be stored in Council's electronic records and information management system (IRIS) and in accordance with the Records and Information Management Authorised Statement. Appropriate access and security controls will be applied to these records.

### 8.2 Reporting of voluntary PIDs and Council's annual return to the Ombudsman

Each year we provide an annual return to the NSW Ombudsman which includes:

- Information about voluntary PIDs received by Council during each return period (yearly with the start date being 1 July)
- Action taken by Council to deal with voluntary PIDs during the return period
- How Council promoted a culture in the workplace where PIDs are encouraged.

The annual return will be prepared by the Governance Unit using information provided by Council's Disclosure Coordinator. The information will also be stored in IRIS with appropriate access and security controls applied.

### 8.3 How Council will ensure compliance with the PID Act and this Policy

We will implement mechanisms for monitoring the effectiveness of this Policy and for ensuring compliance with the PID Act. These mechanisms include:

- Campbelltown City Council Public Interest Disclosures Act Internal Reporting Policy
- Implementation of Council's Legislative compliance system (Pulse)
- Regular reporting about compliance to Council's Executive Leadership Team and Audit, Risk and Improvement Advisory Committee
- Implementing measures to address any identified non-compliance
- Regular reviews of this Policy in accordance with the Corporate Document Development and Review Procedure, having regard to relevant guidance from the NSW Ombudsman and other integrity agencies where applicable.
- These mechanisms will generally be coordinated by Council's Disclosure Coordinator.

## 9. Definitions

<b>Manager</b>	See the definition provided at pages 8-9 of this Policy.
<b>You</b>	The person making a report under the PID Act.
<b>We</b>	Campbelltown City Council.





## **10. Related Materials**

### **10.1 Related Legislation**

- *Government Information (Public Access) Act 2009*
- *Independent Commission Against Corruption Act 1988*
- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Public Interest Disclosures Act 2022*
- *Public Interest Disclosures Regulation 2022*
- *State Records Act 1998*

### **10.2 Related Policies, Procedures and Other Guidance Material**

- Code of Conduct
- Conflict of Interest Procedure
- Fraud and Corruption Control Policy
- Gifts and Benefits Procedure
- Grievance Handling Authorised Statement
- Ombudsman's Guidelines (NSW Ombudsman)
- Procedures for the Administration of the Code of Conduct
- Statement of Business Ethics
- Workplace Investigations Authorised Statement
- Information Management Authorised Statement





## Annexure A – Names and contact details of disclosure officers for Campbelltown City Council

Public officials of Council can make a voluntary disclosure to any of the disclosure officers listed in this Annexure, or to their Manager (see definition page 7).

Council Worksite	Disclosure Officers
Campbelltown Civic Centre  46454000 pid@campbelltown.nsw.gov.au	General Manager  Director City Governance (Disclosure Coordinator) Executive Manager, Corporate Services and Governance Executive Manager, People and Performance Manager, Governance and Risk Internal Auditor
Council Depot – Sark grove Minto	Director City Services Manager City Presentation Manager Civil Services
Library Services and Visitor Information Centre	Manager Community Learning and Libraries
Education and Care Services	Executive Manager Community Businesses Manager Education and Care Services
Leisure Centres	Executive Manager Community Businesses Operations Manager
Campbelltown Arts Centre	Executive Manager, Campbelltown Arts Centre
Campbelltown Stadium	Venue Manager (Stadia), Community Businesses

### Notes

Direct contact information for each additional disclosure officer is available on Council's intranet.

Annexure A may be amended under delegation by the General Manager as required.





## Annexure B – List of integrity agencies

Integrity agency	What they investigate	Contact information
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>The Inspector of the Independent Commission Against Corruption</b>	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
<b>The Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
<b>The Inspector of the Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiiecc_executive@oiiecc.nsw.gov.au">oiiecc_executive@oiiecc.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>





<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
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## 8.9 Policy Review: Inappropriate Workplace Behaviour

### Reporting Officer

Executive Manager People and Performance  
City Governance

### Community Strategic Plan

Objective	Strategy
1 Community and Belonging	1.1.1 Provide initiatives that foster a proud, inclusive, and connected community for all

### Delivery Program

Principal Activity
5.2.1.3 Ensure Council has the right people, skills, leadership and culture to deliver our commitments

### Officer's Recommendation

1. That the revised Inappropriate Behaviour Policy as attached to this report be adopted.
2. That the Inappropriate Behaviour Policy review date be set at 30 December 2026.

### Purpose

To impose new review dates for the Inappropriate 'Workplace Behaviour Policy'.

### History

The Policy was initially adopted on 31 May 2011. The current version of the Policy was adopted by Council on 11 June 2014.

### Report

The Inappropriate Workplace Behaviour Policy ensures that council meets it's current Industrial and WHS obligations and embraces best practice. The Policy affirms council's commitment to providing a workplace free from behaviours that are unlawful or inappropriate, including discrimination, harassment, bullying, violence, or victimisation.




The Policy has been reviewed in accordance with Council's Information Management Authorised Statement and the adopted procedure for Policy Development and Review. It has been deemed to reflect current practice and therefore no material changes have been made to it.

## **Attachments**

8.9.1 Inappropriate Workplace Behaviour Policy (contained within this report)



 <b>CAMPBELLTOWN CITY COUNCIL</b>		<b>POLICY</b>
Policy Title	Inappropriate Workplace Behaviour	
Related Documentation	Grievance and Dispute Handling Procedure Work Health and Safety Policy Code of Conduct Equal Employment Opportunity Policy	
Relevant Legislation/ Corporate Plan	Local Government (State) Award <i>Work Health and Safety Act 2011</i> <i>NSW Anti-Discrimination Act 1977</i> <i>NSW Industrial Relations Act 1996</i> <i>Race Discrimination Act 1975 (Cth)</i> <i>Sex Discrimination Act 1984 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Age Discrimination Act 2004 (Cth)</i>	
Responsible Officer	Executive Manager People and Performance	

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

### Objectives

To affirm Council's commitment to providing a workplace free from behaviours that is unlawful or inappropriate, including discrimination, harassment, bullying, violence or victimisation.

### Policy Statement

Council is committed to providing a harmonious work environment that is free from discrimination, harassment, bullying, violence and victimisation. This behaviour is not condoned or tolerated by Council. Such behaviour constitutes misconduct, breaches Council's Code of Conduct and may also be unlawful.

### Scope

This policy applies to all workers and Councillors in any of Council's workplaces which includes but is not limited to: conferences, training courses, workshops, business or field trips and any other work function such as Christmas parties and farewells.

DATA AND DOCUMENT CONTROL		
<b>Division:</b> City Governance <b>Section:</b> People and Performance <b>DocSet:</b> 2677824	<b>Adopted Date:</b> 31/05/2011 <b>Revised Date:</b> 11/03/2014 <b>Minute Number:</b> 31 <b>Review Date:</b> 30/06/2016	<b>Page:</b> 1 of 7



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**Campbelltown City Council**

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**Definitions****Bullying**

Workplace bullying is a form of harassment, and is the repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to their health, safety and welfare (including psychological welfare). It is most often an abuse of power. Workplace bullying may involve:

- Behaviour aimed to demean, humiliate or intimidate workers either as individuals or as a group
- The less favourable treatment of a person by another in the workplace, beyond that which may be considered reasonable and appropriate workplace practice
- Unwelcome and unreasonable behaviour that creates a hostile, uncomfortable atmosphere leading to stress

Examples of such behaviour may include, but is not limited to:

- Continual unjustified and unnecessary comments about a worker or colleague, their work or capacity for work
- Continual ignoring or exclusion of a worker, colleague or group of workers or colleagues from normal conversation, work assignments, work-related social activities and networks
- Unreasonable demands and impossible targets
- Phone calls, letters or emails which are threatening, abusive or offensive
- Taking deliberate advantage of a lack of understanding or knowledge due to inexperience
- Restrictive and petty work rules
- Being intentionally overworked and being forced to stay back or perform additional tasks
- Unjustified open or implied threats of demotion, dismissal or disciplinary action
- Constant criticism or denigration of a worker(s) or colleague(s) in front of others
- Denying access to training or promotion opportunities

These examples are indicative rather than exhaustive.

**What bullying is not**

Bullying should not be confused with the legitimate exercise of managerial or supervisory authority. It is not bullying for a Supervisor, within the framework of Council policies and procedures, to counsel a staff member on their performance or institute proceedings for unsatisfactory performance, misconduct or dismissal with complaints from others.

It is not bullying for staff to express differences of opinion or difficulties they may have with another staff member provided it is done in the appropriate manner.

An isolated incident of the behaviour described in the definition above may be in breach of the Code of Conduct, but as a once-off incident it is not necessarily considered to be bullying.

Examples of what bullying is not may include, but is not limited to:

- Allocating work to a worker
- Rostering and allocating working hours
- Transferring a worker
- Implementing organisational change
- Deciding not to select a worker for promotion
- Setting performance goals, standards and deadlines
- Performance management
- Informing a worker about unsatisfactory performance
- Informing a worker about inappropriate behaviour
- Constructive feedback and downsizing

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**Campbelltown City Council**


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**Discrimination**

Discrimination occurs when someone is treated unfairly because they happen to belong to a particular group of people or have a particular characteristic. Discrimination can be “direct” or “indirect”.

**Direct discrimination** is treating someone unfairly compared to someone else in the same or similar circumstances.

**Indirect discrimination** means a requirement (or rule) that is the same for everyone but has an effect or result that is unequal and unreasonable having regard to the circumstances.

The grounds for discrimination include:

- A person's sex;
- Gender identity;
- Sexual orientation;
- Intersex status;
- Pregnancy;
- Breastfeeding;
- Race (including colour, nationality, descent, ethnic or ethno-religious background);
- Age;
- Marital or relationship status;
- Homosexuality;
- Disability;
- Transgender status;
- Carers' responsibilities; or
- If a person has an infectious disease.

**Harassment**

Harassment means unsolicited and unwelcome behaviour which may cause offence or distress to its recipients, and which creates an intimidating, hostile or offensive work environment. Harassment is unlawful when the harassment occurs in relation to any of the grounds for discrimination under the *Anti-Discrimination Act 1977* and associated acts as identified above under the definition of “discrimination”.

Acts or behaviour that may appear to be humorous and/or insignificant to one person may be offensive or disturbing to another. Harassment is defined by reference to the nature and consequences of the behaviour, not the intent of the initiator (*NSW Anti-Discrimination Act 1977*). Harassment in the workplace may include, but is not limited to:

- Coercive behaviour to control, influence or affect the career or job of a person;
- Offensive jokes, suggestions or derogatory comments;
- The distribution or display of offensive or obscene material;
- Sending derogatory or offensive material through email;
- Stereotyping, or making assumptions about a person's behaviour, values, culture and abilities;
- Intimidation;
- Abuse or assault.

**Sexual Harassment**

Sexual harassment is unsolicited and unwelcome sexist or sexual behaviour or activity that the recipient sees as offensive and/or distressing. Sexual harassment may include, but is not limited to:

- Offensive or smutty jokes;
- Personally offensive verbal comments;
- Comments or teasing about a person's alleged sexual activities or personal life;
- Persistent unwelcome social invitations or telephone calls from work mates at home or at work;

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- Being followed home from work;
- Posters of a sexual nature in the workplace;
- Physical contact such as frequent brushing against a person, touching, pinching, patting or putting an arm around someone when it is unwelcome;
- Offensive hand or body gestures;
- Sexual harassment, assault or rape.

### Victimisation

Victimisation may occur when someone exploits or treats another person unfairly. In the workplace it may include:

- Bullying and intimidation by co-workers
- Being denied a promotion or being moved to a position with lower responsibility
- Dismissal from employment
- Being refused further work

Victimisation is unlawful under Anti-discrimination legislation

### Violence

For the purposes of this policy Council identifies workplace violence as violence committed against a worker by a member of the public.

Violence can be described as the attempted or actual exercise by a person of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe they are at risk of injury.

Violence includes verbal and emotional threats, and physical attack to an individual's person or property by another individual or group.

### Worker

A person as defined under the *Work Health and Safety Act 2011* is a "worker" if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- A worker;
- A contractor or subcontractor;
- A worker of a contractor or subcontractor;
- A worker of a labour hire company who has been assigned to work in the person's business or undertaking;
- An outworker;
- An apprentice or trainee;
- A student gaining work experience;
- A volunteer;
- A person of a prescribed class.

### Legislative Context

#### Legal Consequences of Workplace Discrimination, Harassment, Bullying, Violence and Victimisation

- Workers that discriminate, harass or bully may, in addition to disciplinary penalties, be prosecuted under the *NSW Anti-Discrimination Act 1977*, the *Race Discrimination Act 1975*, the *Sex Discrimination Act 1984*, the *Age Discrimination Act 2004* or the *Disability Discrimination Act 1992*.
- Under the *Work Health and Safety Act 2011*, a workplace in which discrimination, harassment, bullying, violence and victimisation is tolerated or condoned is not a safe working environment and could result in criminal charges.

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### Campbelltown City Council

- Under S104 of the *NSW Industrial Relations Act 1996*, if the worker alleges that their resignation as a result of bullying conduct was a "constructive dismissal", they may succeed in a claim of unfair dismissal.
- Under the *Anti-Discrimination Act 1977*, an employer may be legally responsible for discrimination and harassment which occurs in the workplace or in connection with a person's employment unless it can be shown that 'all reasonable steps' have been taken to reduce this liability. This legal responsibility is called 'vicarious liability'.
- Under the *Anti-Discrimination Act 1977*, a person may be seen as 'aiding and abetting' where they cause, instruct, induce, aid or permit another person to do an act that is unlawful. This includes observing an unlawful act and not reporting it to the relevant person.
- Physical assault constitutes a criminal offence.

#### **Discrimination, harassment, bullying, violence and victimisation may occur between:**

- Co-workers;
- A supervisor and a subordinate, that is, people using the power of their position to exercise control over another person;
- A worker and a member of the public
- A worker and a Councillor.

#### **Principles**

1. All workers shall ensure their behaviour is appropriate and in accordance with this and other relevant Council policies and procedures.
2. Directors, Managers, Coordinators, Supervisors and Team Leaders shall take reasonably practicable steps to prevent discrimination, harassment, bullying, violence and victimisation in workplaces under their control.
3. Council will make every reasonable effort to distribute and publicise this Policy Statement throughout the organisation and elsewhere as appropriate.
4. All workers will be provided with awareness and prevention training in workplace discrimination, harassment, bullying, violence and victimisation.
5. Council will take all allegations of workplace discrimination, harassment, bullying, violence and victimisation seriously and take action to promptly address the matter, including measures to prevent the potential for such behaviour to reoccur.
6. Council will deal with complaints of workplace discrimination, harassment, bullying, violence and victimisation in accordance with the Grievance and Dispute Handling Procedure. With regard to workplace violence, Council will endeavour where appropriate or possible to settle all complaints within the workplace.
7. Nothing in this policy will be construed as excluding the involvement of any external body competent to deal with alleged workplace discrimination, harassment, bullying, violence or victimisation.
8. Management will identify hazardous work areas and implement control measures to prevent or minimise the risk of workers being exposed to specific hazards such as acts of violence from members of the public.
9. Workers should report all work areas which they consider may be a high risk area for workplace violence to their supervisors.
10. Victims of workplace discrimination, harassment, bullying, violence or victimisation will be provided with access to appropriate counselling, mediation and other forms of worker assistance.
11. Complainants will be given as much protection as possible to avoid victimisation or retaliation. If an investigation results in the transfer or relocation of a worker or workers, the complainant will not be transferred or relocated without their agreement.
12. If it has been found that a worker has been subjected to workplace discrimination, harassment, bullying, violence or victimisation in the course of their engagement with Council, all attempts shall be made to minimise any potential disadvantage to the worker.
13. Any worker found to be responsible or complicit in discrimination, harassment, bullying, violence or victimisation may be subjected to disciplinary action up to and including termination of their employment.

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14. Those in authority who knowingly tolerate such behaviour are also guilty of misconduct and could be held legally liable under the principles of vicarious liability and/or aiding and abetting.
15. Council shall take all reasonable steps to keep complaints and information obtained in the course of any subsequent investigation confidential.

### Responsibility

#### General Manager

- Take all reasonable step to allow Council to meet its commitment to this policy.
- Foster the development of a culture within Council that is respectful of individual workers, and discourages discrimination, bullying, harassment, violence and victimisation of any sort.
- Act in a manner which provides an example of good and acceptable workplace behaviour.
- Commit adequate resources and staffing for the effective implementation of this policy.
- Encourage all Directors, Managers, Coordinators, Supervisors and Team Leaders to commit to a workplace that is safe and free from workplace discrimination, harassment, bullying, violence and victimisation.

#### Directors, Managers, Coordinators, Supervisors and Team Leaders

- Take all reasonable steps to prevent workplace discrimination, harassment, bullying, violence and victimisation.
- Provide leadership by treating all workers with dignity, respect and compassion.
- Act in a manner consistent with this policy and Councils Code of Conduct.
- Actively promote this policy so that workers are aware they do not have to be the recipients of workplace discrimination, harassment, bullying, violence and victimisation, and so that workers are aware of the procedures to deal with these types of behaviour if they occur.
- Consult with relevant workers, health and safety representatives, equal employment opportunity representatives and Council's Employee Assistance Provider (EAP) to develop strategies to prevent or minimise the incidence of workplace discrimination, harassment, bullying, violence and victimisation.
- Provide information, instruction and support training to workers about Council's policies and procedures in relation to workplace discrimination, harassment, bullying, violence and victimisation.
- Promptly deal with complaints of workplace discrimination, harassment, bullying, violence and victimisation in a sensitive and unbiased manner and resolve them with the assistance of relevant people.

#### People and Performance

- Communicate and assist in educating workers on this policy.
- Provide assistance in the resolution of complaints where appropriate.

#### Contact Officers

- Fulfil their obligations under Council's Grievance and Dispute Handling Procedure.

#### Workers

- Ensure that they take the appropriate steps to protect themselves from workplace discrimination, harassment, bullying, violence and victimisation if it exists in the workplace.
- Ensure that they do not adversely affect the health, safety and welfare of others by engaging in workplace discrimination harassment, bullying, violence and victimisation.
- Help to eliminate workplace discrimination, harassment, bullying, violence and victimisation by:
  - Refusing to join in with discriminatory, harassing or bullying actions/behaviours
  - Supporting others to say "no" to discriminatory, harassing or bullying actions/behaviours
  - Reporting instances of workplace violence where they witness it occurring.

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**END OF POLICY STATEMENT****DOCUMENT HISTORY AND VERSION CONTROL RECORD****Contact for inquiries and proposed changes**

<b>Name</b>	Nicole Jenkins
<b>Position/Section</b>	Executive Manager People and Performance
<b>Contact Number</b>	4645 4228

<b>Version Number</b>	<b>Revised Date</b>	<b>Authorised Officer</b>	<b>Amendment Details</b>

<b>DATA AND DOCUMENT CONTROL</b>		
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## 8.10 Investments and Revenue Report - October 2023

### Reporting Officer

Acting Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.4 Deliver financial sustainability through short, medium and long-term financial planning

### Officer's Recommendation

That the information be noted.

### Purpose

To provide a reporting outlining the activity in Council's financial services portfolio for the months of October 2023.

### Report

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

### Investments

Council's investment portfolio as at 31 October 2023 stood at approximately \$236 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 2021 and Council's Investment Policy.

All investments are placed with approved deposit taking institutions and no funds are placed with any unrated institutions.

Council's investment portfolio for the month of October is consistent with the benchmark and provided an actual positive return of 0.40 per cent or 4.79 per cent annualised. This return includes the 31 day notice saver account but excludes Council's at call cash and Treasury Corp managed fund accounts.



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

Council's investment advisor, Arlo Advisory, have confirmed that Council's investment portfolio is compliant with current policy settings, with clear buffers between exposures to individual entities and is well diversified from a credit ratings spread perspective.

Council's total liquidity to meet short to medium term cash flow needs remains strong with \$5.5 million held in an at call account and an amount of \$10.5 million in a 31 day notice account which is currently offering a 40 basis points bonus interest percentage for deposits until December 2023. The interest rate on the 31 day notice saver account remains attractive for short term deposits at 5.20 per cent which also increases in line with increases in the official cash rate.

The official cash rate is 4.35 per cent following a continued pause by the Reserve Bank (RBA) Board for the November monetary policy decision. In the statement accompanying the decision, the new RBA Governor stated "Whilst inflation in Australia has passed its peak, it remains too high and more persistent than expected. The Board judged that an increase was warranted to have more assurance that inflation would return to within the 2-3 per cent target range within a reasonable timeframe and whether further tightening of monetary policy is required will be dependent upon future data and evolving assessment of risk."

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 strictly 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 October 2023 totalled \$142,729,687 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of October totalled \$53,892,356. In percentage terms 38.7 per cent of all rates and charges due to be paid have been collected, compared to 39 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. Where the charging of penalty interest causes hardship, the charges are waived in accordance with Councils Hardship Policy and an application being made. An on-line application form is available on Council's website to assist ratepayers to apply and complete their request at a convenient time.



Debt recovery action during the month involved the issue of 170 Statements of Claim to ratepayers with two or more instalments outstanding and a combined balance exceeding \$1000. Further recovery on accounts with previous action resulted in 10 Judgments being served on defaulters that have not made suitable payment arrangements or failed on multiple occasions to maintain an agreed payment schedule.

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

### **Sundry Debtors**

Debts outstanding to Council as at 31 October 2023 are \$4,751,237 reflecting an increase of \$2,090,868 since September 2023. During the month 1,043 invoices were raised totalling \$4,106,734 of which \$2,874,895 related to grant funds due to Council. 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 \$600,796 as at 31 October 2023. A large portion of this debt (\$202,373) relates to the City Standards function consisting mainly of health licence inspection fees. These fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems. Council staff have liaised with our recovery agents and are in the process of encouraging debtors to seek suitable payment plans. Part of this debt is due to shop owners that have closed and are no longer contactable. If the cost of recovery is uneconomical to recover the debt is then recommended for write-off. Also incorporated in this debt is various accounts raised totalling \$57,386 for companion animal impounding. In most cases owners have surrendered or abandoned the animals and have moved premises or are not in a position to pay. Council staff make every effort to negotiate payment plans with the debtors involved.

Corporate Governance debts totalling \$179,580 with the most significant amount of \$96,587 relating to the Container Deposit Scheme Refund Sharing Agreement between Council and Suez Recycling Centre that has since been paid in early November. An amount of \$25,564 relates to various property debts regarding 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. Debts are encumbered to the land and are often finalised with the sale of the property.

Public hall hire fees of \$146,086 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.

Government Grant debt of \$51,813 is in relation to the pension rebate claim from the Office of Local Government. Payment is expected late November.

Debt recovery action is normally undertaken in accordance with Council's Sundry Debtors Recovery Procedures Policy and commences with the issue of a tax invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month, a statement of



transactions is provided with details of all invoices due and how payments or credit notes have been apportioned. Once an invoice is paid, it no longer appears on any subsequent statement.

All debts that age by 90 days or more are charged a statement administration fee of \$5.50 per statement. Debtors are contacted by telephone, email or in writing to make suitable arrangements for payment of the overdue debt. Where a suitable arrangement is not achieved or not maintained as agreed, a 7 day letter is issued referencing referral to Council's debt recovery agents.

Matters referred to Council's recovery agent are conducted in accordance with relevant legislation and the *Civil Procedures Act 2001*. Formal legal recovery commences with a Letter of Demand (or Letter of Intent) providing debtors with at least 14 days to respond. In the event that no response is received, instructions are given to proceed to Statement of Claim allowing a further 28 days to pay or defend the action. Failing this, the matter will automatically proceed to judgment and continue through the *Civil Procedures Act 2001* process.

All costs associated with formal legal recovery are payable by the debtor, and staff continue to make every effort to assist debtors to resolve their outstanding debt before escalating it through the local court.

During the month, 13 accounts were issued a Letter of Demand on Council's letterhead advising that if the account was not settled or an appropriate arrangement was not made, the account will escalate to formal legal action through Council's agent.

Council's agents were not instructed to issue any legal recovery on matters.

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**

- 8.10.1 Summary of Council's Investment Portfolio - October 2023 (contained within this report)
- 8.10.2 Rates and Charges Summary and Statistics - October 2023 (contained within this report)
- 8.10.3 Debtors Summary and Ageing Report - October 2023 (contained within this report)



# Summary of Council's Investment Portfolio

Portfolio as at 31 October 2023



## Investments Summary\*

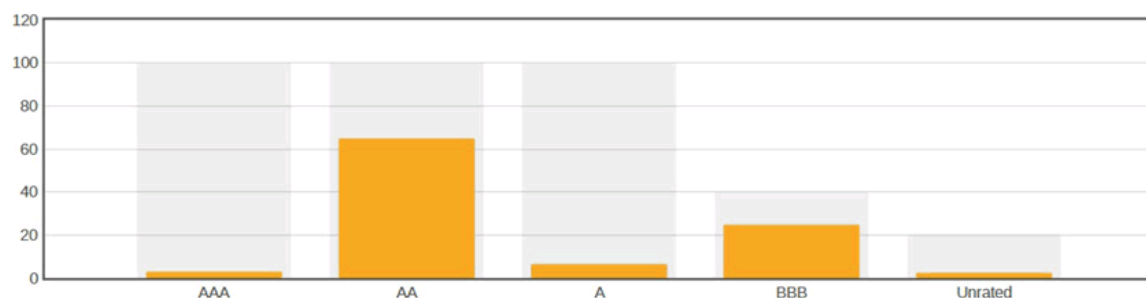
**Asset Class** as at 31/10/2023

Code	Number of Trades	Invested	Invested (%)
TD	47	132,237,796.14	55.93
FRN	19	40,343,327.40	17.06
FRTD	7	26,000,000.00	11.00
BOND	6	16,694,502.90	7.06
CASH	4	16,116,071.36	6.82
MGFUND	1	5,032,602.29	2.13
TOTALS	83	236,424,300.09	100.0

\*Note valuations of Council's Senior FRNs on the Imperium Markets platform are marked-to-market and priced on a daily basis from an independent third-party provider. Council has recorded its FRNs internally at the purchase price or face value. As such, the total portfolio's balance is likely to differ as at the reporting date).

## Credit Quality

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available
✓	AAA	6,337,456.65	2.68	100.00	230,086,843.44
✓	AA	152,704,568.86	64.59	100.00	83,719,731.23
✓	A	14,490,931.38	6.13	100.00	221,933,368.71
✓	BBB	57,858,740.91	24.47	40.00	36,710,979.12
✓	Unrated	5,032,602.29	2.13	20.00	42,252,257.73
TOTALS		236,424,300.09	100.00		





## Summary of Council's Investment Portfolio – October 2023 cont'd

## Maturity Compliance

Compliant	Term	Invested	Invested (%)	Min Limit (%)	Max Limit (%)	Available
✓	0 - 90 days	53,132,303.69	22.47	0.00	100.00	183,291,996.40
✓	91 - 365 days	109,493,752.41	46.31	0.00	100.00	126,930,547.68
✓	1 - 2 years	17,496,916.00	7.40	0.00	100.00	218,927,384.09
✓	2 - 5 years	51,268,725.70	21.68	0.00	100.00	185,155,574.39
✓	5 - 10 years	5,032,602.29	2.13	0.00	20.00	42,252,257.73
TOTALS		236,424,300.09	100.00			

## Portfolio Return

Council's performance for the month ending October 2023 (excluding cash accounts and TCorp LTGF) is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.34%	1.02%	2.03%	1.36%	3.66%
AusBond Bank Bill Index	0.33%	1.04%	2.02%	1.42%	3.66%
T/D Portfolio	0.41%	1.19%	-	1.55%	-
FRT/D Portfolio	0.44%	1.29%	-	1.72%	-
FRN Portfolio	0.44%	1.29%	-	1.72%	-
Bond Portfolio	0.11%	0.32%	-	0.43%	-
Council's Total Portfolio <sup>^</sup>	0.40%	1.15%	-	1.52%	-
Relative (to Bank Bills)	0.06%	0.11%	-	0.10%	-

<sup>^</sup>Council's total portfolio returns excludes Council's cash account holdings and TCorp LTGF.  
Returns for greater than five months are currently not available due to a lack of historical data.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	4.10%	4.10%	4.06%	4.10%	3.66%
AusBond Bank Bill Index	4.01%	4.19%	4.05%	4.27%	3.66%
T/D Portfolio	4.97%	4.79%	-	4.66%	-
FRT/D Portfolio	5.35%	5.22%	-	5.19%	-
FRN Portfolio	5.31%	5.20%	-	5.19%	-
Bond Portfolio	1.32%	1.29%	-	1.29%	-
Council's Total Portfolio <sup>^</sup>	4.79%	4.65%	-	4.57%	-
Relative (to Bank Bills)	0.78%	0.45%	-	0.30%	-

<sup>^</sup>Council's total portfolio returns excludes Council's cash account holdings and TCorp LTGF.  
Returns for greater than five months are currently not available due to a lack of historical data.



## Rates Summary

Statement of all Outstanding Rates and Extra Charges



Rate - Charge	30/06/2023	Net Levy for Year	Pension Rebates	Extra Charges	Total Receivable	Cash Collected	Net Amount Due	Postponed Rates & Interest	Gross Amount Due
Residential	3,982,851.76	76,624,665.96	1,372,870.36	375,999.82	79,610,647.18	28,481,061.11	51,129,586.07	332,034.69	51,461,620.76
Business	539,881.93	21,549,170.33		40,160.21	22,129,212.47	10,589,515.42	11,539,697.05		11,539,697.05
Farmland	35,098.13	485,070.24	205.23	702.01	520,665.15	183,198.42	337,466.73	234,166.51	571,633.24
Mining	0.00	30,760.56		13.23	30,773.79	30,760.58	13.21		13.21
SR - Loan	845.32	-8.00		28.68	866.00	0.00	866.00	0.00	866.00
SR - Infrastructure	422,244.28	7,484,668.33		8,341.12	7,915,253.73	2,958,981.49	4,956,272.24	55,576.94	5,011,849.18
<b>Total</b>	<b>\$4,980,921.42</b>	<b>\$106,174,327.42</b>	<b>\$1,373,075.59</b>	<b>\$425,245.07</b>	<b>\$110,207,418.32</b>	<b>\$42,243,517.02</b>	<b>\$67,963,901.30</b>	<b>\$621,778.14</b>	<b>\$68,585,679.44</b>
Garbage	1,302,053.44	30,523,250.22		35,533.46	30,950,584.24	11,050,034.39	19,900,549.85		19,900,549.85
Stormwater	81,986.14	1,488,781.96	910,252.88	916.36	1,571,684.46	598,805.10	972,879.36		972,879.36
<b>Grand Total</b>	<b>\$6,364,961.00</b>	<b>\$138,186,359.60</b>	<b>\$2,283,328.47</b>	<b>\$461,694.89</b>	<b>\$142,729,687.02</b>	<b>\$53,892,356.51</b>	<b>\$88,837,330.51</b>	<b>\$621,778.14</b>	<b>\$89,459,108.65</b>

Total from Rates Financial Transaction Summary	88,117,429.54
Overpayments	-1,341,679.11
Difference	0.00

### Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	343,115
Rate accounts greater than 12 months less than 18 months in arrears	115,545
Rate accounts greater than 18 months in arrears	21,395
<b>TOTAL rates and charges under instruction with Council's agents</b>	<b>480,055</b>





## Rates Statistics

No. of documents issued	July	August	September	October	November	December	January	February	March	April	May	June	Oct-22
Rate Notices	58,781			146									2
Electronic - DoH	4,629												44,219
Instalment Notices				46,395									4,978
Electronic - DoH				3,492									
Missed Instalment Notices													
- Pensioners > \$15,000													
Notice to new owner	185	163	159	161									103
7-day Letters - Council issued													
- Pensioners > \$1000													
7-day Letters - Agent issued													
Statement of Claim	144	12	23	170									152
Judgments	6	41	24	10									7
Writs				1									20
Electronic - eRates & BPAYview	16,302	16,557	16,882	16,963									15,280
Pensioner applications	77	48	54	60									73
Arrangements	86	81	78	67									83



**DEBTORS SUMMARY 1 October 2023 to 31 October 2023**



DEBTOR TYPE/DESCRIPTION	ARREARS AT 30/09/2023	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/10/2023	% DEBT RATIO
Corporate Governance	780,429	271,111	310,061	741,347	15.60%
City Services	33,421	68,919	97,766	4,574	0.10%
City Standards	393,118	66,644	93,875	365,887	7.70%
Community Businesses	258,413	28,051	195,706	90,759	1.91%
City Lifestyles	52,520	20,096	34,959	37,657	0.79%
Grants	402,725	2,874,895	181,915	3,095,704	65.16%
Hall Hire	265,976	178,118	192,055	252,040	5.30%
Property Services	473,767	598,900	909,397	163,270	3.44%
	<b>2,660,369</b>	<b>4,106,734</b>	<b>2,015,734</b>	<b>4,751,237</b>	<b>100%</b>

**AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 October 2023**



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	249,729	289,842	22,195	179,580	741,347	178,633
City Services	1,189	217	0	3,168	4,574	8,300
City Standards	52,284	28,220	83,010	202,373	365,887	202,479
Community Businesses	14,231	61,137	9,566	5,825	90,759	12,852
City Lifestyles	24,351	4,330	1,891	7,085	37,657	9,826
Grants	2,902,814	104,720	36,357	51,813	3,095,704	56,161
Hall Hire	70,264	23,988	11,702	146,086	252,040	146,044
Property Services	133,821	24,584	0	4,865	163,270	3,803
	<b>3,448,683</b>	<b>537,038</b>	<b>164,721</b>	<b>600,796</b>	<b>4,751,237</b>	<b>618,099</b>



## 8.11 Quarterly Business Review Statement as at 30 September 2023

### Reporting Officer

Acting Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.4 Deliver financial sustainability through short, medium and long-term financial planning

### Officer's Recommendation

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

### Purpose

To advise Council that the quarterly financial review has been conducted on the original income and expenditure estimates presented in the 2023-24 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

### Introduction

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

### Report

In accordance with Clause 203 of the Local Government (General) Regulations 2021, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRs must also include an opinion of the Responsible Accounting Officer concerning the financial position of Council. This report



provides an overview of the results of the financial review for the quarter ended 30 September 2023.

The original budget was set with operations returning to normal noting the reduced effects of the COVID-19 pandemic. There are several adjustments to both income and expenditure items across many section budgets. While there will be loss of revenue in some operations and increased costs in others, the measures that Council has implemented forecasts a balanced budget at year end.

In June 2023, Council adopted a balanced budget for 2023-24. There is no proposed change to the budget result in this review.

The recommended movements relating to income and expenditure are summarised in the attachment and details of significant items are listed in the body of this report for Council's consideration.

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

**Adjustments to salaries across the following functions:**

City Standards and Compliance - \$90,000 decrease in expenditure  
Planning and Development - \$100,000 decrease in expenditure  
Community Business - \$40,000 decrease in expenditure  
Community Life - \$47,500 decrease in expenditure  
Creative Life - \$95,000 decrease in expenditure  
Assets - \$60,000 decrease in expenditure  
Facilities Asset Management - \$129,000 decrease in expenditure  
Infrastructure - \$180,000 decrease in expenditure  
Open Space - \$40,000 decrease in expenditure  
Governance and Risk - \$10,000 decrease in expenditure  
Corporate Systems Support - \$130,000 decrease in expenditure  
City Strategy and Outcomes - \$10,000 decrease in expenditure  
Corporate Strategy and Insights - \$20,000 decrease in expenditure

The major adjustments are listed above with the overall total salary forecast reduced by \$950,000. As part of the budget preparation process, the organisational salary structure is fully funded. These salary savings have resulted from general staff vacancy and turnover. These savings have been utilised to fund expenditure in other programs and any loss of revenue.

**Adjustments to hired personnel and consultants across the following functions:**

General Manager - \$5,000 increase in expenditure  
City Standards and Compliance - \$75,000 increase in expenditure  
Planning and Development - \$36,100 increase in expenditure  
Community Businesses - \$45,000 increase in expenditure  
Open Space - \$165,000 decrease in expenditure  
Property Services - \$16,700 decrease in expenditure  
Financial Services - \$15,900 increase in expenditure  
People and Performance - \$50,000 increase in expenditure  
City Revitalisation and Renewal - \$348,000 increase in expenditure



The above consulting and hired personnel costs have resulted from the use of agencies and temporary contracted staff to provide specialised advice or fill short term vacancies where recruitment processes have been lengthy or unsuccessful. All costs have been offset by salary savings or other funding sources, and the use of hired personnel and consultants is limited.

**Christmas Events – Christmas Tree – \$45,000 increase in expenditure**

Additional expenditure to renew the Christmas Tree experience and enhance supporting celebrations.

**City Standards and Compliance – Regulated Premises – \$100,000 increase in revenue**

This increase relates to additional annual administration fee charges raised for the inspection of regulated premises in the area. The increase has been part offset by a provision for doubtful debts.

**Community Business – Education and Care – \$312,900 increase in net cost**

Job evaluations for staff were undertaken across the sector after the original budget was finalised. The salary increases were part offset by adjustments in income driven by increased utilisation.

**Community Businesses-Stadia – \$60,000 increase in income, \$454,000 increase in expenditure**

Additional facility hire income received from hosting an international side during the FIFA Women's World Cup.

Additional funding, sourced from reserves and committed works, has been provided to enable LED Screen (\$104,000) and Public Address System upgrades (\$350,000) at the Stadium.

**Sports field Improvement Program- \$966,000 increase in expenditure**

The 2023-24 Sports field Improvement Program has been fully allocated to projects in accordance with the current Operational Plan. After this allocation, the requirement for the renewal of Lynwood Park synthetic surface has been identified due to poor condition. This adjustment is to allocate funds for the project and enable the commencement of the request for tender in the new year in order for the project to be finalised in 2024-25.

**Community Events – \$167,500 increase in expenditure**

The cost of holding the various community events has exceeded the original budget due to an increase in market costs and contractor charges, as well as the decision to develop and emphasise some events. The main increases being incurred in the Christmas Events (\$68,000), New Years Eve Concert (\$25,000) and the introduction of Sunset Sounds Performance artists to the Fisher's Ghost Festival program (\$61,000) which is to be funded from the City Attractions Reserve.

**Regional Road Renewal Program – \$300,000 decrease in income**

Council has traditionally received funding from the State Government under the REPAIR Grant program to assist with the renewal of the Regional Road network. Council has been advised that this funding is being diverted to other government programs and will not be funded this year. The road renewal program will be revised down to offset this loss of income.

**Building Renewal Program-Animal Care Facility – \$300,000 increase in expenditure**

The Animal Care Facility has been undergoing renewal and improvement to better service the facility, the community and the animals, as well as addressing health and safety issues at the



facility. This funding has been allocated to enable the construction of dangerous dog enclosures, the funding being sourced from committed works.

**Development Reserve Movements – various adjustments**

There have been various changes to expenditure, rental income and land sales within the Development Reserve budget. Movements to or from the reserve offset all adjustments. They include the following items:

- Cinema Complex - The original budget factored in a vacancy allowance and various overheads due to the original tenant not renewing the lease, however a new tenant has taken on the lease resulting in increased income to budget.
- Digitaria Drive, Gledswood Hills - \$477,600 reduction to original budget to allow for acquisition deposit part payment in prior financial year
- Urban Renewal Precinct Development - \$348,000 increase in expenditure. The project is nearing gateway decision point, these funds are required to finalise the options analysis.
- Homebase precinct - \$2,500,000 increase in expenditure. Planned renewal of the air conditioning system for the complex.

**Financial Assistance Grant – \$1,006,900 increase in income**

Due to the uncertainty around the amount of the grant, Council was conservative when setting the original budget. Advice of an increased grant amount has now been received from the Grants Commission. The additional funds will be utilised to offset other adjustments in this review.

**Rates Income – \$320,000 increase in income**

This adjustment reflects supplementary rates received in relation to growth of properties through subdivision in the City.

**Corporate Support and Systems – \$3,047,000 increase in expenditure**

Following the finalisation of the original budget and financial modelling in project preparation phases of the planned roll out of refreshed laptops, Council shifted from a leased financial model to a purchase and own model. The impact to the budget is an upfront cost of equipment purchase of \$2m, however a slightly reduced whole of life cost of leasing the equipment. The primary reasons supporting this change was the improved overall budget outcome and the agility in being able to acquire laptops on a needs basis to support a growing organisation as opposed to being locked into a lease contract with variations to accommodate growth needs. The cashflow of this transaction is funded by Council's asset equipment reserve and will be reimbursed over the life of the equipment.

Additionally, there has been an increase in the number of software licences and subscriptions such as modules for Technology One and ACMA Radio bands used by emergency services. Funds have also been allocated for the refresh Civic Centre meeting rooms to align technology provisions, and the review of the HR/Payroll solution.

**City Strategy and Outcomes – \$1,500,000 increase in expenditure**

Allocation of \$1.5m from the revenue achieved through the development rights transaction of the ground lease for Hurley Street to the delivery of the City Centre Planning Proposal.

**Sustainability and Resilience – \$130,500 increase in expenditure**

In prior years, the increase in the annual contribution to the State Government for the Emergency Services Levy was part offset by a subsidy from the government. The increase in



the required budget is a result of two significant changes to emergency services payments; LGNSW reports a 53.1 per cent increase on the previous years' levy with Council's levy increasing by \$595k and the discontinuation of the subsidy from the NSW Government. The discontinuation of the Subsidy results in a loss of income of approximately \$756k. Council staff had already planned for an increased expenditure requirement to account for the above however have only just received confirmation of contribution rates and now need to meet a required shortfall of \$130k in estimates.

### **Summary**

As reported to Council in previous years, the financial objective has been to budget a surplus to improve Council's liquidity ratio. The liquidity ratio has improved to a satisfactory level and as such, a balanced budget is projected for the 2023-24 financial year.

As per the Responsible Accounting Officer's statement, the 2023-24 results continue to support Council's sound financial position in the short to medium term. During 2023-24, Council will further refine its financial strategy in line with the development of the 10-year Long Term Financial Plan required by the Integrated Planning and Reporting Framework and determine the most appropriate and financially responsible action for future periods.

### **Attachments**

8.11.1 Quarterly Business Review Statement as at 30 September 2023 (contained within this report)



Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/23 to 30/09/23

**Report by Responsible Accounting Officer**

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

**30 September 2023**

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 30/09/23 indicates that Council's projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:** signature has been removed  
Corinne Mears  
Responsible Accounting Officer

**date:** 8/12/2023



## Campbelltown City Council

# Quarterly Budget Review Statement

for the period 01/07/23 to 30/09/23

## Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2023

### Income & Expenses - Council Consolidated

( \$000's )	Original Budget 2023/24	Approved Changes				Revised Budget 2023/24	Variations for this Sep Qtr	Notes Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs				
<b>Income</b>									
Rates and Annual Charges	135,615	-	-	-	-	135,615	373	1	135,987
User Charges and Fees	16,906	-	(40)	-	-	16,866	337	2	17,203
Interest and Investment Revenues	5,107	-	-	-	-	5,107	-		5,107
Other Revenues	8,081	-	-	-	-	8,081	197	3	8,278
Grants & Contributions - Operating	33,001	227	(8,547)	-	-	24,681	(90)	4	24,591
Grants & Contributions - Capital	30,625	2,896	1,152	-	-	34,673	-		34,673
Rental Income	9,369					9,369	100	5	9,469
<b>Total Income from Continuing Operations</b>	<b>238,703</b>	<b>3,123</b>	<b>(7,435)</b>	<b>-</b>	<b>-</b>	<b>234,391</b>	<b>917</b>		<b>235,307</b>
<b>Expenses</b>									
Employee Costs	91,670	1,450	(53)	-	-	93,067	(20)	6	93,046
Borrowing Costs	75	-	-	-	-	75	-		75
Materials & Contracts	75,613	9,157	1,419	-	-	86,190	2,589	7	88,779
Depreciation	31,808	-	-	-	-	31,808	-		31,808
Legal Costs	1,133	-	-	-	-	1,133	69	8	1,202
Consultants	5,423	3,712	126	-	-	9,261	2,299	9	11,560
Other Expenses	3,311	7	-	-	-	3,318	82	10	3,400
<b>Total Expenses from Continuing Operations</b>	<b>209,033</b>	<b>14,326</b>	<b>1,492</b>	<b>-</b>	<b>-</b>	<b>224,851</b>	<b>5,019</b>		<b>229,869</b>
<b>Net Operating Result from Continuing Operations</b>	<b>29,670</b>	<b>(11,203)</b>	<b>(8,927)</b>	<b>-</b>	<b>-</b>	<b>9,540</b>	<b>(4,102)</b>		<b>5,438</b>
<b>Net Operating Result before Capital Items</b>	<b>(955)</b>	<b>(14,099)</b>	<b>(10,080)</b>	<b>-</b>	<b>-</b>	<b>(25,133)</b>	<b>(4,102)</b>		<b>(29,235)</b>
									<b>100,662</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/23 and should be read in conjunction with the total QBRs report



Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/23 to 30/09/23

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Additional rate income generated from supplementary levies.
2	Additional fee income received including; regulated premises, child care, leisure centre programs, due to increases in utilisation.
3	Anticipated increase in income from fines and penalties, cost recovery and event commission income.
4	Increase in child care subsidy due to increased utilisation, loss of Regional Roads grant.
5	Favourable review of rental agreements.
6	Variations in employee costs due to new staff and staff vacancies which in some case have been transferred to fund contract staff, or used to offset costs incurred in other sections.
7	Allocation of budget to fund upgrades to current financial system, review of HR/Payroll system and replacement of computer fleet (funded from reserve funds).
8	Minor adjustments to legal advice budget, majority for Project 24.
9	Additional consultancy services utilised for property related works, LEP planning proposal, as well as redistribution of funds to accommodate programs.
10	Various increases and decreases across a number of areas, majority being contribution to other authorities for Emergency Services Levy.



**Quarterly Budget Review Statement**  
for the period 01/07/23 to 30/09/23

**Campbelltown City Council**  
**Capital Budget Review Statement**

Budget review for the quarter ended 30 September 2023  
**Capital Budget - Council Consolidated**

	Original Budget 2023/24	Approved Changes			Revised Budget 2023/24	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs			
<b>((\$000's))</b>									
<b>Capital Expenditure</b>									
New Assets									
- Land & Buildings	-	-	-	-	-	-	-	-	33
Renewal Assets (Replacement)									
- Plant & Equipment	4,611	39	-	-	-	-	1	5,620	1,771
- Office Equipment/Furniture & Fittings	3,772	-	(361)	-	-	-	2	3,450	77
- Land & Buildings	21,239	14,615	178	-	-	-	3	40,882	11,447
- Roads, Bridges, Footpaths	35,053	3,143	2,894	-	-	-	4	40,789	8,758
- Stormwater/Drainage	1,366	800	(887)	-	-	-	-	1,278	92
- Other Assets	363	-	-	-	-	-	-	363	131
Loan Repayments (Principal)	1,304	-	-	-	-	-	-	1,304	-
<b>Total Capital Expenditure</b>	<b>67,707</b>	<b>18,597</b>	<b>1,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,559</b>	<b>93,686</b>	<b>22,310</b>
<b>Capital Funding</b>									
Rates & Other Untied Funding	19,738	4,738	927	-	-	-	5	29,175	17,152
Capital Grants & Contributions	30,625	2,896	1,152	-	-	-	-	34,673	4,685
Reserves:									
- External Restrictions/Reserves	(2,835)	5,842	10	-	-	-	-	3,018	-
- Internal Restrictions/Reserves	8,857	5,121	(267)	-	-	-	6	15,478	-
Receipts from Sale of Assets									
- Plant & Equipment	1,319	-	-	-	-	-	7	1,339	473
- Land & Buildings	10,000	-	-	-	-	-	-	10,000	-
- Other Assets	4	-	-	-	-	-	-	4	1
<b>Total Capital Funding</b>	<b>67,707</b>	<b>18,597</b>	<b>1,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,559</b>	<b>93,686</b>	<b>22,310</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/23 and should be read in conjunction with the total QBRs report



Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

Capital Budget Review Statement  
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Transfer of operational budget to capital budget, funding for Sports Ground equipment upgrade.
2	Funding allocation for the purchase of various office equipment.
3	Funding allocation for construction works including; dog enclosures, synthetic surface replacement, air conditioning replacement and finalisation of land acquisition.
4	Reduction in road renewal program due to loss of regional roads grant.
5	Reconciliation of untied funds as a result of capital movements utilised to fund capital works.
6	Funding from the development, plant, restricted funds and sports ground reserves to fund capital projects.
7	Budgeted receipts from the proceeds from various plant purchases.



## Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

## Cash &amp; Investments Budget Review Statement

Budget review for the quarter ended 30 September 2023  
**Cash & Investments - Council Consolidated**

	Original Budget 2023/24	Movement in Reserves		Current Balance 2023/24	Projected Movement 2022/23	Notes	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from					
				Kind				
<b>Externally Restricted <sup>(1)</sup></b>								
Stormwater Management	1,338	-	-	-	(500)		838	1,338
Specific Purpose Grants	42,681	-	(11,617)	-	-		31,065	31,065
Specific Purpose Contributions	5,359	-	(4)	-	-		5,356	5,356
Developer Contributions - S7.11	41,942	1,670	-	-	2,500		46,112	43,612
Developer Contributions - Other	664	-	-	-	-		664	664
Domestic Waste Management	20,233	-	-	-	1,000		21,233	20,233
Self Insurance Workers Compensation Claims	5,144	-	(59)	-	-		5,085	5,085
<b>Total Externally Restricted</b>	<b>117,362</b>	<b>1,670</b>	<b>(11,679)</b>	<b>-</b>	<b>3,000</b>		<b>110,353</b>	<b>107,353</b>
(1) Funds that must be spent for a specific purpose								
<b>Internally Restricted <sup>(2)</sup></b>								
Property Development	16,047	-	-	-	(2,000)		14,047	16,047
Committed Works	16,556	-	(48)	-	(5,000)		11,508	16,508
Self Insurance Workers Compensation Claims	1,088	-	(59)	-	-		1,029	1,029
Replacement of Plant and Vehicles	8,247	-	25	-	(1,000)		7,272	8,272
Committed Works funded by Loans	3,088	-	-	-	(1,000)		2,088	3,088
Employee Leave Entitlements	8,972	-	-	-	-		8,972	8,972
Environmental Sustainability	1,954	3	-	-	-		1,957	1,957
Asset Replacement	7,493	-	1,266	-	-		8,760	8,760
Infrastructure Replacement Fund	50,762	-	-	-	(16,000)		34,762	50,762
Olympic Ambassador	135	-	-	-	-		135	135
Event Attraction	1,794	-	-	-	-		1,794	1,794
Insurance Claims - Excess	5,457	-	513	-	-		5,971	5,971
Local Government Elections	684	-	300	-	-		984	984
Other	69	-	-	-	-		69	69
<b>Total Internally Restricted</b>	<b>122,345</b>	<b>3</b>	<b>1,998</b>	<b>-</b>	<b>(25,000)</b>		<b>99,345</b>	<b>124,345</b>
(2) Funds that Council has earmarked for a specific purpose								
<b>Unrestricted (i.e. available after the above Restrict)</b>	<b>4,239</b>			<b>12,893</b>	<b>-</b>		<b>12,893</b>	<b>12,893</b>
<b>Total Cash &amp; Investments</b>	<b>243,946</b>			<b>244,592</b>	<b>(22,000)</b>		<b>222,592</b>	<b>244,592</b>

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/23 and should be read in conjunction with the total QBRs report



Campbelltown City Council

**Quarterly Budget Review Statement**  
for the period 01/07/23 to 30/09/23

**Cash & Investments Budget Review Statement**

**Comment on Cash & Investments Position**

Not Applicable

**Investments**

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

**Cash**

The Cash at Bank figure included in the Cash & Investment Statement totals \$244,591,834.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 30/09/23.

**Reconciliation Status**

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

**\$ 000's**

Cash at Bank (as per bank statements)		9,058,554
Investments on Hand		236,473,880
less: Unpresented Cheques	(Timing Difference)	(1,872)
add: Undeposited Funds	(Timing Difference)	66,544
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(1,005,527)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	256
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>244,591,834</b>
<b>Balance as per Review Statement:</b>		<b>244,591,834</b>
Difference:		-

**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details**

--



## Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

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

Budget review for the quarter ended 30 September 2023

(\$000's)	Current Projection		Original Budget	Actuals	
	Amounts	Indicator		Prior Periods	
	23/24	23/24	23/24	22/23	21/22

NSW Local Government Industry Key Performance Indicators (OLG):

**1. Operating Performance**

Operating Revenue (excl. Capital) - Operating Expenses	-29,235
Operating Revenue (excl. Capital Grants & Contributions)	200,634

8.9 % 6.1 %

-0.5 %

-14.6 %

-14.6%

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

**2. Own Source Operating Revenue**

Operating Revenue (excl. ALL Grants & Contributions)	176,044
Total Operating Revenue (incl. Capital Grants & Cont)	235,307

69.3 % 63.7 %

73.3 %

74.8 %

74.8%

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

**3. Unrestricted Current Ratio**

Current Assets less all External Restrictions	93,693
Current Liabilities less Specific Purpose Liabilities	56,757

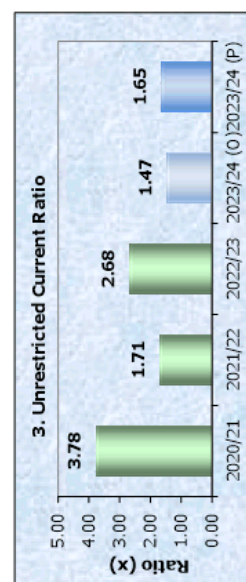
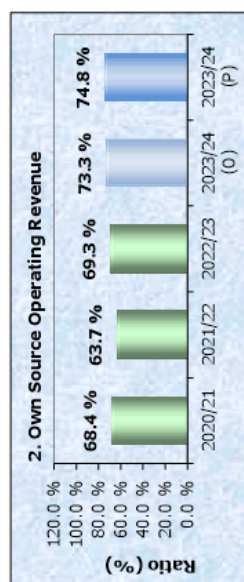
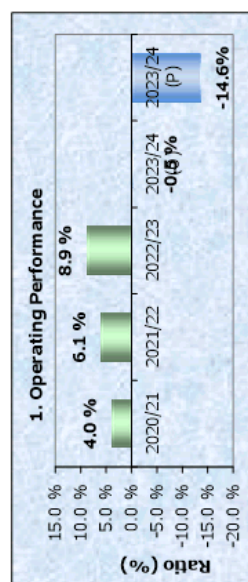
2.68 1.71

1.47

1.65

1.65

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





## Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

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

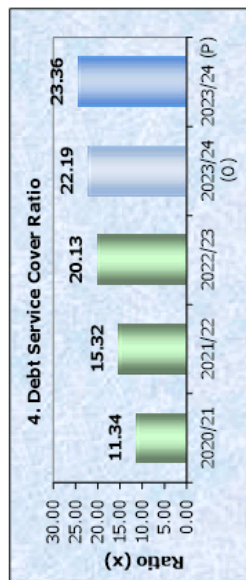
Budget review for the quarter ended 30 September 2023

(\$000's)	Current Projection		Original Budget	Actuals	
	Amounts	Indicator	23/24	Prior Periods	
	23/24	23/24	23/24	22/23	21/22

NSW Local Government Industry Key Performance Indicators (OLG):

**4. Debt Service Cover Ratio**

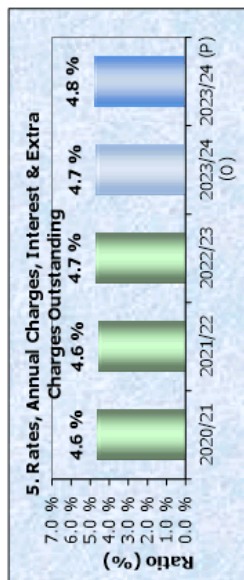
Operating Result before Interest & Dep. exp (EBITDA)	32,215	23.36	
Principal Repayments + Borrowing Interest Costs	1,379		



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

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

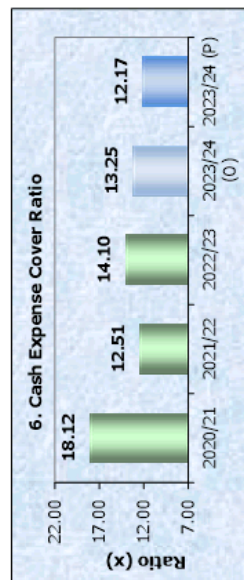
Rates, Annual & Extra Charges Outstanding	6,450	4.8 %	
Rates, Annual & Extra Charges Collectible	133,959		



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

**6. Cash Expense Cover Ratio**

Current Year's Cash & Cash Equivalents (incl.Term Deposits)	244,592	12.17	
Operating & financing activities Cash Flow payments	241,144		



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



Notes:

1. Contract Values are commercial in confidence
2. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
3. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 30/09/23 and should be read in conjunction with the total QBRs report



Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

Contracts Budget Review Statement

Comments & Explanations relating to Contractors Listing

Notes	Details
1	Price is per service, therefore price is estimation only.
2	Price is per service distributed amongst the panel, therefore price is an esitmaton only.



Campbelltown City Council

Quarterly Budget Review Statement  
for the period 01/07/23 to 30/09/23

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	2,015,984	Y
Legal Fees	373,979	Y

Definition of a consultant:

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

Comments

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

Details



## 8.12 T23/38 Integrated HR and Payroll System

### Reporting Officer

Acting Executive Manager Corporate Services and Governance  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

### Officer's Recommendation

That Council:

1. In accordance with section 178 of the *Local Government (General) Regulation 2021* Council declines to accept any of the tenders received for the Integrated HR & Payroll System as they did not meet requirements of the Request for Tender. All Tenderers were evaluated as not meeting the requirements of the RFT in some form. The RFT contains conditions of tendering and requests tenderers to provide information in order to be evaluated for suitability.
2. Enter into negotiations with Tenderers that were evaluated as achieving a very good standard for their proposed system's capability criteria. The evaluation panel do not see any benefit in inviting fresh tenders for the same service as the market was tested through this process and above satisfactory results were achieved for the system capability criteria.
3. Endorse the General Manager to finalise negotiations and enter into a contract for the Integrated HR & Payroll System by way of delegated authority under section 377 of the *Local Government Act 1993*
4. Notify Tenderers of the results of the tender process.



## Purpose

To advise Council of the tenders received for the Integrated HR & Payroll System and recommend that Council declines to accept all tenders submitted and enter into negotiations.

## History

The People & Performance team identified a requirement for an all-in-one, integrated HR and Payroll system that meets Council's business, technical, and support requirements as well as legislative requirements. The anticipated expenditure for these works was expected to exceed \$250,000, therefore a public tender process was required.

## Report

### Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and Council's Procurement Policy and Procedures.

### Advertising of Tenders

Tenders were advertised on Tenderlink and Council's website on Friday 22 September 2023. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified, as well as YARPA Hub.

### Tender Document

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

- experience, including details of any subcontractors and their experience
- references
- proposed account manager & technical support
- delivery approach & methodology
- system capabilities
- proposed terms of contract
- local consideration details
- price
- insurances
- work health and safety management system
- environmental practices
- social sustainability practices
- conflicts of interest declaration
- code of conduct and statement of business ethics declarations
- collusive submission declaration
- workplace relations information and undertaking
- proposed contract departures
- addenda acknowledgement form
- modern slavery requirements.



## **Tenders Received**

Tenders closed on Tuesday 17 October 2023. Five on-time responses were received from the following organisations:

- Access Software Australia Pty Ltd
- Ceridian Australia Pty Ltd
- Frontier Software Pty. Ltd.
- Gulanga Group Pty Ltd
- Rizing Solutions Pty Ltd.

## **Evaluation Process**

The evaluation panel, consisting of officers from People and Performance and Corporate Support Systems evaluated the tenders against the following weighted assessment criteria:

- experience of the company and their subcontractors
- proposed account manager & technical support
- delivery approach & methodology
- system capability
- price
- local consideration
- minimum 60% achievement of each of the requested modules for the functional requirements
- 100% achievement of the minimum system capabilities
- work health and safety
- environmental commitment.

The evaluation panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score. The evaluation panel used Acceptable or Unacceptable scoring for reviewing of both the minimum achievement of 60% of each requested functional requirement module and achievement of Council's minimum system capabilities.

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

## **Recommendation of the Evaluation Panel**

1. That Council decline to accept any of the tenders received for the Integrated HR and Payroll System as all tender submissions received did not meet the requirements of the RFT. All Tenderers were evaluated as not meeting the requirements of the RFT in some form. The RFT contains conditions of tendering and requests tenderers to provide information in order to be evaluated for suitability.
2. That Council enter into negotiations with tenderers that achieved a very good standard for the system capability criteria. The Evaluation Panel do not see any benefit in inviting fresh tenders for the same service as the market was tested through this process and above satisfactory results were achieved for the system capability criteria. This is in accordance with section 178 of the *Local Government (General) Regulation 2021* which provides, in part:



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

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

### **Delegation**

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

### **Attachments**

Nil



## 8.13 Dedication of Land as Public Road - Glenfield

### Reporting Officer

Property Services Manager  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.5 Ensure assets, infrastructure and property are well managed and incorporate design excellence

### Officer's Recommendation

1. That Council endorse the dedication of land as public road as outlined in this report.
2. That approval be granted for all documentation associated with the dedication of the subject land as road to be executed by way of delegated authority in accordance with Section 377 of the *Local Government Act 1993*.

### Purpose

To seek Council endorsement for the dedication of land as public road from TAHE. The land proposed to be dedicated is Lot 1617 DP 1282799 which forms part of an unnamed road running from Glenfield Road to Glenfield Railway Station in Glenfield.

### History

Transport Asset Holding Entity of New South Wales (TAHE) acting as agents for Transport for NSW has approached Council seeking approval to dedicate a section of an unnamed road, being Lot 1617 DP 1282799. The subject land has an area of approximately 1.269 hectares and is to be dedicated in accordance with S.9 of the *Roads Act 1993*.

The subject land is currently in the ownership of TAHE. As the land is privately owned it potentially prevents public access to the land, the Glenfield Commuter car park and to the



Hurlstone Agricultural High School. It also diminishes legal public access to the railway station and the adjacent commuter carpark.

## **Report**

The dedication will facilitate legal public access to the railway station and commuter carpark and guarantee access to Hurlstone Agricultural High School. It will also facilitate Landcom's access to the area to commence development of the Glenfield West Precinct.

As the dedication does not form part of a Voluntary Planning Agreement Council's endorsement is required to accept the dedication of the land.

The subject lot contains an easement for public access that benefits the Department of Education and has been formed to guarantee continued access to Hurlstone Agricultural High School. Given the nature of the easement and the fact that parties have an aligned commitment to improve access to the School, railway station and nearby commuter carpark it is recommended that the dedication takes place with the easement intact.

It has been agreed that as a condition of Council accepting dedication, Landcom has provided a formal undertaking to bring the section of dedicated road up to an acceptable standard as well as manage and maintain the road during the development of the Glenfield West Precinct.

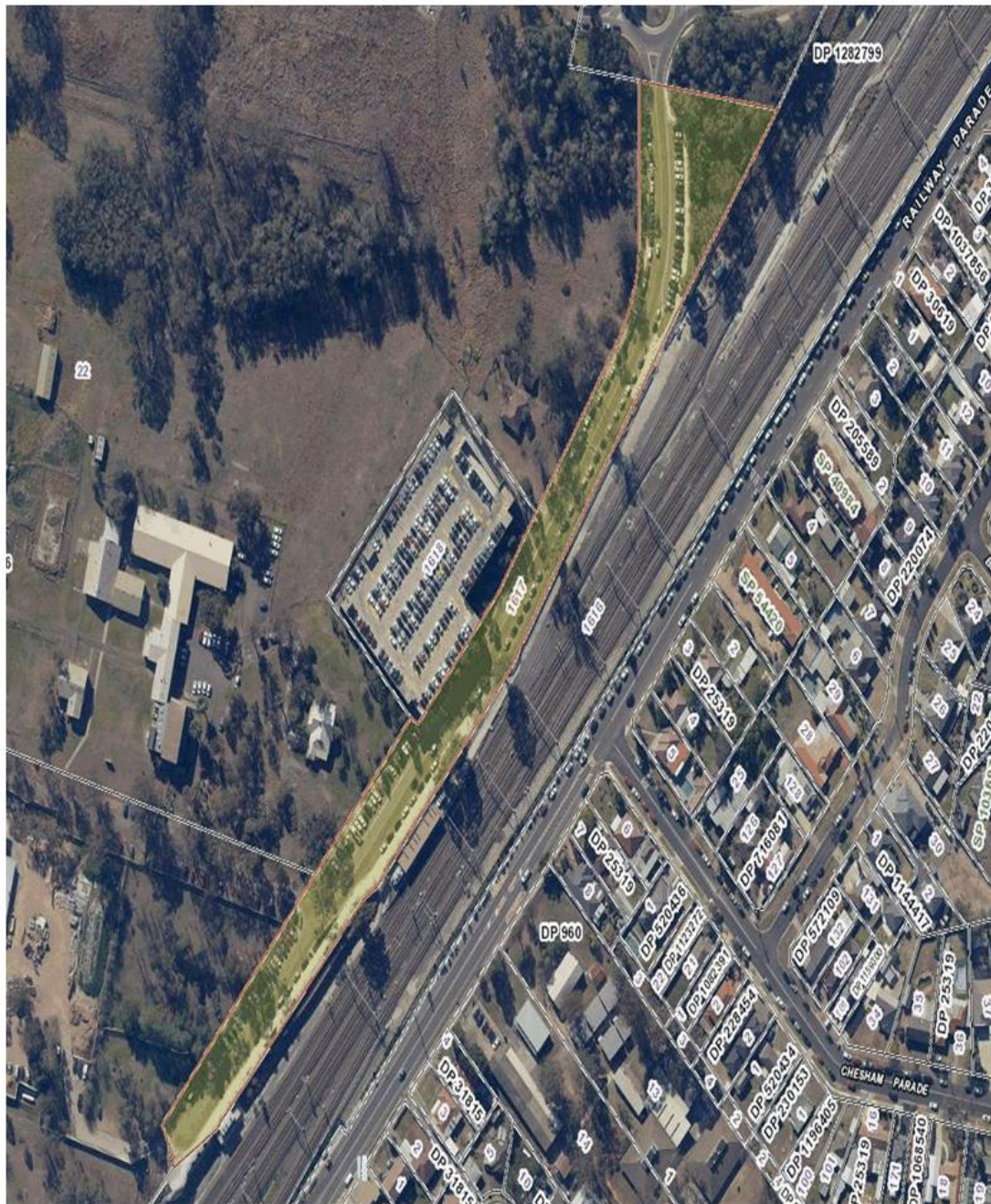
The Department of Education Parties has agreed to meet all costs associated with the preparation and registration of the plan.

It is recommended that Council endorse dedication of Lot 1617 DP 1282799 from TAHE at nil cost. As the road will be dedicated as an 'un-named' road, a further report will be presented to Council in due course to endorse a formal road name.

## **Attachments**

8.13.1 Locality Plan of subject section of road (contained within this report)





Lot 1617 DP 1282799 – highlighted yellow



## 8.14 Reports and Letters Requested

### Reporting Officer

Manager Governance and Risk  
City Governance

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.1.2 Ensure the community is continuously informed about current and future issues affecting Campbelltown and key delivery partners

### Delivery Program

Principal Activity
5.1.2.1 Communicate in a diverse, open and inclusive way that informs and engages our communities to build confidence and trust

### 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 5 December 2023.

### Attachments

- 8.14.1 Reports Requested Register 5 December 2023. (contained within this report)
- 8.14.2 Letters Requested Register 5 December 2023. (contained within this report)



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Services</b>			
13.10.22 Bricevic	<p>NM 11.3 Footbridge over Bow Bowling Creek</p> <p>That Council:</p> <ol style="list-style-type: none"> <li>1. provide a report on the feasibility of building a footbridge over Bow Bowling Creek (causeway) at Bow Bowling towards Minto.</li> <li>2. Ensure the report includes particular reference to any current legislative requirements for pedestrian footbridges and addresses accessibility for those with mobility and/or disability issues.</li> <li>3. That Council also advocate to the Member for Macquarie Fields in relation to the development of the bridge to seek funding to ensure it is built to an appropriate standard.</li> </ol>	The feasibility report is currently being prepared.	March 2024
9.8.22 Chowdhury	<p>NM 11.4 - Grass Cutting</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol>	Currently under investigation and report being prepared. Briefing provided to Councillors on 28 November 2023.	February 2024



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Services</b>			
9.8.22 Bricevic	<p>That a further report be provided to Council detailing the requirements of the original notice of motion.</p> <p>NM 11.5 -District Park Midlothian Reserve, St Andrews</p> <p>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.</p>	A report is being prepared for March 2024 meeting.	March 2024
10.5.22 Stellino	<p>NM 11.2 - Reptile Protection</p> <p>1. That Council investigate the need and feasibility of reptile handling/catching services to be added to council capabilities.</p> <p>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.</p>	A report is being prepared for March 2024 meeting.	March 2024



### Reports requested effective 5 December 2023

*Date of Decis+A1:D 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Services</b>			
20.9.22 Bricevic	NM 11.3 - International Mother Language Day Monument  1. That Council present a briefing to Councillors on the imminent updated version of the Monuments and Memorials policy.	A report to be presented to Council at the December 2023 meeting as Item 8.7 on the agenda.	December 2023
11.07.23 Munro	NM 11.1 - Intersection of Collins Promenade and Eagleview Rd 1. That Council undertake a review of recent changes to the intersection of Collins Promenade and Eagleview Rd and present the findings to Transport NSW for their review and consideration in the interest of motorist safety.	Currently under investigation. This item has been added to the newly recommenced traffic committee agenda for February 2024 meeting.	February 2024
13.12.22 Stellino	ORD 8.3 - Bin Locks - 12 Month Trial  3. A report on the findings be presented to Council after 3 months of the trial and before 12 months, whichever comes first.	12 month trial began in May 2023. The report on findings will be presented at the November Council meeting. Following Cr Stellino's statement at the September Council meeting a report will be provided 12 months from date of the first bin latch being issued to the public, or 3 months after all of the bin latches being distributed whichever comes first.	May 2024



### Reports requested effective 5 December 2023

*Date of Decision	Action Item	Comments / updates	Expected completion date
12.09.2023 Hunt	<p><b>City Services</b></p> <p>NM 11.2 Bus Stop Shelters</p> <p>2. That Council, subject to confirmation of bus routes and service standards, review the current installation program of bus stop shelters and explore options to expand to meet community growth and expectations; and</p> <p>3. That a report is presented on the information received and options to be considered.</p>	Currently under review.	February 2024
14.6.22 Bricevic	<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 reports completed: October 2022, December 2022, March 2023, June 2023, September 2023.</p> <p>A report to be presented to Council at the December 2023 meeting as Item 8.6 on the agenda.</p>	December 2023
8.3.22 Khali	<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> <ul style="list-style-type: none"> <li>a) identification of any future enhancement works planned or required to improve the location.</li> <li>b) marketing opportunities to increase visitation and tourism.</li> <li>c) any environmental factors to be taken into account because of increasing visitation.</li> <li>d) any future resourcing considerations to enable an ongoing program of works and marketing activity.</li> </ul>	A report is being prepared for March 2024 meeting.	March 2024



### Reports requested effective 5 December 2023

*Date of Decis+A1:D 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Planning and Environment</b>			
10.5.22 Bricevic	ORD 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives  4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.	Timing adjusted to align with Western Sydney Planning Partnership.	February 2024
8.11.22 Oates	ORD 8.6 - Planning Proposal - 80 O'Sullivan Road, Leumeah  5. That at the conclusion of the public exhibition, a report be presented to Council on the outcome of the public exhibition.	Public exhibition will not occur until Gateway Determination has been received. Post exhibition report is estimated as March 2024.	March 2024
8.8.23	ORD 8.2 - Planning Proposal - Amendment of Clause 4.4 'Floor Space Ratio' - Campbelltown Local Environmental Plan 2015  3. That following the public exhibition either: a) where objection(s) are received to the Planning Proposal a further report be presented to Council on those objection(s)	Awaiting Gateway determination prior to public exhibition.	March 2024



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Futures</b>			
3.8.21 Manoto	ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan  3. That a further report be presented to Council outlining options for a design excellence process for the development of the future car park site for a mixed use building and a public park. This report is to consider the appropriateness of this site for a possible iconic building.	A report to be presented to Council at the December 2023 meeting as Item 8.18 on the agenda.	December 2023
9.6.22 Bricevic	NM 11.1 - LED Street Lighting  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	Council is finalising the collation of information on the private and public street lighting network. A number of opportunities to reduce greenhouse gas emissions and costs associated with the street lighting network are being explored and will be presented in the report.	February 2024
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.	February 2024



### Reports requested effective 5 December 2023

*Date of Decis+A1:D 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Futures</b>			
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.	A report to be presented to Council at the December 2023 meeting as Item 8.17 on the agenda.	December 2023
13.10.20 Lake	NM 11.1 - Charging for parking within the Campbelltown Local Government Area  That a full feasibility report be presented to Council outlining the financial and non-financial implications of introducing paid parking into the Campbelltown Local Government Area.	Further studies are required for paid parking to form a part of a parking strategy.	October 2024



### Reports requested effective 5 December 2023

*Date of Decision Mover	Action Item	Comments / updates	Expected completion date
<b>City Futures</b>			
11.07.2023 Oates	NM 11.4 - Agricultural and Indigenous History  1. That, in order to recognise Campbelltown's significant agricultural and Indigenous colonial histories, a report be presented advising how Council will seek funds to create a mural or murals on the Silos situated on Appin Road.	A report to be presented to Council at the December 2023 meeting as Item 8.20 on the agenda.	December 2023
10.10.2023 Khalil	NM 11.3 PhD Scholarship  1. That a report be presented to Council investigating the establishment of a PhD Scholarship program with Western Sydney University or other universities that have interest in our area that focuses on undertaking research on the Campbelltown LGA.	A report to be presented to Council at the December 2023 meeting as Item 8.19 on the agenda.	December 2023



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Lifestyles</b>			
20.9.22 Cotter	NM 11.2 - Youth Centres  1. That a report be presented to Council on youth centres within Campbelltown Local Government Area. The report should include whether the current centres meet the community's needs and the feasibility of establishing a council-managed centre or transforming an under-utilised asset to cater to the needs.	As directed by the Youth Advisory Group, Council is developing a Youth Plan 2024-2030 that will guide the allocation of Council resources to better meet the needs of young people. To inform the Youth Plan, Council has performed desktop research, benchmarking and policy review, plus and commenced consultation process involving young people and services that support them. This work will inform the feasibility assessment of transforming an under-utilised asset to better cater to the needs of young people. The work will conclude in December 2023 in lieu of Plan publication in 2024.	February 2024
11.07.2023 Oates	NM 11.3 - Colonial History  That, in order to recognise and celebrate Campbelltown's nationally significant colonial history, a report be presented to Council:  1. outlining the plans for a Colonial Market Fair and Bush Dance to be held in Hurley Park near the site of the historic cattle tanks; 2. advising how funds will be sought to implement such an event; and 3. confirming the inaugural event be held during Heritage Week 2024.	Investigation is underway.	February 2024



### Reports requested effective 5 December 2023

*Date of Decision	Action Item	Comments / updates	Expected completion date
A1: Dion Mover			
<b>City Lifestyles</b>			
8.8.2023 Cotter	NM 11.4 - Youth Festival That a report is presented to the council detailing the feasibility, costing and funding options for the creation of a youth festival	Further investigation will commence detailing the feasibility, costing and funding options for the creation of a youth festival.	March 2024
8.8.2023 Cotter	NM 11.5 - Library Design 3. That a report is presented to the council detailing the result of the consultation process, including costing and funding options.	Further investigation will commence detailing the result of the consultation process, including costing and funding options on the library design.	February 2024
12.09.2023 Bricevic	ORD 8.8 Public Exhibition of Draft Lynwood Park Masterplan  2. That a report be presented to Council highlighting changes, if any, to the Masterplan and the response from the MPs for consideration and endorsement for public exhibition.  3. That the report presented back to Council consider the impacts of: a) synthetic fields on the environment and b) the development on Koala habitat.	A report will be presented back to Council considering the impacts of: • synthetic fields on the environment and • the development on Koala habitat. • highlighting changes, if any, to the Masterplan and the response from the MPs for consideration and endorsement for public exhibition.	February 2024



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>City Lifestyles</b>			
12.09.2023 Oates	NM 11.1 Vernacular Housing 1. Investigate different ways to involve our local community in recognising and researching examples of disappearing vernacular styles of housing in Campbelltown suburbs; 2. Use the information gathered to create a page on the Library's local studies website to contain photos and a brief description of the styles.	Local Studies team will work on this as a project for History Week in September 2024.	June/July 2024
10.10.23 Bricevic	4. That Council is presented with a quarterly report detailing the operational costs and utilisation of the facility.	The quarterly report will be provided to Council after the opening of the Billabong facility.	



### Reports requested effective 5 December 2023

*Date of Decision	Action Item	Comments / updates	Expected completion date
A1:D34ion			
*Mover			
<b>City Governance</b>			
9.5.23 Chew	NM 11.2 - Customer Experience  1. That Council further investigate opportunities for enhancing measurement of customer experience. 2. That a report to Council detailing the outcomes and recommendation for customer experience metrics.	A new indicator for customer service has been added to the Operational Plan - "First call resolution rate by customer service - 75%".  Customer experience strategy developed, phase two active in finalisation of customer service charter and a number of customer experience projects in flight including journey mapping of major services. Customer experience metrics will be further refined following outcomes of phase two.	April 2024
13.7.21 Morrison	ORD 8.3 - Menangle Park - Amendments to Development Control Plan 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.	A report is currently being prepared to be presented to Council in early 2024.	February 2024



### Reports requested effective 5 December 2023

*Date of Decision 34ion *Mover	Action Item	Comments / updates	Expected completion date
<b>Office of the General Manager</b>			
10.10.23 Morrison	NM 11.1Campbelltown Ambassadorship Program  That a report be presented to Council investigating the opportunity for development of a Campbelltown Ambassadorship Program that acknowledges significant contributions of individuals to our city and leverages their profile to promote Campbelltown.	A number of delivery models are currently being explored for an Ambassador Program, and a report outlining considerations and options will be presented to the February Council meeting.	February 2024



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Services</b> 14.6.22 Hunt	ORD 7.1 - Koala Care and Treatment Facilities 2. That Council write to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP, seeking funding for koala protection.	2. Letter sent 4/07/2022 to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP.
9.8.22 Stellino	NM 11.1 - Koala Care 1. That Council write to the Minister for Environment and Heritage James Griffin MP requesting them not to administer the Chlamydia vaccine to koalas within our region for so long as no signs of Chlamydia are detected in the colony. 2. That Council include in the letter that Koala experts hold the opinion that there was no merit in trialling the vaccine in Campbelltown, since the disease is not present, the vaccine is not inheritable and we are already at maximum reproductive rates leading to only possible negative outcomes. 3. That Council include in the letter support for the rest of the program announced, including the Chlamydia testing machine to assist in detection of the disease as well as the allocation of state funds for habitat restoration of koala corridors in the Campbelltown Local Government Area. 4. That Council ask if the minister has allocated or intends to allocate funding towards koala carers in the region under the NSW Koala strategy. 5. That Council utilises the letter tabled by Councillor Stellino from Doctor Steve Phillips with the letter to the Minister for Environment and Heritage James Griffin MP.	Letters sent 15/11/22 to the Hon James Griffin MP- Minister for the Environment and Heritage Letter sent to the Hon. Penny Sharpe MLC 25.08.2023.



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Services</b> 10.10.23 Stellino	<p>NM 11.2 New National Park</p> <p>1. That Council write to the Minister for Environment and Heritage, the Hon. Penny Sharpe MLC, thanking the NSW Government for the commitment of \$48 million in the 2023-24 NSW Budget to help establish a new National Park along the Georges River between Long Point and Appin, eventually covering up to 1830 hectares, with an aim to delivering long-lasting conservation benefits for Sydney's largest and healthiest koala populations.</p> <p>2. That Council write to the NSW Department of Environment and Heritage requesting details of the program for delivery of the new National Park and invite the department to present a briefing for councillors and any appropriate staff which includes the Department's position as to their plans to lock-out land previously accessible by the public.</p>	Letter sent 26.10.2023
12.09.2023 Hunt	<p>NM 11.2 - Bus Stop Shelters</p> <p>1. That Council write to Hon. Jo Haylen MP, Minister for Transport seeking a review of current bus routes and service standards in Campbelltown Local Government Area, with particular focus on vulnerable community groups such as schools, aged care,</p>	Letter sent 09.10.2023.



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Planning and Environment</b> 12.09.2023 Brticevic	ORD 8.1 Ingleburn CBD Planning Proposal - Post Exhibition Report  6. That Council write to the member for Macquarie Fields seeking his support and advocacy for State Government funding to meet the demands and needs of population growth.	Letter sent 13.10.2023.  Letter from the Hon Anoullack Chanthivong MP to the Mayor dated 20 November 2023 received in reply included as correspondence item 7.5



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>City Futures</b> 13.10.22 Khalil	<p>NM 11.1 - Bus Services in Campbelltown LGA</p> <p>1. That Council writes to the Hon. David Elliott MP, Minister for Transport and Ms Jo Haylen MP, Shadow Minister for Transport and if appropriate to the Minister for Education and Shadow Minister for Education and to our local MP's advocating for the following:</p> <p>a) implementation of an enhancement to the bus service network in Macarthur Heights to improve the residents' access to Campbelltown Station.</p> <p>b) establish additional bus services for students to and from schools in Campbelltown Local Government Area to reduce traffic congestion outside the school and ensure greater safety for the school children.</p>	<p>Letters sent 3 March 2023 to:</p> <ul style="list-style-type: none"> <li>- Member for Macquarie Fields, Anouack Chanthivong MP</li> <li>- The Hon. David Elliott MP, Minister for Transport</li> <li>- Member for Campbelltown, Greg Warren MP</li> <li>- The Hon. Jo Haylen MP, Shadow Minister for Transport</li> <li>- The Hon. Prue Car, Shadow Minister for Education</li> <li>- The Hon. Sarah Mitchell, Minister for Education and Early Learning</li> </ul>



**Letters requested effective 5 December 2023**

<b>*Date of Decision *Mover</b>	<b>Action Item</b>	<b>Comments / updates</b>
<b>City Lifestyles</b> 12.09.2023 Khalil	8.8 Public Exhibition of Draft Lynwood Park Masterplan  1. That Council write to our region's State and Federal Members of Parliament seeking their input and/or support of the Masterplan prior to its exhibition, noting the funding for delivery for such a plan will come from NSW and/or Commonwealth government(s).	Letters sent via email on the 10 October 2023, included as correspondence item 7.2 in the November agenda.



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>Office of General Manager</b> 14.2.23 Bricevic	NM 11.1 - Community and Justice Precinct  1. That Council write to the Member/Candidate for the electorate of Campbelltown Greg Warren MP, shadow Attorney General Michael Daley, Opposition Leader Chris Minns seeking an election commitment to the redevelopment of the NSW Courts in Campbelltown to catalyse the Community and Justice Precinct. 2. That Council write to the NSW Attorney-General, the Hon Mark Speakman MP, and the NSW Premier, the Hon Dominic Perrottet MP, seeking an election commitment to the redevelopment of the NSW Courts in Campbelltown to catalyse the Community and Justice Precinct. 3. That Council write to the Member for Macarthur Dr Mike Freelander MP, Attorney General the Honourable Mark Dreyfus MP and the Prime Minister the Honourable Anthony Albanese MP seeking a commitment for a Federal Circuit and Family Court of Australia for the Community and Justice Precinct in Campbelltown. 4. That Council write to the Shadow Attorney-General, Mr Julian Leeser MP, and the Leader of the Opposition, the Hon Peter Dutton MP, seeking a commitment for a Federal Circuit and Family Court of Australia for the Community and Justice Precinct in Campbelltown	1. Letters sent to Member/Candidate for the electorate of Campbelltown Greg Warren MP, shadow Attorney General Michael Daley, Opposition Leader Chris Minns on 16 February 2023.  A further letter was sent to the new AG the Hon. Michael Daley MP on 4 April 2023 requesting a meeting to discuss the Community and Justice Precinct.  2. Letters sent to the NSW Attorney-General, the Hon Mark Speakman MP, and the NSW Premier, the Hon Dominic Perrottet MP, on 15 February 2023  3. Letters sent to the Member for Macarthur Dr Mike Freelander MP, Attorney General the Honourable Mark Dreyfus MP and the Prime Minister the Honourable Anthony Albanese MP on 15 February 2023 response received from the Hon. Mark Dreyfus KC MP, Attorney General, to Council dated 28 March 2023 included in April Agenda.  4. Letters sent to the Shadow Attorney-General, Mr Julian Leeser MP, and the Leader of the Opposition, the Hon Peter Dutton MP on 15 February 2023, response received from the office of the Hon. Peter Dutton MP, Leader of the Opposition, dated 28 March 2023.



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>Office of General Manager</b> 6.6.23 Bricevic	NM- 11.2 Campbelltown Hospital Staff Parking  1. That Council writes to the federal Member for Macarthur, Dr Freeland, seeking his support to reallocate the \$15 million that was promised to Macarthur as part of the last government 2019 election to expand free parking in Campbelltown hospital and provide a cost of living relief to our residents attending the Campbelltown hospital in these hard times. 2. That council acknowledges and thanks Dr Mike Freeland and Mr Greg Warren MP for their past and ongoing advocacy for staff and community parking assistance at Campbelltown hospital.	Letters to Dr Freeland MP and Mr Greg Warren MP were sent 23 June 2023.



## Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>Office of General Manager</b> 14.02.2023 Britcevic	<p>1. That Council write to the Member for Macarthur Dr Mike Freeland MP, the Honourable Catherine King MP the Minister for Infrastructure, Transport, Regional Development and Local Government and the Prime Minister the Honourable Anthony Albanese MP seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures similar to Labor's election promise to allocate \$50 million for the upgrade of Appin Road, being the most notorious road in the Macarthur region, if it won that election.</p> <p>2. That Council write to the Shadow Minister for Infrastructure, Transport, Regional Development, Senator the Hon Bridget McKenzie, and the Leader of the Opposition, the Hon Peter Dutton MP, seeking a financial commitment to the upgrade/expansion of Appin Road, including underpasses and fauna protection measures.</p> <p>3. That Council write to the Member/Candidate for Campbelltown Greg Warren MP, Shadow Minister for Transport Jo Haylen MP, Opposition Leader Chris Minns seeking an election commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures similar to the Wollongong by-election promise of fifty million dollars in 2016.</p> <p>4. That Council write to the Minister for Transport David Elliott MP, the NSW Premier, the Hon Dominic Perrottet MP seeking an election commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection.</p>	<p>Letters were sent 16 February 2023. Response received from the Hon. Catherine King MP 28 June 2023 and letter dated 6 June 2023.</p> <p>Letter raising concerns regarding delays in approving koala protection efforts and upgrade to Appin Road Appin from Dr Mike Freeland MP to the Hon John Graham MLC, Minister for Roads dated 15 November 2023 is included as correspondence item 7.7.</p>



### Letters requested effective 5 December 2023

*Date of Decision *Mover	Action Item	Comments / updates
<b>Office of General Manager</b>		
7.11.2023 Greiss Mayoral Minute	That the Mayor write to the Hon. Chris Minns with my proposal and offer him unconditional support in undertaking the state-led rezoning. It is my aspiration that we can secure the Council's endorsement of a preliminary Local Environmental Plan for public exhibition prior to the conclusion of this Council term.	Letter sent to the Hon. Chris Minns 9.11.2023, included as correspondence item 7.1.
06.06.2023 Greiss Mayoral Minute	I have previously written to the Minister for Infrastructure, Transport, Regional Development and Local Government, the Hon Catherine King MP, five times in my capacity as the Mayor of Campbelltown and once as the Chair of the Parks' Mayoral Forum. In four of these letters I requested a meeting to discuss our community's issues.	Letter received from the Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 16 November 2023 regarding the Infrastructure Investment Program, included as correspondence item 7.4.
10.10.2023 Greiss Mayoral Minute	Housing Permissibility and Supply in Campbelltown	Letter from the Hon Paul Scully MP, Minister for Planning and Public Spaces to the Mayor dated 30 October 2023 received. Letter sent from the Mayor to the Hon Paul Scully MP, Minister for Planning and Public Spaces dated 28 November 2023, included as correspondence item 7.2.



## 8.15 Submission to Transport for NSW 'Directions for On-Street Transit' White Paper

### Reporting Officer

Executive Manager City Strategy and Outcomes  
City Futures

### Community Strategic Plan

Objective	Strategy
2 Places For People	2.2.2 Improve transport options and networks so that Campbelltown is an accessible and connected city for all

### Delivery Program

Principal Activity
1.2.1.1 Deliver, and advocate for, essential community services
2.2.1.1 Advocate for, and lead, improved integrated transport networks that connect Campbelltown to Greater Sydney and beyond
2.2.1.2 Maintain and enhance roads and road-related infrastructure
2.2.1.3 Ensure infrastructure, including roads, cycleways, walking tracks and canopy cover, creates streets for people and promotes connectivity
2.2.2.2 Implement strategies to improve vehicle movement, connectivity and access around the City

### Officer's Recommendation

That Council note the submission to the Transport for NSW 'Directions for On-Street Transit' White Paper as attached to this report.

### Purpose

To retrospectively inform Council of the submission to the Transport for NSW 'Directions for On-Street Transit' White Paper.

### History

On 25 October 2023, the Bus Taskforce of Transport for NSW released a White Paper titled 'Directions for On-Street Transit'. The White Paper articulated the role and potential of on-street transit (including buses, light rail and on-demand services). It was released to stimulate



discussion and debate of key issues and potential solutions and to call for the community to build on the ideas in this paper. Debate and inputs were requested to help the NSW Government formulate a new direction for on-street transit.

The White Paper included a key discussion question asking which of the potential Rapid Bus links across Greater Sydney should be prioritised.

The closing date for submissions was the 25 November 2023.

## Report

The following is an executive summary of the submission made by Council (attached):

We acknowledge the important role played by on-street transit in the local, regional, and metropolitan transport network. We share the aspirations expressed in the White Paper to improve service quality and quantity so that it can become a mode of choice for passengers.

We would welcome the opportunity to undertake a joint project with Transport for NSW to prioritise delivery of accessible, reliable, direct and frequent on-street transit for Campbelltown and the Macarthur Region.

The key elements we recommend for prioritisation are:

1. Commitment of funding for delivery of a true Rapid Bus connecting Campbelltown to the Western Sydney Airport and Bradfield City Centre, with direct stopping patterns, reliable services every 15 minutes, and travel times that are competitive with private car travel.
2. Commitment of funding for infrastructure and services to deliver on-street transit connections between Campbelltown City Centre and southern land release precincts of the Greater Macarthur Growth Area.
3. Investigation, funding and delivery of direct, frequent, accessible and reliable on-street transit services across Campbelltown LGA to provide attractive and viable alternatives to private car travel.

## Attachments

8.15.1 Submission to Transport for NSW 'Directions for On-Street Transit' White Paper (contained within this report)





24 November 2023

Transport for NSW  
Locked Bag 928  
NORTH SYDNEY NSW 2059  
Via portal

Dear Sir/Madam,

**Campbelltown City Council Submission – Directions for On-Street Transit White Paper**

Campbelltown is a city of ambition, innovation and opportunity. As the designated Metropolitan Centre of the Macarthur Region, encompassing the local government areas (LGAs) of Campbelltown, Camden and Wollondilly councils, Campbelltown City Centre serves one of the most significant growth corridors in Australia.

The White Paper acknowledges the inequity of on-street transit access in Western Sydney, with areas of highest need having the lowest levels of service. The Macarthur Region is experiencing a period of unprecedented growth, driving demand for enhanced transport services and infrastructure, and the need to shift unsustainable patterns of travel behaviour. In Campbelltown, we're committed to decreasing the need for car dependency by improving access to public transport.

We acknowledge the important role played by on-street transit in the local, regional, and metropolitan transport network. We share the aspirations expressed in the White Paper to improve service quality and quantity so that it can become a mode of choice for passengers. **We would welcome the opportunity to undertake a joint project with Transport for NSW to prioritise delivery of accessible, reliable, direct and frequent on-street transit for Campbelltown and the Macarthur Region.**

This submission details our recommendations and considerations in response to the White Paper to help formulate a strategy for on-street transit across the Six Cities. In summary, the key elements we recommend for prioritisation are:

1. Commitment of funding for delivery of a true Rapid Bus connecting Campbelltown to the Western Sydney Airport and Bradfield City Centre, with direct stopping patterns, reliable services every 15 minutes, and travel times that are competitive with private car travel.
2. Commitment of funding for infrastructure and services to deliver on-street transit connections between Campbelltown City Centre and southern land release precincts of the Greater Macarthur Growth Area.
3. Investigation, funding and delivery of direct, frequent, accessible and reliable on-street transit services across Campbelltown LGA to provide attractive and viable alternatives to private car travel.

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**PRIORITY 1: Commitment of funding for delivery of a true Rapid Bus connecting Campbelltown to the Western Sydney Airport and Bradfield City Centre, with direct stopping patterns, reliable services every 15 minutes, and travel times that are competitive with private car travel.**

**The proposed link and its status today:**

Campbelltown's community is isolated from Western Sydney Airport. Transit intervention in the form of a North-South Metro from Western Sydney Airport to Campbelltown-Macarthur was committed for investigation in 2018 as part of the Western Sydney City Deal. There has been no commitment to delivery of this vital infrastructure. The relatively short rail extension from Glenfield to the new airport has similarly not been committed for delivery. This would unlock a connection from Western Sydney Airport to the existing Sydney (Kingsford Smith) Airport and provide a direct link to Sydney CBD.

Furthermore, a commitment was made by both the former and current NSW Government to "establish rapid bus services from the metropolitan centres of Penrith, Liverpool and Campbelltown to Western Sydney Airport before it opens in 2026". To date, we have seen no progress on funding to provide that link from Campbelltown.

Without significant and immediate infrastructure investment, our community will not be able to access the new airport via public transport when it opens. There is not sufficient bus lanes or other bus-prioritisation infrastructure in place to enable a rapid service. If the bus service from Campbelltown to Western Sydney Airport is not competitive with car travel, our residents will drive to access the airport, or not access that airport at all.

**Why this is a priority:**

A Rapid Bus connection from Campbelltown is key to maximising the major public investments made towards Western Sydney Airport and Bradfield City Centre, and ensuring that our community has access to the unique opportunities being created. Access to the airport will be important for the large proportion of our diverse community with family ties overseas, and an attractive and convenient link from the airport can also support visitation to our natural, cultural and recreational assets, including the Australian Botanic Garden, Mount Annan (NSW Government asset).

The White Paper identifies zero existing frequent bus routes in the Western Parkland City while the Eastern Harbour City has seventeen, and notes that continuation of this under-provision will further entrench economic and social disadvantage. A Rapid Bus corridor from Campbelltown to the Western Sydney Airport would not just be an important route from end to end. It would represent a connecting spine between key centres of the Macarthur Region that are under-served by transit and communities that are severely car dependent.

Campbelltown City Centre, as the region's designated Metropolitan Centre, has an important relationship with Narellan Strategic Centre, Oran Park Town Centre, and surrounding communities of the South West Growth Area. The region's transit network is currently sparse and lacks frequent, direct orbital connections between centres. A true Rapid Bus is needed to support modal shift and finally provide a real competitor to private car travel for this rapidly growing corridor.

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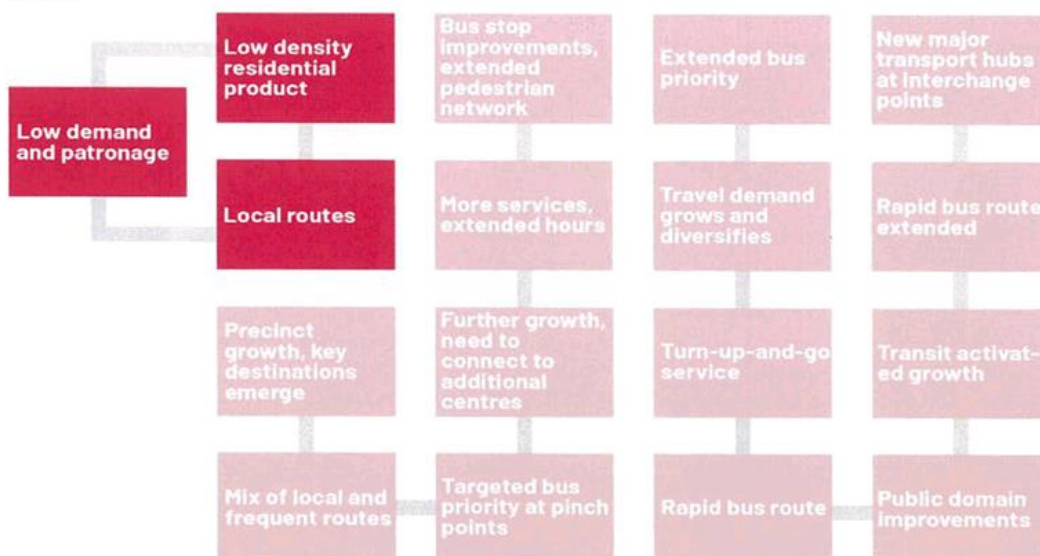


The White Paper includes a 'key move' to evolve services and infrastructure over time and proposes an approach to scaling up transit services in line with urban development:



The flow chart indicates an expectation that precinct growth will occur around local routes well before steps are taken for bus stop improvements, bus prioritisation, and public domain improvements. The graphic implies at least nine gradual steps between transitioning from local routes to delivery of Rapid Bus services. Our corridor needs to make that leap within the next three years.

Waiting for a certain level of demand and growth to appear before delivering a quality bus service is the kind of reactionary planning we need to avoid. The reality is that staging too slowly and expecting results from local bus services will lead to a vicious cycle with outcomes more like the below:



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Reaching a threshold of demand and growth *before* improving bus transit is a pre-requisite not seen for other transport interventions, including Heavy Rail and Metro projects that represent far larger investments. In 2026, turn-up-and-go Metro will service the Orchard Hills and Luddenham paddocks currently still awaiting water, sewer and electricity infrastructure. The Northern Beaches did not need to develop an appetite for land use uplift before the B-Line was delivered and achieved a significant mode shift.

Delivery of the committed link should not hinge on criteria for density and growth but be based on the potential to achieve sustainable mode shift in this under-served corridor that lacks a real alternative to cars. The connection between Campbelltown and the Western Sydney Airport should not be an interim local solution; but a true Rapid Bus. We do not want to see a gradual delivery approach that results in the abandonment of higher stages after observing that an initial local, slow, indirect and infrequent service inevitably has low patronage.

**What a true Rapid Bus needs to be:**

A true Rapid Bus connection needs to be fast, reliable, frequent and direct. In response to the Western Sydney City Deal commitment, we engaged expert analysis to develop potential options for delivering Rapid Bus from Campbelltown to Western Sydney Airport and Bradfield City Centre. The analysis has drawn from benchmarking with different classes of on-street transit services across Sydney, Brisbane, Adelaide, Auckland, Singapore, Seoul and Amsterdam.

Through the robust analysis and options assessment, a preferred corridor was identified from Campbelltown to the Western Sydney Airport via Narellan Road and The Northern Road. This corridor performed well against all strategic, land use, transport, and cost criteria. It would provide connectivity to existing and future key centres in the Macarthur Region, including potential stops at Narellan and Oran Park.

This corridor follows the shortest available end-to-end route and creates an opportunity to deliver travel times that are competitive with private car trips. Immediate action and investment is needed to address the currently limited capacity for bus infrastructure on the Narellan Road bridge over the T8 rail line. The location of the bus stop at Campbelltown Station needs to be resolved in collaboration with Council to enable the most expeditious route. Reallocation of road space also needs to be considered to support prioritisation measures.

This analysis provided strategic guidance on recommended opportunities, corridors, operational requirements, vehicle offerings, and actions. This has informed a list of requirements that will together constitute a true Rapid Bus connection:





#### Requirements of Rapid Bus from Campbelltown to Western Sydney Airport

<b>Frequent services</b>	Turn-up-and-go bus service at least <b>every 10 minutes in peak</b> and at least <b>every 15 minutes off-peak</b>
<b>Extended operating hours</b>	Operational hours to suit visitor and worker access to the 24-hour airport
<b>Competitive travel time</b>	A fast <b>end-to-end travel time that is not significantly longer than travelling by car</b> (30 to 45 minutes), requiring a minimum average travel speed of 30 km/hr
<b>Direct stopping pattern</b>	A highly consolidated stopping pattern that strikes a balance between stop spacing and travel time, with <b>no more than six total stops</b> on the entire end-to-end route
<b>Stop locations</b>	Well-placed bus stops at the heart of places users want to go, including town centres and transport hubs
<b>Stop access</b>	Bus stops that are easily and safely accessible for all, with pedestrian crossings in surrounding vicinities
<b>Bus stop amenity</b>	High-quality bus stops including shelter, seating and passive surveillance
<b>Network integration</b>	A trunk service that provides easy transfers to other public transport services, creating an integrated wider network
<b>Reliability</b>	A service that runs on time and according to its schedule
<b>Prioritisation</b>	Supported by prioritisation infrastructure such as traffic light signal priority
<b>Dedicated lanes</b>	Dedicated lanes separated from mixed traffic and congestion
<b>Legibility</b>	Dedicated fleet, distinctive bus stops, wayfinding signage, and live passenger information systems
<b>Efficiency</b>	Operational measures such as all-door boarding, off-board ticketing, and integrated payment options

#### **PRIORITY 2: Commitment of funding for infrastructure and services to deliver on-street transit connections between Campbelltown City Centre and southern land release precincts of the Greater Macarthur Growth Area.**

##### **Plans and progress towards linking the land release communities:**

Southern land release precincts of the Greater Macarthur Growth Area such as Gilead, North Appin and Appin are planned to accommodate around 20,000 new homes over the coming decades. This represents significant greenfield growth on the fringe of Greater Sydney but is focused on areas with constrained road networks and extremely limited public transport services. Today, buses from Appin to Campbelltown operate every 30 minutes in the weekday morning peak, the trip taking 45 minutes with up to 30 stops along the way.

Current state-led planning is heavily focused on new and upgraded road links to these emerging communities, but so far there is a lack of commitment to public transit. The Greater Macarthur Transit Corridor is an indicative link shown on the Growth Area's Structure Plan released last year. This transport spine is proposed to enable fast and reliable turn-up-and-go services for emerging communities, but we have seen no commitment to its funding or delivery.

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**Why this is a priority:**

Consistent with modern greenfield development patterns, for these Greater Macarthur precincts we are noticing smaller lot sizes, reliance on street parking, and narrower streets. In these new land release areas, early delivery of trunk public transport infrastructure is required to establish sustainable patterns of behaviour for residents.

As the Greater Macarthur Transit Corridor may not be delivered until the last land release occurs decades from now, a lack of public transport could reinforce car dependency and reliance on Appin Road. Commitment of funding and delivery of on-street transit would enable the communities to grow around a public transport service rather than needing to add it later, and could represent an effective and safe competitor to private car travel.

These communities will be reliant on Campbelltown, as the designated Metropolitan Centre, for major health, education, retail, commercial, recreational and civic facilities. Campbelltown City Centre also represents the nearest gateway to key locations like the Sydney CBD and Parramatta. Providing direct and frequent transit connections to Campbelltown would not only set a legacy of sustainable urban outcomes but also provide these emerging communities with access to essential services and opportunities.

**The transit-enabling early interventions we need:**

The southern land release precincts of the Greater Macarthur Growth Area need an on-street transit solution delivered for day one before residents move into the new precincts. The low density character, sparser layout and constrained road network make this a suitable location for on-demand transit as an interim solution.

There is potential to deliver on-demand services through a partnership with the major precinct developers, including legible stops and specific vehicle branding. Regular communication channels should be set up with key private developers to focus on delivering sustainable transit options. Street layouts of the new precincts should be designed and delivered in a way that enables transit, such as allocating appropriate road space for future bus priority.

A dynamic servicing approach could provide a flexible interim solution as the precincts develop. Still, the lasting intervention represented by the Greater Macarthur Transit Corridor should also remain a high priority. If the Greater Macarthur Transit Corridor is actioned as an early priority by the NSW Government, with contributions claimed retrospectively, it would enable the transit to be centrally located in a continuous length, delivered consistently across development and council boundaries, and unlocked early to service the growth.

The corridor should be supplemented with strong east-west connections of Spring Farm Parkway, Appin Road to Menangle Road connection, and Outer Sydney Orbital Stage 2 from Appin Road to the M31. This combination of public transit and road upgrades has the potential to significantly reduce congestion throughout Campbelltown City Centre, and release capacity on major State roads by redirecting heavy building and construction vehicles.





**PRIORITY 3: Investigation, funding and delivery of direct, frequent, accessible and reliable on-street transit services across Campbelltown LGA to provide attractive and viable alternatives to private car travel.**

**Snapshot of transit in Campbelltown today:**

Today, the Campbelltown LGA has a very high level of car dependency with members of our community reporting significant barriers to public transit access and frequency. Many people in our region cannot access their closest railway station within 30 minutes via public transport to get them to a Metropolitan or Strategic Centre, particularly as 35% of the Campbelltown population currently live further than 400m from a regular 30-minute weekday public transport service (Source: RMIT - Australian Urban Observatory). Some new estates like Macarthur Heights have zero bus routes established.

There are currently 110,424 cars owned by Macarthur residents, and 63.8% of our homes own two or more cars. Currently, there is a strong preference for private vehicle usage for most trip purposes in Campbelltown LGA. According to 2016 census data, the use of private vehicles accounts for 66% of all travel to work, trains account for 17%, and buses account for only 1%.

On-street transit is not a viable option for many parts of our community. Travel times to key destinations by public transport in our region continue to be uncompetitive when compared with travel by car. Based on the latest travel survey by Transport for NSW, average bus travel times within the Campbelltown LGA were almost double that of driving (bus averaging 3 min 15 sec per km, and driver vehicle 1 min 43 secs per km). This issue continues to drive demand for car ownership and therefore car dependency, increasing congestion and impacting the performance of our road network in a self-perpetuating cycle. This unhealthy cycle requires a circuit-breaker commitment from government to enhance the public transport services and improve the infrastructure, to make public transport attractive to our residents.

Campbelltown Station serves as a major interchange for buses and coaches in the Macarthur region, with bus services generally focused on moving people to and from the interchange. These bus services branch out into surrounding residential suburbs, some of which do not have rail access, such as Camden and Narellan to the north-west. There are few bus connections from residential areas, such as Narellan and Camden, to local centres of employment, including industrial precincts. In particular, there is a deficiency of bus services from Campbelltown Station to nearby Strategic Centres in the South West Growth Area to entice bus patronage for residents accessing rail stations in Campbelltown.

Bus frequency on some services is low, with some areas serviced less than four times an hour during peak periods. Outside of peak periods, this may decrease to once every 30 minutes. In addition to low frequency, there is a lack of direct bus routes from residential areas to key destinations, including rail stations. Instead, routes meander through suburban areas. This increases travel time and reduces the convenience of bus services as a viable means of reaching rail stations by bus. This means that bus services are uncompetitive when compared with travel by private vehicle to reach rail stations, creating a high demand for commuter car parking. This, in turn, sterilises high value land surrounding rail stations that could otherwise be used for employment uses or to increase housing supply.





Our Community Travel Survey from 2022 highlighted two key barriers to catching public transport for our community:

- 33% of respondents said that travelling by public transport takes them too long to get to their desired destination
- 31% of respondents were frustrated with getting on and off multiple routes to reach their desired destination

A recent anecdote shared with Campbelltown City Council in the 2022 Travel Survey stated:

*"I have found bus connections unreliable in the past. Trains are usually OK but they don't connect with bus services very well. The train pulls into Campbelltown station as the bus pulls out. I will take a cab to and from the station rather than waiting for a bus that may not come or be on time."* - Sigrid (65-74), resident of Bradbury

When asked what would improve their experience of catching the train or bus, greater frequency, regularity and directness of services, particularly bus services, was the most common response from respondents, followed by upgrades to shelters and stops through lighting, cleanliness, signposting and security. Antisocial behaviour and harassment on public transport services contributed to a lack of feeling safe, particularly for women. Overall, 12% of respondents indicated that they didn't feel safe or confident when catching public transport.

#### **Why this is a priority:**

The lack of investment in transport infrastructure and services in Campbelltown continues to heighten congestion risk, sterilise otherwise productive land, limit liveability and environmental amenities, and condemns our residents to losing time in car transit.

We are concerned that the rate of population growth in the Macarthur Region, combined with continual reliance on private vehicles, will lead to untenable road congestion, exacerbation of existing urban heat islands, and deterioration of amenity. This damage to 'destinational appeal' can have potential flow-on effects like making it challenging to attract high skilled workers, increasing retail vacancies, and driving overall poor economic performance.

Our community has real appetite for mode shift. The 2022 Community Travel Survey conducted by Campbelltown City Council showed that:

- 43% of respondents stated that they were either interested or very interested in driving less than they do now.
- 42% of respondents were interested or very interested in catching the bus or train more often than they do now.

Campbelltown City Council provides 56,300sqm of land in the Campbelltown City Centre for car parking. These publicly-owned land parcels are some of the most significant land holdings within the city centre. Improved public transport and a reduction on car dependency could provide significant uplift within Campbelltown and unlock the city centre's potential as the Metropolitan Centre for Macarthur. For example, the current provision of car parks within the city centre could accommodate 180,000sqm of commercial floor space and employ 8,700 workers, highlighting the significant opportunity cost of city centre car parking.

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Campbelltown is committed to delivering a true Metropolitan Centre for Macarthur with high amenity, job density and transport access. This means that over time we will need to reclaim space in the central core from cars and convert it to either public space or to productive land uses. Real CBDs all over the world work by concentrating people, jobs and activities at high densities. This is only possible if more people are getting in and out without a car.

Currently, 67% of commuters that park at Campbelltown's railway stations are from outside the Campbelltown Local Government Area; mainly from Wollondilly and Camden. This means that Campbelltown City Council's strategic landholdings in prime locations within the city centre are being sterilised by commuters from out of area.

Communities moving into growth areas south of Campbelltown are relying on infrequent and unreliable diesel train services to stations such as Douglas Park in the Wollondilly Local Government Area. Due to the unreliability of these services, residents tend to drive to Campbelltown's commuter carparks to catch more reliable services on the Sydney Trains network.

Currently across the Campbelltown LGA, around 1% of people use a bus as their primary method of transport to work. Based on the Department of Planning's most recent population projections, the number of working aged residents is forecast to increase by 88.5% by 2041. Assuming no changes in employment participation or travel to work method, the number of residents using a bus to commute to work will increase by 1,030 people. Of course, with increasing density within the region, it is likely that public transport use will increase to be more aligned with broader Greater Sydney. As such, these estimates are conservative estimate of future bus users.

Without provisions for future public transport networks and assuming a constant rate of employment participation it is estimated the number of residents within the Macarthur regions using a vehicle to get to work will increase by 77,000 persons. Our road network is insufficient to support that level of traffic generation. Therefore, public transport services require significant enhancement.

The ramifications of heightened private vehicle usage have a particularly pronounced effect on councils such as Campbelltown, in contrast to other Local Government Areas that enjoy robust public transport infrastructure and services. Campbelltown Council allocates a recurrent budget of circa \$27 million per annum for road maintenance, a significantly larger sum compared to councils with comparable road network sizes but better public transport provisions.

The Australian Automobile Association's transport affordability index suggests typical annual vehicle costs in Sydney amount to approximately \$25,600 per annum, with fuel approximately 20% and tolls approximately 19% of that cost. These cost impacts will disproportionately fall on households with more vehicles, longer trips, or both. With median household incomes within Campbelltown LGA at 22.2% lower than Greater Sydney, and more vehicles per household, our residents feel the pressure of transport affordability more than other areas in Greater Sydney.

Limited integrated public transport, car dependency and limited access to local job opportunities may have a direct correlation with Campbelltown's increased chronic health issues. Campbelltown is home to these "most socioeconomically disadvantaged populations." According to the most recent SEIFA index of socio-economic advantage, a number of suburbs within Campbelltown have the lowest decile of advantage.

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The Evidence Check Review brokered by the Sax Institute for the NSW Ministry of Health in March 2012 found *"a significant proportion of public transport users (30%) met all their recommended levels of physical activity just from their transport walking, and public transport users were 3.5 times more likely to be sufficiently active compared with car drivers: Greater use of public transport was associated with better access or proximity to transport modes."*

Campbelltown residents unfortunately suffer a higher instance of the following chronic health conditions:

- 70.1% of adult residents are categorised as overweight or obese
- 7.7% of residents suffer from mental health conditions
- 6.6% of residents live with diabetes
- 3.7% of residents live with heart diseases

Furthermore, transport systems that promote public transport use, walking, cycling and other healthy activities, in turn reduce urban air pollution and emissions, leading to a healthier environment for its residents.

#### **The network-shaping actions and upgrades we need:**

We need to finally provide attractive and viable alternatives to private car travel. We need to restore confidence and reliability in the bus system, and provide attractive first and last mile journeys to replace reliance on car parking. We support the White Paper's recommendations to improve bus service quality and quantity so that it can become a mode of choice for passengers. We want to work together with Transport for NSW to achieve these goals for Campbelltown as an area with highest need:

- |  |  |
|--|--|
| • Frequent services                        | • Dedicated bus lanes                                      |
| • Competitive travel times                 | • Legible bus fleet, stops and wayfinding                  |
| • Direct stopping patterns                 | • Live passenger information                               |
| • Well-placed and accessible bus stops     | • Operational efficiency measures                          |
| • High amenity bus stops                   | • Zero emission vehicles                                   |
| • Network integration to support transfers | • Supporting infrastructure such as secure bicycle parking |
| • Reliability                              |  |
| • Signal prioritisation                    |  |

Together, we need to shift the current approach of bus coverage over convenience. Rationalising the roles of both local and frequent bus routes is key to making on-street transit a quality option for our community. Every aspect of the journey must be simple, relevant and intuitive to enable public transport to be more desirable than private modes. Providing high quality interchanges, enabling reliable service and minimising waiting times are key to attracting and retaining customers.

Generational change is a significant opportunity for public transport take up. Young people are generally more conscious of sustainability, mobile and willing to take public transport if a safe, convenient and legible service is presented to them. Establishing sustainable travel patterns of behaviour of school-aged people present an opportunity for generational change.





Visibility of on-time connections is the best form of marketing to induce people to take up public transport. Currently in Campbelltown, bus services are not generally understood by members of our community as services are not direct, predictable, frequent, reliable or legible. There is great opportunity for NSW Government to partner with the private sector to develop technology applications, similar to what has been delivered with the train network, to make bus locations and routes visible to patrons.

Other cities around the world such as Seoul have delivered very integrated mobile phone apps that are simple to use and identify live location and routes of buses in a colour-coded network. This would enable patrons to have confidence with connections to other services, such as bus to train.

The visibility of convenience is also important. If a driver in a car sees a bus service moving along a dedicated bus lane, faster than the congested traffic, they may consider buses an attractive option. In order for buses to appeal to drivers, however, they must have priority at traffic signals, have dedicated lanes, and limited stopping patterns to enable speed of travel.

Through engagement and partnership, we can bring our community on a journey to develop excitement and awareness of the opportunities for on-street transit.

### **Conclusion**

We are grateful for the opportunity to make a submission to this important work and commend Transport for NSW for the positive initiatives contained in the White Paper.

We look forward to working with the NSW Government and its agencies to enhance Western Sydney's transport infrastructure and services.

Campbelltown is an ideal location to focus new bus technology trials given our variation in population density and our significant forecast growth. We would welcome the opportunity to undertake a joint project with Transport for NSW to prioritise delivery of accessible, reliable, direct and frequent on-street transit for Campbelltown and the Macarthur Region.

Should you wish to discuss the contents of this submission in more detail, please do not hesitate to contact Rebecca Grasso, Director City Futures at [Rebecca.Grasso@campbelltown.nsw.gov.au](mailto:Rebecca.Grasso@campbelltown.nsw.gov.au).

Yours sincerely,

Lindy Deitz  
General Manager



## 8.16 Campbelltown Local Environmental Plan 2015 (CLEP 2015) update

### Reporting Officer

Executive Manager City Strategy and Outcomes  
City Futures

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.1 Provide proactive and collaborative leadership on issues that are important to Campbelltown now and into the future

### Delivery Program

Principal Activity
2.1.1.3 Deliver effective land use planning to ensure community needs are met

### Officer's Recommendation

That Council note the current status and the next steps to review the Campbelltown Local Environmental Plan 2015 (CLEP2015) for the Campbelltown City Centre.

### Purpose

To update Council on the current status and the next steps to review the Campbelltown Local Environmental Plan 2015 (CLEP2015) for the Campbelltown City Centre.

### History

At its meeting of 9 May 2023, Council noted the previous work that had been undertaken in the review of the Campbelltown Local Environmental Plan 2015 (CLEP 2015) to align it with the Reimagining Campbelltown City Centre Master Plan. Council has undertaken a number of significant reviews that have led to the development of strategies that provide certainty and understanding of key and emerging issues across the LGA. These strategies, listed below also provide clear directions to inform legal policy instruments such as the CLEP 2015 and include:

- a Place-Based Transport Strategy, developed in collaboration with Transport for NSW
- an Economic Development Strategy
- an Employment Lands Strategic Review.

This work is at a stage in development which will now enable the completion of studies to support a Planning Proposal for the Campbelltown City Centre. All of these items provide critical inputs to the LEP review (NOTE – the timing of these items are not all within the control of Council):



- the City Centre Design Framework project Stage 1 is complete
- a 3D model of the City Centre is completed
- a Structure Plan for the City Centre is complete
- a revision of the Local Housing Strategy was endorsed by Council in April 2023
- a Master Plan for the South West Sydney Community and Justice Precinct developed in partnership with the Western Parkland City Authority and the Department of Communities and Justice is complete
- a Scoping Proposal was submitted to the Department of Planning and Environment in April 2023. Three formal consultation sessions were facilitated with State agencies to gather feedback. Council received formal advice from DPE in June 2023
- The Concept Master Plan of the Cultural Heart Precinct is due for completion in early 2024.

## Report

The timing of the work listed above presents Council with an opportunity to translate the critical elements of these work packages into a legal framework that provides development confidence and enables Council to revise development standards for land use, density and maximum building height in the City Centre. This will enable the support of the delivery of the 'Reimagining Vision' for Campbelltown and alignment with the Reimagining Campbelltown City Centre Master Plan. Importantly, this will require amendments to be made to the Council's planning legal instrument, the Campbelltown Local Environmental Plan 2015 (CLEP2015).

In order to amend CLEP2015, Council submitted a scoping proposal to the Department of Planning and Environment (DPE) for feedback and received formal advice from State agencies in June 2023. The feedback from State agencies informed the preparation of the Tender brief for the engagement of a lead consultant to deliver the technical studies, to support a planning proposal. At the appropriate time advice will also be obtained from Council's Local Planning Panel before a report is submitted recommending a Planning Proposal be forwarded for Gateway Determination.

A governance plan has been approved by the Executive and a cross-functional Project Control Group has been initiated. The PCG has overseen the delivery of:

- formal communications to TfNSW regarding the project scope, cost and timeframes of the traffic modelling required to inform the development scenarios to inform the planning proposal
- ongoing communications with TfNSW Officers in the Advanced Analytics and Insights team about delivering the updated traffic modelling for Campbelltown
- an Expression of Interest (EOI) process to shortlist consultants to lead the delivery of the technical studies for the tender process
- a select tender process to produce a lead consultant
- the contract negotiation process with the preferred proponent.

The PCG will lead the project and provide direction to the lead consultant on the delivery of the technical studies. Council staff have been nominated to participate in 6 project working groups aligned to the technical studies. The project working groups are chaired by a Council officer and will have a direct line of communication to the lead consultant and sub consultants delivering the technical studies. The project working groups will report to the PCG.



Council will be updated on the progress of the project and the amending of CLEP2015 with briefings and formal reports in March 2024 and July 2024.

**Attachments**

Nil



## 8.17 Business Parking in the Campbelltown CBD

### Reporting Officer

Executive Manager City Strategy and Outcomes  
City Futures

### Community Strategic Plan

Objective	Strategy
4 Economic Prosperity	4.2.3 Provide support for local businesses

### Delivery Program

Principal Activity
4.2.1.1 Develop a range of partnerships to strengthen opportunities for the local economy

### Officer's Recommendation

That Council note the information contained within the report.

### Purpose

To respond to the Notice of Motion 11.4 Business Parking in Campbelltown CBD.

### History

At its meeting of 8 March 2022, Council resolved:

- "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."

In accordance with the above resolution, the following report is provided to Council for consideration.



## Report

In 2021, Council was successful in securing \$1 million funding through the NSW Government's Streets as Shared Spaces program. The funding was specifically provided to test creative infrastructure ideas while increasing Council's engagement with the business and broader community, enabling the design, test and trial of new ideas for improvements to public spaces in the Queen Street Precinct.

Known as "On Q", the project delivered a tactical urbanism program, consisting of temporary physical place interventions to make Queen Street more pedestrian friendly and improve people's perception and experience of the space. Physical interventions included the installation of parklets, additional greenery, street trees and gardens, extra seating and places to rest.

The aim of On Q, is to support the revitalisation of Queen Street, which emerged as one of the central themes from the community engagement process for the Reimagining Campbelltown City Centre Master Plan.

Since initiating the On Q project, Council has been in consistent communication with business owners and operators. Nineteen surveys both in person and online, have been conducted by Council between December 2020 and April 2022. These surveys received a total of 1,485 responses. The most recent online and intercept survey received 350 responses and the results of the survey were shared with Campbelltown businesses in October 2022. The following feedback from the survey was provided to business:

(Since the implementation of On Q):

- 76 per cent of people felt more positive toward Queen Street
- 43 per cent of people wanted parking to remain changed
- 22 per cent of people said to return all parking
- 18 per cent of people said to remove all parking
- 47 per cent of people said leave the parklets and street furniture in place
- 30 per cent of people said to modify the layout and/or keep some of it
- 23 per cent of people said it should all be removed.

This survey information was presented to Councillors as part of an update regarding Queen Street at the Councillor Briefing on Tuesday 31 May 2022.

As well as the tactical urbanism, an activation program was delivered to encourage use of the new spaces. Thirty-seven events and activations were delivered from November 2020 to December 2021; and monthly events including markets, festivals, public art, food trucks and live music were delivered in 2022.

a result of the tactical urbanism and events, the place activation outcomes included:

- 38 per cent reduction in average vehicle speed from 18 km/h to 11 km/h
- 15 per cent increase in time spent in Queen St to between 18-21 minutes
- 9.77 per cent increase in footfall activation
- 5.83 per cent increase in pedestrian trips
- 8.5 per cent decrease in vehicle trips.



Other Council led initiatives focused on Queen Street during this period included the Street Appeal Grant, marketing campaigns "Own It" and "Share the Local Love" and Covid-19 grants for small businesses. These initiatives and activation programs were implemented to bring more people into Queen Street for longer periods of time, to increase trade for local businesses.

A review of Council records reveals that between January 2022 and December 2023, Council's Customer Service team and City Standards and Compliance team received only 13 formal complaints about car parking. Twelve of the complaints were feedback from people who were fined for parking illegally. No formal complaints about the re-use of car parking for tactical urbanism have been received in this time.

Since the On Q project was first installed in 2021, Council has consistently consulted with business owners and customers about car parking on and around Queen Street. In October 2022, in a letter to businesses, Council acknowledged the feedback provided by businesses regarding tactical urbanism and that as a result changed the design of the parklets in Queen Street to provide an additional 8 car parking spaces.

A detailed Community Engagement and Evaluation Insights Report was produced in 2022, with information provided to Councillors in the Weekly Bulletin of 19 August 2022. A full copy of the Report has been distributed under separate copy.

Throughout 2023, Council engaged with Queen Street business on the implementation of the Outdoor dining policy and car parking was not raised as an issue during any of the consultations. There will be further opportunities for engagement and consultation of Queen Street businesses when Council plans the next stage of On Q and starts the planning for the Lithgow Street WestInvest project. Council will also engage businesses as part of the Campbelltown City Centre Planning Proposal over the next 18 months.

Decisions on car parking in Queen Street have been based on evidence including feedback from surveys and data from the Place Intelligence survey and Kerb side project being delivered in partnership with Transport for NSW. The Kerb side project has now been extended for another year to gather more data.

The collation of feedback and data will continue to inform decision making about car parking in Queen Street, in partnership with businesses.

## **Attachments**

8.17.1 Letter to businesses October 2022 (contained within this report)

8.17.2 On Q Program Evaluation Report (distributed under separate cover)





13 October, 2022

Dear Business Owner/Manager,

We have a number of exciting changes and events coming On Q (in Campbelltown CBD) between now and the end of 2022 and we are writing to keep you and your staff informed.

### Changes to Parklets and Parking

After 18 months of testing some ideas to revitalise Queen Street, we've reviewed the temporary installation of parklets and adjustment of parking with the community's feedback in mind.

The campaign to revitalise Queen Street has been well received by the community, who have overwhelmingly come out in support of the additional seating, trees and events spaces. The online survey and intercept survey (350 responses) found that, overall:

- 76% felt more positive toward Queen Street, with only 6% feeling more negative.
- A total of 43% wanted parking to remain changed, 22% said to return all parking and 18% said to remove all parking.
- 47% said to leave the parklets and street furniture in place, 30% said to modify the layout and/or keep some of it and 23% said it should all be removed.
- 85% had visited Queen Street or Lithgow Street since the temporary furniture and parklets were installed.
- 51% had attended an event on Queen Street delivered as part of On Q, with the Handmade and Homegrown Markets and Beats and Eats festival most attended by respondents.

Given that there were some concerns raised by local retailers and community about the need for more parking, the location of parklets has now been reviewed and changes to allow some more parking spaces will be implemented in the coming months.

### Parking

**Works taking place:** Returning 8 car parking spaces in three locations (bringing the total to 43) on Queen Street, between Cordeaux Street and Dumaresq Street. This includes additional disability parking.

**Timeframe:** Commencing week starting Monday 17 October 2022, works are due to be complete by Thursday 20 October 2022. Duration of works will be weather dependent, given the recent forecasts some disruptions to this timeframe are possible.

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### **Play Space**

**Works taking place:** Moving the existing play space from Queen Street to existing parklet area on Lithgow Street and upgrading the play space with new infrastructure.

**Timeframe:** The play space relocation will coincide with the works commencing week starting Monday 17 October 2022 and are due to be complete by Thursday 20 October 2022. Duration of works will be weather dependent given the recent forecasts with some disruptions to this timeframe possible.

The additional play space infrastructure will be installed by end of November 2022.

### **Maintenance of Existing Infrastructure**

**Works taking place:** Works will be implemented to maintain our existing decking, seating and parklet infrastructure to freshen up these spaces.

**Timeframe:** Maintenance will be completed by end of November 2022.

### **Parklet Trials in Dumaresq Street & Queen Street (between Dumaresq & Allman)**

**Works taking place:** We will be trialling up to three new parklets in new areas of the CBD.

**Timeframe:** These works will not commence until early 2023 and further information will be provided closer to this time.

***The above works will be taking place outside of core business hours and should have minimal disruption to traffic.***





## Upcoming Events On Q

Below we have provided details for events we have coming to our City Centre between now and the end of 2022. This information includes all details of road closures and opportunities for your business to get involved.

### Handmade & Homegrown Markets

Monthly farmers and artisan market in Lithgow Street, celebrating the amazing produce and handmade goods from our local area

#### **Dates:**

- Sunday 16 October 2022 / 8.30am - 1.00pm
- Sunday 20 November 2022 / 8.30am - 1.00pm
- Sunday 18 December 2022 / 8.30am - 1.00pm (*Christmas Themed Market*)

#### **Location:**

Lithgow Street (Between Moore Oxley Road and Anzac Lane)

#### **Road Closures:**

Public access via vehicle and parking of vehicles will be prohibited to Lithgow Street between 5am-2.30pm on market dates.

**Please note:** Access to Anzac Lane will be permitted via Carberry Lane near Campbelltown RSL. Council's road closure staff will assist in escorting vehicles via this detour.

### Spice it Up

An injection of colour, cuisine and culture in our city centre including alfresco dining, spice lane, chill out zone and sweet street. Spice Lane will showcase some of the diverse eateries on Queen Street with family-friendly entertainment and loads of dinner and dessert options.

#### **Date:**

Saturday 29 October 2022 / 5pm-10.00pm

#### **Location:**

- Lithgow Street (Between Moore Oxley Road and Anzac Lane)
- Anzac Lane (Half closure at Lithgow Street end)

#### **Road Closures:**

Public access via vehicle and parking of vehicles will be prohibited to Lithgow Street between 10am-12.00am on market dates.





**Please note:** Partial access to Anzac Lane will be permitted via Carberry Lane near Campbelltown RSL. Council's road closure staff will assist in escorting vehicles via this detour.

### **Festival of Fishers Ghost Twilight Fair**

A family-friendly night of markets, entertainment, delicious food and local music right in the heart of Campbelltown CBD where the legend of Fred Fisher's began.

**Date:**

Friday 4 November 2022 / 4.00pm-10.00pm

**Location:**

Queen Street (Cordeaux to Dumaresq Street) & Forum Q

**Road Closures:**

Public access via vehicle and parking of vehicles will be prohibited to:

- Queen Street (Cordeaux to Dumaresq Street) between 10am-12am.
- Lithgow Street (Between Moore Oxley Road and Anzac Lane) between 6am-12am

**Please note:** Access to Anzac Lane will be permitted via Carberry Lane near Campbelltown RSL. Council's road closure staff will assist in escorting vehicles via this detour.

### **Rocking Around Campbelltown- On Q Stop**

The Rocking Around Campbelltown Christmas convoy will make its way around the Campbelltown LGA spreading Christmas cheer and a whole load of Christmas fun. With Santa stopping at 5 key locations, including his last stop On Q (Lithgow Street Mall).

**Date:**

Saturday 3 December 2022 / 5.00pm-8.00pm

**Location:**

Lithgow Street (Between Moore Oxley Road and Anzac Lane)

**Road Closures:**

Public access via vehicle and parking of vehicles will be prohibited to Lithgow Street between 11am-9.30pm.

**Please note:** Partial access to Anzac Lane will be permitted via Carberry Lane near Campbelltown RSL. Council's road closure staff will assist in escorting vehicles via this detour.





## Want to get involved?

These events are expected to attract significant additional foot traffic to the City Centre and we would love your business to get involved and hopefully bring in customers to your businesses. Some ideas for getting involved are:

- Offering a meal special for the night
- Hosting a special offering within your business for e.g. themed menu, live music or entertainment, special shopfront décor or presentation, even discounted hair cuts! Whatever your business offering, we would love you to remain open and showcase your service.

If you choose to offer something unique, be sure to use **#OnQCampbelltown**, and tag **@CampbelltownCity** on social media.

## Further Information

All information on our events and Queen Street projects to date can be found on our website [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au). Alternatively you can contact our Community Life Team via the below details.

Caitlin Manganaro  
*Place Activations Officer*

[Community.life@campbelltown.nsw.gov.au](mailto:Community.life@campbelltown.nsw.gov.au)

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## 8.18 Ingleburn Town Centre Carpark Design Excellence

### Reporting Officer

Executive Manager City Revitalisation and Renewal  
City Futures

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
5.2.2.5 Ensure assets, infrastructure and property are well managed and incorporate design excellence

### Officer's Recommendation

That Council note the information provided.

### Purpose

To update Council on the design excellence process for the development of the Ingleburn carpark site in line with the 3 August 2021 Council resolution.

### History

In December 2017, the NSW Government released the final Corridor Strategy which included precinct plans for 6 areas around the railway stations of Macquarie Fields, Ingleburn, Minto, Leumeah, Campbelltown and Macarthur.

A revised planning proposal for Ingleburn CBD was submitted to Council on 3 August 2021, and after the completion of all required studies and a draft site specific DCP for Ingleburn CBD, the Department of Planning issued a Gateway Determination on 23 October 2022, which enabled the public exhibition of the Ingleburn CBD Planning Proposal and the draft Development Control Plan.



Council, on 3 August 2021, also resolved:

“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”.

This report has been held pending until the finalisation of the Ingleburn CBD Planning proposal is imminent.

## **Report**

In accordance with the resolution, Council’s car park adjacent Cambridge Road is proposed to be considered for development as a mixed-use building with additional parking and public open space.

Feasibility investigations for the site’s development will be conducted to inform and allow for designs that contribute to the quality development opportunities the site presents, with a focus on best practice in urban design. The investigations will also consider the appropriateness of the site for an iconic building.

Design excellence will be achieved through a selective process for a design and development team with the appropriate skill and expertise and a track record in providing the design excellence outcomes with developments of this kind. The design excellence process will include design review and refinement through engagement and collaboration with Council and its Design Excellence Panel.

It is intended that the investigations will be undertaken after the finalisation of the amendment to the CLEP 2015, which includes Ingleburn, to ensure alignment and provide a level of certainty before committing resources and commencing further testing for this site.

The DCP can then be amended to include requirements relating to an iconic building if necessary. This process would include community consultation that is subject to the legislative requirements of amending a DCP under the *Environmental Planning and Assessment Act 1979* (EP&A Act).

## **Attachments**

Nil



## 8.19 PhD Scholarship

### Reporting Officer

Director City Futures  
City Futures

### Community Strategic Plan

Objective	Strategy
5 Strong Leadership	5.1.1 Increase opportunities for the community to engage and collaborate with Council and Key Delivery Partners

### Delivery Program

Principal Activity
5.2.1.2 Collaborate for change and seek opportunities to own our future
5.1.2.1 Communicate in a diverse, open and inclusive way that informs and engages our communities to build confidence and trust
1.1.1.2 Create and maintain partnerships that promote inclusion, pride, trust and shared values in the community

### Officer's Recommendation

1. That Council introduce a sponsorship program to fund PhD research projects relevant to Campbelltown.
2. That the cost associated with the program be incorporated in our Delivery Program and Operational Plan cycle.

### Purpose

To provide Council with a report outlining the considerations of establishing a PhD scholarship program.

### History

Council at the meeting of 10 October 2023, resolved:

*"That a report be presented to Council investigating the establishment of a PhD Scholarship program with Western Sydney University or other universities that have interest in our area that focuses on undertaking research on the Campbelltown LGA."*



## Report

Council staff have subsequently investigated options for establishing a PhD scholarship program. In summary, there are numerous PhD scholarship programs administered by universities with campuses across the Greater Sydney region. These include project-based PhD scholarships through universities such as Western Sydney University, University of Sydney, University of New South Wales, University of Technology Sydney, Australian Catholic University, and University of Wollongong.

Some PhD scholarships are internally funded by the university or covered under the University Postgraduate Award. Other scholarships are 'externally' funded, whereby organisations provide a limited number of scholarships on particular topics.

Most scholarship programs:

- are awarded for full-time PhD study, covering a maximum period of 3.5 years
- pay students an annual tax-free stipend of approximately \$30,000 a year (with tuition covered by federal funding)
- are open to domestic students and some international students
- have clear eligibility criteria and a merit-based assessment process.

Sponsoring a PhD scholarship program signifies a strategic investment in the community's future and intellectual capital. Councils will be uniquely positioned to leverage academic research to address complex challenges that urban environments face.

Councils confront diverse issues ranging from urban planning, environmental sustainability, and public health to social inclusion. By sponsoring a PhD, council can target specific local challenges with research-driven solutions. By addressing critical topics such as infrastructure, transport, and housing, councils can catalyse the conditions for economic growth and improve the quality of decision-making not only locally but on a State and Federal government, ensuring that policy decisions are evidence-based and effective.

Based on these premises, this investigation indicates that a Council-funded PhD scholarship program is feasible, given there are similar existing PhD scholarship programs administered by local universities. Support for a PhD scholarship program is aligned with Councils commitment to evidence-based decision making and the research undertaken would supplement the work of Council's Research and Insights team.

Below are some further points for consideration by Council:

- **PhD scholarship model.** It is recommended that the specific PhD scholarship model is based on existing PhD scholarship programs, with similar eligibility criteria and merit-based assessment processes.
- **Number of PhD Scholarships.** It is recommended that no more than the approximated \$30,000 be funded at any one time. While this may only amount to one PhD scholarship, opportunities for partnership may arise to increase the number of scholarships within the same allocated funding.



- **PhD topic.** It is recommended that the Council sets specific and detailed topics, in conjunction with the chosen university, to address specific issue that are aligned with Council-endorsed strategies. For example, the impact of infrastructure deficit on our community or the social and economic cost associated with the lack of job opportunities on our community.
- **Eligibility.** It is recommended that the scholarship is for full-time PhD students, for a maximum period of 3.5 years. The eligibility criteria for each student are to be assisted by the chosen university, and to be in line with their entry criteria and program requirements.
- **Commencement.** It is recommended that the PhD scholarship program would commence as early as practical.

### **Attachments**

Nil



## 8.20 Silos Public Art

### Reporting Officer

Acting Executive Manager – Creative Life  
City Futures

### Community Strategic Plan

Objective	Strategy
1 Community and Belonging	1.1.1 Provide initiatives that foster a proud, inclusive, and connected community for all
5 Strong Leadership	5.2.2 Ensure that public funds and assets are managed strategically, transparently and efficiently

### Delivery Program

Principal Activity
1.1.1.1 Deliver initiatives that encourage social inclusion, community connections and celebrate our cultural diversity
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

### Officer's Recommendation

That investigations continue into opportunities to fund public art on the Appin Road silos.

### Purpose

To update Council on the progress of investigating options to fund and considerations to deliver Public Art on the Silos located on Appin Road.

### History

At Council meeting of 11 July 2023, it was Moved by Councillor Oates, Seconded Councillor Chowdhury:

“That, in order to recognise Campbelltown's significant agricultural and Indigenous colonial histories, a report be presented advising how Council will seek funds to create a mural or murals on the Silos situated on Appin Road.”



## Report

Research is continuing to understand the permissibility, feasibility and funding implications of delivering public art (a mural or murals) on the silos located on Appin Road.

The silos are owned by Roads and Maritime Services (RMS) and have been identified for a potential public art project. While RMS supports the mural in principle, their further consideration requires the development of a concept image with perspectives addressing drivers' views. To progress this, an artists Expression of Interest (EOI) process is required, that would include concept images and also perspectives. There is a cost associated with this.

RMS also require a traffic report, that considers the perspectives and would need to be undertaken post-artwork selection. Whilst this report may be undertaken internally or outsourced, there is a cost associated.

Should RMS then approve the project to progress, a formal agreement is required to be developed including liability and responsibility for ongoing maintenance.

As the silos are identified as a heritage item, a Development Application and Heritage Assessment are required. This may be undertaken internally or outsourced and there is a cost associated.

The silo's 7.7m corrugated concrete surface, with peeling paint and missing timber boards, requires assessment by an engineer and Council's Risk Team before commencement and to inform the scope of the project. Safety measures, including the creation of a walkway and levelling surrounding ground may need to be considered as the site situated on an 80km/h road. Further investigation is required and there are costs associated.

Of consideration, is that investment is required in order to determine whether the project is feasible. This is estimated to be approx. \$35,000.

Should all of the above investigations result in the project being considered feasible, then the costs associated with both the works to prepare the silos and site, and design and creation of the mural are estimated to be approx. \$270,000. (not including any surrounding works such as pathways or viewing area).

Ongoing maintenance and upkeep costs also need to be considered.

There are currently no allocated funds to undertake the feasibility or for the works themselves. Research is ongoing for various funding options, including philanthropic partnerships, State Government grants through Create NSW, GrainCorp's silo art program, and other potential State Government department funding sources.

This summary highlights the comprehensive nature of the research and considerations undertaken for the Silos Public Art Project, emphasising the need for funding exploration and thorough assessments for successful project execution.

## Attachments

Nil



## **8.21 Minutes of the Campbelltown Arts Centre Strategic Committee meeting held 6 September 2023**

### **Reporting Officer**

Acting Executive Manager - Creative Life  
City Futures

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### **Officer's Recommendation**

That the minutes of the Campbelltown Arts Centre Strategic Committee held 6 September 2023 be noted and recommendations be adopted by Council.

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### **Purpose**

To seek Council's endorsement of the minutes of the Campbelltown Arts Centre Strategic Committee meeting held 6 September 2023.

### **Report**

Detailed below are the recommendations of the Campbelltown Arts Centre Strategic Committee. Council officers have reviewed the recommendations, and they are now presented for Council's consideration.

### **Reports listed for consideration**

#### **4.1 Minutes of the previous Campbelltown Arts Centre Strategic Committee Meeting held 15 February 2023**

That the amended and information be noted.

**Moved:** Ms L Gear **Seconded:** Ms C Wrona

#### **5.1 Campbelltown City Council - New Acquisitions**

That the following proposed donations 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:

- donations by Tess Allas:
  - Ramesh Mario Nithiyendran, *Pet Rock* (2015)
  - Ramesh Mario Nithiyendran, *Untitled* (2018)
  - Ramesh Mario Nithiyendran, *Untitled* (2019)
  - Archy Moore, *Aboriginal Coconut* (2012)



- donations by Joseph and Patricia Pugliese:
  - Ramesh Mario Nithiyendran, *Golden Dickhead* (2014)
  - Gordon Hookey, *Pinklash Backlash Blacklash* (1997)
- donation by Patrick Corrigan:
  - Tracey Moffat, *Fourth* (2001)
- donation by Luke Sciberras
  - Luke Sciberras, *Upper Reaches, Wedderburn* (2021)
- donation by Michael Dagostino
  - Xenia Kusumitra, *Adrift II* (2021)

**Moved:** Mrs J Long **Seconded:** Councillor M Chivers

## 5.2 Overview of the 2024 Artistic Program

That the information be noted.

**Moved:** Ms S Brandstater **Seconded:** Ms L Gear

## 5.3 2025 - 2028 Campbelltown Arts Centre Purpose Statement

That the information be noted.

**Moved:** Mrs J Long **Seconded:** Ms N Maljkovic

## 5.4 Art Cafe and Catering update

That the information be noted.

**Moved:** Mrs J Long **Seconded:** Ms C Wrona

## Attachments

1. Minutes of the Campbelltown Arts Centre Strategic Committee held 6 September 2023 (contained within this report)



# CAMPBELLTOWN CITY COUNCIL

## Minutes Summary

**Campbelltown Arts Centre Strategic Committee Meeting held at Campbelltown Arts Centre on Wednesday, 6 September 2023.**

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2.	APOLOGIES	2
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5.4	Art Cafe and Catering update	15
6.	GENERAL BUSINESS	16



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**Minutes of the Campbelltown Arts Centre Strategic Committee Meeting held on 06 September 2023**

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**Present** Chairperson – Councillor M Oates  
Member – Councillor M Chivers  
Member – Ms S Brandstater  
Member – Mr R Percy  
Member – Ms L Grear  
Member – Ms N Maljkovic  
Member – Ms C Wrona  
Member – Mrs J Long  
Member – Aunty Glenda Chalker  
Member – Ms L Anderson

**In attendance** Director City Growth – Ms Rebecca Grasso  
A/Executive Manager Creative Life – Ms Mouna Zaylah  
Head of Curatorial – Mr Adam Porter  
Executive Support – Mrs Kelly Wooden

## **1. ACKNOWLEDGEMENT OF LAND**

An Acknowledgement of Land was presented by Aunty Glenda Chalker.

## **2. APOLOGIES**

Member – General Manager Ms L Deitz  
Member – Councillor M Khalil  
Member – Mr B Broadbent  
Member – Mr C McMahon  
Member – Ms M Monte

## **3. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made at this meeting.



#### **4. MINUTES OF THE PREVIOUS CAMPBELLTOWN ARTS CENTRE STRATEGIC COMMITTEE MEETING HELD 15 FEBRUARY 2023**

##### **Reporting Officer**

Acting Executive Manager - Creative Life

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

That the information be noted.

##### **Committee meeting notes:**

An error in the minutes was noted in relation to the spelling of Lang Walker within item 5.3.

##### **Committee's Recommendation:**

That the amended and information be noted.

**Moved:** Ms L Gear **Seconded:** Ms C Wrona

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## 5. REPORTS

### 5.1 Campbelltown City Council - New Acquisitions

#### Reporting Officer

Acting Executive Manager - Creative Life  
City Futures

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#### Officer's Recommendation

That the following proposed donations 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:

- donations by Tess Allas:
  - Ramesh Mario Nithiyendran, *Pet Rock* (2015)
  - Ramesh Mario Nithiyendran, *Untitled* (2018)
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  - Luke Sciberras, *Upper Reaches, Wedderburn* (2021)
- donation by Michael Dagostino
  - Xeni Kusumitra, *Adrift II* (2021)

#### Committee's Recommendation:

That the following proposed donations 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:

- donations by Tess Allas:
    - Ramesh Mario Nithiyendran, *Pet Rock* (2015)
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    - Archy Moore, *Aboriginal Coconut* (2012)
  - donations by Joseph and Patricia Pugliese:
-



- Ramesh Mario Nithiyendran, *Golden Dickhead* (2014)
- Gordon Hookey, *Pinklash Backlash Blacklash* (1997)
- donation by Patrick Corrigan:
  - Tracey Moffat, *Fourth* (2001)
- donation by Luke Sciberras
  - *Luke Sciberras, Upper Reaches, Wedderburn* (2021)
- donation by Michael Dagostino
  - Xeni Kusumitra, *Adrift II* (2021)

**Moved:** Mrs J Long **Seconded:** Councillor M Chivers

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## 5.2 Overview of the 2024 Artistic Program

### Reporting Officer

Acting Executive Manager - Creative Life  
City Futures

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### Officer's Recommendation

That the information be noted.

#### Committee meeting notes:

Head of Curatorial Mr Adam Porter presented an overview of the 2024 Artistic Program.  
The presentation is attached to these minutes for information and reference.

It was noted that the overview presented Program highlights only and that there are a number of programs throughout the whole year.

It was noted that the Artistic Plan is never final and always changing.

A copy of the current Artistic Plan is attached the minutes for information.

### Committee's Recommendation:

That the information be noted.

**Moved:** Ms S Brandstater **Seconded:** Ms L Gear

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### **5.3 2025 - 2028 Campbelltown Arts Centre Purpose Statement**

#### **Reporting Officer**

Acting Executive Manager – Creative Life  
City Futures

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

That the information be noted.

#### **Committee meeting notes:**

Acting Executive Manager Creative Life, Ms Mouna Zaylah presented the 2025 - 2028 Campbelltown Arts Centre Purpose Statement.

The presentation is attached to these minutes for information and reference.

The Committee discussed the proposed Purpose Statement, noting that it was clear and concise and provided various suggested amendments for consideration.

It was noted that further feedback can be provided to the Acting Executive Manager Creative Life at any time.

#### **Committee's Recommendation:**

That the information be noted.

**Moved:** Mrs J Long **Seconded:** Ms N Maljkovic

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## **5.4 Art Cafe and Catering update**

### **Reporting Officer**

Acting Executive Manager – Creative Life  
City Futures

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### **Officer's Recommendation**

That the information be noted.

#### **Committee meeting notes:**

Acting Executive Manager Creative Life, Ms Mouna Zaylah presented an update on the status of the Art Café and Catering.

A copy of the presentation is attached to these minutes for information and reference.

It was noted that feedback regarding the Café has been extremely positive.

### **Committee's Recommendation:**

That the information be noted.

**Moved:** Mrs J Long **Seconded:** Ms C Wrona

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## 6. GENERAL BUSINESS

- 6.1 Councillor M Chivers raised a suggestion that the Art Exchange consider stocking vinyl collector items and also consider an event to promote the items and their availability at the Artist Exchange.

The Acting Executive Manager Creative Life will contact Councillor Chivers to explore further.

- 6.2 Ms Celeste Wrona advised her intent to step down as a member from the Campbelltown Arts Centre Strategic Committee due to her recent commencement as a staff member at Campbelltown Arts Centre.

Ms Rebecca Grasso, Director City Futures noted that the Terms of Reference does not prevent a staff member from being able to attend and participate in Committee meetings as an ex-officio member.

Advice will be sought as to whether the vacant member position is required to be filled or can remain vacant for the remainder of the term.

- 6.3 The next meeting of the Campbelltown Arts Centre Strategic Committee is to be advised and confirmed.

Councillor M Oates

**Chairperson**

Meeting Concluded: 7.40pm



**9. QUESTIONS WITH NOTICE**

Nil

**10. RESCISSION MOTION**

Nil



## **11. NOTICE OF MOTION**

### **11.1 Emergency Room Wait Times**

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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 12 December 2023.

1. That Council write to the relevant Minister and Deputy Secretary seeking action to improve Emergency Room wait times at Campbelltown Hospital.
  2. That Council advocate to the State and Federal Governments for focus on addressing the GP shortage in Campbelltown and Western Sydney.
  3. That Council write to the relevant Minister and Deputy Secretary seeking funding for the development of Community Health Hub at Glenfield.
-



## **11.2 Order of Business for Ordinary Council Meetings**

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### **Notice of Motion**

Councillor Dr George Greiss has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 12 December 2023.

1. That the Council amends the general order of business for an ordinary meeting of the Council to introduce the National Anthem as the first item at the commencement of the Council Meeting.
  2. That the Code of Meeting Practice be amended to include the National Anthem as the first item in the general order of business for an ordinary meeting of the Council and placed on exhibition in accordance with section 361 of the Local Government Act 1993.
  3. That following the public exhibition, where no submissions of objection are received during the exhibition period, the amended Code of Meeting Practice including the National Anthem be adopted.
-



## **11.3 Ward System**

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### **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 12 December 2023.

1. That a detailed report be presented to the Council regarding the feasibility of implementing a ward system within the Campbelltown Council Local Government Area. The report should address:
    - a. The potential effects of the ward system on community involvement, equitable representation, and influence on the Council's decision-making framework.
    - b. Recommendations for the optimal number of wards, and Councillors per ward, considering our population in relation to other councils in Sydney.
    - c. An analysis of the financial implications for Council over both the immediate and future budgets, including referendum costs, should a ward system be proposed for community consideration.
    - d. A step-by-step outline of the procedure required to propose this change to the community through constitutional referendum.
-



**12. URGENT GENERAL BUSINESS**

**13. PRESENTATIONS BY COUNCILLORS**

**14. CONFIDENTIAL REPORTS FROM OFFICERS**

Nil



