



CAMPBELLTOWN
CITY COUNCIL

ORDINARY BUSINESS PAPER

14 March 2023

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	



07 March 2023

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 14 March 2023 at 6:30 pm.

Lindy Deitz
General Manager

Agenda Summary

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1. ACKNOWLEDGEMENT OF LAND

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

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

2. APOLOGIES/LEAVE OF ABSENCE

Nil at time of print.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 14 February 2023

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 14 February 2023, copies of which have been circulated to each Councillor, be taken as read and confirmed.

Report

That the Minutes of the Ordinary Meeting of Council held 14 February 2023 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 14 February 2023 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 14 February 2023.

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Minutes of the Ordinary Meeting of the Campbelltown City Council held on 14 February 2023

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

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the General Manager.

2. APOLOGIES/LEAVE OF ABSENCE

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

That the apology from Councillor R Manoto and Councillor W Morrison be accepted.

001/2023 The Motion on being Put was **CARRIED**.

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of Council held 13 December 2022**

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

That the Minutes of the Ordinary Council Meeting held 13 December 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

002/2023 The Motion on being Put was **CARRIED**.

4. DECLARATIONS OF INTEREST

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

Pecuniary Interests

The Mayor, Councillor Greiss - Item 8.1 – Draft Site Specific Development Control Plan - Glenfield East.

The Mayor, Councillor Greiss advised he lives in the suburb of the subject land and will leave the chamber.

Non Pecuniary – Significant Interests

Councillor Brticevic - Item 8.3 -Maryfields Development Site - 192 Narellan Road, Campbelltown. Councillor Brticevic advised he lives in close proximity to the subject land and while he has no financial interest or benefit in the decision he will leave the chamber.

Non Pecuniary – Less than Significant Interests

Nil

Other Disclosures

Nil

5. MAYORAL MINUTE

5.1 Wins and Plans

It was **Moved** Councillor Greiss:

That the information be noted.

003/2023 The Motion on being Put was **CARRIED**.

6. PETITIONS

NIL

PROCEDURAL MOTION

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

That Item 8.2 be brought forward to be considered after Item 5.1 to accommodate the speakers and interested community members in the public gallery.

004/2023 The Motion on being Put was **CARRIED**.

7. CORRESPONDENCE

7.1 Correspondence from Kevin Connolly MP - selective schools

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

That the letter be received and the information be noted.

005/2023 The Motion on being Put was **CARRIED**.

7.2 Correspondence from Dr Mike Freeland MP - Appin Road

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

That the letter be received and the information be noted.

006/2023 The Motion on being Put was **CARRIED**.

7.3 Correspondence from Prue Car MP - Selective Schools

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

That the letter be received and the information be noted.

007/2023 The Motion on being Put was **CARRIED**.

8. REPORTS FROM OFFICERS

Meeting Note: Having declared an interest in Item 8.1 The Mayor, Councillor Greiss left the Chamber at 7:22 pm and did not take part in the discussion or vote on the matter. The Deputy Mayor, Councillor Joshua Cotter assumed the Chair.

8.1 Draft Site Specific Development Control Plan - Glenfield East

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

1. That Council endorse the public exhibition of a draft amendment to the Campbelltown (Sustainable City) Development Control Plan 2015 (CSCDCP) which seeks to add Part 15 for Glenfield East, as shown in attachment 1 to this report.

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

Voting against the Resolution were Nil.

008/2023 The Motion on being Put was **CARRIED**.

Meeting Note: At the conclusion of the discussion regarding Item 8.1 The Mayor, Councillor Greiss returned to the Chamber at 7:27 pm.

Meeting Note: The Mayor provided the opportunity for the speakers that have registered to address the Council to speak. Mr Barry Durman addressed the Council.

8.2 Biodiversity Certification Application - Mt Gilead Stage 2

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

1. That Council defer this item for a Councillor briefing and that the item return to a future Council meeting for consideration at a later date.

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

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

009/2023 The Motion on being Put was **CARRIED**.

Meeting Note: Having declared an interest in Item 8.3 Councillor Brticevic left the Chamber at 7:28 pm and did not take part in the discussion or vote on the matter.

8.3 Maryfields Development Site - 192 Narellan Road, Campbelltown

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

1. To ensure the overall vision, aims and objectives of the Comprehensive Koala Plan of Management, being to provide for the long-term maintenance of a viable, free-ranging population in the Campbelltown LGA are not unduly compromised.
2. That Council support the provision of offsets for koala habitat, only where developers have demonstrated in the first instance that development impacts cannot be reasonably avoided.
3. That Council continue to mandate for standardised compensation provisions for the loss of koala habitat on development sites.
4. That Council reject/refuse the non-conforming major development application request associated with 192 Narellan Road, Campbelltown (Campbelltown City Council ats MH Property No. 1 - Land and Environment Court Case Number 2022/00227044) which is seeking a waiver to enable the removal of koala habitat on site without providing any compensation for the loss of habitat, in addition to making no design effort to avoid 118 koala habitat trees (comprising 76 PKFTs and 42 shelter trees) onsite.

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

Voting against the Resolution were Nil.

010/2023 The Motion on being Put was **CARRIED**.

Meeting note: At the conclusion of the discussion regarding Item 8.3 Councillor Brticevic returned to the Chamber at 7:31 pm.

8.4 Proposed amendment of Campbelltown Community Participation Plan

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

1. That Council approves the exhibition of the amendments to the draft Community Participation Plan as detailed in attachment 1.
2. That the draft Community Participation Plan be placed on public exhibition for a period of 28 days (minimum).
3. Where any submission objecting to the proposed amendments is received during the exhibition period, a report be provided to the Council tabling the submission/s and responses to the matters raised therein.
4. Where no submissions of objection to the amendments are received during the exhibition period, the draft Community Participation Plan shall be deemed to be formally adopted upon the completion of the exhibition period.

011/2023 The Motion on being Put was **CARRIED**.

8.5 Submission to Department of Planning and Environment - Proposed Housing SEPP Amendments

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

That Council endorse the attached submission sent to the Department of Planning and Environment on the Housing SEPP Explanation of Intended Effect.

012/2023 The Motion on being Put was **CARRIED**.

8.6 Planning Proposal - Reclassification of Land at Kanbyugal Reserve and 2 Rose Street, Campbelltown

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

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 and forward the Planning Proposal to the Department of Planning and Environment for a Gateway Determination.
2. That should the Minister or their delegate determine that the proposal may proceed, public exhibition occur in accordance with the Gateway Determination.
3. That following the completion of the public exhibition, a separate public hearing be held with the outcome of both the public exhibition and the public hearing reported back to Council.

A Division was recorded in regard to the Resolution for Item 8.6 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, M Oates, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

013/2023 The Motion on being Put was **CARRIED**.

8.7 Proposed Housekeeping Amendments to Campbelltown (Sustainable City) Development Control Plan 2015

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

1. That Council endorse the draft Amendment No.19 to Volume 1 of Campbelltown (Sustainable City) Development Control Plan 2015, as shown in the attachment to this report for the purpose of public exhibition.
2. That should Council receive any submissions during the public exhibition of draft Amendment No.19, a further report be provided to Council following the completion of the public exhibition period.
3. That where Council receives no submissions objecting to the draft Amendment No.19, the amendments be formally adopted and notified in accordance with the Environmental Planning and Assessment Regulation 2000.

A Division was recorded in regard to the Resolution for Item 8.7 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, M Oates, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

014/2023 The Motion on being Put was **CARRIED**.

8.8 Significant Development Applications

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

That the information be noted.

015/2023 The Motion on being Put was **CARRIED**.

8.9 Minutes of Wildlife and Environment Advisory Committee Meeting held 30 August 2022

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

That the minutes of the Wildlife and Environment Advisory Committee meeting of 30 August 2022 be adopted.

016/2023 The Motion on being Put was **CARRIED**.

8.10 Minutes of the Campbelltown Multicultural Communities Advisory Committee Report

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

That the minutes of the Campbelltown Multicultural Communities Advisory Committee held 15 November 2022 be noted.

017/2023 The Motion on being Put was **CARRIED**.

8.11 Administration of the September 2024 Council election

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

1. That Campbelltown City Council (the Council) resolves:
 - a) pursuant to s. 296(2) and (3) of the *Local Government Act 1993 (NSW)* ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
 - b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
 - c) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
2. That the NSW Electoral Commission be advised of Council's decision.

018/2023 The Motion on being Put was **CARRIED**.

8.12 Council meeting calendar update

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

That the updated 2023 Council meeting calendar be noted and adopted.

019/2023 The Motion on being Put was **CARRIED**.

8.13 Investments and Revenue Report – November and December 2022

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

That the information be noted.

020/2023 The Motion on being Put was **CARRIED**.

8.14 Australian Local Government Association – National General Assembly 2023 – Call for Motions

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

1. That Council endorse the attendance of the Mayor and the General Manager and/or delegate/s to the 2023 National General Assembly of Local Government in Canberra from 13-15 June 2023.
2. That interested Councillors contact and advise the Director City Governance in regard to attendance at the 2023 National General Assembly of Local Government in Canberra from 13-15 June 2023.

021/2023 The Motion on being Put was **CARRIED**.

8.15 Reports and Letters Requested

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

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

022/2023 The Motion on being Put was **CARRIED**.

8.16 Minutes of the Campbelltown Arts Centre Strategic Committee Report

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

That the minutes of the Campbelltown Arts Centre Strategic Committee held 30 November 2022 be noted.

023/2023 The Motion on being Put was **CARRIED**.

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

11.1 Community and Justice Precinct

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

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.

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, K Hunt, M Chowdhury, M Oates, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

024/2023 The Motion on being Put was **CARRIED** unanimously.

11.2 Appin Road

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

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.
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.
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.
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.

A Division was recorded in regard to the Resolution for Item 11.2 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, M Oates, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

025/2023 The Motion on being Put was **CARRIED** unanimously.

11.3 NSW Election

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

1. That Council writes to any known candidates for the seat of Macquarie Fields being Anoulack Chanthivong (ALP) and any other candidate seeking their election commitments. The commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown LGA (Macquarie Fields electorate) such as, but not limited to: (written responses be provided by 1 March 2023)
 - a. Providing a Service NSW centre within the Campbelltown LGA.
 - b. Upgrading Macquarie Fields railway station with lifts.
 - c. Upgrade Minto railway station with awnings over the ramps.
 - d. A multi-level commuter car park for Minto and Ingleburn railway stations.
 - e. Upgrading the Sydney Trains fleet to remove the S-Set trains from the network.
 - f. To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable.
 - g. Policy for toll relief for the residents of Campbelltown LGA.
 - h. Ensuring that the Macquarie Fields electorate receives its "Fair share".
2. That Council writes to any known candidates for the seat of Campbelltown seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA (Campbelltown electorate) such as, but not limited to: (written responses be provided by 1 March 2023)
 - a. Upgrading/expansion of Appin Road including underpasses and fauna protection measures.
 - b. Providing a Service NSW centre for Campbelltown.
 - c. Upgrading Campbelltown Stadium.
 - d. Upgrading the Sydney Trains fleet to remove the S-Set trains from the network.
 - e. To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable.
 - f. Accelerating stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps.
 - g. Upgrade to Beverly Park School.
 - h. Policy for toll relief for the residents of Campbelltown LGA.

-
- i. A multi-level commuter car park for Leumeah station.
 - j. Additional staffing for the newly developed \$632 million dollar expansion of Campbelltown Hospital.
3. That Council writes to the candidates for the seat of Leppington seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA. (Leppington electorate)
 4. That Council requests the written responses be provided by 1 March 2023.

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

Voting against the Resolution were Nil.

026/2023 The Motion on being Put was **CARRIED** unanimously.

11.4 WestInvest

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

1. That Council write to the Premier of New South Wales the Honourable Dominic Perrottet MP thanking him and the NSW Liberal Government of our fair share of WestInvest funding totalling \$171.6m.
2. That Council staff be commended for their outstanding effort and hard work that resulted in securing this excellent funding outcome for the local LGA community.
3. That Council write to the Premier of New South Wales the Honourable Dominic Perrottet MP and the NSW Treasurer, The Hon Matt Kean MP thanking them for their recent announcement and election commitment of a final business case for the rail connection between Glenfield to the Western Sydney Airport, Glenfield to Bankstown and Campbelltown-Macarthur to the Western Sydney Airport.

A Division was recorded in regard to the Resolution for Item 11.4 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, M Oates, M Khalil, M Stellino, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

027/2023 The Motion on being Put was **CARRIED** unanimously.

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Meg Oates attended the opening of the Embracing Shadows by Karla Dickens exhibition at the Campbelltown Art Centre. The opening was hosted by Councillor Chew on behalf of the Mayor Councillor Greiss. Councillor Oates commended Councillor Chew on a fantastic job opening the exhibition and expressed how amazing the exhibition is highlighting themes of racism, gender identity and reconciliation. She urges everyone to go and see it. The exhibition is part of the Sydney Festival and will also be part of the Sydney World Pride Festival on 18 February 2023 which is a wonderful achievement for the Campbelltown Arts Centre.
2. Councillor Meg Oates congratulated the staff for the events for Seniors Festival 2023. There were so many diverse events and was well received by the senior community.
3. Councillor Meg Oates spoke about the artist in residence program at the Campbelltown Arts Centre. The current artist, Shivanjani Lal, is working with the local Pacific Islander Community reviving memories of the effects of indentured labour and exploited workers from people within her family and from her cultural background. Councillor Oates advised the artist is running some very hands on workshops and urges the community to go and check it out.
4. Councillor Meg Oates recognised the work of Michael Dagostino Executive Manager Creative Life who after over 10 years is leaving Campbelltown City Council. Councillor Oates expressed what a fantastic job he has done for the Art Centre in bringing contemporary issues, recognition, social and political issues to Campbelltown and how well he has always worked with the community and bringing the community into the Art Centre. Councillor Oates wished him all the best in his future endeavours and is very sad to see him go.
5. Councillor Joshua Cotter commended the staff on a wonderful New Year's Eve event at Koshigaya Park it was packed and was great to see such a big event in the Campbelltown Local Government Area. Councillor Cotter expressed how great it was to see people from our surrounding LGA's coming to Campbelltown for the event.
6. Councillor Joshua Cotter on 16 January 2023 attended the Campbelltown Rotary President's dinner. Councillor Cotter commended the Campbelltown Rotary Club on all their hard work last year. Councillor Cotter thanked David Symonds who is the outgoing President and congratulated Binod Paudel who will be taking over as President later this year. It was a great event talking about the upcoming projects the Rotary Club have planned for this year.
7. Councillor Joshua Cotter on 4 February 2023 had the opportunity to catch up with Paul Mackin and the team at We are Community Incorporated. Councillor Cotter's team at Rise Above are huge supporters of the important work that We Are Community undertake every week to support families and was happy to be able to donate and deliver some furniture and baby essentials over the past week. Councillor Cotter encouraged the community to volunteer to help a great cause.

8. Councillor Joshua Cotter congratulated Jenny and Darko Ristic of the Silver Coin Project who were able to secure a new office space at O'Sullivan Road, Leumeah in conjunction with Brightside Education who offer free tutoring services. Councillor Cotter commended them on what a great program this is for our community and is very proud they were able to secure this location so that they are able to continue to provide this much needed free service.
9. Councillor John Chew on 13 January 2022 represented the Mayor, Councillor Greiss, at the launch of the Embracing Shadows a survey exhibition by Lismore-based Wiradjuri artist Karla Dickens presented by the Campbelltown Arts Centre in conjunction with Sydney World Crime. The exhibition spanning 30 years of practice focuses on themes of female identities and racial injustice that are enduringly explored in Dickens' reflection on Australian Culture.
10. Councillor John Chew on 15 January 2023 had the privilege of representing the Mayor, Councillor Greiss, at the Feast of Sto. Niño Annual Mass Celebration at St. John the Evangelist Catholic Church, Campbelltown.

14. CONFIDENTIAL REPORTS FROM OFFICERS

Confidentiality Recommendation

It was **Moved** Councillor Chew, **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 and 14.2 which are considered to be confidential in accordance with Section 10A(2) of the *Local Government Act 1993*, as indicated below:

Item 14.1 Commercial Opportunity

Item 14.1 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 14.2 Lease of Council Premises

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

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

The Ordinary Meeting of Council was adjourned at 9:00 pm and reconvened as a meeting of the Confidential Committee at 9:01 pm.

Recommendations of the Confidential Committee

14.1 Commercial Opportunity

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

That Council approve the acquisition of the subject property as identified in the report on terms and conditions set out in this paper

1. That Council note that the subject property is consistent with the requirements of the Investment Property Portfolio – Strategy for Revenue Growth Policy.
2. That Council provide approval for expenditure in line with the recommended sell price set out in this report to acquire the property and approve funding from the Property Development Reserve.
3. That the General Manager be granted delegated authority to sign all documentation associated with the acquisition of the subject property.
4. That the subject property is categorised as operational once it is transferred into Council's ownership.
5. That Council provide approval for the tender of external management services for the subject property to be conducted by way of expressions of interest.
6. That Council provide approval to enter into an agreement for the provision of external management services with the successful tender submission on terms to be agreed between parties.

028/2023 The Motion on being Put was **CARRIED**.

14.2 Lease of Council Premises

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

1. That Council endorse the proposed terms of a new lease on terms and conditions set out in this report.
2. That approval is granted for the lease to be executed by way of delegated authority under S377 of the Local Government Act 1993.

029/2023 The Motion on being Put was **CARRIED**.

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

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

At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 9:03 pm

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

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

There being no further business the meeting closed at 9:06 pm.

Confirmed by Council

..... 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 WestInvest and Election Promises

Recommendation

That the information be noted.

Over recent weeks, Campbelltown has received record-breaking funding allocations from the NSW Government and significant election promises from all sides of politics. We have been able to secure many of the commitments we sought as part of Our Call to NSW Government for Support, as well as a significant number of projects that we have worked on as a city, and collaboratively with the Macarthur Mayors.

In total, at the time of publishing this Minute, I am pleased to report that Campbelltown has received approximately \$410 million in recently committed funding from the NSW Government. This includes \$26.615 million of WestInvest funding through the Council Allocation, \$145.6 million through the WestInvest Competitive Round, WestInvest NSW Agency funding of \$200 million for the Australian Botanic Garden, Mount Annan (considered as \$100million to Campbelltown as the Gardens are shared between Campbelltown and Camden Local Government Areas) and \$243 million for Health Hubs at Glenfield and Liverpool (assumed \$121.5 million shared equally between the Hubs).

In addition to this WestInvest funding, we have also received \$8.6 million for road surface repairs which I have previously highlighted, \$5 million for enhancements to Bob Prenter Reserve, Macquarie Fields, \$450,000 for library improvements, \$772,000 for drainage upgrades at Eschol Park Sports Complex, \$270,000 for drainage upgrades at Raby Sports Complex, and various other smaller grants for community facilities and projects totalling \$589,000.

WestInvest

As part of WestInvest's Council Allocation we were successful in securing \$26.6 million which I have spoken about previously. We put forward the following projects to be delivered under this fund:

- Campbelltown City Centre Transformation Project: revitalising the Queen Street precinct creating new pedestrian friendly spaces and public areas for events and activities through improvements. Works will include creation of a permanent event-ready space at the top of Lithgow Street, additional planting, sculptural play elements and gardens amenities.
- Macarthur Recreation Trail: creation of a 2.85km long wide multi-purpose recreational trail extending from the Australian Botanic Garden, through Macarthur Heights, to Campbelltown Train Station.
- Town Centre Beautification and Public Art in Glenfield Town Centre: delivering a series of public domain works that aim to revitalise Glenfield Town Centre, creating a more accessible, functional, safe and engaging place that contributes to the overall liveability of

Glenfield including new paving, traffic works, street furniture, trees, landscaping and public art.

- Connected Campbelltown: providing a network of shared use pathway links and circuits to promote physical and recreational activities at four sites:
 - Wood Park, Ingleburn
 - Jackson Park, Woodbine
 - Thomas Acres and Cleopatra Reserve, Rosemeadow
 - Abington Reserve, Glen Alpine.
- Hurley Park – Early stories of Campbelltown’s Resilience: restoring heritage features (Cattle Tank, Spillway, Reservoir Wall and Silt Traps), provide signage and public art, incorporating new landscape elements such as planting, paving and furniture, and enhancing the accessibility and amenity of the park.
- Simmos Beach Parklands – Activating the Upper George’s River: providing amenity upgrades including park furniture and car parking, improving the footpath network, new viewing decks, signage, trees and landscaping.
- Kanbyugal Parklands – Mountain Bike Park: converting this underutilised 4.53km long centrally located site into an accessible, sanctioned and fully functioning mountain bike facility providing beginner and intermediate level trails including wayfinding and signage, furniture and landscaping.
- Leumeah Youth Precinct: adding new recreational facilities catering for a broader cross section of our youth community, to the existing Leumeah Youth Precinct’s site, including: new bouldering wall, multi-use courts, learn to ride track, integrated artwork, repairs to existing skate park facility, and upgraded furniture and shelters.
- Glenfield Urban Bike Park: leveraging existing infrastructure in Seddon and Kennett Park to broaden the recreation offer and provide more opportunities for wheeled sports enthusiasts including new bike park (hybrid pump track), pavements, drainage, furniture, signage and landscaping.
- St Helens Park Youth Space: leveraging existing active and passive recreation opportunities in the reserve to create a multi-use, youth orientated, play space with an urban bike park suitable for all rider levels, ages and abilities.
- Outdoor Fitness Facilities Program – for a fitter, healthier Campbelltown: delivering new/upgraded outdoor fitness facilities at:
 - Marsden Park, Campbelltown (upgraded)
 - Eagle Farm Reserve, Eagle Vale (new)
 - Clematis Reserve, Macquarie Fields (upgraded)
 - Ophelia Reserve, Rosemeadow (new)

Within the WestInvest competitive round, we applied for a significant amount of projects. We were successful in securing funding of approximately \$145.6 million for the following projects:

- \$79 million for the Campbelltown Arts Centre Expansion including a new circa. 350 seat theatre with facilities and dressing rooms, new rehearsal spaces, educational workshop areas and community facilities, dedicated storage for our art collection, commercial spaces and conference facilities.
- \$18 million for the replacement of Railway Parade Bridge, Glenfield to improve the bridge capacity, particularly for bus transport and flow of the Bunbury Curran Creek underneath.
- \$16.7 million for the Sports and Health Centre of Excellence at Campbelltown Sports Stadium to provide programs supporting talent development pathways for athletes into elite sport through innovation in sports science and research programs. This project will be delivered in collaboration with our funding partners: Western Sydney University and the Australian Government, working together with key stakeholders.
- \$2.8 million for an amenities upgrade at Eschol Park Sporting Complex including amenity improvements, spectator seating, storage facilities and change-rooms.
- \$6.5 million for Dharawal Nature Playspace located at Simmos Beach Reserve, Macquarie Fields, to provide a regional-level nature-themed playspace including water elements, furniture and public art. This project will be delivered in partnership with the Tharawal Local Aboriginal Land Council.
- \$9.4 million for Campbelltown Health and Education Precinct (CHEP) Connectivity, Wayfinding and Identity Project to improve access to walking and cycling facilities within the precinct, through public domain improvements, active transport infrastructure upgrades and signage between key facilities within the CHEP including the Western Sydney University campus, Campbelltown Hospital, Clinical School and Macarthur Square.
- \$4.2 million for a Multipurpose Community Facilities Hub providing commercial grade community kitchen, food storage, shower and laundry facilities, office spaces and outdoor garden spaces to enhance our community's resilience in times of flood, fire, heatwaves, pandemics or other stress events.
- \$1 million for Minto Multicultural Community Centre Enhancement increasing our capacity to provide storage and distribution of food to communities in need, shower and laundry facilities for isolated/homeless community members, meeting rooms for financial/counselling support services and other targeted programs.
- \$4.9 million for Ingleburn Town Centre Transformation Project to extend upon recently completed stage 1 projects, including the creation of a civic, green space, event space, resurface road, footpath upgrades, lighting, public art and street furniture.
- \$3 million for Gordon Fetterplace Aquatic Centre Upgrades including extension of the grandstand seating area, shade structures and modernisation of the café space.

There is a significant number of projects in the WestInvest program. In preparation for the delivery, Council established a dedicated Project Management Office within Council's structure late last year to ensure it is appropriately resourced. Council Officers continue to work tirelessly to develop the overall program and specific project plans to ensure the delivery of these projects are on time and on budget. We will be sharing this information with the Council and the community as they are developed and as we start finalising the funding deeds with the NSW Government.

Election Promises

As we approach the NSW election on 25 March 2023, both sides of politics continue to announce important projects for our region, and our city. Most significantly, at the time of publishing this Minute, we have received bipartisan commitment to the following major projects, which the Macarthur Mayors have strongly advocated for:

- Rapid Bus services from Campbelltown, Liverpool and Penrith to Western Sydney International Airport.
- A business case into the metro connection from Campbelltown-Macarthur to Western Sydney International Airport. This is in addition to the business case that is currently under development for the connection between Western Sydney International Airport and Glenfield.

The Coalition has further promised a business case into the metro connection from Glenfield to Bankstown to connect to the Sydney Metro South West (under construction, due for completion in 2024), which would then complete a full metro connection from Western Sydney International Airport to Sydney, via Bankstown. In my capacity as the Chair of The Parks Mayoral Forum, I have written to the Opposition encouraging them to continue with the commitment, as it has a significant impact, not only on our residents, but on our fellow Western Parkland City councils. The Coalition has also promised to investigate the feasibility of specialist Domestic and Family Violence Courts in NSW. I have written to the NSW Government proposing that Campbelltown would be an ideal location to pilot such Courts.

Labor have also made a number of election promises that will positively impact Campbelltown, including the commitment of \$3 million to establish a Georges River Koala Hospital and the conversion of Eagle Vale High School into a sports high school. This is in addition to candidates' commitments including train timetable review of the Campbelltown to Parramatta connection to consider restoration of the direct line, and various station upgrades including a lift at Macquarie Fields train station.

NSW Labor have announced their commitment to developing Manufacturing Centres of Excellence within Western Sydney. I have written to the Opposition Leader proposing Campbelltown Local Government Area as an ideal location for such a Centre. This proposition has been supported by Mr Greg Warren MP, Member for Campbelltown.

We continue to advocate for the government's investment in major projects that are not yet committed, including redevelopment of the NSW Courts within the Community and Justice Precinct, major road delivery, and Stage 3 of Campbelltown Hospital, to support our growth. I encourage everyone to keep up to date with any further commitments made in the lead up to the election later this month.

On behalf of myself and the City of Campbelltown, I would like to wish all candidates the best of luck in the upcoming election. We are looking forward to working with the successful candidates and NSW Government, regardless of political persuasion, for the benefit of our residents.

Attachments

Nil

5.2 Thank you for Supporting the Charity Gala Dinner

Recommendation

That the information be noted.

On Saturday 4 March 2023, over 250 people enjoyed the Mayor's Charity Gala at Ottimo House.

The recipient of all funds raised through the Mayor's Charity Gala Dinner 2023 was the Macarthur Cancer Therapy Centre (MCTC). This year marks the 20th anniversary since the opening of the MCTC at Campbelltown Hospital. Since that time, the MCTC has been providing exceptional care to the people of the Macarthur region. In 2022, there were over 2,500 new cancer consultations seen at the MCTC and over 100,000 episodes of care provided to a member of our community. I am honoured to support this worthy cause.

The MCTC hoped to raise sufficient funds to purchase a scalp cooling machine (valued at \$47,750) and new chemotherapy chairs (approximately \$8,200 each) to help improve the experience of those undergoing cancer treatments and increase the MCTC's capacity.

I'd like to acknowledge Charter Hall: Campbelltown Mall, who were the platinum sponsors of the event. Thank you also to our gold sponsors: Macarthur FC, Menangle Park: Dahua Group, Mir Group, our silver sponsors: Cameron Brae Group, Cabra-Vale Diggers and Marsdens Law Group, and our bronze sponsor: Western Sydney University.

I am incredibly humbled by your support. Together, we raised more than \$76,000 (at the time of print), an incredible result for the Macarthur Cancer Therapy Centre. I look forward to joining with some of our sponsors in the coming weeks to formally present the funds raised to this year's recipient.

Attachments

Nil

6. PETITIONS

7. CORRESPONDENCE

7.1 Correspondence regarding the Community and Justice Precinct

Officer's Recommendation

That the letters be noted.

A copy of Council's letters in response to Council's resolution on 14 February 2023 advocating for the Community and Justice Precinct, to:

- Mr Greg Warren MP, Member for Campbelltown
- Mr Michael Daley MP, Shadow Attorney General
- Mr Chris Minns MP, NSW Leader of the Opposition
- The Hon. Mark Speakman SC MP, NSW Attorney General
- The Hon. Dominic Perrottet MP, Premier of NSW
- Dr Mike Freeland MP, Member for Macarthur
- The Hon. Mark Dreyfus KC MP, Attorney General
- The Hon. Anthony Albanese MP, Prime Minister of Australia
- Mr Julian Leeser MP, Shadow Attorney General
- The Hon. Peter Dutton MP, Leader of the Opposition

Attachments

- 7.1.1 Letter from Mayor to Greg Warren re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.2 Letter from Mayor to Michael Daley re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.3 Letter from Mayor to Chris Minns re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.4 Letter from Mayor to The Hon. Mark Speakman SC re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.5 Letter from Mayor to The Hon. Dominic Perrottet re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.6 Letter from Mayor to Dr Freeland re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.7 Letter from Mayor to The Hon. Mark Dreyfus re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.8 Letter from Mayor to Prime Minister SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.9 Letter from Mayor to Julian Leeser re SWS Community and Justice Precinct (contained within this report) [📄](#)
- 7.1.10 Letter from Mayor to Peter Dutton re SWS Community and Justice Precinct (contained within this report) [📄](#)

Office of the Mayor



16 February 2023

Mr Greg Warren MP
Member for Campbelltown
Shadow Minister for Local Government, Veterans and for Western Sydney

Via email: Campbelltown@parliament.nsw.gov.au

Dear Mr Warren,

South West Sydney Community and Justice Precinct

Thank you for your ongoing engagement with the Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the redevelopment of the NSW Courts in Campbelltown, should you be successful at the upcoming election.

I'd be pleased to meet with you to discuss the proposal further. Please don't hesitate to contact me on george.greiss@campbelltown.nsw.gov.au or 02 4645 4319 to arrange a meeting at a mutually convenient time.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49594

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Office of the Mayor



15 February 2023

Mr Michael Daley MP
Shadow Attorney General
PO BOX 535
MAROUBRA NSW 2035

Dear Mr Daley,

South West Sydney Community and Justice Precinct

Thank you for agreeing to meet with me today.

I am seeking your commitment to support the redevelopment of the NSW Courts in Campbelltown, should you be successful at the March election.

ABC News recently covered the issues with the current NSW Courts (Local, District and Children's Courts). Their article may be found at [Sydney's Campbelltown Court in desperate need of NSW government commitment to upgrade - ABC News](https://amp.abc.net.au/article/101898824) (<https://amp.abc.net.au/article/101898824>).

Since I wrote to you previously, I have met with Tanya Whitehouse OAM, Macarthur Women's Domestic Violence Court Advocacy Service Manager. Ms Whitehouse shared with me some alarming statistics from the Macarthur service for the period July to December 2022, compared to the 6 months prior:

- Number of Central Referral Point (CRP) referrals under the Safer Pathway Model \approx 2550 referrals, representing an **increase of 6.8%**
- Number of Serious Threat matters (as determined through the Safer Pathway model) representing the highest risk clients case-managed through Macarthur's Safety Section Meeting (SAM) each fortnight \approx 394, an **increase of 54%**
- Clients identifying as Aboriginal or Torres Strait Islander \approx 185, representing an **increase of 20.6%**
- Clients identifying as Multicultural \approx 420, representing an **increase of 10.4%**
- Clients identifying as having a Disability \approx 291, representing an **increase of 18.6%**
- Clients classified as Young People \approx 175, representing an **increase of 18%**
- Clients identifying as LGBTQI+ \approx 25, representing an **increase of 80%**
- Number of referrals made \approx 19,950, representing an **increase of 19.4%**

I understand that each of these statistics have continued to increase since the commencement of reporting.

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Office of the Mayor



The issues raised in the article and by Ms Whitehouse will continue to be exacerbated by our region's impending growth. I am seeking your commitment to support the redevelopment of the NSW Courts in Campbelltown, should your party be successful at the March election.

If you have any further questions please don't hesitate to contact me on george.greiss@campbelltown.nsw.gov.au or 02 4645 4319.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-52895

Office of the Mayor



16 February 2023

Mr Chris Minns MP
Leader of the Opposition
Parliament House
Macquarie Street
SYDNEY NSW 2000

Via email: Leader.opposition@parliament.nsw.gov.au

Dear Mr Minns,

South West Sydney Community and Justice Precinct

Campbelltown City Council has been advocating for many years for the redevelopment of the New South Wales Courts in Campbelltown. This investment would support the impending growth of the Macarthur Region and would catalyse the development of the South West Sydney Community and Justice Precinct, providing vital jobs for our community.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the redevelopment of the NSW Courts in Campbelltown, should you be successful at the upcoming election.

I've attached a proposal outlining further detail, for your information.

I'd be pleased to meet with you to discuss the proposal further. Please don't hesitate to contact me on george.greiss@campbelltown.nsw.gov.au or 02 4645 4319 to arrange a meeting at a mutually convenient time.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49595

Office of the Mayor



15 February 2023

The Hon. Mark Speakman SC MP
Attorney General
Via email: cronulla@parliament.nsw.gov.au

Dear Attorney,

NSW Courts Redevelopment in Campbelltown

Thank you for your ongoing engagement with the Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the redevelopment of the NSW Courts in Campbelltown, should you be successful at the upcoming election.

I'd be pleased to discuss this with you. Please don't hesitate to contact me on George.greiss@campbelltown.nsw.gov.au or (02) 4645 4319 should you wish to discuss.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49483

Office of the Mayor



15 February 2023

The Hon. Dominic Perrottet
Premier of New South Wales
Via email: epping@parliament.nsw.gov.au

Dear Premier,

NSW Courts Redevelopment in Campbelltown

Thank you for your ongoing engagement with the Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the redevelopment of the NSW Courts in Campbelltown, should you be successful at the upcoming election.

I'd be pleased to discuss this with you. Please don't hesitate to contact me on George.greiss@campbelltown.nsw.gov.au or (02) 4645 4319 should you wish to discuss.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49474

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Office of the Mayor



15 February 2023

Dr Mike Freeland
Federal Member for Macarthur

Via email: mike.freeland.m.p@aph.gov.au

Dear Dr Freeland,

South West Sydney Community and Justice Precinct

As you know we have been advocating for many years for the inclusion of a court of federal jurisdiction within the Campbelltown Community and Justice Precinct.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the development of a Federal Circuit and Family Court of Australia in Campbelltown to support the accessibility of our region to these vital services.

I would be happy to meet with the Attorney General to discuss this matter, however, I have not been successful in securing a meeting with him. I would appreciate your support in this regard.

Yours sincerely,

signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49416

Office of the Mayor



15 February 2023

The Hon. Mark Dreyfus KC, MP
Attorney General
Via email: mark.dreyfus.mp@aph.gov.au

Dear Attorney,

South West Sydney Community and Justice Precinct

As I mentioned to you at your Whitlam Institute address at Western Sydney University on 18 November 2022, we have been advocating for many years for the inclusion of a court of federal jurisdiction within the Campbelltown Community and Justice Precinct.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the development of a Federal Circuit and Family Court of Australia in Campbelltown to support the accessibility of our region to these vital services.

Campbelltown is the Metropolitan Centre of the Macarthur region, serving the entire Western Parkland City and particularly the Macarthur Region, the fastest growing region in Australia. The Federal Circuit and Family Court of Australia does not currently have a presence within the Western Parkland City. Residents and court users must travel long distances to resolve family disputes, adding to the significant stress and cost to families.

We are currently master planning the 5ha precinct in the centre of Campbelltown City. The precinct consists solely of government landholdings, adjacent to Campbelltown Rail Interchange served by public transport, located in close proximity to the M31 highway and has adjacent public open space. The opportunity for the Commonwealth in the precinct is proximity to the existing NSW Local, District and Children's Courts (considering expansion and redevelopment within the precinct) and various NSW and Commonwealth government community services in a central, accessible location.

I understand your Department is undertaking a needs analysis as part of the Master Planning process.

I'd be pleased to travel to Canberra to meet with you to discuss this project at a mutually convenient time. Please don't hesitate to contact me on george.greiss@campbelltown.nsw.gov.au or (02) 4645 4319.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49479

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Office of the Mayor



15 February 2023

The Hon. Anthony Albanese MP
Prime Minister
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Prime Minister,

South West Sydney Community and Justice Precinct

Campbelltown City Council has been advocating for many years for the inclusion of a court of federal jurisdiction within the South West Sydney Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the development of a Federal Circuit and Family Court of Australia in Campbelltown to support the accessibility of our region to these vital services.

Campbelltown is the Metropolitan Centre of the Macarthur region, serving the entire Western Parkland City and particularly the Macarthur Region, the fastest growing region in Australia. The Federal Circuit and Family Court of Australia does not currently have a presence within the Western Parkland City. Residents and court users must travel long distances to resolve family disputes, adding to the significant stress and cost to families.

We are currently master planning the 5ha precinct in the centre of Campbelltown City. The precinct consists solely of government landholdings, adjacent to Campbelltown Rail Interchange served by public transport, located in close proximity to the M31 highway and has adjacent public open space. The opportunity for the Commonwealth in the precinct is proximity to the existing NSW Local, District and Children's Courts (considering expansion and redevelopment within the precinct) and various NSW and Commonwealth government community services in a central, accessible location.

I understand the Attorney General's Department is undertaking a needs analysis as part of the Master Planning process. I have also written to the Attorney General about this matter.

Please don't hesitate to contact me on George.greiss@campbelltown.nsw.gov.au or (02) 4645 4319 should you have any questions about this matter.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49226

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



15 February 2023

Mr Julian Leeser MP
Shadow Attorney General
PO Box 6022
House of Representatives
Parliament House
Canberra ACT 2600

Dear Mr Leeser,

South West Sydney Community and Justice Precinct

Campbelltown City Council has been advocating for many years for the inclusion of a court of federal jurisdiction within the South West Sydney Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the development of a Federal Circuit and Family Court of Australia in Campbelltown to support the accessibility of our region to these vital services.

Campbelltown is the Metropolitan Centre of the Macarthur region, serving the entire Western Parkland City and particularly the Macarthur Region, the fastest growing region in Australia. The Federal Circuit and Family Court of Australia does not currently have a presence within the Western Parkland City. Residents and court users must travel long distances to resolve family disputes, adding to the significant stress and cost to families.

We are currently master planning the 5ha precinct in the centre of Campbelltown City. The precinct consists solely of government landholdings, adjacent to Campbelltown Rail Interchange served by public transport, located in close proximity to the M31 highway and has adjacent public open space. The opportunity for the Commonwealth in the precinct is proximity to the existing NSW Local, District and Children's Courts (considering expansion and redevelopment within the precinct) and various NSW and Commonwealth government community services in a central, accessible location.

I'd be pleased to travel to Canberra to meet with you to discuss this project at a mutually convenient time. Please don't hesitate to contact me on George.greiss@campbelltown.nsw.gov.au or (02) 4645 4319 should you wish to arrange a meeting.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49235

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



15 February 2023

The Hon. Peter Dutton MP
Leader of the Opposition

Via email: peter.dutton.mp@aph.gov.au

Dear Mr Dutton,

South West Sydney Community and Justice Precinct

Campbelltown City Council has been advocating for many years for the inclusion of a court of federal jurisdiction within the South West Sydney Community and Justice Precinct in Campbelltown.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a commitment to the development of a Federal Circuit and Family Court of Australia in Campbelltown to support the accessibility of our region to these vital services.

Campbelltown is the Metropolitan Centre of the Macarthur region, serving the entire Western Parkland City and particularly the Macarthur Region, the fastest growing region in Australia. The Federal Circuit and Family Court of Australia does not currently have a presence within the Western Parkland City. Residents and court users must travel long distances to resolve family disputes, adding to the significant stress and cost to families.

We are currently master planning the 5ha precinct in the centre of Campbelltown City. The precinct consists solely of government landholdings, adjacent to Campbelltown Rail Interchange served by public transport, located in close proximity to the M31 highway and has adjacent public open space. The opportunity for the Commonwealth in the precinct is proximity to the existing NSW Local, District and Children's Courts (considering expansion and redevelopment within the precinct) and various NSW and Commonwealth government community services in a central, accessible location.

I'd be pleased to travel to Canberra to meet with you to discuss this project at a mutually convenient time. Please don't hesitate to contact me on George.greiss@campbelltown.nsw.gov.au or (02) 4645 4319 should you wish to arrange a meeting.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49471

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

7.2 Correspondence regarding Appin Road

Officer's Recommendation

That the letters be noted.

A copy of Council's letters in response to Council's resolution on 14 February 2023 advocating for Appin Road, to:

- Dr Mike Freelander MP, Member for Macarthur
- The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government
- The Hon. Anthony Albanese MP, Prime Minister of Australia
- The Hon. Bridget McKenzie, Shadow Minister for Infrastructure, Transport, Regional Development
- The Hon. Peter Dutton MP, Leader of the Opposition
- Mr Greg Warren MP, Member for Campbelltown
- Ms Jo Haylen MP, Shadow Minister for Transport
- Mr Chris Minns, Leader of the Opposition
- The Hon. David Elliott, Minister for Transport
- The Hon. Dominic Perrottet MP, Premier of NSW

A copy of responses received from the following:

- Mr Greg Warren MP, Member for Campbelltown
- The Hon. Natalie Ward MLC, Minister for Metropolitan Roads
- The Hon. Gabriel Upton MP on behalf of The Hon. Dominic Perrottet MP, Premier of NSW

Attachments

- 7.2.1 Letter from Mayor to Dr Freelander re Appin Road (contained within this report) [↗](#)
- 7.2.2 Letter from Mayor to Catherine King re Appin Road (contained within this report) [↗](#)
- 7.2.3 Letter from Mayor to Prime Minister re Appin Road (contained within this report) [↗](#)
- 7.2.4 Letter from Mayor to Bridget McKenzie re Appin Road (contained within this report) [↗](#)
- 7.2.5 Letter from Mayor to Peter Dutton re Appin Road (contained within this report) [↗](#)
- 7.2.6 Letter from Mayor to Greg Warren re Appin Road (contained within this report) [↗](#)
- 7.2.7 Letter from Mayor to Jo Haylen re Appin Road (contained within this report) [↗](#)
- 7.2.8 Letter from Mayor to Chris Minns re Appin Road (contained within this report) [↗](#)
- 7.2.9 Letter from Mayor to David Elliot re Appin Road (contained within this report) [↗](#)
- 7.2.10 Letter from Mayor to Dominic Perrottet MP (contained within this report) [↗](#)
- 7.2.11 Response to Mayor from Greg Warren MP re Appin Road (contained within this report) [↗](#)
- 7.2.12 Response to Mayor from Natalie Ward MP re Appin Road (contained within this report) [↗](#)
- 7.2.13 Response to Mayor on behalf of Dominic Perrottet MP re Appin Road (contained within this report) [↗](#)

Office of the Mayor



16 February 2023

Dr Mike Freeland
Federal Member for Macarthur

Via email: mike.freeland.mp@aph.gov.au

Dear Dr Freeland,

Appin Road

As you're aware, Appin Road is one of Australia's most notorious roads for both human and fauna safety.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to Labor's previous election commitment of \$50m.

We will continue to advocate to both major parties in the NSW government in the lead-up to the NSW election. We would appreciate your engagement with your NSW colleagues in this regard, asking that it is maintained a key priority in the upcoming NSW government election.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49337

Office of the Mayor



16 February 2023

The Hon. Catherine King MP
Minister for Infrastructure, Transport, Regional Development and Local Government
PO Box 719
Ballarat, VIC 3353
Via email: catherine.king.mp@aph.gov.au

Dear Minister,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to Labor's previous election commitment of \$50m.

We will continue to advocate to both major parties in the NSW government in the lead-up to the NSW election. We would appreciate your engagement with your NSW colleagues in this regard, asking that it is maintained a key priority in the upcoming NSW government election.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49323

Office of the Mayor



16 February 2023

The Hon. Anthony Albanese MP
Prime Minister
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Prime Minister,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to Labor's previous election commitment of \$50m.

We will continue to advocate to both major parties in the NSW government in the lead-up to the NSW election. We would appreciate your engagement with your NSW colleagues in this regard, asking that it is maintained a key priority in the upcoming NSW government election.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49255

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

The Hon. Bridget McKenzie
Senator
Shadow Minister for Infrastructure, Transport and Regional Development
Via email: Senator.McKenzie@aph.gov.au

Dear Senator,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to Labor's previous election commitment of \$50m.

We will continue to advocate to both major parties in the NSW government in the lead-up to the NSW election. We would appreciate your engagement with your NSW colleagues in this regard, asking that it is maintained a key priority in the upcoming NSW government election.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49322

Office of the Mayor



16 February 2023

The Hon. Peter Dutton MP
Leader of the Opposition

Via email: peter.dutton.mp@aph.gov.au

Dear Mr Dutton,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures.

We will continue to advocate to both major parties in the NSW government in the lead-up to the NSW election. We would appreciate your engagement with your NSW colleagues in this regard, asking that it is maintained a key priority in the upcoming NSW government election.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49466

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

Mr Greg Warren MP
Member for Campbelltown

Via email: campbelltown@parliament.nsw.gov.au

Dear Mr Warren,

Appin Road

As you're aware, Appin Road is one of Australia's most notorious roads for both human and fauna safety.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to the Wollongong by-election commitment of \$50m in 2016.

I respectfully request that Appin Road is maintained as a key priority in the upcoming NSW government election, and that it receive a commitment of funding, should your party be successful.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49429

Office of the Mayor



16 February 2023

Ms Jo Haylen MP
Shadow Minister for Transport
299-301 Marrickville Road
MARRICKVILLE NSW 2204

Dear Ms Haylen,

Appin Road

As you're aware, Appin Road is one of Australia's most notorious roads for both human and fauna safety.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to the Wollongong by-election commitment of \$50m in 2016.

I respectfully request that Appin Road is maintained as a key priority in the upcoming NSW government election, and that it receive a commitment of funding, should your party be successful.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49237

Office of the Mayor



16 February 2023

Mr Chris Minns MP
Leader of the Opposition

Via email: Leader.opposition@parliament.nsw.gov.au

Dear Mr Minns,

Appin Road

As you're aware, Appin Road is one of Australia's most notorious roads for both human and fauna safety.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to the Wollongong by-election commitment of \$50m in 2016.

I respectfully request that Appin Road is maintained as a key priority in the upcoming NSW government election, and that it receive a commitment of funding, should your party be successful.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49332

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

The Hon. David Elliott MP
Minister for Transport
GPO Box 5341
SYDNEY NSW 2001

Dear Mr Minister,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to the Wollongong by-election commitment of \$50m in 2016.

I respectfully request that Appin Road is maintained as a key priority in the upcoming NSW government election, and that it receive a commitment of funding, should your party be successful.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

CC: Natalie Ward MP, Minister for Metropolitan Roads

DOC-23-49221

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

The Hon. Dominic Perrottet
Premier of New South Wales
Via email: epping@parliament.nsw.gov.au

Dear Premier,

Appin Road

Appin Road is one of Australia's most notorious roads for both human and fauna safety. Appin Road traverses one of Australia's largest disease-free koala populations, enjoying the land between the Georges and Nepean Rivers in Sydney's south west.

At its meeting on 14 February 2023, Council unanimously resolved that I write to you seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures, similar to the Wollongong by-election commitment of \$50m in 2016.

I respectfully request that Appin Road is maintained as a key priority in the upcoming NSW government election, and that it receive a commitment of funding, should your party be successful.

I will continue to make representations to both the federal and state governments on these critical issues, and appreciate your ongoing support.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49334

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Greg Warren MP



MEMBER FOR CAMPBELLTOWN



01/03/2023

Cr George Greiss
Mayor
Campbelltown City Council
PO BOX 57
CAMPBELLTOWN NSW 2560

Dear Mayor George Greiss,

Thank you for your recent letter regarding funding for Appin Road.

As I am sure you are well aware, I have long advocated for significant upgrades to the notorious road.

In the past 30 years there have been dozens of motorists who have lost their lives and many others who have been seriously injured as a result of motor vehicle accidents.

There have also been countless native animals that have been struck by vehicles resulting in their death or serious injury.

As someone who used to drive coal trucks up and down Appin Road, I am acutely aware of the dangers.

NSW Labor will have more to say regarding Appin Road in the coming weeks.

Yours sincerely,

Signature has been removed

Greg Warren MP
Member for Campbelltown
Shadow Minister for Local Government
Shadow Minister for Veterans
Shadow Minister for Western Sydney

📍 Shop 3, 72 Queen Street, Campbelltown 📧 PO Box 895, Campbelltown NSW 2560
☎ (02) 4625 3344 📠 (02) 4526 3640 ✉ Campbelltown@parliament.nsw.gov.au
🌐 www.gregwarrenmp.com.au 📺 GregWarrenCampbelltown 📺 @GregWarren_ 📺 greg_warren_mp

Authorised by Greg Warren MP, Shop 3, 72 Queen Street, Campbelltown NSW 2560. Printed by Jeffries Printing, 5/71a Milperra Road, Revesby NSW 2212 using parliamentary entitlements. June 2021.

**The Hon. Natalie Ward MLC**

Minister for Metropolitan Roads

Minister for Women's Safety and the Prevention of Domestic and Sexual Violence

OFFICIAL

Our Ref: 01620274

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

Dear Cr Greiss

APPIN ROAD UPGRADE

Thank you for your correspondence to the Minister for Transport and the Minister for Regional Transport and Roads about the Appin Road upgrade. Your correspondence was referred to me as it falls within my portfolio responsibilities.

I note your concerns for improved safety and fauna preservation and appreciate the reasons that prompted you to write.

In December 2021, the Department of Planning and Environment released a Greater Macarthur Community Update which confirmed three koala crossings across Appin Road. Transport for NSW is working with both the Department of Planning and Environment and Lendlease to develop and deliver these crossings as part of the upgrade works. This work included seeking advice from the Office of the NSW Chief Scientist and Engineer to protect koalas and other native fauna in the area from death and injury on roads. Along Appin Road, planning is underway for the three fauna underpasses (consistent with the recommendations of the Chief Scientist and Engineer), fauna fencing along the length of Appin Road between Appin Township and Rosemeadow, and fauna grids at property access points off Appin Road to deter fauna from entering the road corridor.

A safety review of Appin Road identified several opportunities to improve safety, including widening shoulder widths and improving the intersection at Brian Road.

The Appin Road Upgrade, Mount Gilead to Ambarvale Addendum Review of Environmental Factors was publicly displayed from 22 November to 13 December 2022 and received 92 formal submissions. Public consultation is currently underway on the Brian Road Intersection Upgrade Review of Environmental Factors, which also aims to improve safety for road users and wildlife. Consultation for this closes on 24 February 2023 and further information is available at <https://roads-waterways.transport.nsw.gov.au/projects/01documents/appin-road-improvements/brian-road-intersection-community-update-2023-01.pdf>.

OFFICIALGPO Box 5341 Sydney NSW 2001 • P:(02) 8574 5750 • W: nsw.gov.au/ministerward

- 2 -

01620274

Transport for NSW is currently working with Lendlease to prepare a Submissions Report on the Appin Road Upgrade, Mount Gilead to Ambarvale Addendum Review of Environmental Factors for consultation before determining the outcome of the project.

Further information on this broader project is available at <https://roads-waterways.transport.nsw.gov.au/projects/appin-road-improvements/index.html> or by contacting the Appin Road Upgrade project team at Transport for NSW on 1800 684 490 or at projects@transport.nsw.gov.au.

Thank you for taking the time to write.

Yours sincerely

Signature has been removed

The Hon. Natalie Ward MLC

Minister for Metropolitan Roads

Minister for Women's Safety and the Prevention of Domestic and Sexual Violence

17/2/2023

OFFICIAL

GPO Box 5341 Sydney NSW 2001 • P:(02) 8574 5750 • W: nsw.gov.au/ministerward

From: noreply@salesforce.com on behalf of [DPC Correspondence Council](#)
To: [Council](#)
Subject: Ref: 00016634 - A response on behalf of the Premier of New South Wales
Date: Monday, 27 February 2023 10:43:03 AM



Dear Councillor Greiss

Thank you for your correspondence regarding Appin Road. I am replying on behalf of the Premier and I appreciate you expressing your views on this matter.

As the matter you have raised falls under the primary responsibility of The Hon Sam Farraway, Minister for Regional Transport and Roads, I have forwarded a copy of your correspondence to the Minister for consideration.

If you have any further enquiries about this matter, please contact the Minister's Office.

Thank you for taking the time to bring this matter to the Government's attention.

Yours sincerely



Gabrielle Upton MP
Parliamentary Secretary to the Premier

CC: The Hon Sam Farraway, Minister for Regional Transport and Roads

Please note that this email address is not monitored for replies. Any further correspondence should be submitted through the [Premier's webform](#).



7.3 Correspondence regarding Campbelltown commitments in the upcoming NSW election

Officer's Recommendation

That the letter be noted.

A copy of Council's letters in response to Council's resolution on 14 February 2023 advocating for Campbelltown commitments in the upcoming NSW election to:

- Mr Adam Zahra, One Nation Candidate for Campbelltown
- Mr Anoulack Chanthivong MP, Candidate for Macquarie Fields
- Mr Greg Warren MP, Candidate for Campbelltown
- Ms Gypshouna Paudel, Candidate for Campbelltown
- Mr Nathan Hagarty, Candidate for Leppington
- Ms Theresa Fedeli, Candidate for Leppington

A copy of the responses received from the following:

- Mr Adam Zahra, One Nation Candidate for Campbelltown
- Mr Anoulack Chanthivong MP, Candidate for Macquarie Fields
- Mr Greg Warren MP, Candidate for Campbelltown
- Mr Nathan Hagarty, Candidate for Leppington
- Ms Theresa Fedeli, Candidate for Leppington

Attachments

- 7.3.1 Letter from Mayor to Adam Zahra re Election commitments for Campbelltown (contained within this report) [↓](#)
- 7.3.2 Letter from Mayor to Anoulack Chanthivong re Election commitments for Macquarie Fields (contained within this report) [↓](#)
- 7.3.3 Letter from Mayor to Greg Warren re Election commitments for Campbelltown (contained within this report) [↓](#)
- 7.3.4 Letter from Mayor to Gypshouna Paudel re Election commitments for Campbelltown (contained within this report) [↓](#)
- 7.3.5 Letter from Mayor to Nathan Hagarty re Election commitments for Leppington (contained within this report) [↓](#)
- 7.3.6 Letter from Mayor to Theresa Fedeli re Election commitments for Leppington (contained within this report) [↓](#)
- 7.3.7 Response to the Mayor from Adam Zahra re Election commitments for Leppington (contained within this report) [↓](#)
- 7.3.8 Response to the Mayor from Nathan Hagarty re Election commitments for Leppington (contained within this report) [↓](#)
- 7.3.9 Response to the Mayor from Greg Warren MP re Election commitments for Campbelltown (contained within this report) [↓](#)
- 7.3.10 Response to Mayor from Anoulack Chanthivong MP re Election commitments (contained within this report) [↓](#)
- 7.3.11 Response to the Mayor from Therese Fedeli (contained within this report) [↓](#)

Office of the Mayor



16 February 2023

Mr Adam Zahra
One Nation Party
Candidate for Campbelltown

Via email: campbelltown@nsw.onenation.org.au

Dear Mr Zahra,

Election Commitments for Campbelltown Electorate

I note your candidacy for the Campbelltown Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area, such as, but not limited to:

- a) Upgrading/expansion of Appin Road including underpasses and fauna protection measures
- b) Providing a Service NSW Centre for Campbelltown
- c) Upgrading Campbelltown Stadium
- d) Upgrading the Sydney Trains fleet to remove the S-Set trains for the network
- e) To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable
- f) Accelerating stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps
- g) Upgrade to Beverly Park School
- h) Policy for toll relief for the residents of Campbelltown
- i) A multi-level commuter car park for Leumeah Station
- j) Additional staffing for the newly developed \$632m expansion of Campbelltown Hospital.

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49273

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

Mr Anoulack Chanthivong MP
Member for Macquarie Fields

Via email: macquariefields@parliament.nsw.gov.au

Dear Mr Chanthivong,

Election Commitments for Macquarie Fields Electorate

I note your candidacy for the Macquarie Fields Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area, such as, but not limited to:

- a) Providing a Service NSW Centre within the Campbelltown LGA
- b) Upgrading Macquarie Fields railway station with lifts
- c) Upgrade Minto railway station with awnings over the ramps
- d) A multi-level commuter car park for Minto and Ingleburn railway stations
- e) Upgrading the Sydney Trains fleet to remove the S-Set trains for the network
- f) To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable
- g) Policy for toll relief for the residents of Campbelltown
- h) Ensuring that the Macquarie Fields electorate receives its "fair share".

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49277

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

Mr Greg Warren MP
Member for Campbelltown

Via email: campbelltown@parliament.nsw.gov.au

Dear Mr Warren,

Election Commitments for Campbelltown Electorate

I note your candidacy for the Campbelltown Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area, such as, but not limited to:

- a) Upgrading/expansion of Appin Road including underpasses and fauna protection measures
- b) Providing a Service NSW Centre for Campbelltown
- c) Upgrading Campbelltown Stadium
- d) Upgrading the Sydney Trains fleet to remove the S-Set trains for the network
- e) To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable
- f) Accelerating stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps
- g) Upgrade to Beverly Park School
- h) Policy for toll relief for the residents of Campbelltown
- i) A multi-level commuter car park for Leumeah Station
- j) Additional staffing for the newly developed \$632m expansion of Campbelltown Hospital.

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

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T 02 4645 4000
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ABN: 31 459 914 087

DOC-23-49435

Office of the Mayor



16 February 2023

Ms Gypshouna Paudel
Liberal Party
Candidate for Campbelltown

Via email: Campbelltown@nswliberal.org.au

Dear Ms Paudel,

Election Commitments for Campbelltown Electorate

I note your candidacy for the Campbelltown Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area, such as, but not limited to:

- a) Upgrading/expansion of Appin Road including underpasses and fauna protection measures
- b) Providing a Service NSW Centre for Campbelltown
- c) Upgrading Campbelltown Stadium
- d) Upgrading the Sydney Trains fleet to remove the S-Set trains for the network
- e) To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable
- f) Accelerating stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps
- g) Upgrade to Beverly Park School
- h) Policy for toll relief for the residents of Campbelltown
- i) A multi-level commuter car park for Leumeah Station
- j) Additional staffing for the newly developed \$632m expansion of Campbelltown Hospital.

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49439

Campbelltown City Council
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E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

Mr Nathan Hagarty
Australian Labour Party
Candidate for Leppington

Via email: nathan.hagarty@nswlabor.org.au

Dear Mr Hagarty,

Election Commitments for Leppington Electorate

I note your candidacy for the Leppington Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area.

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49461

Campbelltown City Council
91 Queen Street, Campbelltown
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T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

Ms Theresa Fedelli
Liberal Party
Candidate for Leppington

Via email: Leppington@nswliberal.org.au

Dear Ms Fedelli,

Election Commitments for Leppington Electorate

I note your candidacy for the Leppington Electorate in the upcoming NSW election.

On 14 February 2023, Campbelltown City Council unanimously resolved that I write to you seeking your commitments to the Campbelltown Local Government Area, should you be successful at the upcoming election. Council proposed commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown Local Government Area.

The Council resolved to request your formal response to this letter by **1 March 2023**.

I look forward to hearing from you regarding the above, and wish you all the best for the upcoming election.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49485

Campbelltown City Council
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ADAM ZAHRA
CAMPBELLTOWN**PAULINE HANSON'S**
one
NATION
NEW SOUTH WALES

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

20th February 2023

Dear Mayor Greiss,

I am writing in response to your letter dated 16 February 2023. Thank you for giving State Candidates an opportunity to respond to the matters of Campbelltown LGA.

- A) I certainly advocate for the upgrade and expansion of Appin Road. It is what I would consider a matter of utmost priority. I have started looking into why Lendlease have not started stage one of the Appin Road upgrade. I have contacted our Party Leader The Honorable Mark Latham to contact Minister of transport The Honorable David Elliott asking "What is the delay on the construction of the first part of Appin Road for Gillead Estate?"

I have also contacted Lendlease Ranisha Clarke Head of NSW, Communities Lendlease's office. At the writing of this letter, I have yet to receive a response. We would look at redirecting the funds from the art centre upgrade to getting Appin Road completed.

- B) NSW One Nation does support providing a Service NSW, if elected I will campaign the Government elect to provide the service that was removed from Campbelltown and relocated to Gregory Hills. Campbelltown especially with its expansion fast tracked by the current Liberal State Government with the Gillead Estate should have its own Service NSW Centre.
- C) In relation to the upgrade of Campbelltown Stadium. I have spoken to a sponsor of one of the teams that the Stadium fields. Although I welcome upgrades to our Stadium, one must ask. What can we do to start filling the stadium on a regular basis? In my communication with a sponsor, funding could be better spent in creating an atmosphere that will create a more rewarding experience for patrons.
- D) In efforts to encourage greater use of our rail network by commuters, One Nation NSW will support upgrading the trains on the rail network removing the S-Set trains and replacing them with newer model trains.
- E) We will investigate the timetable and work on a solution to streamline services to meet the commuters from Macarthur through to Glenfield commuters' greater needs.
- F) One Nation will investigate the delay on stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps and commit our efforts to expedite the construction start date of the project.

PO Box 184 Minto NSW 2566
Mobile: 0475 028 763
Email: campbelltown@nswonenation.org.au



ADAM ZAHRA

CAMPBELLTOWN

PAULINE HANSON'S
one
NATION
NEW SOUTH WALES

- G) One Nation NSW have been advocating for better education of our Children. Parents trust that once their children enter the school grounds, they will receive the education and tools they need to become successful adults. If Beverly Park School facilities are not meeting the needs of students attending, One Nation NSW will advocate the elected Government provide the funding to upgrade Beverly Park School.
- H) As a toll road user with my small business, I understand how road users under the current climate with the increases in costs of living are seeking toll relief. One Nation supports toll relief for motorists in South West Sydney, recognizing that Labor and Liberal started this problem by ending the policy of free publicly available main roads.
- I) In my recent experiences campaigning at Leumeah train station. The existing carparking facilities seem to be coping with the current demand of the commuters using the service. Every time over the past few weeks I've been at Leumeah Station at various times of the day car spaces have been vacant. Also, with works of the multi-level carparking under construction at Campbelltown station the need for more carparking at Leumeah doesn't seem to have the same urgency as Appin Road. I feel State funding is better directed at getting the Appin Road upgraded. It is unfortunate despite much talk and advocacy Campbelltown's State and Federal MP's have not been able to get the upgrades to Appin Road across the line. However, if more off street parking is in fact needed, One Nation will lobby the health minister to remove the Covid Testing Clinic taking up the over flow parking space and relocate it to a place less intrusive on commuter car parking.
- J) NSW One Nation will petition the Health Minister to ensure Campbelltown hospital receives any additional staffing it needs to ensure the hospitals \$632m expansion does not go to waste

One Nation's policies are financially responsible. Recognising that the Liberals have got the state budget \$182 billion in debt and a Labor government would make it worse. Currently the annual interest bill is more than \$6 billion. This is greater than the States annual T.A.F.E. budget. With one of our key policies being budget repair we must keep spending in line with our plan to ensure New South Wales becomes the best Place in Australia to do business.

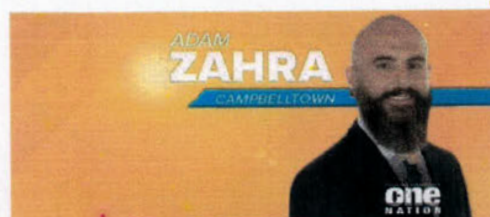
As a Candidate for Campbelltown in the upcoming State Election I continue to learn and appreciate the efforts individuals in Local, State and Federal Government contribute. Governance for Campbelltown should not be about party affiliation and rivalries, but to benefit the people of Campbelltown. I look forward to working with Campbelltown Council in the future to ensure Campbelltown continues to receive its fair share and that Government funding is utilized in the best way possible to enhance the lives of Campbelltown residents and visitors.

Yours Sincerely

Adam Zahra – Candidate
Pauline Hanson's One Nation NSW

Signature has been removed

PO Box 184 Minto NSW 2566
Mobile: 0475 028 763
Email: campbelltown@nswonenation.org.au



NATHAN HAGARTY

LABOR FOR LEPPINGTON



22 February 2023

Dear Mayor Greiss,

Thank you for your letter dated 16 February 2023 requesting information on election commitments for the Campbelltown Local Government Area.

As a lifelong resident of South West Sydney and a Liverpool City Councillor for the past 6 years, I have a long history of advocating for our local area. I will continue to do so if elected as the Member for Leppington.

As the Labor candidate for the seat, I am pleased to have already secured the following election commitments which will benefit the people of Campbelltown:

- **Investing in better local schools** - \$4 million upgrade to convert Eagle Vale High School to a sports high school, including the establishment of world-class sporting facilities to run the Talented Students Program and support the next generation of local sports stars
- **Fixing our health services** - Adding 600 new beds across South West and Western Sydney and a new hospital at the Bradfield Aerotropolis, taking the pressure off Campbelltown Hospital
- **Expanding essential services** - 600 additional firefighters and 50 additional police officers to keep our community safe
- **Taking pressure off families** - Capping tolls at \$60 per car per week to ease cost-of-living pressures and help families balance the budget
- **Improving transport links** - A review of local transport timetables to make sure working families can get to work, school and play on time

These specific commitments are on top of NSW Labor's policies to improve the lives of people in Campbelltown and across NSW, including ending the Liberals' privatisation agenda; bringing back local manufacturing of trains, trams and buses; hiring 1,200 additional nurses and midwives; and creating 10,000 additional permanent positions for teachers.

Please do not hesitate to contact me should you have any further queries.

Regards

Nathan Hagarty
Labor for Leppington

A FRESH APPROACH

@ nathan.hagarty@nswlabor.org.au 0482 074 847

f @nhagarty @nathanhagarty

AUTHORISED AND PRINTED BY DOB NAWA, AUSTRALIAN LABOR PARTY (NSW BRANCH), 3/377 SUSSEX STREET, SYDNEY NSW 2000.



Greg Warren MP



MEMBER FOR CAMPBELLTOWN



27/02/2023

Cr George Greiss
Mayor
Campbelltown City Council
PO BOX 57
CAMPBELLTOWN NSW 2560

Dear Mayor George Greiss,

Thank you for your recent letter regarding NSW Labor commitments ahead of the March 25, 2023 NSW election.

Please find the relevant information below.

Upgrade/expand Appin Road including underpasses and fauna protection measures

As I am sure you are aware, this is an issue I have advocated for since first being elected as the Member for Campbelltown in 2015.

As someone who used to drive coal trucks up and down the notorious road, I am acutely aware of the dangers.

There is no doubt that upgrades on the road since 2011 have been grossly insufficient and well short of community expectations.

Given the number of new residents expected to call Gilead, Appin and Appin North home in the coming years, it is imperative an adequate plan is put in place to ensure the road is fit for purpose – which obviously includes provisions for fauna overpasses/underpasses.

I will have more to say regarding this issue in the coming weeks.

Provide a Service NSW Centre for Campbelltown

I am pleased to announce that a Minns Labor Government will conduct a review regarding the need for Service NSW centres throughout the state – including here in Campbelltown.

The NSW Government's decision to close the Campbelltown RMS office and instead open a Service NSW Centre in Gregory Hills has caused mass inconvenience and angst in our community.

I am confident a Minns Labor Government will not only acknowledge the need for a Service NSW in Campbelltown, but also deliver it.

📍 Shop 3, 72 Queen Street, Campbelltown 📧 PO Box 895, Campbelltown NSW 2560

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🌐 www.gregwarrenmp.com.au 📺 GregWarrenCampbelltown 📺 @GregWarren_ 📺 greg_warren_mp

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Greg Warren MP



MEMBER FOR CAMPBELLTOWN



Upgrade Campbelltown Stadium

I have held regular discussions with Campbelltown City Council and various stakeholders – including the Macarthur Bulls – regarding the need to upgrade Campbelltown Sports Stadium.

There is no doubt the stadium could do with an upgrade and a refurbish and I will continue to advocate for that.

I will continue to work with all stakeholders – including Campbelltown City Council – to ensure we have a stadium that is not only fit for Campbelltown, but for the entire Macarthur region.

Trains

Upgrade the Sydney Trains fleet to remove the S-Set trains for the network
Provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable

A multi-level commuter car park for Leumeah Station

A Minns NSW Labor Government would conduct a much-needed review of the train timetable – specifically investigating the possibility of express services like the former Campbelltown to Parramatta service.

There is no doubt that the NSW Government's decision to axe direct services from Campbelltown to Parramatta has caused chaos for many commuters.

As you would recall, prior to the 2015 NSW election, then Transport Minister Gladys Berejiklian promised to construct 450 additional commuter car parks at Campbelltown Train Station.

In 2018 then Transport Minister Andrew Constance officially broke that promise.

There is no doubt that parking and the quality of services (including the types of train carriages) is well below community expectations.

A Minns Labor Government would certainly improve that.

It is also worth noting that a Minns Labor Government would also extend the business case for the Western Sydney Airport to Macarthur rail connection.

Labor will have more to say regarding public transport in the coming weeks.

Accelerate stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps

I have made numerous representations to various Ministers regarding the need to upgrade and build arterial roads throughout Campbelltown and the wider Macarthur region.

The Spring Farm Link Road has to date, unfortunately moved at a snail's pace.

I can assure you that a Minns Labor Government will not just talk about projects, they will action them and deliver them in a timely manner.

The Spring Farm Parkway – and the south facing ramps – are incredibly important for connectivity in our region and I will continue to advocate for those projects to proceed.

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www.gregwarrenmp.com.au GregWarrenCampbelltown @GregWarren_ greg_warren_mp

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Greg Warren MP



MEMBER FOR CAMPBELLTOWN



Upgrade to Beverly Park School

I have been humbled to secure several grants for Beverly Park School over the years – including grants for inclusive playground.

I will continue to advocate for upgraded and new schools in the Campbelltown area – particularly in South Campbelltown, where the majority of the growth will occur.

A Minns Labor Government will develop a plan for the future school infrastructure needs of the greater Campbelltown region to ensure that the facilities for educational needs of existing and future students in Campbelltown's south are not ignored.

Labor's plan will assess future infrastructure needs, including land requirements, new schools, school upgrades and new support classes.

This will include identifying the school needs of new developments in Mt Gilead, Appin and North Appin – where the NSW Government announced a land release of 19,000 new homes.

The NSW Government has refused to commit to any new or upgraded schools as part of the Glenfield to Macarthur Corridor Strategy and have not released details about any potential upgrades to existing schools.

It is worth noting that a Minns Labor Government will also:

- End the underfunding of NSW public schools
- Create a permanent, intensive small-group tutoring program to fix the decline of literacy and numeracy results
- Convert 10,000 temporary teachers to permanent positions to reduce the reliance on temporary teachers
- Cut admin hours for teachers by 5 hours per week
- Ban the use of mobile phones in all NSW public schools to reduce distraction, cyberbullying and improve education outcomes
- End the failed overseas recruitment program and redirecting resources towards recruiting NSW teaching students into schools
- Expand co-ed school access for all families so every parent has the choice of where to send their children

Policy for toll relief for the residents of Campbelltown

I am pleased that a Minns Labor Government will introduce a \$60 weekly toll cap from 01/01/2024.

This relief would be on top of existing M5 cashback schemes.

Toll fees will also be slashed by a third for truck drivers – who currently pay triple other motorists.

These changes will make an enormous difference to many commuters and businesses in our community.

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Greg Warren MP



MEMBER FOR CAMPBELLTOWN



Additional staffing for the newly developed \$632m expansion of Campbelltown Hospital.

It was particularly pleasing to have fought for the \$632 million expansion of Campbelltown Hospital.

But there is still a lot more that needs to be done.

A big, new hospital will be redundant unless there are adequate staffing levels to cater for the demand of patients.

The shortfall of staff was highlighted again in the Bureau of Health Information's Quarterly Report (July 2022-September 2022) which showed 37.7 per cent of patients presenting to Campbelltown Hospital's emergency department did not leave within the four-hour benchmark.

Our staff at the hospital do an incredible job with the limited resources and support afforded to them by this NSW Government.

But the fact of the matter is they need more help.

That is why a Minns Labor Government will:

- Introduce minimum and enforceable safe staffing levels
- Return 600 beds to Western Sydney
- Upgrade Canterbury, Blacktown, Fairfield and Mount Druitt hospitals
- Commit to build Rouse Hill Hospital

A Minns Labor Government will commit \$15 million to commence planning of a new hospital in the Western Sydney Aerotropolis.

Without proper planning, the development in the aerotropolis would only add pressure to existing health services such as Campbelltown.

Thank you for your interest in commitments regarding Campbelltown.
NSW Labor will have much more to say in the coming weeks as well.

Yours sincerely,

Signature has been removed

Greg Warren MP
Member for Campbelltown
Shadow Minister for Local Government
Shadow Minister for Veterans
Shadow Minister for Western Sydney

📍 Shop 3, 72 Queen Street, Campbelltown 📧 PO Box 895, Campbelltown NSW 2560

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Anoulack Chanthivong MP

MEMBER FOR MACQUARIE FIELDS

Councillor George Greiss
The Mayor of Campbelltown
PO Box 57
CAMPBELLTOWN NSW 2560
Via email: george.greiss@campbelltown.nsw.gov.au

28 February 2023

Dear Mayor Greiss,

A handwritten signature in blue ink that reads 'George'.

I refer to your letter dated 16 February 2023 regarding the Motion (Item 11.3) carried at the meeting of Council on 14 February 2023.

The Motion, as carried at the meeting and recorded in the minutes, states:

'That Council writes to any known candidates for the seat of Macquarie Fields being Anoulack Chanthivong (ALP) and any other candidates seeking their election commitments. The commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown LGA (Macquarie Fields electorate) such as, but not limited to: (written responses be provided by 1 March 2023) ...'

I note that nominations for the NSW election open on 27th February 2023 and candidates may lodge their nomination up until 8th March 2023.

Please advise how Council expects a response from all candidates by 1st March 2023.

For NSW Labor's election policy positions see www.freshstartplan.com.au.

For my local campaigns and commitments, see www.connectwithanoulack.com, www.parliament.nsw.gov.au and www.facebook.com/AnoulackMacquarieFields.

In relation to the specific matters raised, further information can be found on websites such as, but not limited to:

- a) <https://connectwithanoulack.com/campaigns/a-local-service-nsw-centre/>
- b) <https://fb.watch/iOEj2OBy5g/>

Office: Shop 3, 2-6 Oxford Road Ingleburn NSW 2565 **Mail:** PO Box 882 Ingleburn NSW 1890
Phone: 02 9618 2077 **Fax:** 02 9618 2088 **Email:** macquariefields@parliament.nsw.gov.au
Website: www.connectwithanoulack.com

- <https://www.facebook.com/AnoulackMacquarieFields/posts/pfbid02o5anZ8Pk3TZ3WFsZJ94ukR9PDyTrs7nBw5Lhe4UzGLjP2oq3g5wfX69uKM9tbkRgland>
<https://www.facebook.com/AnoulackMacquarieFields/posts/pfbid0HwLfntu6wMBPKtAKGnvBR4jRBqd4jAr1UuWhYys2BrwKkHjzFg2xsoU52Wm9VGT7l>
<https://connectwithanoulack.com/campaigns/install-lifts-at-macquarie-fields-station/>
<https://southwestvoice.com.au/labor-lift-macquarie-fields-station/>
- c) + d) For NSW Labor's plan for commuter care parks and station upgrades, see <https://www.chrisminns.com.au/accessiblesafeandsecuretrainstations>
- d) S-Set trains were retired from the rail fleet in 2019¹. NSW Labor will build trains to replace the Tangara fleet in Australia:
<https://www.chrisminns.com.au/tangarareplacementsbuiltinaustralia>
- e) <https://www.facebook.com/AnoulackMacquarieFields/posts/pfbid02HU34d1KHQyZuSpysefLtGYaJPYLTvqXayMyqQP8jiFG9xr8UopggJxeJmozyxKnUl>
<https://www.chrisminns.com.au/moreexpresstrainservices>
- f) <https://www.facebook.com/AnoulackMacquarieFields/posts/pfbid0pr8futdP48y9ixxv8uAxtB4HoBnjDrmKzCQoPQyK3SqVJi19qvzhcQtSd2NSe1JSI>
<https://www.chrisminns.com.au/tollcaps>
- g) www.connectwithanoulack.com
www.facebook.com/AnoulackMacquarieFields
<https://www.freshstartplan.com.au/>

Yours sincerely,

Signature has been removed

Anoulack Chanthivong MP
Member for Macquarie Fields

Attachment: Copy of official minutes relating to Item 11.3.

¹ <https://www.transport.nsw.gov.au/news-and-events/media-releases/end-of-line-for-s-set-trains> published 27 June 2019

11.3 NSW Election

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

1. That Council writes to any known candidates for the seat of Macquarie Fields being Anoulack Chanthivong (ALP) and any other candidate seeking their election commitments. The commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown LGA (Macquarie Fields electorate) such as, but not limited to: (written responses be provided by 1 March 2023)
 - a. Providing a Service NSW centre within the Campbelltown LGA.
 - b. Upgrading Macquarie Fields railway station with lifts.
 - c. Upgrade Minto railway station with awnings over the ramps.
 - d. A multi-level commuter car park for Minto and Ingleburn railway stations.
 - e. Upgrading the Sydney Trains fleet to remove the S-Set trains from the network.
 - f. To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable.
 - g. Policy for toll relief for the residents of Campbelltown LGA.
 - h. Ensuring that the Macquarie Fields electorate receives its "Fair share".
2. That Council writes to any known candidates for the seat of Campbelltown seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA (Campbelltown electorate) such as, but not limited to: (written responses be provided by 1 March 2023)
 - a. Upgrading/expansion of Appin Road including underpasses and fauna protection measures.
 - b. Providing a Service NSW centre for Campbelltown.
 - c. Upgrading Campbelltown Stadium.
 - d. Upgrading the Sydney Trains fleet to remove the S-Set trains from the network.
 - e. To provide direct rail connection between Parramatta and Campbelltown by changing the timetable as soon as practicable.
 - f. Accelerating stage two of the Spring Farm Parkway/M31 Hume Highway Interchange for south facing ramps.
 - g. Upgrade to Beverly Park School.
 - h. Policy for toll relief for the residents of Campbelltown LGA.

Ordinary Council Meeting14/02/2023

- i. A multi-level commuter car park for Leumeah station.
 - j. Additional staffing for the newly developed \$632 million dollar expansion of Campbelltown Hospital.
3. That Council writes to the candidates for the seat of Leppington seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA. (Leppington electorate)
4. That Council requests the written responses be provided by 1 March 2023.

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

Voting against the Resolution were Nil.

026/2023 The Motion on being Put was **CARRIED** unanimously.

Cr George Greiss
Mayor, Campbelltown City Council

By email: council@campbelltown.nsw.gov.au

Dear Cr Greiss,

I write in response to your request for a review of my commitments to the Campbelltown Local Government area in the lead up to the 2023 NSW State Election.

As the Liberal Party's candidate for the seat of Leppington, which contains the suburbs of Denham Court, Eagle Vale, Eschol Park, Kearns, Raby and Varroville, I have made it my priority to ensure these areas are catered for by their Government. Having worked closely on a state and local level to deliver projects such as the upgrade of the Raby Sports Complex and upgrade of Raby Road, I am confident that we will continue being able to work together to improve the way our community lives, works and plays.

Whilst doorknocking and speaking with residents throughout the Campbelltown LGA, I have met many young families and individuals in the Campbelltown LGA who are looking at buying their first home and are interested in the schemes announced by the Liberal Government to help them get there.

Our First Home Buyer Choice program, shared equity scheme, and investments into social housing will ensure more residents in the Campbelltown LGA can get into their first home. With regards to the First Home Buyer Choice program, it was a pleasure to have joined the Premier recently to announce that this program will be extended beyond just the first home, allowing them to **ditch the cost of stamp duty for life**.

With rising prices driving up cost-of-living issues, residents in the Campbelltown LGA can be confident that the NSW Liberal Party and I have their backs. Residents have already or can now reap the benefits of 33 tax cuts, \$250 rebates through our Energy Bill Saver program, \$150 in Back to School vouchers as well as \$750 a year in toll relief. Furthermore, the \$1.3 billion Affordable Preschool Program has also provided cost of living relief for Campbelltown LGA families from the beginning of 2023. This is in conjunction with multiple other initiatives which can be found by using the Government's Savings Finder at <https://www.service.nsw.gov.au/campaign/savings-finder>.

In addition to this, I was proud to be with the Premier when he announced this week that there will be **no new taxes** under a re-elected NSW Liberal Government.

The Campbelltown LGA falls within the South Western Sydney Local Health District, which has benefited greatly from record funding by the NSW Liberal Government. As well as having recently opened the \$652 million upgrade to Campbelltown Hospital, I was pleased to have welcomed earlier this year almost 120 graduate doctors and 267 nursing and midwifery graduates to the South Western Sydney Local Health District. I also welcomed a new ambulance station in Raby that will improve response times and health outcomes for local residents.

School infrastructure in the Campbelltown LGA has also greatly benefitted from the Perrottet Government and I am pleased to see upgrades for schools in the Leppington electorate. The Cooler Classroom Program has seen air conditioning installed in Kearns Public School and Eagle Vale High School, with planning underway for installation at Robert Towson High School as well. Minor capital works have also been undertaken at Robert Towson Public School and Eagle Vale High School.

In terms of local roads and transport infrastructure, only the Perrottet Government is committed to the business case for a metro linking Glenfield to Bankstown. This connection has tangible impacts to the lives of many workers commuting around Sydney, including those living in the Campbelltown LGA. I am fully committed to working with a re-elected Perrottet Government in delivering the Campbelltown-Macarthur link to the Western Sydney Airport. This is a vital link that will provide a much needed connection for the residents of Campbelltown.

Finally, I have heard from many local residents both praising the recent upgrade to Raby Road, but also expressing disappointment that the bridge crossing the Hume Highway wasn't widened at the same time. Therefore, if elected, I will be writing to the Federal Government asking for an upgrade to this crossing.

I am sure I can count on you and your Council's support in advocating for this important piece of infrastructure.

Yours sincerely,

Therese Fedeli
Liberal Candidate for the State Seat of Leppington

7.4 Correspondence regarding WestInvest

Officer's Recommendation

That the letters be noted.

A copy of Council's letters in response to Council's resolution on 14 February 2023 regarding WestInvest to:

- The Hon. Dominic Perrottet MP, Premier of NSW
- The Hon. Matt Kean MP, Treasurer of NSW

A copy of Council's letter in response to Council's resolution on 14 February 2023 regarding the Sydney Metro Business Cases to:

- The Hon. Dominic Perrottet MP, Premier of NSW

Attachments

- 7.4.1 Letter from Mayor to The Hon. Dominic Perrottet re Sydney Metro Business Cases (contained within this report) [↓](#)
- 7.4.2 Letter from Mayor to The Hon. Dominic Perrottet re WestInvest (contained within this report) [↓](#)
- 7.4.3 Letter from Mayor to The Hon. Matt Kean re Sydney Metro Business Cases (contained within this report) [↓](#)

Office of the Mayor



16 February 2023

The Hon. Dominic Perrottet MP
Premier of New South Wales
Via email: epping@parliament.nsw.gov.au

Dear Premier,

Sydney Metro Business Cases

Thank you for the recent announcement of final business cases for the extension of the Sydney Metro network, particularly:

- from Western Sydney International Airport to Campbelltown-Macarthur
- from Western Sydney International Airport to Glenfield
- from Glenfield to Bankstown

These connections would enable our region's residents to access the airport via public transport, which is critical for our region's liveability and employment opportunities.

We appreciate the NSW Government's support for these business cases and look forward to reporting on the results, once finalised.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49664

Campbelltown City Council
91 Queen Street, Campbelltown
PO Box 57, Campbelltown NSW 2560 DX5114

campbelltown.nsw.gov.au
T 02 4645 4000
E council@campbelltown.nsw.gov.au

ABN: 31 459 914 087

Office of the Mayor



16 February 2023

The Hon. Dominic Perrottet MP
Premier of New South Wales
Via email: epping@parliament.nsw.gov.au

Dear Premier,

WestInvest

Thank you for the significant investment of \$171.6m in Campbelltown announced through the WestInvest program.

Delivery of the funded projects will transform the lives of our community for years to come.

We appreciate the NSW Government's support under this Program and look forward to reporting on the progress of the projects as they progress.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49657

Office of the Mayor



16 February 2023

The Hon. Matt Kean MP
Treasurer of New South Wales
Via email: hornsbys@parliament.nsw.gov.au

Dear Treasurer,

Sydney Metro Business Cases

Thank you for the recent announcement of final business cases for the extension of the Sydney Metro network, particularly:

- from Western Sydney International Airport to Campbelltown-Macarthur
- from Western Sydney International Airport to Glenfield
- from Glenfield to Bankstown

These connections would enable our region's residents to access the airport via public transport, which is critical for our region's liveability and employment opportunities.

We appreciate the NSW Government's support for these business cases and look forward to reporting on the results, once finalised.

Yours sincerely,

Signature has been removed

Cr George Greiss
Mayor of Campbelltown

DOC-23-49652

8. REPORTS FROM OFFICERS

8.1 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
535/2021/DA-SW	Woolwash Road, Greengate Road, Teeswater Place, Wallinga Place, Katella Place and Mamre Crescent, Airs	Stage 7 Airs/Bradbury Renewal - Subdivision of 71 existing lots to create 214 lots comprising of 207 residential lots, 2 lots for future development, 1 lot containing an existing senior housing development	\$13,914,412	>\$5 million capital investment value Crown development	Waiting on information from applicant
1990/2022/DA-C	'Hurlstone Agricultural High School', Roy Watts Road, Glenfield	Demolition of existing structures and construction of a farm hub facility and new boarding facilities, and car parking	\$48,000,000	>\$5 million capital investment value Crown development	Assessment in progress
3142/2022/DA-SL	33 Riverside Drive, Airs	Construction of 31 seniors living units	\$17,664,962	>\$5 million capital investment value Crown development	Assessment in progress.
2278/2022/DA-RA	22-32 Queen Street, Campbelltown	Construction of a mixed use development incorporating five towers containing 558 apartments, commercial premises, basement car parking and associated site and landscape works	\$218,949,500	>\$30 million capital investment value, SEPP-65, SEPP-65 development	Waiting on information from applicant
4973/2022/DA-SL	Dobell Road, Claymore	Construction of 23 seniors living units	\$11,787,655	>\$5 million capital investment value Crown development	Assessment in progress.
4606/2022/DA-C	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	Assessment in progress.
4836/2022/DA-C	57 Junction Road, Leumeah	Construction of a child care and respite centre	\$5,366,572	>\$5 million capital investment value private infrastructure	Assessment in progress
39/2023/DA-C	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	Assessment in progress

DAs where the authority is the Department of Planning					
DA No. & Link	Address	Description	Value	Authority Criteria	Status
Nil	Nil	Nil	Nil	Nil	Nil

DAs where the authority is Campbelltown Local Planning Panel					
DA No. & Link	Address	Description	Value	Authority Criteria	Status
2675/2008/DA-S	Lot 7304 Kellerman Drive, St Helens Park	Subdivision into 355 residential lots and associated civil and road works	\$9,000,000	More than 10 unique objections	Assessment in progress
3190/2022/DA-RA	17-21 Tyler Street, Campbelltown	Residential apartment building containing 49 units, basement car parking and associated site and landscaping works	\$18,027,422	SEPP 65 – Residential Apartment	Assessment in progress
3400/2022/DA-RA	26 – 32 Iolanthe Street, Campbelltown	Demolition of existing dwellings and construction of a residential apartment building containing 75 units and associated site and landscaping works	\$23,770,670	SEPP 65 building, variation to development standard greater than 10%	Waiting on information from applicant
4090/2022/DA-Q	5 Willowdale Drive, Denham Court	Installation of a 22.5 metre high telecommunications tower and associated equipment	\$250,000	Variation to development standard greater than 10%	Assessment in progress
3263/2021/DA-C	263 Queen Street, Campbelltown	Restoration of the existing heritage-listed building, demolition of the commercial building at the rear of the site and construction of an eight storey commercial building with basement car parking	\$32,978,000	>\$30 million capital investment value, SEPP-65 development	Approved subject to conditions at Panel's February meeting
151/2023/DA-RA	6-8 Palmer Street, Ingleburn	Construction of a residential apartment building containing 30 units	\$6,574,000	Variation to development standard greater than 10%	On public exhibition

Significant DAs approved under delegation by the General Manager since last Council meeting (value exceeding \$3 million)					
DA No. & Link	Address	Description	Value	Authority Criteria	Status
Nil	Nil	Nil	Nil	Nil	Nil

8.2 Campbelltown Billabong Parkland Project - Quarterly Update Report March 2023

Reporting Officer

Executive Manager City Projects, City Growth
City Lifestyles

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. Notes the contents of this report regarding the Campbelltown Billabong Parklands and Apex Park project.
-

Purpose

The purpose of the report to Council is 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

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

1. Note the contents of this report in relation to the Campbelltown Billabong Parklands Project.
2. Note that the Campbelltown Billabong Parklands project is forecast to be delivered in alignment with the allocated project budget

3. Note that the Campbelltown Billabong Parklands project is expected to be handed over to Council for operation in mid-September 2023.
4. That Councillors be provided with a quarterly report on the progress of the Billabong Project and the opportunity to inspect the site when feasible.

Min No. [112/2022]

This report responds to item 4 of this Resolution.

Report

Construction

The construction of the main aquatics elements onsite is progressing well with the base of the main pools now complete. Formwork and the placing of reinforcing steel to the walls of the main pools is now in progress and it is anticipated that the concrete to these walls will be poured in mid-February.

All concrete work associated with the splash-play area is complete and the installation of water play fixtures within the 'streams' has commenced. All in-ground services from the plant room to the aquatic elements have been installed, achieving a significant construction milestone that enables the handover of the Plant Room area to the main works contractor.

Program

Wet weather prior to Christmas delayed concrete pours, however the project team and Council's contractor have continued to reprogram works to enable works to progress. A shortage of reinforcing steel is also causing sporadic delays. An evaluation of the program to completion will be undertaken once the main works contractor is appointed.

Procurement

The tender for the remaining works closed on 14 February 2023. The tender period was extended by two weeks in response to requests from shortlisted contractors. It is not anticipated that this extension of time will have any material impact on the current program.

Governance

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

In accordance with the Mayoral Minute from the Council meeting of 12 July 2022, an independent auditor has now been appointed (KPMG) and staff are responding to requests for information. It is anticipated that the audit will be completed in late March 2023, with a separate report to be brought back to Council in relation to this matter.

Finance

The Project Team is continuing to monitor expenditure and forecast costs are in-line with the project Cost Management Plan and the allocated budget of \$34,574,582. Current funds spent and committed is in the order of \$15,622,104.

Conclusion

The construction of the aquatics elements is progressing well despite ongoing wet weather and more recently disruptions to the supply of reinforcing steel. The tender for the remaining works closed on 14 February 2023.

An independent auditor has been appointed and it is anticipated that the audit will be completed in late March 2023.

Attachments

Nil

8.3 Investments and Revenue Report - January 2023

Reporting Officer

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 January 2023.

Report

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

Investments

Council's investment portfolio as at 31 January 2023 stood at approximately \$214 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 annual return is around 60 basis points above the benchmark which is a positive on an absolute basis. This return includes the 30 day notice saver account but excludes funds held in the at-call account.

The yield on the AusBond Bank Bill Index has been very low in recent years, however the weighted 12 month annualised return continues to improve at 1.518 per cent which reflects the continued increases in interest rates. Council's investment performance has maintained a positive return in comparison with an annualised return of 2.120 per cent.

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

Council's total liquidity to meet short to medium term cash flow needs remains strong with \$4 million held in an at call account and \$10 million in a 31 day notice saver account. The interest rate on the 31 day notice saver account remains attractive for short term deposits at 3.55 per cent as at 31 January and also increases in line with increases in the official cash rate.

The official cash rate is 3.35 per cent following an increase of 0.25 per cent announced at the February meeting of the Reserve Bank Board. This is the ninth straight rate increase in an effort to bring inflation down. Future rate increases can be expected as the Reserve Bank Board maintains its determination to return inflation to the 2-3 per cent target range.

The ASX200 closed at 7476.70 for January with the monthly change being positive 6.22 per cent. Over the past several months, the share market has been subject to heightened volatility due to global conditions and inflation. Economists are predicting a rebound over time during 2022-23 with the share market stabilising as the economy strengthens and inflationary pressures ease.

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

It is important to note that councils are restricted to conservative investments only in line with the Minister's Investment Order of 17 February 2011 and other relevant legislation including the *Local Government Act 1993* and the *Trustee Act 1925*. Investments in equities are prohibited under the legislation and therefore a benchmark such as the Bank Bill Index is used in line with Council's Investment Policy and the recommendations of the Office of Local Government Guidelines.

Rates and Charges

Rates and Charges levied for the period ending 31 January 2023 totalled \$135,192,699 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of January totalled \$79,826,119. In percentage terms 59.8 per cent of all rates and charges due to be paid have been collected, compared to 59.4 per cent collected in the same period last year.

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

Debt recovery action during the month involved the issue of 155 Statements of Claim to ratepayers who were issued a Council 'let's get back on track' letter in December and a Letter of Intent to commence formal recovery from our agents early in January. Only where defaulters had not made suitable arrangements to clear their debt or failed to maintain their agreed payments was formal recovery action commenced in the Local Court.

Positive feedback continues to be received from Pensioners that can now make an application for a Pension Rebate Concession over the phone and via the internet. During the month, 46 applications were made over the phone and 7 online.

Ratepayers who purchased property since the annual rates and charges notices had been issued, are provided a 'Notice to new owner' letter. During the month, 81 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 January 2023 are \$4,578,556 reflecting a decrease of \$3,609,918 since December 2022. During the month 689 invoices were raised totalling \$2,411,372. 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 \$1,727,739 as at 31 January 2023. The majority of this amount relates to a Grant invoice of \$1,178,787 issued for the reimbursement of costs incurred by Council for the preparation of WestInvest applications to "Crown Finance Entity WestInvest". NSW Treasury has processed the payment and it is expected to be received shortly.

City Standards debt of \$201,698 mostly relates to health licence inspection fees totalling \$171,230. These fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems. Staff are aware that part of this debt is due by shop owners that have closed and are no longer contactable. If the cost of recovery is uneconomical to recover the debt is then put forward for write-off. Also incorporated in this debt is various accounts raised totalling \$30,469 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 still try to negotiate payment plans with the debtors involved however it is proving difficult to recover.

City Delivery debt of \$122,745 is mainly contributed to unpaid costs associated with road restoration works to the value of \$121,322. The two companies that this mainly involves is one with debt of \$47,424. They have advised that invoices are still being verified and are awaiting release for payment. The other with debt owing of \$70,916 has advised that system changes and discrepancies have prevented payment in a timely manner. Council staff have assisted with rectifying discrepancies and are now awaiting further communications on the outcome of a payment date.

Corporate Governance debts totalling \$81,868. The most significant amount of \$27,159 in this category for various property related 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 however, debts are encumbered to the land and are often finalised with the sale of the property. Another amount of significance is for \$11,745 which relates to outstanding child care fees paid by a benevolent institution on behalf of children in their care. Staff are working with the institution on reconciling the relevant placements.

Also incorporated in Corporate Governance is \$4,975 which relates to operational expenses for the Campbelltown State Emergency Services from July 2021 to June 2022. Council is awaiting confirmation of a payment date.

The ongoing amount of \$5,000 for bin services supplied to 'Eat, Shop, Love', Market has been finalised with payment received in February 2023. Also outstanding within this category is a combined amount of \$7,580 which relates to legal recovery of 3 accounts, one for hall hire and two for health licence inspection fees. In all cases the debt involved has proved to be unrecoverable with our agents who have advised to cease legal action and have now recommended the accounts for write-off.

Public hall hire fees of \$64,989 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. In this category however there are a few accounts with the combined outstanding balance of \$26,777 where council staff have reached out in the hope of seeking a suitable payment arrangement. We now await a response to our request and will refer to our agents for recovery should no contact be made.

Community Life debts totalling \$47,532. The most significant portion of \$20,789 relates to the current contractor for catering sales and commissions for various events held at the stadium. Council received payment of this debt in early February 2023. An amount of \$16,382 relates to a previous contractor for "catering sales commission" of various events at the Campbelltown Sports Stadium. A settlement has been negotiated leaving this residue balance which will now be put forward for write-off.

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, no 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

- 8.3.1 Summary of Council's Investment Portfolio - January 2023 (contained within this report) [↓](#)
- 8.3.2 Rates and Charges Summary and Statistics - January 2023 (contained within this report) [↓](#)
- 8.3.3 Debtors Summary and Ageing Report - January 2023 (contained within this report) [↓](#)

Summary of Council's Investment Portfolio

Portfolio as at 31 January 2023



Product Type	Face Value	% of Total
At Call Deposits	4,394,244	2.1%
Notice Account	10,196,792	4.9%
Term Deposits – Fixed Rate	105,900,000	50.6%
Term Deposits – Floating Rate	39,000,000	18.6%
Fixed Rate Bond	17,050,000	8.1%
FRN	32,750,000	15.6%
Grand Total	209,291,036	100.0%
Managed Funds – TCorp*	4,978,303	

* Market Value as at month end

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

Credit Rating	Holdings	% of Total
AA+	6,900,000	4.8%
AA-	88,000,000	60.7%
A+	3,000,000	2.1%
BBB+	26,000,000	17.9%
Baa1	1,000,000	0.7%
BBB	17,000,000	11.7%
Baa2	3,000,000	2.1%
Total Term Deposits	144,900,000	100.0%

Fixed and Floating Rate Notes

ISIN	Issuer	Issuer Rating	Maturity Date	Coupon	Face Value
none	NT Treasury Corp	Aa3	15-Dec-23	0.80% Annually	\$5,000,000
none	NT Treasury Corp	Aa3	15-Dec-24	1.00% Annually	\$5,000,000
none	NT Treasury Corp	Aa3	15-Jun-25	0.90% Annually	\$2,500,000
AU3CB0289072	Royal Bank of Canada - Covered Bond	AAA	6-May-25	Fixed at 3.75% s.a.	\$1,000,000
AU3CB0282358	ING - Covered Bond	AAA	19-Aug-26	Fixed at 1.10% s.a.	\$1,800,000
AU3CB0286763	NAB	AA-	25-Feb-27	Fixed at 2.9545% s.a.	\$1,750,000
AU3FN0053146	RACQ Bank (prev QT Bank)	BBB+	24-Feb-23	3m BBSW + 0.93%	\$1,850,000
AU3FN0048724	NAB	AA-	19-Jun-24	3m BBSW + 0.92%	\$1,300,000
AU3FN0051561	Citibank	A+	14-Nov-24	3m BBSW + 0.88%	\$1,000,000
AU3FN0052908	Macquarie Bank	A+	12-Feb-25	3m BBSW + 0.84%	\$5,000,000
AU3FN0072617	Suncorp Metway - Covered Bond FRN	AAA	17-Oct-25	3m BBSW + 0.88%	\$2,000,000
AU3FN0072740	Teachers Mutual Bank	BBB	28-Oct-25	3m BBSW + 1.50%	\$1,000,000
AU3FN0073045	SMBC Sydney	A	7-Nov-25	3m BBSW + 1.10%	\$5,000,000
AU3FN0073797	Bank Australia Sustainability Bond	BBB	24-Nov-25	3m BBSW + 1.60%	\$2,000,000
AU3FN0073904	NAB	AA-	25-Nov-25	3m BBSW + 0.92%	\$2,500,000
AU3FN0073961	Great Southern Bank (prev CUA)	BBB	1-Dec-25	3m BBSW + 1.58%	\$1,600,000
AU3FN0063103	CBA - Green Bond	AA-	23-Dec-26	3m BBSW + 0.41%	\$5,000,000
AU3FN0070025	Royal Bank of Canada - Covered Bond	Aaa	13-July-27	3m BBSW + 1.05%	\$1,000,000
AU3FN0070579	CBA	AA-	18-Aug-27	3m BBSW + 1.02%	\$3,500,000

Summary of Council's Investment Portfolio – January 2023 cont'd

Long-Term Credit Rating	Exposure of Entire Portfolio				
	Actual	Cumulative*	Minimum*	Maximum	Compliant
AAA	2.8%	2.8%	40%	100%	Yes
AA+, AA, AA- (or MTB*)	60.1%	62.9%		100%	Yes
A+, A, A-	6.7%	69.6%	60% (70%) [^]	100%	Yes
BBB+, BBB, BBB-	30.4%	100.0%	100%	100%	Yes
<i>TCorp LTGF</i>	2.3%	-	0%	20%	Yes

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

Portfolio Return

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

31 January 2023	Monthly Return	Annual Return
Campbelltown City Council – Investment Portfolio	0.292%	2.120%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.266%	1.518%
Performance Relative to Benchmark	0.026%	0.602%

Rates Summary

Statement of all Outstanding Rates and Extra Charges



Rate - Charge	30/06/2022	Net Levy for Year	Pension Rebates	Extra Charges	Total Receivable	Cash Collected	Net Amount Due	Postponed Rates & Interest	Gross Amount Due
Residential	3,628,718.16	73,184,039.26	1,384,164.65	466,022.26	75,894,615.03	44,002,894.08	31,891,720.95	306,205.97	32,197,926.92
Business	691,071.49	20,999,379.69		52,111.35	21,742,562.53	14,104,043.42	7,638,519.11		7,638,519.11
Farmland	43,366.65	449,360.49	217.90	1,756.04	494,265.28	282,065.40	212,199.88	265,290.17	477,490.05
Mining	0.00	29,551.52		0.00	29,551.52	29,551.52	0.00		0.00
SR - Loan	762.80	0.00		49.99	812.79	0.00	812.79	0.00	812.79
SR - Infrastructure	404,110.68	7,168,698.55		8,405.45	7,581,214.68	4,426,182.29	3,155,032.39	56,767.64	3,211,800.03
Total	\$4,768,029.78	\$101,831,029.51	\$1,384,382.55	\$528,345.09	\$105,743,021.83	\$62,844,736.71	\$42,898,285.12	\$628,263.78	\$43,526,548.90
Garbage	1,143,646.84	27,601,631.12	884,946.93	34,538.20	27,894,869.23	16,063,955.36	11,830,913.87		11,830,913.87
Stormwater	78,048.53	1,476,153.96		604.95	1,554,807.44	917,427.11	637,380.33		637,380.33
Grand Total	\$5,989,725.15	\$130,908,814.59	\$2,269,329.48	\$563,488.24	\$135,192,698.50	\$79,826,119.18	\$55,366,579.32	\$628,263.78	\$55,994,843.10

Total from Rates Financial Transaction Summary	54,966,164.58
Overpayments	-1,028,678.52
Difference	0.00

Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	319,837
Rate accounts greater than 12 months less than 18 months in arrears	60,258
Rate accounts greater than 18 months in arrears	109,560
TOTAL rates and charges under instruction with Council's agents	489,655



Rates Statistics

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Jan-22
Rate Notices	58,585	22	17	2	38	13							
Electronic - DoH	4,730												
Instalment Notices				44,219									43,256
Electronic - DoH				4,978									4,353
Missed Instalment Notices			10,168			9,613							
- Pensioners > \$15.00			1,219			1,153							
Notice to new owner	179	101	98	103	110	96	81						62
7-day Letters - Council issued			922			976							
- Pensioners > \$1000			120			134							
7-day Letters - Agent Issued			421										
Statement of Claim	144	16	2	152	7	8	155						241
Judgments	21	27	11	7	20	4	0						39
Writs	27	15	1	20	0	0	0						11
Electronic - eRates & BPAYView	14,164	14,927	15,119	15,280	15,632	16,032	15,945						13,042
Pensioner applications	143	67	51	73	76	45	53						51
Arrangements	99	91	99	83	77	68	70						183

DEBTORS SUMMARY 1 January 2023 to 31 January 2023



DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/12/2022	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 31/01/2023	% DEBT RATIO
Corporate Governance	3,895,303	94,373	3,610,387	379,290	8.28%
City Delivery	223,297	0	78,098	145,200	3.17%
City Standards	297,070	31,899	56,759	272,210	5.95%
Community Businesses	144,921	54,124	66,988	132,057	2.88%
Community Life	141,455	41,589	36,505	146,539	3.20%
Grants	2,801,887	1,578,129	1,537,018	2,842,998	62.09%
Hall Hire	150,802	71,544	77,635	144,712	3.16%
Property Services	533,738	539,714	557,901	515,551	11.26%
	8,188,474	2,411,372	6,021,290	4,578,556	100%

AGEING OF SUNDRY DEBTOR ACCOUNTS - 31 January 2023



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	60,769	211,333	25,319	81,868	379,290	73,248
City Delivery	1,189	18,511	2,754	122,745	145,200	83,775
City Standards	17,040	24,019	29,454	201,698	272,210	130,006
Community Businesses	56,919	25,379	28,950	20,808	132,057	8,631
Community Life	35,690	55,781	7,536	47,532	146,539	48,557
Grants	1,526,711	137,500	0	1,178,787	2,842,998	1,178,787
Hall Hire	14,265	11,764	53,694	64,989	144,712	65,108
Property Services	480,617	21,956	3,668	9,310	515,551	4,193
	2,193,199	506,243	151,375	1,727,739	4,578,556	1,592,305

8.4 Revised Partial Property Transfer Policy

Reporting Officer

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

1. That the revised Partial Property Transfer Policy as attached to this report be adopted.
2. That the Partial Property Transfer Policy review date be set at 30 June 2028.

Purpose

To seek Council's endorsement of the revised Partial Property Transfer Policy.

History

The abovementioned policy was adopted by Council on 2 September 2008 and is now due for review in accordance with the Information Management Authorised Statement.

Report


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

The Partial Property Transfer Policy has been reviewed and remains consistent with the current practice in maintaining accurate records of transfers of title in land.

It is recommended that no changes are required and the Partial Property Transfer Policy review date be set at 30 June 2028.

Attachments

8.4.1 Partial Property Transfer Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Partial Property Transfer	
Related Documentation	Nil	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Strata Schemes (Freehold Development) Act 1973</i> <i>Strata Schemes (Leasehold Development) Act 1986</i> <i>Strata Schemes Management Act 1996</i> <i>Real Property Act 1900</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

Objectives

To maintain accurate records of transfers of the title in land to expedite notification of Council's business and activities to new property owners.

Policy Statement

This policy is designed to maintain accurate records of land titles. This includes adjustment of records upon receipt of written notification from solicitors or conveyancers regarding transfer of title prior to official notification from the Land Registry Services.

This policy is designed to be used in support of relevant legislation.

Letters received from the solicitor or conveyancer acting on behalf of the purchasers must include the following details to comply.

1. Statement requesting Council records be changed due to a sale or transfer of land.
2. New owner/s full name(s).
3. Full property description, including all Lot and Deposited Plan (DP) numbers.
4. Full mailing address for the service of notices.
5. Date of sale.

If the content of the written notification appears accurate and reliable the transfer will be flagged "PARTIAL". All partial transfers will be subject to a monthly review process and altered to "SALE" when and only when Council receives official notification from the Land Registry Services. Transfers that are not completed within a three-month period are to be followed up with the purchaser's solicitor or conveyancer until the matter is completed to the satisfaction of Council.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 1748472	Adopted Date: 02/09/2008 Revised Date: 10/12/2019 Minute Number: 270 Review Date: 30/12/2022	Page: 1 of 2

Campbelltown City Council

Scope

This policy applies to all property land transfer requests made upon settlement where Council receives appropriate notification from a solicitor or conveyancer acting on behalf of the purchaser.

Definitions

Notification provides a means of delivery of a written message in regards to statutory requirements and providing accurate up to date information.

Owner In relation to land other than Crown land includes;

- "(i) every person who jointly or severally, whether at law or in equity, is entitled to the land for any estate of freehold in possession, and
- (ii) every such person who is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise, and
- (iii) in the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme constituted under the Strata Schemes Management Act 1996, and
- (iv) in the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel, and
- (v) every person who by this Act is taken to be the owner..."

as defined by the *Local Government Act 1993*.

Property Land that is within the Campbelltown local government area and subject to the *Real Property Act 1900*.

Legislative Context

Local Government Act 1993

Strata Schemes (Freehold Development) Act 1973

Strata Schemes (Leasehold Development) Act 1986

Strata Schemes Management Act 1996

Real Property Act 1900

Principles

The Executive Manager Corporate Services and Governance will be responsible for administering the principles and that appropriate steps are taken to maintain the integrity of data used in changing Council's records.

Responsibility

The Executive Manager Corporate Services and Governance may delegate their responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy

Key performance Indicators

1. maintain a one-month review of all "pending" transfers.
2. ensure any transfers incomplete (subject to the elapsing of a three-month period) are successfully followed up and completed.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1748472	Page: 2 of 2	Print Date:

8.5 Revised Hardship Policy

Reporting Officer

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

1. That the revised Hardship Policy as attached to this report be adopted.
2. That the Hardship Policy review date be set at 30 June 2028.

Purpose

To seek Council's endorsement of the review Hardship Policy.

History

The abovementioned policy was adopted by Council on 1 August 2006, revised on 8 October 2019 and is now due for review in accordance with the Information Management Authorised Statement.

Report

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

The review of this policy was delayed pending changes to the *Local Government Act 1993* that still remain on proclamation. This policy is amended pending legislative reforms being assented.

The policy has been amended to include provision for fees and charges to be waived in the event of a pandemic and natural disaster. These changes are proposed to enable Council to be dynamic in responding to members of the community in financial hardship due to circumstances beyond their control such as pandemic or natural disaster.

To achieve this outcome the following paragraph has been removed:

Due to the nature of the adopted fees and charges, any reduction or abandonment of a fee due to financial hardship being incurred shall be determined on an individual basis subject to Council resolution.

And replaced with:

The Executive Group by endorsement will determine which, if any, fees and charges can be waived or reduced, the applicable period of time and by what extent subject to one, or both, of the above events taking place.

A minor change has been made to the name Australian Government Department of Human Services to the new name Services Australia.

Attachments

8.5.1 Current Hardship Policy (contained within this report) [📄](#)

8.5.2 Proposed Hardship Policy (contained within this report) [📄](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Hardship Policy	
Related Documentation	Rate Recovery Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

Objectives

To provide financial relief to customers of Council experiencing difficulties in meeting their commitments in Rates, Debtors and other Fees and Charges.

Policy Statement

Assessment of financial hardship to be made internally following a set of guidelines and the completion of Council's 'Financial Hardship Relief Application Form'. Criteria for income and asset values shall be determined in accordance with the Australian Government Department of Human Services ~~Services Australia~~ – Income test for pensions.

1. Rates

- Write off interest charges accrued over a period of twelve months from the date of debt, subject to the debt being paid through regular payments in the agreed period.
- Reduce penalty interest by one half over a period of eighteen months on ratepayer accounts where financial hardship has resulted due to significant changes in the rateable valuation of their land.
- Limited to the single property owned and occupied (jointly or not) by the applicant.

2. Debtors

- Write off interest or administration fees for debts paid within a structured payment plan geared to clear the debt within a maximum twelve-month period.

3. Fees and Charges

4. Waste collection charges

- Write off interest charges accrued over a period of twelve months from the date of debt, subject to the debt being paid in this period.
- Limited to the single property owned and occupied (jointly or not) by the applicant.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 2169806	Adopted Date: 1/08/2006 Revised Date: 08/10/2019 Minute Number: 205 Review Date: 18/11/2022	Page: 1 of 2

Campbelltown City Council

5. Other Fees and Charges

- For the purposes of Section 610E of the Local Government Act 1993 the following categories of hardship:
 - Pandemic: subject to the World Health Organisation declaring a worldwide pandemic.
 - Natural Disaster: subject to the NSW Government declaring the Campbelltown LGA as affected by a natural disaster. The list of LGA's can be found on the NSW Government website [Natural disaster declarations | NSW Government](#)
- The Executive Group by endorsement will determine which, if any, fees and charges can be waived or reduced, the applicable period of time and by what extent subject to one, or both, of the above events taking place.
- ~~Due to the nature of the adopted fees and charges, any reduction or abandonment of a fee due to financial hardship being incurred shall be determined on an individual basis subject to Council resolution.~~

Council must be satisfied that the case falls within a category of hardship, alternatively fees and charges must not be reduced unless public notice given over a twenty-eight day exhibition period.

Administration Fees Standard flat fee as adopted by Council in annual Fees and Charges.

Legislative Context

The following Sections of the *Local Government Act 1993* are included and influence this Policy:

Section 564
 Section 566
 Section 567
 Section 601
 Section 610E

Principles

The Executive Manager Governance and Corporate Services will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of conducting a fair and equitable assessment.

Responsibility

The Executive Manager Governance and Corporate Services may delegate their responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy**Key Performance Indicators**

- maintain or reduce the amount percentage of outstanding debts with Council through a formal customer assistance program.
- monitor the number of successfully completed applications within the scope of this Policy.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Hardship Policy	
Related Documentation	Rate Recovery Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i>	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

Objectives

To provide financial relief to customers of Council experiencing difficulties in meeting their commitments in Rates, Debtors and other Fees and Charges.

Policy Statement

Assessment of financial hardship to be made internally following a set of guidelines and the completion of Council's 'Financial Hardship Relief Application Form'. Criteria for income and asset values shall be determined in accordance with the Australian Government Services Australia – Income test for pensions.

1. Rates

- Write off interest charges accrued over a period of twelve months from the date of debt, subject to the debt being paid through regular payments in the agreed period.
- Reduce penalty interest by one half over a period of eighteen months on ratepayer accounts where financial hardship has resulted due to significant changes in the rateable valuation of their land.
- Limited to the single property owned and occupied (jointly or not) by the applicant.

2. Debtors

- Write off interest or administration fees for debts paid within a structured payment plan geared to clear the debt within a maximum twelve-month period.

3. Fees and Charges

4. Waste collection charges

- Write off interest charges accrued over a period of twelve months from the date of debt, subject to the debt being paid in this period.
- Limited to the single property owned and occupied (jointly or not) by the applicant.

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Financial Services DocSet: 2169806	Adopted Date: 1/08/2006 Revised Date: 08/10/2019 Minute Number: 205 Review Date: 18/11/2022	Page: 1 of 2

Campbelltown City Council

5. Other Fees and Charges

- For the purposes of Section 610E of the *Local Government Act 1993* the following categories of hardship;
 - Pandemic: subject to the World Health Organisation declaring a worldwide pandemic.
 - Natural Disaster: subject to the NSW Government declaring the Campbelltown LGA as affected by a natural disaster. The list of LGA's can be found on the NSW Government website [Natural disaster declarations | NSW Government](#)
- The Executive Group by endorsement will determine which, if any, fees and charges can be waived or reduced, the applicable period of time and by what extent subject to one, or both, of the above events taking place.

Council must be satisfied that the case falls within a category of hardship, alternatively fees and charges must not be reduced unless public notice given over a 28 day exhibition period.

Administration Fees Standard flat fee as adopted by Council in annual Fees and Charges.

Legislative Context

The following Sections of the *Local Government Act 1993* are included and influence this Policy:

Section 564
 Section 566
 Section 567
 Section 601
 Section 610E

Principles

The Executive Manager Governance and Corporate Services will be responsible for administering the principles and that appropriate steps are taken to maintain a level of confidentiality with data supplied for the purposes of conducting a fair and equitable assessment.

Responsibility

The Executive Manager Governance and Corporate Services may delegate their responsibility to the Senior Revenue Accountant to ensure proper procedural documentation is maintained at a level satisfactory to Council and relevant legislation.

Effectiveness of this Policy**Key Performance Indicators**

- maintain or reduce the amount percentage of outstanding debts with Council through a formal customer assistance program.
- monitor the number of successfully completed applications within the scope of this Policy.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
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8.6 Revised Privacy Management Policy

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

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
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

Officer's Recommendation

1. That the proposed Privacy Management Policy, as attached to this report, be adopted.
2. That the Privacy Management Policy review date be set as 30 March 2028.
3. The Council provide a copy of the Management Policy to the Privacy Commissioner in accordance with the requirements of section 33(5) of the *Privacy and Personal Information Protection Act 1998*.

History

This Policy was first adopted by Council in 2019 to comply with the requirements of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) which prescribes that each public sector agency must prepare and implement a Privacy Management Plan.

Report

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

No material changes have been made to the Policy. However the Related Documentation and Relevant Legislation list have been updated to reflect current and appropriate corporate documents and legislation.

Attachments

8.6.1 Privacy Management Policy - Current (contained within this report) [↓](#)

8.6.2 Privacy Management Policy - Proposed (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Privacy Management	
Related Documentation	Access to Information Policy Access to Information webpage Records Management Policy Information Management Authorised Statement Campbelltown City Council Information Guide Agency Information Guide Councillor's Access to Information and Interaction with Staff Policy	
Relevant Legislation	<i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulation 2018</i> <i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> Copyright Act 1968 (Cth) <i>Environmental Planning and Assessment Act 1979</i> Companion Animals Act 1998 <i>State Records Act 1998</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

The main objective of this policy is to inform the community and educate staff on access to personal information and introduce Council policies and procedures to maximise compliance with the *Privacy and Personal Information Protection Act 1998* (the PPIP Act) and the *Health Records and Information Privacy Act 2002* (the HRIP Act).

Policy Statement

Campbelltown City Council is committed to protecting the privacy of our customers, business contacts, Councillors, employees, contractors and volunteers.

This policy aims to ensure Campbelltown City Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

This policy has been developed in order to outline that Council collects and retains personal and health information for the purpose of facilitating its business. It is important that the use of this information is confined to the purpose for which it is acquired. In order to properly manage the personal information it retains, it is essential for the provisions of this policy to be observed by Councillors, employees, contractors and external stakeholders.

Scope

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Governance and Risk DocSet: 6548348	Adopted Date: 09/07/2019 Revised Date: 09/07/2019 Minute Number: 136 Review Date: 30/09/2021	Page: 1 of 13

Campbelltown City Council

The Privacy Management Policy applies to the public, Campbelltown City Council staff and Councillors.

Legislative Context

The PPIP Act requires all public sector agencies to prepare, implement and review their Privacy Management Plan on a regular basis. The Information and Privacy Commission guidelines for Privacy Management Plans recommend review at least every two years. This policy outlines how Campbelltown City Council complies with the legislative requirements of the PPIP Act, the HRIP Act and the Privacy Code of Practice for Local Government [Code].

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted Procedure for Policy Development and Review to ensure the framework to manage disclosures is effective and meets current legislative requirements.

PART 1 - INTRODUCTION**1.1 What is Personal Information?**

Personal information is defined in section 4 of the PPIP Act as:

"information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form".

1.2 What is not Personal Information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where the Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIP Act (for example, a formal or informal request under the *Government Information (Public Access) Act 2009* [the GIPA Act]).

In accordance with the GIPA Act, when inviting public submissions Council will advise people that their submission, including any personal information in the submission, may be made publicly available.

1.3 What is Health Information?

Health information is defined in section 6 of the HRIP Act as:

"personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual".

1.4 Application of this Policy

The PPIP Act, HRIP Act and this Policy apply, wherever practicable, to:

- Councillors
- Council employees
- Consultants and contractors of the Council
- Volunteers

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Campbelltown City Council

- Council owned businesses and
- Council Committees (including those which may be established under section 355 of the *Local Government Act 1993* [the LG Act]).
- Customers, ratepayers and residents

1.5 Personal and Health Information held by Council

The Council holds personal information concerning Councillors, such as but not limited to:

- personal contact information
- complaints and disciplinary matters
- disclosure of interest returns and
- entitlements to fees, expenses and facilities

The Council holds personal and health information concerning its customers, ratepayers and residents, in records such as but not limited to:

- rates records
- customer requests, complaints and claims
- library lending records
- fitness records
- community service utilisation e.g. Community Transport
- CCTV footage
- donation, grant and sponsorship applications
- submissions and information collected as part of Council's community engagement and consultation activities
- public access forum applications and
- development applications and related submissions.

The Council holds personal and health information concerning its current and former employees in records such as but not limited to:

- recruitment material
- pre-employment medical information
- workers compensation investigations
- public interest disclosure investigations
- leave and payroll data
- personal contact information
- performance management plans
- disciplinary matters
- disclosure of interest returns and
- wage and salary entitlements.

1.6 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received.

Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession. Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and be made available for release to the public.

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Campbelltown City Council

1.7 Applications for Access to own Personal or Health Information

Pursuant to Section 14 of the PPIP Act, Council must at the request of the individual to whom the information relate and without excessive delay or expense, provide the individual with access to the information.

Additionally, Section 15 of the PPIP Act requires Council, at the request of the individual to whom the information related, make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) Is accurate, and
- b) Having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access or changes to information.

Where a person makes an application for access under the PPIP Act which is involved or complex, and requires a formal determination, Council will provide a response within 20 working days of the application being made.

1.8 Accessing or Amending other People's Personal or Health Information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides us with written consent. An "authorised" person must confirm their identification to act on behalf of someone else by providing proof of identity a valid power of attorney to act on the individual's behalf.

There may be other reasons Council may be authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons.

Council will not provide access to a person's personal or health information records for any private matter unless compelled to do so for a statutory purpose or to comply with a court order.

PART 2 - PUBLIC REGISTERS**2.1 Definition**

A public register is defined in section 3 of the PPIP Act as "a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)".

Council holds public registers under the LG Act including:

- Land Register
- Records of Approvals
- Register of Disclosures of Interests

Note – this is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which the PPIP Act applies.

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Council holds public registers under the *Environmental Planning and Assessment Act 1979* [the EPA Act]:

- Register of consents and certificates
- Record of building certificates

Council holds a public register under the *Protection of the Environment Operations Act 1997* [the POEO Act]:

- Public register of licences

Council holds a public register under the *Impounding Act 1993*:

- Record of impounding

The purpose for each of these public registers is set out in this Policy.

2.2 Disclosure of Personal Information Contained in Public Registers

Pursuant to Section 57 of the PPIP Act, Personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

Disclosure in relation to personal information not contained in a public register must comply with the Information Protection Principles as outlined in this Policy.

A person seeking a disclosure concerning someone else's personal information from a public register must give particulars, in the form of a statutory declaration, as to the intended use of any information obtained from the inspection.

2.3 Purposes of Public Registers

In the following section, by way of guidance only, what might be called the "primary" purpose (or "the purposed of the register") has been specified for each identified register. In some cases, a "secondary purpose" has also been specified, by way of guidance as to what might constitute "a purpose relating to the purpose of the register".

Land Register

The primary purpose is to identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council. Third party access is therefore a secondary purpose.

Records of Approvals

The primary purpose is to identify all approvals granted under the LGA.

Register of Disclosures of Interests

The primary purpose of this register is to determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

Register of consents and certificates

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The primary purpose is to identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Record of building certificates

The primary purpose is to identify all building certificates.

Public register of licences

The primary purpose is to identify all licences granted under the POEO Act.

Record of impounding

The primary purpose is to identify any impounding action by Council.

2.4 Secondary purpose of all Public Registers

Council aims to be open and accountable and it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Disclosure of specific records from public registers would normally be permitted.

Requests for access, copying or the sale of the whole or a substantial part of a public register will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

2.5 Other Registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Policy, the Code and the PPIP Act apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

Rates Record

The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, a disclosure on a rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is "a purpose relating to the purpose of the register". Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose for which Council has an obligation to comply with such as notifying relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

2.6 Applications for Suppression of Personal Information in a Public Register

Pursuant to Section 58 of the PIPP Act, a person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

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The information may still be used in the exercise of Council functions, but it cannot be disclosed to third parties.

PART 3 – POLICIES AND LEGISLATION

Policies and legislation affecting the processing of information and related to this Policy include:

- Council's Access to Information policy

Public access to information and documents held by Council is facilitated by Council's Access to Information policy. This policy has regard to the GIPA Act, Government Information (Public Access) Regulation 2009 and the LG Act.

This Policy should be read in conjunction with the Access to Information Policy, the Privacy Code of Practice for Local Government and Council's Information Guide.

The above documents are available for viewing at Council's website - www.campbelltown.nsw.gov.au.

- *Environmental Planning and Assessment Act 1979* (EPAA)

The EPA Act contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of elevation plans during the submission period.

The EPA Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/1979/203>

- *Health Records and Information Privacy Act 2002* (HRIPA)

The HRIPA Act governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.

The HRIPA Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/2002/71>

- *Privacy and Personal Information Protection Act 1998* (PPIPA)

In addition to requirements covered in this Policy, the PPIPA Act prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties. These provisions are generally directed at corrupt or irregular disclosure of personal information staff may have access to at work and not inadvertent failure to follow procedures or guidelines. Corrupt or irregular disclosure can include intentionally disclosing or using personal information accessed in doing our jobs for an unauthorised purpose, or to offer to supply personal information that has been disclosed unlawfully. Offences can be found listed in sections 62-68 of the PPIPA Act, are considered serious and may, in some cases, lead to imprisonment.

The PPIPA Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/1998/133>

- *Public Interest Disclosures Act 1994* (the PID Act)

The definition of personal information under the PPIPA Act excludes information contained in a public interest disclosure. This means that a person cannot seek review of the use or disclosure of a public interest disclosure or be prosecuted for unauthorised disclosure of public interest disclosure information under the PPIPA Act.

However, this plan is still able to address strategies for the protection of personal information disclosed under the PID Act.

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The PID Act is available for viewing at www.legislation.nsw.gov.au – further information can be obtained from the NSW Ombudsman at www.ombo.nsw.gov.au

PART 4 - INFORMATION PROTECTION PRINCIPLES**4.1 Council complies with the Information Protection Principles (IPPs) prescribed under the PPIP Act and Health Privacy Principles (HPPs) prescribed under the HRIP Act as follows:****IPP 1 and HPP 1 Lawful collection**

Council will collect personal and/or health information that is reasonably necessary for a lawful purpose that is directly related to its functions and/or activities. Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

IPP 2 and HPP 2 Direct collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

IPP 3 and HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information. A Privacy Statement is published on Council's website, intranet and included on forms where personal or health information is collected

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 and HPP 4 Relevance of collection

Personal and health information collected will be relevant to Council's functions and services, accurate, up-to date, complete and not excessive. The collection will not unreasonably intrude into the individual's personal affairs.

Council will rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

IPP 5 and HPP 5 Secure storage

Council will store personal information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW, and will be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by

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application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 and HPP 6 Transparent access

Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff, in hard copy in a locked cabinet etc.).

Council will provide reasonable details about what personal and/or health information is stored on an individual if they receive an access application from the individual which the information pertains to.

IPP 7 and HPP 7 Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense by way of implementation of appropriate procedures for access to this information.

IPP 8 and HPP 8 Right to request to alter own information

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information.

Changes of name, address and other minor amendments require appropriate supporting identification or documentation.

Where substantive amendments are involved, an application form will be required and appropriate evidence must be provided as to why the amendment is needed.

IPP 9 and HPP 9 Accurate use of information collected

Taking into account the purpose for which the information is proposed to be used, Council will ensure that personal and health information is accurate before using it. Council will ensure that the information it proposes to use is the most recent information kept on file, is not unreasonably out of date or where it is reasonable and necessary to do so, write to the individual to whom the information relates to confirm the accuracy of the information.

IPP 10 and HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling functions or investigative functions.

IPP 11 and HPP 11 Restricted and Limited disclosure of personal and health information

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Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object. Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling or investigation functions.

IPP 12 Special limits on disclosure

Council will not disclose sensitive personal information relating to an individual's:

- ethnic or racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Council will not disclose this information to any person or body that is in a jurisdiction outside New South Wales unless:

- a relevant privacy law that applies to the personal information concerned is in force in that jurisdiction, or
- the disclosure is permitted under a Privacy Code of Practice.

Specific Health Information Privacy Principles

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the privacy principles, above, that apply to both personal and health information, the following four additional principles apply specifically to health information. The specific Health Privacy Principles are:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

HPP 14 Transborder data flow

Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIP Act or consent has been given or transfer is under a contract between Council and the individual or transfer will benefit the individual or to lessen a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIP Act or transfer is permitted or required under any other law.

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HPP 15 Cross-organisational linkages

Council will seek the express consent of individuals before participating in any system that links health records across more than one organisation. Health information or the disclosure of their identifier for the purpose of the health records linkage system will only be included if the person has given express consent.

4.2 How the Privacy Code of Practice for Local Government affects the IPPs

The Privacy Code of Practice for Local Government makes provisions from Councils to depart from IPP's.

The Privacy Code of Practice for Local Government is available for viewing at:
<https://www.olg.nsw.gov.au/content/0044-privacy-code-practice-local-government>

PART 5 – DISSEMINATION OF THE PRIVACY MANAGEMENT POLICY**5.1 Compliance strategy**

During induction and on a regular basis all employees will be made aware of this Policy and it will be made available for on Council's Intranet and Council's website.

Councillors, employees, contractors and volunteers will be regularly acquainted with the general provisions of the PPIP Act and HRIP Act and, in particular, this Policy, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government and any other applicable Code of Practice.

5.2 Communication strategy

Council informs its employees, Councillors and the community of their rights under the PPIP Act and this Policy by:

- publishing the Privacy Management Policy and associated documents on Council's website together with a link to the Information & Privacy Commission website.
- including privacy statements on application forms and invitations for community engagement

PART 6 – COMPLAINTS AND PROCEDURES FOR INTERNAL REVIEW**6.1 Internal Review**

Pursuant to section 53 of the PPIP Act, if an individual is not satisfied with Council's conduct in relation to their privacy request, disclosure of personal information on a public register or believe Council is contravening a privacy principle or privacy code of practice they can make an application for internal review of Council's conduct or decision by writing to Council's Privacy Contact Officer.

The written application must be addressed to Council, include a return postal address in Australia and be received by Council within six months of the individual becoming aware of the conduct or decision that is the subject of the application.

6.2 How does the process of Internal Review operate?

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The Privacy Contact Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 calendar days of receipt of the application. The applicant will be notified of the outcome of the review within 14 calendar days of its determination.

Pursuant to section 54 of the PIPP Act, the NSW Privacy Commissioner will be notified by the Privacy Contact Officer of a review application as soon as is practicable after it is received. Council will brief the NSW Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The NSW Privacy Commissioner may make submissions to Council in relation to the subject matter of the application for internal review. Council may, if it deems it appropriate, ask the NSW Privacy Commissioner to conduct the internal review.

6.3 What happens after an Internal Review?

Pursuant to section 55 of the PPIP Act, if the applicant remains dissatisfied with the outcome of a review, an application may be made to the NSW Civil and Administrative Tribunal for a review of Council's conduct.

6.4 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly through the Information and Privacy Commission.

PART 7 - SPECIFIC EXEMPTIONS IN THE PPIP ACT AND HRIP ACT RELEVANT TO COUNCIL

There are a number of exemptions from compliance with the PPIP Act and HRIP Act that apply directly to Council.

These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal
- information is collected for law enforcement purposes
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue
- Council is authorised or required by a subpoena or search warrant or other statutory instrument
- Council is investigating a complaint that may be referred or made to an investigative agency
- Council is permitted by a law or statutory instrument not to comply
- compliance would prejudice the interests of the individual to whom the information relates
- the individual to whom the information relates has given express consent to Council not to comply
- disclosure is permitted under the Privacy Code of Practice for Local Government.

PART 8 - OTHER INFORMATION**Campbelltown City Council**

Privacy Contact Officer

Manager, Governance and Risk

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Campbelltown City Council

Phone: (02) 4645 4000
Fax: (02) 4645 4387
Email: council@campbelltown.nsw.gov.au

Information & Privacy Commission


GPO Box 7011
SYDNEY NSW 2001
Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au

NSW Civil and Administrative Tribunal (NCAT)

Address: 86 – 90 Goulburn St
Sydney NSW 2000
Phone: 1300 006 228

END OF POLICY STATEMENT

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Privacy Management	
Related Documentation	Access to Information Policy Access to Information webpage Information Management Authorised Statement Agency Information Guide Councillor's Access to Information and Interaction with Staff Policy	
Relevant Legislation	<i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulation 2018</i> <i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Companion Animals Act 1998</i> <i>State Records Act 1998</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

The main objective of this policy is to inform the community and educate staff on access to personal information and introduce Council policies and procedures to maximise compliance with the *Privacy and Personal Information Protection Act 1998* (the PPIP Act) and the *Health Records and Information Privacy Act 2002* (the HRIP Act).

Policy Statement

Campbelltown City Council is committed to protecting the privacy of our customers, business contacts, Councillors, employees, contractors and volunteers.

This policy aims to ensure Campbelltown City Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

This policy has been developed in order to outline that Council collects and retains personal and health information for the purpose of facilitating its business. It is important that the use of this information is confined to the purpose for which it is acquired. In order to properly manage the personal information it retains, it is essential for the provisions of this policy to be observed by Councillors, employees, contractors and external stakeholders.

Scope

The Privacy Management Policy applies to the public, Campbelltown City Council staff and Councillors.

Legislative Context

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The PPIP Act requires all public sector agencies to prepare, implement and review their Privacy Management Plan on a regular basis. The Information and Privacy Commission guidelines for Privacy Management Plans recommend review at least every two years. This policy outlines how Campbelltown City Council complies with the legislative requirements of the PPIP Act, the HRIP Act and the Privacy Code of Practice for Local Government [Code].

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted Procedure for Policy Development and Review to ensure the framework to manage disclosures is effective and meets current legislative requirements.

PART 1 - INTRODUCTION
1.1 What is Personal Information?

Personal information is defined in section 4 of the PPIP Act as:

"information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form".

1.2 What is not Personal Information?

Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in a publicly available publication, ceases to be covered by the PPIP Act.

Where the Council is requested to provide access or make a disclosure and that information has already been published, then the Council will rely on the provisions of the relevant Act that authorises Council to hold that information and not the PPIP Act (for example, a formal or informal request under the *Government Information (Public Access) Act 2009* [the GIPA Act]).

In accordance with the GIPA Act, when inviting public submissions Council will advise people that their submission, including any personal information in the submission, may be made publicly available.

1.3 What is Health Information?

Health information is defined in section 6 of the HRIP Act as:

"personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual".

1.4 Application of this Policy

The PPIP Act, HRIP Act and this Policy apply, wherever practicable, to:

- Councillors
- Council employees
- Consultants and contractors of the Council
- Volunteers
- Council owned businesses and
- Council Committees (including those which may be established under section 355 of the *Local Government Act 1993* [the LG Act]).

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- Customers, ratepayers and residents

1.5 Personal and Health Information held by Council

The Council holds personal information concerning Councillors, such as but not limited to:

- personal contact information
- complaints and disciplinary matters
- disclosure of interest returns and
- entitlements to fees, expenses and facilities

The Council holds personal and health information concerning its customers, ratepayers and residents, in records such as but not limited to:

- rates records
- customer requests, complaints and claims
- library lending records
- fitness records
- community service utilisation e.g. Community Transport
- CCTV footage
- donation, grant and sponsorship applications
- submissions and information collected as part of Council's community engagement and consultation activities
- public access forum applications and
- development applications and related submissions.

The Council holds personal and health information concerning its current and former employees in records such as but not limited to:

- recruitment material
- pre-employment medical information
- workers compensation investigations
- public interest disclosure investigations
- leave and payroll data
- personal contact information
- performance management plans
- disciplinary matters
- disclosure of interest returns and
- wage and salary entitlements.

1.6 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received.

Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession. Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and be made available for release to the public.

1.7 Applications for Access to own Personal or Health Information

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Pursuant to Section 14 of the PPIP Act, Council must at the request of the individual to whom the information relate and without excessive delay or expense, provide the individual with access to the information.

Additionally, Section 15 of the PPIP Act requires Council, at the request of the individual to whom the information related, make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) Is accurate, and
- b) Having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access or changes to information.

Where a person makes an application for access under the PPIP Act which is involved or complex, and requires a formal determination, Council will provide a response within 20 working days of the application being made.

1.8 Accessing or Amending other People's Personal or Health Information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides us with written consent. An "authorised" person must confirm their identification to act on behalf of someone else by providing proof of identity a valid power of attorney to act on the individual's behalf.

There may be other reasons Council may be authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons.

Council will not provide access to a person's personal or health information records for any private matter unless compelled to do so for a statutory purpose or to comply with a court order.

PART 2 - PUBLIC REGISTERS

2.1 Definition

A public register is defined in section 3 of the PPIP Act as "a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)".

Council holds public registers under the LG Act including:

- Land Register
- Records of Approvals
- Register of Disclosures of Interests

Note – this is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which the PPIP Act applies.

Council holds public registers under the *Environmental Planning and Assessment Act 1979* [the EPA Act]:

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- Register of consents and certificates
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The primary purpose is to identify all approvals granted under the LGA.

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The primary purpose of this register is to determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and third party access is a secondary purpose.

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Record of building certificates

The primary purpose is to identify all building certificates.

Public register of licences

The primary purpose is to identify all licences granted under the POEO Act.

Record of impounding

The primary purpose is to identify any impounding action by Council.

2.4 Secondary purpose of all Public Registers

Council aims to be open and accountable and it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Disclosure of specific records from public registers would normally be permitted.

Requests for access, copying or the sale of the whole or a substantial part of a public register will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request.

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A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

Rates Record

The primary purpose is to record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land. For example, a disclosure on a rating certificate that a previous owner was a pensioner is considered to be allowed, because the secondary purpose is "a purpose relating to the purpose of the register". Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose for which Council has an obligation to comply with such as notifying relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

2.6 Applications for Suppression of Personal Information in a Public Register

Pursuant to Section 58 of the PIPP Act, a person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

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PART 3 – POLICIES AND LEGISLATION

Policies and legislation affecting the processing of information and related to this Policy include:

- Council's Access to Information policy

Public access to information and documents held by Council is facilitated by Council's Access to Information policy. This policy has regard to the GIPA Act, Government Information (Public Access) Regulation 2009 and the LG Act.

This Policy should be read in conjunction with the Access to Information Policy, the Privacy Code of Practice for Local Government and Council's Information Guide.

The above documents are available for viewing at Council's website - www.campbelltown.nsw.gov.au.

- *Environmental Planning and Assessment Act 1979* (EPAA)

The EPA Act contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of elevation plans during the submission period.

The EPA Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/1979/203>

- *Health Records and Information Privacy Act 2002* (HRIPA)

The HRIP Act governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.

The HRIP Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/2002/71>

- *Privacy and Personal Information Protection Act 1998* (PPIPA)

In addition to requirements covered in this Policy, the PPIP Act prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties. These provisions are generally directed at corrupt or irregular disclosure of personal information staff may have access to at work and not inadvertent failure to follow procedures or guidelines. Corrupt or irregular disclosure can include intentionally disclosing or using personal information accessed in doing our jobs for an unauthorised purpose, or to offer to supply personal information that has been disclosed unlawfully. Offences can be found listed in sections 62-68 of the PPIP Act, are considered serious and may, in some cases, lead to imprisonment.

The PPIP Act is available for viewing at <https://www.legislation.nsw.gov.au/#/view/act/1998/133>

- *Public Interest Disclosures Act 1994* (the PID Act)

The definition of personal information under the PPIP Act excludes information contained in a public interest disclosure. This means that a person cannot seek review of the use or disclosure of a public interest disclosure or be prosecuted for unauthorised disclosure of public interest disclosure information under the PPIP Act.

However, this plan is still able to address strategies for the protection of personal information disclosed under the PID Act.

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The PID Act is available for viewing at www.legislation.nsw.gov.au – further information can be obtained from the NSW Ombudsman at www.ombo.nsw.gov.au

PART 4 - INFORMATION PROTECTION PRINCIPLES**4.1 Council complies with the Information Protection Principles (IPPs) prescribed under the PPIP Act and Health Privacy Principles (HPPs) prescribed under the HRIP Act as follows:****IPP 1 and HPP 1 Lawful collection**

Council will collect personal and/or health information that is reasonably necessary for a lawful purpose that is directly related to its functions and/or activities. Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

IPP 2 and HPP 2 Direct collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

IPP 3 and HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information. A Privacy Statement is published on Council's website, intranet and included on forms where personal or health information is collected

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 and HPP 4 Relevance of collection

Personal and health information collected will be relevant to Council's functions and services, accurate, up-to date, complete and not excessive. The collection will not unreasonably intrude into the individual's personal affairs.

Council will rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

IPP 5 and HPP 5 Secure storage

Council will store personal information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW, and will be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by

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application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 and HPP 6 Transparent access

Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff, in hard copy in a locked cabinet etc.).

Council will provide reasonable details about what personal and/or health information is stored on an individual if they receive an access application from the individual which the information pertains to.

IPP 7 and HPP 7 Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense by way of implementation of appropriate procedures for access to this information.

IPP 8 and HPP 8 Right to request to alter own information

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information.

Changes of name, address and other minor amendments require appropriate supporting identification or documentation.

Where substantive amendments are involved, an application form will be required and appropriate evidence must be provided as to why the amendment is needed.

IPP 9 and HPP 9 Accurate use of information collected

Taking into account the purpose for which the information is proposed to be used, Council will ensure that personal and health information is accurate before using it. Council will ensure that the information it proposes to use is the most recent information kept on file, is not unreasonably out of date or where it is reasonable and necessary to do so, write to the individual to whom the information relates to confirm the accuracy of the information.

IPP 10 and HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person. Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling functions or investigative functions.

IPP 11 and HPP 11 Restricted and Limited disclosure of personal and health information

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Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object. Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

Additionally, a secondary purpose includes investigation of suspected unlawful activity, to exercise complaint handling or investigation functions.

IPP 12 Special limits on disclosure

Council will not disclose sensitive personal information relating to an individual's:

- ethnic or racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health or sexual activities unless the disclosure is necessary to prevent a serious or imminent threat to the life or health of the individual concerned or another person.

Council will not disclose this information to any person or body that is in a jurisdiction outside New South Wales unless:

- a relevant privacy law that applies to the personal information concerned is in force in that jurisdiction, or
- the disclosure is permitted under a Privacy Code of Practice.

Specific Health Information Privacy Principles

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the privacy principles, above, that apply to both personal and health information, the following four additional principles apply specifically to health information. The specific Health Privacy Principles are:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

HPP 14 Transborder data flow

Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIP Act or consent has been given or transfer is under a contract between Council and the individual or transfer will benefit the individual or to lessen a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIP Act or transfer is permitted or required under any other law.

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HPP 15 Cross-organisational linkages

Council will seek the express consent of individuals before participating in any system that links health records across more than one organisation. Health information or the disclosure of their identifier for the purpose of the health records linkage system will only be included if the person has given express consent.

4.2 How the Privacy Code of Practice for Local Government affects the IPPs

The Privacy Code of Practice for Local Government makes provisions from Councils to depart from IPP's.

The Privacy Code of Practice for Local Government is available for viewing at:
<https://www.olg.nsw.gov.au/content/0044-privacy-code-practice-local-government>

PART 5 – DISSEMINATION OF THE PRIVACY MANAGEMENT POLICY**5.1 Compliance strategy**

During induction and on a regular basis all employees will be made aware of this Policy and it will be made available for on Council's Intranet and Council's website.

Councillors, employees, contractors and volunteers will be regularly acquainted with the general provisions of the PPIP Act and HRIP Act and, in particular, this Policy, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government and any other applicable Code of Practice.

5.2 Communication strategy

Council informs its employees, Councillors and the community of their rights under the PPIP Act and this Policy by:

- publishing the Privacy Management Policy and associated documents on Council's website together with a link to the Information & Privacy Commission website.
- including privacy statements on application forms and invitations for community engagement

PART 6 – COMPLAINTS AND PROCEDURES FOR INTERNAL REVIEW**6.1 Internal Review**

Pursuant to section 53 of the PPIP Act, if an individual is not satisfied with Council's conduct in relation to their privacy request, disclosure of personal information on a public register or believe Council is contravening a privacy principle or privacy code of practice they can make an application for internal review of Council's conduct or decision by writing to Council's Privacy Contact Officer.

The written application must be addressed to Council, include a return postal address in Australia and be received by Council within six months of the individual becoming aware of the conduct or decision that is the subject of the application.

6.2 How does the process of Internal Review operate?

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The Privacy Contact Officer will appoint a Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 calendar days of receipt of the application. The applicant will be notified of the outcome of the review within 14 calendar days of its determination.

Pursuant to section 54 of the PIPP Act, the NSW Privacy Commissioner will be notified by the Privacy Contact Officer of a review application as soon as is practicable after it is received. Council will brief the NSW Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The NSW Privacy Commissioner may make submissions to Council in relation to the subject matter of the application for internal review. Council may, if it deems it appropriate, ask the NSW Privacy Commissioner to conduct the internal review.

6.3 What happens after an Internal Review?

Pursuant to section 55 of the PPIP Act, if the applicant remains dissatisfied with the outcome of a review, an application may be made to the NSW Civil and Administrative Tribunal for a review of Council's conduct.

6.4 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly through the Information and Privacy Commission.

PART 7 - SPECIFIC EXEMPTIONS IN THE PPIP ACT AND HRIP ACT RELEVANT TO COUNCIL

There are a number of exemptions from compliance with the PPIP Act and HRIP Act that apply directly to Council.

These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal
- information is collected for law enforcement purposes
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue
- Council is authorised or required by a subpoena or search warrant or other statutory instrument
- Council is investigating a complaint that may be referred or made to an investigative agency
- Council is permitted by a law or statutory instrument not to comply
- compliance would prejudice the interests of the individual to whom the information relates
- the individual to whom the information relates has given express consent to Council not to comply
- disclosure is permitted under the Privacy Code of Practice for Local Government.

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PART 8 - OTHER INFORMATION**Campbelltown City Council**

Privacy Contact Officer
Manager, Governance and Risk
Phone: (02) 4645 4000
Fax: (02) 4645 4387
Email: council@campbelltown.nsw.gov.au

Information & Privacy Commission

GPO Box 7011
SYDNEY NSW 2001
Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au

NSW Civil and Administrative Tribunal (NCAT)

Address: 86 - 90 Goulburn St
Sydney NSW 2000
Phone: 1300 006 228

END OF POLICY STATEMENT

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8.7 Revised Access to Information Policy

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

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
5.2.2.1 Conduct Council business in an open, transparent and accountable manner

Officer's Recommendation

1. That the proposed Access to Information Policy as attached to this report be adopted.
2. That the adopted Access to Information Policy review date be set as 30 March 2028.

History

Council's Access to Information Policy was first adopted in 2013 and a subsequent review was conducted in 2019.

To ensure compliance with statutory requirements, alignment with best practice with the Local Government Sector and compliance with Council's corporate document framework, a review of the Policy has been undertaken.

Report

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

While amendments have been made to the Policy, they have not significantly altered its purpose and intent. The amendments have been made to provide clarity to the information contained in the Policy which is derived from the requirements in the *Government Information (Public Access) Act 2009* (GIPA Act) that Council must comply with.

Notable amendments include:


- Rights of review available under the GIPA Act.
- Reference to the Councillors Access to Information and Staff Policy.
- Consideration of copyright when providing access to information.

The Related Documents list was updated to reference current Council corporate documents.

Attachments

8.7.1 Access to Information Policy - Current (contained within this report) [↓](#)

8.7.2 Access to Information Policy - Proposed (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Access to Information	
Related Documentation	Access to Information webpage Records Management Policy Privacy Management Policy Formal GIPA Application Form Formal GIPA Application – Fact Sheet Internal Review Application Form Informal GIPA Request Form Informal GIPA Request – Plans Only Form Informal GIPA Request – Fact Sheet Guidelines for the Disclosure of Personal Information Access to Information Guidelines Agency Information Guide Information Management Authorised Statement Privacy Management Policy Councillors Access to Information and Interaction with Staff Policy	
Relevant Legislation/ Corporate Plan	<i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulations 2018</i> <i>Local Government Act 1993</i> <i>Copyright Act 1968 (Cth)</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Environmental Planning and Assessment Regulation 2000</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>State Records Act 1998</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

The objective of this policy is to explain how Campbelltown City Council enables public access to information held by Council.

The objectives of this Policy are to:

1. To provide an open and transparent means of providing access to information that is held by Council taking into consideration any constraints and obligations prescribed by relevant legislation.
2. To clarify Council's obligations with respect to the disclosure of information, as set out in the *Government Information (Public Access) Act* (the GIPA Act), the *Local Government Act* (LGA), the *Environmental Planning and Assessment Act* (the EP&A Act), and the *Privacy and Personal Information Protection Act* (the PPIP Act).

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Campbelltown City Council

Council is committed to promoting transparency in its public functions, decision-making processes, initiative, operations and plans. Council acknowledges that the information it holds is of public interest.

Council is committed to the presumption in favour of disclosure of information unless there is an overriding public interest against disclosure and, these considerations outweigh the public interest considerations in favour of disclosure.

Council is committed to complying with relevant regulatory requirements such as the GIPA Act and the PPIP Act when releasing information it holds, either proactively or in response to requests for information. Should Council determine to withhold information (in full, or in part), the reasons of the determination will be identified to the applicant and documented.

Scope

This policy applies to requests received from the public, private businesses, companies, organisations and public sector agencies seeking access to information held by Council. All staff employed by Council have obligations under the GIPA Act and the PPIP Act. [This policy applies to all staff, Councillors and contractors of Campbelltown City Council.](#)

Context

Council has a diverse range of services and functions, which requires us to collect and hold information. Some information is recent and some extends back to the early development of Campbelltown. There is a strong public interest in the information held by Council and we recognise the legal right of our community to access Council information.

The *Government Information (Public Access) Act 2009* ('the GIPA Act') provides a framework for how the public can access Council information. This framework identifies rights of access, limitations to these rights, and obligations on Council in relation to making information available to the public. The rights of access apply to information created, received and held by Council.

We are committed to being open, accountable, fair and effective in the exercise of our functions. Where possible we publish information on our website. However, in some cases it may not be possible or appropriate to publish information online. In these circumstances the GIPA Act provides Council other avenues for facilitating access to information.

Definitions

Access application means an application for access to government information under Part 4 of the GIPA Act that is a valid access application under that Part.

Informal access request means a request for access to government information under Part 2 of the GIPA Act.

A Record as defined by the GIPA Act is a document or other source of information compiled, recorded or stored in written form or by electronic process, or in any other manner or by any other means.

Government Information is defined in the GIPA Act as information contained in a record held by an agency.

Personal Information is defined by the PPIP Act as information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

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Campbelltown City Council

Legislative Context

On 1 July 2010 the GIPA Act replaced the *Freedom of Information Act 1989*. The GIPA Act is designed to meet the community expectations of a more open and transparent government. The GIPA Act sets a presumption in favour of disclosure of government information and makes provisions for the public to be able to access relevant government information.

The LGA contains provisions that confer rights of access on members of the public to information and documents.

The *Copyright Act 1968 (Cth)* governs the copying of information and contains provisions which confer exclusive rights to copyright owners which have the effect of prohibiting publication of copyright material on websites or provision of copies unless the copyright owner has expressly consented.

The *Environmental Planning and Assessment Regulation 2000* (the EP&A Regulation), section 91, states that a consent authority must ensure that a development application is publically notified in accordance with the relevant requirements and any accompanying information is available for inspection during the relevant submission period. During this period the EP&A Regulation provides that any person may inspect the development application and any accompanying information and make extracts from or copies of them.

The PPIP Act provides for the protection of personal information and limits the circumstances in which personal information held by Council be disclosed to other parties. However, it also provides for the rights of the individual to access their own personal information held by Council and for Council to provide same without delay.

Other forms of legislation or documents which have an impact upon access to documents include:

- Privacy Code of Practice for Local Government
- *Health Records and Information Privacy Act 2002*
- *State Records Act 1998*

Principles

When providing access to the information, we apply the principles as set out by the GIPA Act. These are;

- to ensure open, transparent and effective government,
- a presumption in favour of disclosure unless there is an overriding public interest against disclosure,
- a proactive approach to the disclosure of information,
- timely, equitable and impartial processing of reasonable requests for information within relevant legislative and business service levels, at the lowest reasonable cost,
- respect for the privacy of individuals, and
- in relation to personal information, consideration of the Information Protection Principles (IPP's) as set out in the *Privacy and Personal Information Protection Act 1998*.

Release of information is done with consideration to other relevant legislation and authorities, such as the:

- *Copyright Act 1968 (Cth)*
- *Environmental and Planning Assessment Act 1979*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- Privacy Code of Practice for Local Government

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- Any guidelines issued by the NSW Information and Privacy Commission

Open Access Information and Proactive Disclosure

The GIPA Act classifies some government information as open access information and there is a requirement on Council to make this sort of information publicly available. Where it is reasonable to do so, Council publishes open access information on our website.

~~Campbelltown City Council publishes a wide range of information on its website, including open access information under the GIPA Act unless to do so would impose unreasonable additional costs to Council. Part 3 of the GIPA Act and Schedule 1 of the *Government Information (Public Access) Regulation 2018* (the GIPA Regulation) list information that is open access information.~~

~~Any member of the public has a legal right to make an application to Campbelltown City Council for access to information that Council holds.~~

Informal Access to Information (Informal GIPA Request)

Section 8 of the GIPA Act authorises Council to release information in response to an informal request, unless there is overriding public interest against disclosure of the information. However, section 8 does not create a legal obligation on Council to release information informally.

There is no requirement to pay an application fee, or other costs such as processing charges. However, should the search for and retrieving of the requested information require a significant diversion of resources, Council may refuse to consider the request informally.

Council cannot be required to release information in response to an informal GIPA request. Should access to information not be granted, a person has the right to make a formal GIPA Application. Where access is granted, Council may impose conditions on the release of information including how information can be accessed.

There is no legislative timeframe imposed on Council for responding to an informal GIPA requests. However, Council aims to respond to all informal GIPA requests in a timely manner. The processing of an informal GIPA request will take a minimum of 20 working days (4 weeks) from the date that a request is received. The processing of complex requests or during periods of high demand, requests can take up to 30 working days (6 weeks) to complete.

~~Council will make as much other information as possible, publicly available in an appropriate manner, including on its website. Such information is also available free of charge or at the lowest reasonable cost.~~

~~Council will allow access to information unless there is an overriding public interest against disclosure of the information. There is no fee required for an informal access request, however photocopying fees may be payable for applications that cannot be responded to electronically.~~

~~Should a member of the public request access to information that is not listed on the register of open access information or if they are seeking access to large volume of information, they may be required to complete a formal GIPA application.~~

~~Broad requests for access to a large number of unspecified documents which, if processed would divert substantial Council resources from dealing with other requests or from performing other Council functions, may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist in defining such requests to make them more manageable.~~

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~~A member of the public who is refused access to information in response an informal access request will be informed of their right to make a formal GIPA application under Part 4 of the GIPA Act.~~

Formal GIPA Application

A Formal GIPA Application is a process that can be used by a customer who wishes to access records held by Council, that;

- are of a sensitive nature,
- contain personal information of various parties,
- could affect the legislative rights of another person or organisation, or
- will require significant Council time and resources to process.

The Formal GIPA Application process, also known as an Access Application is set out in Part 4, Division 1 of the GIPA Act.

~~If information cannot be accessed informally then a formal GIPA application pursuant to Part 4 of the GIPA Act may be necessary.~~

~~A formal GIPA application would be required when:~~

~~A large volume of information is being sought.~~

~~Extensive searches are required to locate the relevant records.~~

~~The information sought involves personal information of various parties.~~

~~The information sought involves business information of third parties that must be consulted before any information can be released.~~

~~The records sought are of a sensitive nature.~~

Section 41 of the GIPA Act provides that a A formal access GIPA application must be in writing and accompanied by a \$30 incurs a lodgement fee. Section 65 of the GIPA Act permits Council to charge a processing fee. of \$30. Additionally, pursuant to Depending on the complexity of the application, section 64 of the GIPA Act, Council may impose a processing fee of \$30 per hour of time taken by any Council officer to efficiently deal with the application (including consideration of the application, searching for records, consultation, decision-making and any other function exercised in connection with deciding the application).

The formal GIPA application process has legislated timeframes for dealing with an application. The application must be acknowledged within 5 working days of receipt. The application must be decided within 20 working days.

If Council needs to seek further information from a third party or from archives then the decision period may be extended by an additional 10-15 working days.

Council must provide an applicant with a notice of decision, which outlines the process, outcomes and reasons for the decision.

Rights of Review

The GIPA Act provides no rights of review for decisions relating to informal GIPA requests.

There are a number of review rights available under part 5 of the GIPA Act for decisions arising from formal GIPA applications. There are three options:

1. Internal review by a senior staff member of Council
2. External review by the Information & Privacy Commission
3. External review by the NSW Civil and Administrative Tribunal (NCAT)

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Applications for internal review must be made within 20 working days of the date of the original decision and must be accompanied by a fee of \$40.00. An internal review will be undertaken by a senior officer who was not involved in making the original decision. A determination from an internal review will be issued within 15 working days. This may be extended by up to 10 working days where there is a need to consult.

Alternatively, an applicant can apply for a review directly to the IPC or the NCAT. Applicants have 40 working days from the date of the original decision to ask for this review. If the applicant has already received a review decision from the IPC, they have 20 working days from the date of the decision to make an application to NCAT.

Councillors Access to Information

The Councillors Access to Information and Interaction with Staff Policy outlines the principles for Councillors access to Council records.

Copyright

The intellectual property of many records held by Council belong to third parties. Items such as building plans and reports, lodged with Council for various statutory purposes, are held by Council as a record and can be the subject of public interest. The *Copyright Act 1968* gives an author of such records exclusive rights over their works. Section 72(2)(c) of the GIPA Act, provides that Council must provide access to information, in a way requested by the applicant unless to do so would involve an infringement of copyright.

Copyright protections do not affect rights of access to material but rather affects the manner and form in which access is granted. Where Council is able to grant access to copyright protected material this will be done in a manner that does not infringe copyright such as view only access.

Responsibility

~~Governance Officer — Access to Information has the responsibility of facilitating access to Council records.~~

~~All Staff, Councillors and contractors of Campbelltown City Council are responsible for upholding the principles of this Policy in their daily work. staff and elected representatives have responsibilities under the GIPA Act, the GIPA Regulation, the PPIP Act and State Records Act 1998.~~


Effectiveness of this Policy

~~Formal access applications will be published on a disclosures log of access on Council's website and reported upon annually.~~

~~This Policy will be reviewed in accordance with Council's adopted Procedure for Policy Development and Review — Corporate Document Development and Review Procedure. to ensure the framework to manage disclosures is effective and meets current legislative requirements.~~

END OF POLICY STATEMENT

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Access to Information	
Related Documentation	Access to Information webpage Formal GIPA Application Form Formal GIPA Application – Fact Sheet Internal Review Application Form Informal GIPA Request Form Informal GIPA Request – Plans Only Form Informal GIPA Request – Fact Sheet Information Guide Information Management Authorised Statement Privacy Management Policy Councillors Access to Information and Interaction with Staff Policy	
Relevant Legislation	<i>Government Information (Public Access) Act 2009</i> <i>Government Information (Public Access) Regulations 2018</i> <i>Local Government Act 1993</i> <i>Copyright Act 1968 (Cth)</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Environmental Planning and Assessment Regulation 2000</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>State Records Act 1998</i>	
Responsible Officer	Manager Governance and Risk	

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Objective

The objective of this policy is to explain how Campbelltown City Council enables public access to information held by Council.

Scope

This policy applies to all staff, Councillors and contractors of Campbelltown City Council.

Context

Council has a diverse range of services and functions, which requires us to collect and hold information. Some information is recent and some extends back to the early development of Campbelltown. There is a strong public interest in the information held by Council and we recognise the legal right of our community to access Council information.

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The *Government Information (Public Access) Act 2009* ('the GIPA Act') provides a framework for how the public can access Council information. This framework identifies rights of access, limitations to these rights, and obligations on Council in relation to making information available to the public. The rights of access apply to information created, received and held by Council.

We are committed to being open, accountable, fair and effective in the exercise of our functions. Where possible we publish information on our website. However, in some cases it may not be possible or appropriate to publish information online. In these circumstances the GIPA Act provides Council other avenues for facilitating access to information.

Principles

When providing access to the information, we apply the principles as set out by the GIPA Act. These are;

- to ensure open, transparent and effective government,
- a presumption in favour of disclosure unless there is an overriding public interest against disclosure,
- a proactive approach to the disclosure of information,
- timely, equitable and impartial processing of reasonable requests for information within relevant legislative and business service levels, at the lowest reasonable cost,
- respect for the privacy of individuals, and
- in relation to personal information, consideration of the Information Protection Principles (IPP's) as set out in the *Privacy and Personal Information Protection Act 1998*.

Release of information is done with consideration to other relevant legislation and authorities, such as the:

- *Copyright Act 1968* (Cth)
- *Environmental and Planning Assessment Act 1979*
- *Privacy and Personal Information Protection Act 1998*
- *Health Records and Information Privacy Act 2002*
- Privacy Code of Practice for Local Government
- Any guidelines issued by the NSW Information and Privacy Commission

Open Access Information and Proactive Disclosure

The GIPA Act classifies some government information as open access information and there is a requirement on Council to make this sort of information publicly available. Where it is reasonable to do so, Council publishes open access information on our website.

Informal Access to Information (Informal GIPA Request)

Section 8 of the GIPA Act authorises Council to release information in response to an informal request, unless there is overriding public interest against disclosure of the information. However, section 8 does not create a legal obligation on Council to release information informally.

There is no requirement to pay an application fee, or other costs such as processing charges. However, should the search for and retrieving of the requested information require a significant diversion of resources, Council may refuse to consider the request informally.

Council cannot be required to release information in response to an informal GIPA request. Should access to information not be granted, a person has the right to make a formal GIPA Application. Where access is granted, Council may impose conditions on the release of information including how information can be accessed.

DATA AND DOCUMENT CONTROL		
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There is no legislative timeframe imposed on Council for responding to an informal GIPA requests. However, Council aims to respond to all informal GIPA requests in a timely manner. The processing of an informal GIPA request will take a minimum of 20 working days (4 weeks) from the date that a request is received. The processing of complex requests or during periods of high demand, requests can take up to 30 working days (6 weeks) to complete.

Formal GIPA Application

A Formal GIPA Application is a process that can be used by a customer who wishes to access records held by Council, that;

- are of a sensitive nature,
- contain personal information of various parties,
- could affect the legislative rights of another person or organisation, or
- will require significant Council time and resources to process.

The Formal GIPA Application process, also known as an Access Application is set out in Part 4, Division 1 of the GIPA Act.

Section 41 of the GIPA Act provides that a formal GIPA application must be in writing and accompanied by a \$30 lodgement fee. Section 65 of the GIPA Act permits Council to charge a processing fee. of \$30. Depending on the complexity of the application, Council may impose a processing fee of \$30 per hour of time taken by any Council officer to efficiently deal with the application

The formal GIPA application process has legislated timeframes for dealing with an application. The application must be acknowledged within 5 working days of receipt. The application must be decided within 20 working days.

If Council needs to seek further information from a third party or from archives then the decision period may be extended by an additional 10-15 working days.

Council must provide an applicant with a notice of decision, which outlines the process, outcomes and reasons for the decision.

Rights of Review

The GIPA Act provides no rights of review for decisions relating to informal GIPA requests.

There are a number of review rights available under part 5 of the GIPA Act for decisions arising from formal GIPA applications. There are three options:

1. Internal review by a senior staff member of Council
2. External review by the Information & Privacy Commission (IPC)
3. External review by the NSW Civil and Administrative Tribunal (NCAT)

Applications for internal review must be made within 20 working days of the date of the original decision and must be accompanied by a fee of \$40.00. An internal review will be undertaken by a senior officer who was not involved in making the original decision. A determination from an internal review will be issued within 15 working days. This may be extended by up to 10 working days where there is a need to consult.

Alternatively, an applicant can apply for a review directly to the IPC or the NCAT. Applicants have 40 working days from the date of the original decision to ask for this review. If the applicant has already received a review decision from the IPC, they have 20 working days from the date of the decision to make an application to NCAT.

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Campbelltown City Council

Councillors Access to Information

The Councillors Access to Information and Interaction with Staff Policy outlines the principles for Councillors access to Council records.

Copyright

The intellectual property of many records held by Council belong to third parties. Items such as building plans and reports, lodged with Council for various statutory purposes, are held by Council as a record and can be the subject of public interest. The *Copyright Act 1968* gives an author of such records exclusive rights over their works. Section 72(2)(c) of the GIPA Act, provides that Council must provide access to information, in a way requested by the applicant unless to do so would involve an infringement of copyright.

Copyright protections do not affect rights of access to material but rather affects the manner and form in which access is granted. Where Council is able to grant access to copyright protected material this will be done in a manner that does not infringe copyright such as view only access.

Responsibility

Staff, Councillors and contractors of Campbelltown City Council are responsible for upholding the principles of this Policy in their daily work.

Effectiveness of this Policy

This Policy will be reviewed in accordance with Council's Corporate Document Development and Review Procedure.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
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8.8 Revised Electronic Signature Policy

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

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
5.2.1.1 Lead and improve corporate planning for a sustainable future

Officer's Recommendation

1. That the proposed Electronic Signature Policy as attached to this report be adopted.
2. That the Electronic Signature Policy review date be set as 30 March 2028.

History

This Policy was first adopted by Council in 2021 to facilitate electronic transactions in response to alternative work arrangements brought on by COVID-19.

Report

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

Amendments were made to the remote witnessing provisions of the Policy. These provisions were first introduced as a temporary pilot scheme under the *Electronic Transactions Act 2000*. The provisions were later adopted in the Act and the section in the Policy has been amended to reflect this.

Attachments

8.8.1 Electronic Signature Policy - Current (contained within this report) [↓](#)

8.8.2 Electronic Signature Policy - Proposed (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Electronic Signature Policy	
Related Documentation	Acceptable use of electronic signatures procedure	
Relevant Legislation	<i>Electronic Transactions Act 2000 (NSW)</i> <i>Electronic Transactions Regulation 2017 (NSW)</i> <i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance & Risk	

UNCONTROLLED WHEN PRINTED**Objective**

The objectives of this Policy are to:

1. Provide information and guide staff in the use of electronic signatures in Council correspondence and documents.
2. Provide circumstances where the use of electronic signatures conforms to laws and regulations in NSW.
3. Ensure confidence in the use of electronic signatures for business transactions.

Policy Statement

With the increased reliance on digital communication, it is important to establish processes and procedures that facilitate Council's day-to-day business via electronic means. With few exceptions, electronic and digital signatures possess the same legal status as a wet ink signature.

This policy provides Campbelltown City Council's endorsement of the use of electronic signatures as a substitute for wet ink signatures to facilitate Council's day-to-day business. Such use is accepted wherever the signing of a document is necessary, whether prescribed by an Act or Regulation, another Council policy, or by convention.

Scope

This policy applies to all staff and Councillors at Campbelltown City Council and to any member of the public conducting day-to-day business with Council. The policy also applies to anyone or any method prescribed by subsequent regulations, issued from time to time under the *Local Government Act 1993*, *Electronic Transaction Act 2000 (NSW)* or any other Act or Regulation.

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Exceptions – This policy does not apply to circumstances where an external party to a transaction requires the use of wet ink signatures.

The use of electronic signatures is authorised within the scope of Council's Delegations Policy. Electronic signatures are accepted for the use of staff where the exercise of a delegation requires a document to be signed.

Definitions

Wet ink signature	The method of marking a physical document by applying pen to paper, to indicate agreement to its terms.
Electronic signature (e-signature)	Any electronic communication which satisfies the characteristics of a signature, which is to indicate agreement to the terms being communicated.
Digital signature	A type of electronic signature that integrates a verification element, most often an encrypted digital code which is used to verify that the message/document was sent and has not been altered. To use digital signatures, a specialised platform or software is required. Software based on a Public Key Infrastructure (PKI) system provide a high standard of assurance in relation to authentication.
Public Key Infrastructure (PKI) System	A system for the creation, storage, and distribution of digital certificates which are used to verify that a particular public key belongs to a certain entity.
Soft copy	Digital or electronic version of a document which is not printed on paper but can be viewed on a digital device such as a computer, tablet or smart phone.

Legislative Context

The *Electronic Transactions Act 2000* (NSW) facilitates the completion of the following actions electronically and recognises the validity of such actions carried out by means of one or more electronic communications.

- Giving information in writing
- Providing a signature
- Producing a document

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- Recording information
- Retaining a document.

It is important to recognise that these actions are and can be interrelated in the digital world.

Principles

The use of electronic signatures is a widely accepted method of information sharing, communicating consent and finalising agreements between parties while preserving legality in a digital environment.

Examples of the use of electronic signatures are (but not limited to):

- Typing a name in electronic format
- Scanning and inserting (pasting) a physical signature into an electronic document
- A name appearing in the 'From' field in an email
- Clicking an 'I Accept' button
- Signing a soft copy of a document with a stylus or finger on a touchscreen.

Electronic signature

Under the *Electronic Transaction Act 2000* (NSW) many documents may be validly created and signed electronically. In accordance with section 9(1), if the law requires a person's signature, there are broadly three requirements for a valid electronic signature – being identification, reliability and consent:

1. **Identification:** the recipient must be able to identify from the method of execution the person signing, and confirm that the person signing intends to be bound by the information communicated. An example is the inclusion of an electronic signature accompanied by the signatory's name and position.
2. **Reliability:** the method used to sign must be reliable, which is objectively determined by considering all relevant circumstances and the purpose for which the signature is required. It may be sufficiently reliable that a password protected email account is used to send the communication. However where there is a higher level of risk associated with the execution of the document then it may be appropriate to use software which requires a password or authentication before a digital signature is inserted.

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3. **Consent:** the counterparty to the document being electronically signed must agree to the document being signed electronically. This can be achieved by the inclusion of a standard agreement statement as part of the document.

A signature may not need to be placed on an electronic communication so long as the above requirements are satisfied and a signature is not specifically required by another Act (section 9(2)).

Remote witnessing of documents

Some documents require an authorising signature to be witnessed [by another party](#). [Circumstances may arise where it is not possible for a third party to witness an authorising signature in person.](#)

Part 2B of the *Electronic Transactions Act 2000* (NSW) ~~has introduced a~~ [sets out](#) Remote Witnessing ~~Pilot Scheme provisions~~. This ~~initiative~~ permits the witnessing [and attestation](#) of documents by audio visual link (i.e. MS Teams, Zoom or any platform approved by Council). [Where circumstances do not permit in person witnessing of an authorising signature then remote witnessing of documents will be permitted.](#) Remote witnessing will be carried out in accordance with the legislated provisions set out in section 14G(2) of the *Electronic Transactions Act 2000* (NSW).

Responsibility

An officer or relevant division of Council responsible for the electronic communication or agreement being undertaken holds an obligation to consider this policy, relevant procedures, all relevant legislation, regulations, applicable circumstances and the purpose for which the electronic communication is required.

END OF POLICY STATEMENT

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Electronic Signature Policy	
Related Documentation	Acceptable use of electronic signatures procedure	
Relevant Legislation	<i>Electronic Transactions Act 2000 (NSW)</i> <i>Electronic Transactions Regulation 2017 (NSW)</i> <i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance & Risk	

UNCONTROLLED WHEN PRINTED**Objective**

The objectives of this Policy are to:

1. Provide information and guide staff in the use of electronic signatures in Council correspondence and documents.
2. Provide circumstances where the use of electronic signatures conforms to laws and regulations in NSW.
3. Ensure confidence in the use of electronic signatures for business transactions.

Policy Statement

With the increased reliance on digital communication, it is important to establish processes and procedures that facilitate Council's day-to-day business via electronic means. With few exceptions, electronic and digital signatures possess the same legal status as a wet ink signature.

This policy provides Campbelltown City Council's endorsement of the use of electronic signatures as a substitute for wet ink signatures to facilitate Council's day-to-day business. Such use is accepted wherever the signing of a document is necessary, whether prescribed by an Act or Regulation, another Council policy, or by convention.

Scope

This policy applies to all staff and Councillors at Campbelltown City Council and to any member of the public conducting day-to-day business with Council. The policy also applies to anyone or any method prescribed by subsequent regulations, issued from time to time under the *Local Government Act 1993*, *Electronic Transaction Act 2000 (NSW)* or any other Act or Regulation.

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Definitions

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- Recording information
- Retaining a document.

It is important to recognise that these actions are and can be interrelated in the digital world.

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3. **Consent:** the counterparty to the document being electronically signed must agree to the document being signed electronically. This can be achieved by the inclusion of a standard agreement statement as part of the document.

A signature may not need to be placed on an electronic communication so long as the above requirements are satisfied and a signature is not specifically required by another Act (section 9(2)).

Remote witnessing

Some documents require an authorising signature to be witnessed by another party. Circumstances may arise where it is not possible for a third party to witness an authorising signature in person.

Part 2B of the *Electronic Transactions Act 2000* (NSW) sets out Remote Witnessing provisions. This permits the witnessing and attestation of documents by audio visual link (i.e. MS Teams, Zoom or any platform approved by Council). Where circumstances do not permit in person witnessing of an authorising signature then remote will be permitted. Remote witnessing will be carried out in accordance with the legislated provisions set out in section 14G of the *Electronic Transactions Act 2000* (NSW).

Responsibility

An officer or relevant division of Council responsible for the electronic communication or agreement being undertaken holds an obligation to consider this policy, relevant procedures, all relevant legislation, regulations, applicable circumstances and the purpose for which the electronic communication is required.

END OF POLICY STATEMENT

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8.9 Revised Investment Policy

Reporting Officer

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
5.2.2.5 Ensure assets, infrastructure and property are well managed and incorporate design excellence

Officer's Recommendation

1. That the revised Investment Policy as attached to this report be adopted.
2. That the Investment Policy review date be set at 31 December 2028.

Purpose

To seek Council's endorsement of the revised Investment Policy.

History

The abovementioned policy was adopted by Council on 3 August 1984, revised on 11 February 2020 and is now due for review in accordance with the Information Management Authorised Statement.

Report

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


Council's external financial advisor, Amicus Advisory were consulted and have advised that, in their view, the policy remains consistent with the conservative approach required for the stewardship of Council's restricted and unrestricted reserve monies and that only minor amendments are to be considered:

- Include commentary relating to any commissions paid to the investment advisor for recommending of investment products are rebated back to Council. This additional commentary is to show transparency that there is no conflict of interest when placing investments.
- Expanding the term limit for BBB rated entities from three to five years. Extending the duration will provide Council the opportunity to participate in investment opportunities that are coming to the market with terms longer than three years. It should be noted that the policy currently provides safeguards relating to this ratings category in that there is a per entity limit of 10 per cent and that a cumulative restriction of 70 per cent of the entire portfolio must be A- and above.

Attachments

8.9.1 Current Investment Policy (contained within this report) [↓](#)

8.9.2 Proposed Investment Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Investment Policy	
Related Documentation	Accounting Practices Statement	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government General Regulation 2005</i> Ministerial Investment Order Local Government Code of Accounting Practice and Financial Reporting Australian Accounting Standards Office of Local Government Circulars	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

Objectives

To comply with the legislative requirements and regulations relevant to the management of Council's investments.

To maximise returns to Council consistent with all requirements of the policy.

To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing all risks within identified thresholds and parameters.

To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that considers Council's risk tolerance. Any additional return target set by Council will also consider appropriate risk limitations and prudent investment principles.

To confirm delegations and other relevant governance matters in relation to Council's investments.

Policy Statement

Interest on these investments represents a significant contribution to the total income of Council and it is essential Council has clear policy guidelines as to how funds can be invested. While the *Local Government Act 1993* – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not

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Division: City Governance Section: Financial Services DocSet: 2169952	Adopted Date: 03/08/1984 Revised Date: 11/02/2020 Minute Number: 013 Review Date: 30/06/2021	Page: 1 of 6

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explained. This policy aims to clearly state the institutions and parameters within which Council can invest the maximum proportion of funds that may be placed with individual organisations and the types of investments acquired. Council aims to operate within stricter risk controls than those specified under the legislation because of its conservative nature.

Scope

This policy applies to Investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets
- Restricted reserves that accrue through contributions under Section 7.11 of the *EPA Act* and grants and contributions etc
- Internally restricted reserves
- Loan proceeds drawn down awaiting expenditure
- Revenues received from the sale of property
- Timing differences within the year between rate receipts and expenditures.

Definitions

MTB Major Trading Bank
 ADI Approved Deposit Taking Institution
 TCorp New South Wales Treasury Corporation

Legislative Context

Council's power to invest is derived from Section 625 of the *Local Government Act 1993*, as amended by the *Statute Law (Miscellaneous Provisions) Act 2000* – which limits investments to only those that the Minister approves.

The Local Government Act 1993

Section 625 (2) of the Act provides that:

“Money may be invested only in a form of investment notified by order of the Minister published in the Gazette”.

The current Ministerial order – 12 January 2011.

Principles

Authority for Investment

Investment of Council funds is limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government in accordance with the following guidelines:

Authorised Investments

- i) Public funds or securities issued by or guaranteed by the Commonwealth, State of the Commonwealth or a Territory
- ii) Debentures or securities issued by a Council (within the meaning of the *Local Government Act 1993* (NSW))
- iii) Interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit taking institutions (as defined by the *Banking Act 1959 (Cwlth)*), but excluding subordinated debt obligations

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- iv) Bills of exchange which have maturity dates of not more than 200 days; and if purchased for value confers on the holder in due course the right of recourse against a bank which has been designated as an authorised deposit taking institution by the Australian Prudential Regulation Authority (APRA)
- v) Deposits with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Long Term Credit Ratings

The rating scale from Standard and Poor's (S&P) ratings agency, a globally recognised rating agency, is:

AAA } an extremely strong capacity to repay debt

AA+ }
to } a very strong capacity to repay debt
AA- }

A+ }
to } a strong capacity to repay debt
A- }

BBB+ }
to } an adequate capacity to repay debt
BBB- }

Council will use S&P ratings in the first instance for assessing the credit rating of any debt instrument under this policy. However, if the debt instrument is not rated by S&P, but is rated by either of the other globally recognised credit ratings agencies, being Fitch and Moody's, their equivalent S&P rating will be used. If the instrument is rated by both Fitch and Moody's but not S&P and the Fitch and Moody's rating differ, then the S&P equivalent of the lower of the two ratings will be used.

Quotations on Investments

If practical, not less than three quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set in the schedule. The purpose of this requirement is to ensure prices obtained by Council are competitive within the market. However, if this objective can be achieved by other means then this requirement of the policy will be satisfied.

General Policy Guidelines

Diversification

Diversification is used to spread risk through utilisation of maximum percentage investment limits to the following:

- Individual Institutions (varies per credit rating)
- Credit Rating Bands (eg, AAA v BBB) - these are Standard & Poor's Long Term ratings (or Moody's and Fitch equivalents).

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These limits are as per the following schedule:

Credit Rating of Institution Standard & Poors <u>Long Term Rating</u>	Minimum % of Total Investments (cumulative)	Maximum % with one Institution	Maximum Term
AA+, AA, AA- and above (or MTB)	40%	45%	7 yrs
A+, A, A- and above	60%^	20%	5 yrs
BBB+, BBB, BBB- and above	100%	10%	53 yrs
T Corp MTGF and LTGF		20%	N/A

Investments in the TCorpIM Core Funds facilities will be regarded as AA- rated in line with the majority of underlying investments in the funds in the case of the ~~Cash or~~ Short Term Income Funds.

Investments in the TCorp Medium Term Growth Fund (MTGF) or Long Term Growth Fund (LTGF) will form part of the limits for TCorp MTGF and LTGF above.

^ An additional restriction will also apply of 70 percent of the total portfolio must be rated A- or above when the TCorp MTGF and LTGF are excluded from the calculation of total portfolio investment size.

Authorised Investments

- Major trading banks (MTB's) refer to ANZ Banking Group Ltd, Commonwealth Bank of Australia, National Australia Bank and Westpac Banking Corporation, and the wholly owned and guaranteed subsidiaries of these banks provided the investment is authorised under the current Order; and the subsidiary carries the same credit rating as the parent from Standard and Poor's, Moody's and Fitch;
- Any debt security issued by an Authorised Deposit Taking Institution (ADI) whose rating is BBB- or higher at the time of purchase and which is authorised under the current Investment Order.
- Any Fund approved by TCorp and falling under the current Investment Order.

Liquidity

Access to cash for operational purposes on a day-to-day basis will be managed through the timing of maturities, cash at call and the overdraft facility. A balance will be struck between keeping excessive amounts of cash in short term investments at low interest rates and the associated costs of doing so as compared with the risks and costs of having to utilise the overdraft facility.

Maturities

Funds may be invested for a period up to seven years in accordance with the credit rating restrictions outlined in the diversification section above.

The maturity allocation of core funds, and whether fixed or floating rates, will be determined by the interest rate outlook and be apportioned based on Council's cash flow forecast in conjunction with Council's Independent Investment Advisor and as per the restrictions outlined in this policy.

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Grandfathering

Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best, dependent on the individual circumstances, so long as the chosen risk management strategy is in accordance with the principles of the Investment Guidelines above; the prevailing legislation and the prudent person guidelines.

Specifically, grandfathering will apply to any investment that:

- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering,
- Is made ineligible ~~as a result of~~ because of a change to this investment policy,
- Is in breach of the investment policy due to a change of circumstance (because the investment has been downgraded or has had its credit rating withdrawn post purchase),
- Is in breach due to a change of portfolio size or composition (eg. because the overall portfolio size has decreased causing the percentage of total portfolio limit which applies to individual remaining investments to increase therefore causing a breach).

Environmental, Social and Governance (ESG) Investing

Where financial institutions are offering equivalent investment returns with the same credit rating and assessed financial risk and the investment fits within the provisions of this Investment Policy, consideration will be given to placing funds with institutions identified as having the higher ESG standards, which may include but not limited to, investing with institutions not financing fossil fuel companies.

Trading Policy

It is not Council's intention to trade instruments within the portfolio to seek capital gains, rather Council will be a hold to maturity investor, excepting for circumstances where monies are held in tradable securities for the purposes of providing a contingent liquidity buffer as an alternative to using the overdraft facility or where monies have been invested as part of a long term liability defeasance strategy and a rebalancing is necessary due to changes in the assessed value of either the liabilities or the investments used to hedge those liabilities.

Long Term Liability Defeasance

Council may seek to invest monies in the appropriate TCorp funds in line with the restrictions outlined in the diversification section of this policy for the purpose of defeasing long term liabilities held by Council. Council may have long term liabilities which may be better matched (the risks hedged) by longer term investments which contain a capital growth as well as an income component. Council will only purchase assets with a growth component as part of a long term liability defeasance strategy and will not purchase assets with a growth component for the prospect of short term speculative gains.

Investment Strategy

Council will formulate an ongoing investment strategy with the assistance of its Independent Investment Advisor. This will be a "living document" and whilst a formal annual review will be performed, the strategy will be subject to ongoing review with regards to market conditions and any changes to Council's risk tolerance or cash flow requirements. The Investment Strategy will always operate within the limits of this Investment Policy and will under normal conditions operate with adequate buffers within the Investment Policy limits to avoid any potential breaches as part of Council's conservative management of risks.

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Campbelltown City Council

Independent Investment Advice

Council's Independent Investment Advisor must be licensed by the Australian Securities and Investment Commission. The Advisor must be independent person who has no actual or potential conflict of interest in relation to investment products being recommended.

Any fees, commissions, or other incentives paid to the Investment Advisor in relation to any investment products recommended must be rebated in full to Council to avoid any conflicts of interest arising.

New investment instruments that are promoted by an appropriately rated financial institution must be the subject of a review by Council's Independent Investment Advisor. Funds may not be placed in any new financial product before this review has been completed.

Review of Investment Portfolio Performance

Council is presented with a monthly report on the performance of each fund/product that makes up Council's Investment portfolio. In conjunction with Council's Independent Investment Advisor, the Investment Policy will be reviewed at least annually or as required in the event of legislative or other changes.

Council's Independent Investment Advisor will provide a monthly compliance check based on Council's portfolio at the end of each month.

Benchmarks

Cash	Reserve Bank Cash Reference Rate
Direct Investments	AUSBOND Bank Bill Index
TCorp Funds	As per the specific fund as specified by TCorp
Overall Portfolio	AUSBOND Bank Bill Index

Responsibility


Executive Manager Corporate Services and Governance, Senior Financial Accountant and other authorised signatories.

Effectiveness of this Policy

This policy will be reviewed annually in accordance with Regulations and Departmental Guidelines to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT

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 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Investment Policy	
Related Documentation	Accounting Practices Statement	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Local Government General Regulation 2005</i> Ministerial Investment Order Local Government Code of Accounting Practice and Financial Reporting Australian Accounting Standards Office of Local Government Circulars	
Responsible Officer	Executive Manager Corporate Services and Governance	

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

Objectives

To comply with the legislative requirements and regulations relevant to the management of Council's investments.

To maximise returns to Council consistent with all requirements of the policy.

To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing all risks within identified thresholds and parameters.

To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that considers Council's risk tolerance. Any additional return target set by Council will also consider appropriate risk limitations and prudent investment principles.

To confirm delegations and other relevant governance matters in relation to Council's investments.

Policy Statement

Interest on these investments represents a significant contribution to the total income of Council and it is essential Council has clear policy guidelines as to how funds can be invested. While the *Local Government Act 1993* – Order (relating to investments by Councils) is quite explicit as to the types of institutions with which Council can invest, there are nevertheless variations in the financial ratings of these institutions and the types of investments that can be purchased, which are not

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explained. This policy aims to clearly state the institutions and parameters within which Council can invest the maximum proportion of funds that may be placed with individual organisations and the types of investments acquired. Council aims to operate within stricter risk controls than those specified under the legislation because of its conservative nature.

Scope

This policy applies to Investment monies built up through:

- General unrestricted reserves created through rate income and other revenue sources exceeding (re)current expenditure, sale of properties and other assets
- Restricted reserves that accrue through contributions under Section 7.11 of the *EPA Act* and grants and contributions etc
- Internally restricted reserves
- Loan proceeds drawn down awaiting expenditure
- Revenues received from the sale of property
- Timing differences within the year between rate receipts and expenditures.

Definitions

MTB Major Trading Bank
 ADI Approved Deposit Taking Institution
 TCorp New South Wales Treasury Corporation

Legislative Context

Council's power to invest is derived from Section 625 of the *Local Government Act 1993*, as amended by the *Statute Law (Miscellaneous Provisions) Act 2000* – which limits investments to only those that the Minister approves.

The Local Government Act 1993

Section 625 (2) of the Act provides that:

“Money may be invested only in a form of investment notified by order of the Minister published in the Gazette”.

The current Ministerial order – 12 January 2011.

Principles

Authority for Investment

Investment of Council funds is limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government in accordance with the following guidelines:

Authorised Investments

- i) Public funds or securities issued by or guaranteed by the Commonwealth, State of the Commonwealth or a Territory
- ii) Debentures or securities issued by a Council (within the meaning of the *Local Government Act 1993* (NSW))
- iii) Interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit taking institutions (as defined by the *Banking Act 1959 (Cwlth)*), but excluding subordinated debt obligations

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- iv) Bills of exchange which have maturity dates of not more than 200 days; and if purchased for value confers on the holder in due course the right of recourse against a bank which has been designated as an authorised deposit taking institution by the Australian Prudential Regulation Authority (APRA)
- v) Deposits with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Long Term Credit Ratings

The rating scale from Standard and Poor's (S&P) ratings agency, a globally recognised rating agency, is:

AAA } an extremely strong capacity to repay debt

AA+ }
to } a very strong capacity to repay debt
AA- }

A+ }
to } a strong capacity to repay debt
A- }

BBB+ }
to } an adequate capacity to repay debt
BBB- }

Council will use S&P ratings in the first instance for assessing the credit rating of any debt instrument under this policy. However, if the debt instrument is not rated by S&P, but is rated by either of the other globally recognised credit ratings agencies, being Fitch and Moody's, their equivalent S&P rating will be used. If the instrument is rated by both Fitch and Moody's but not S&P and the Fitch and Moody's rating differ, then the S&P equivalent of the lower of the two ratings will be used.

Quotations on Investments

If practical, not less than three quotations shall be obtained from authorised institutions whenever an investment is proposed. The best quote on the day will be successful after allowing for administrative and banking costs, as well as having regard to the limits set in the schedule. The purpose of this requirement is to ensure prices obtained by Council are competitive within the market. However, if this objective can be achieved by other means then this requirement of the policy will be satisfied.

General Policy Guidelines

Diversification

Diversification is used to spread risk through utilisation of maximum percentage investment limits to the following:

- Individual Institutions (varies per credit rating)
- Credit Rating Bands (eg, AAA v BBB) - these are Standard & Poor's Long Term ratings (or Moody's and Fitch equivalents).

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These limits are as per the following schedule:

Credit Rating of Institution Standard & Poors <u>Long Term Rating</u>	Minimum % of Total Investments (cumulative)	Maximum % with one Institution	Maximum Term
AA+, AA, AA- and above (or MTB)	40%	45%	7 yrs
A+, A, A- and above	60%^	20%	5 yrs
BBB+, BBB, BBB- and above	100%	10%	5 yrs
T Corp MTGF and LTGF		20%	N/A

Investments in the TCorpIM Core Funds facilities will be regarded as AA- rated in line with the majority of underlying investments in the funds in the case of the Short Term Income Fund.

Investments in the TCorp Medium Term Growth Fund (MTGF) or Long Term Growth Fund (LTGF) will form part of the limits for TCorp MTGF and LTGF above.

^ An additional restriction will also apply of 70 percent of the total portfolio must be rated A- or above when the TCorp MTGF and LTGF are excluded from the calculation of total portfolio investment size.

Authorised Investments

- a) Major trading banks (MTB's) refer to ANZ Banking Group Ltd, Commonwealth Bank of Australia, National Australia Bank and Westpac Banking Corporation, and the wholly owned and guaranteed subsidiaries of these banks provided the investment is authorised under the current Order; and the subsidiary carries the same credit rating as the parent from Standard and Poor's, Moody's and Fitch;
- b) Any debt security issued by an Authorised Deposit Taking Institution (ADI) whose rating is BBB- or higher at the time of purchase and which is authorised under the current Investment Order.
- c) Any Fund approved by TCorp and falling under the current Investment Order.

Liquidity

Access to cash for operational purposes on a day-to-day basis will be managed through the timing of maturities, cash at call and the overdraft facility. A balance will be struck between keeping excessive amounts of cash in short term investments at low interest rates and the associated costs of doing so as compared with the risks and costs of having to utilise the overdraft facility.

Maturities

Funds may be invested for a period up to seven years in accordance with the credit rating restrictions outlined in the diversification section above.

The maturity allocation of core funds, and whether fixed or floating rates, will be determined by the interest rate outlook and be apportioned based on Council's cash flow forecast in conjunction with Council's Independent Investment Advisor and as per the restrictions outlined in this policy.

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Grandfathering

Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best, dependent on the individual circumstances, so long as the chosen risk management strategy is in accordance with the principles of the Investment Guidelines above; the prevailing legislation and the prudent person guidelines.

Specifically, grandfathering will apply to any investment that:

- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering,
- Is made ineligible because of a change to this investment policy,
- Is in breach of the investment policy due to a change of circumstance (because the investment has been downgraded or has had its credit rating withdrawn post purchase),
- Is in breach due to a change of portfolio size or composition (eg. because the overall portfolio size has decreased causing the percentage of total portfolio limit which applies to individual remaining investments to increase therefore causing a breach).

Environmental, Social and Governance (ESG) Investing

Where financial institutions are offering equivalent investment returns with the same credit rating and assessed financial risk and the investment fits within the provisions of this Investment Policy, consideration will be given to placing funds with institutions identified as having the higher ESG standards, which may include but not limited to, investing with institutions not financing fossil fuel companies.

Trading Policy

It is not Council's intention to trade instruments within the portfolio to seek capital gains, rather Council will be a hold to maturity investor, excepting for circumstances where monies are held in tradable securities for the purposes of providing a contingent liquidity buffer as an alternative to using the overdraft facility or where monies have been invested as part of a long term liability defeasance strategy and a rebalancing is necessary due to changes in the assessed value of either the liabilities or the investments used to hedge those liabilities.

Long Term Liability Defeasance

Council may seek to invest monies in the appropriate TCorp funds in line with the restrictions outlined in the diversification section of this policy for the purpose of defeasing long term liabilities held by Council. Council may have long term liabilities which may be better matched (the risks hedged) by longer term investments which contain a capital growth as well as an income component. Council will only purchase assets with a growth component as part of a long term liability defeasance strategy and will not purchase assets with a growth component for the prospect of short term speculative gains.

Investment Strategy

Council will formulate an ongoing investment strategy with the assistance of its Independent Investment Advisor. This will be a "living document" and whilst a formal annual review will be performed, the strategy will be subject to ongoing review with regards to market conditions and any changes to Council's risk tolerance or cash flow requirements. The Investment Strategy will always operate within the limits of this Investment Policy and will under normal conditions operate with adequate buffers within the Investment Policy limits to avoid any potential breaches as part of Council's conservative management of risks.

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Campbelltown City Council

Independent Investment Advice

Council's Independent Investment Advisor must be licensed by the Australian Securities and Investment Commission. The Advisor must be independent person who has no actual or potential conflict of interest in relation to investment products being recommended.

Any fees, commissions, or other incentives paid to the Investment Advisor in relation to any investment products recommended must be rebated in full to Council to avoid any conflicts of interest arising.

New investment instruments that are promoted by an appropriately rated financial institution must be the subject of a review by Council's Independent Investment Advisor. Funds may not be placed in any new financial product before this review has been completed.

Review of Investment Portfolio Performance

Council is presented with a monthly report on the performance of each fund/product that makes up Council's Investment portfolio. In conjunction with Council's Independent Investment Advisor, the Investment Policy will be reviewed at least annually or as required in the event of legislative or other changes.

Council's Independent Investment Advisor will provide a monthly compliance check based on Council's portfolio at the end of each month.

Benchmarks

Cash	Reserve Bank Cash Reference Rate
Direct Investments	AUSBOND Bank Bill Index
TCorp Funds	As per the specific fund as specified by TCorp
Overall Portfolio	AUSBOND Bank Bill Index

Responsibility

Executive Manager Corporate Services and Governance, Senior Financial Accountant and other authorised signatories.

Effectiveness of this Policy

This policy will be reviewed annually in accordance with Regulations and Departmental Guidelines to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT

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8.10 Quarterly Business Review Statement as at 31 December 2022

Reporting Officer

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 adjustment 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 2022-23 budget. The adjustments relating to the review of the original budget allocations are presented for Council's consideration.

Report

Introduction

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

Report

In accordance with Clause 203 of the Local Government (General) Regulations 2005, the Responsible Accounting Officer is required to prepare a quarterly budget review of income and expenditure estimates and submit a report to Council. The QBRS must also include an opinion of

the Responsible Accounting Officer concerning the financial position of Council. This report provides an overview of the results of the financial review for the quarter ended 31 December 2022.

The original budget allowed for the effects of the COVID-19 pandemic, and while its effects have lessened recently, the lag in recovery will continue to affect Council's operations until the end of this financial year. There a number of adjustments to both income and expenditure items across many section budgets. While there will be loss of revenue in some operations and increased costs in others, the measures that Council has implemented forecasts a balanced budget at year end.

In June 2022, Council adopted a balanced budget for 2022-23. There is no proposed change to the budget result in this review.

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

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

Adjustments to salaries across the following functions:

General Manager - \$28,400 decrease in expenditure
City Standards and Compliance Management - \$25,900 decrease in expenditure
Planning and Development - \$203,000 decrease in expenditure
Community Businesses - \$17,000 increase in expenditure
Education and Care - \$115,000 increase in expenditure
Community Life - \$188,100 decrease in expenditure
Learning and Library Services - \$100,000 decrease in expenditure
City Services-Directorate - \$46,000 decrease in expenditure
Asset Services - \$43,700 decrease in expenditure
Facilities Management - \$21,100 decrease in expenditure
Operational Services - \$303,900 decrease in expenditure
Infrastructure - \$120,000 decrease in expenditure
Open Space - \$23,000 decrease in expenditure
Project Delivery - \$25,000 decrease in expenditure
Corporate Services and Governance Executive Management - \$10,000 decrease in expenditure
Governance and Risk - \$20,000 decrease in expenditure
Procurement - \$37,400 decrease in expenditure
Financial Services - \$37,400 decrease in expenditure
People and Performance - \$75,000 increase in expenditure
Corporate Systems Support - \$265,300 decrease in expenditure
Economic and Investment Growth - \$31,100 decrease in expenditure
City Marketing and Economy - \$22,000 decrease in expenditure
Insights and Corporate Strategy - \$7,000 decrease in expenditure

The major adjustments are listed above, the total salary adjustment is approximately a \$1.3 million reduction. As part of the budget preparation process, the organisational salary structure is fully funded. These salary savings have resulted from primarily general staff

vacancy and turnover. These savings have been utilised to fund expenditure in other programs and loss of revenue.

Adjustments to hired personnel and consultants across the following functions:

Planning and Development - \$48,000 increase in expenditure
Waste and Recycling - \$30,000 increase in expenditure
City Lifestyles Directorate - \$75,000 increase in expenditure
Education and Care - \$50,000 increase in expenditure
Community Life - \$35,000 increase in expenditure
Learning and Library Services - \$5,000 increase in expenditure
Operational Services - \$53,000 increase in expenditure
Property Development - \$250,000 increase in expenditure
People and Performance - \$20,100 increase in expenditure
Corporate Systems Support - \$168,300 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. All costs have been off-set by salary savings, the use of hired personnel and consultants has been limited.

Strategic Partnerships - \$62,500 increase in expenditure

Funding has been allocated for an ongoing strategic communications support. This has been funded from savings within the General Manager's area.

Citizenship Expenses - \$30,000 increase in expenditure

Due to the citizenship ceremonies again being held in person and the increased number of approvals, additional funding is required in this budget item to ensure the backlog is being addressed.

Animal Care Facility - \$119,400 increase in expenditure

Operations at the Animal Care Facility are undergoing review. While the review is being finalised additional salary and equipment resources have been required. This additional expenditure has been part offset by an anticipated increase in income in the City Compliance function.

Community Businesses-Leisure - \$237,000 decrease in net cost

The ongoing site improvements and increased membership activations together with an increase in the Learn to Swim program at leisure centres has resulted in a reduction in the net operating costs. This is after allowing for staffing costs to accommodate the additional classes.

Campbelltown Billabong Parklands - \$320,500 start up operating expenditure

In anticipation of launching the centre early in the new financial year, funds have been allocated for the start-up costs that will be incurred later in this financial year. These costs include salaries for the venue manager, events officer, duty manager and customer service officer, equipment, furniture and fittings, uniforms, advertising and marketing etc. This funding has been allocated from current year salary savings due to staff turnover.

Campbelltown Sports Stadium - \$374,000 increase in expenditure

Funding has been provided in this review for the installation of an LED ticket information display system at the stadium entrances - \$104,000 and for the implementation of stadium resource recovery and waste improvements - \$200,000. A further \$70,000 has been allocated for the purchase of athletic mats, line marking and pressure cleaning of the track at the athletics centre, funding to come from the existing Stadia Facility Reserve.

Education and Care Services - \$111,400 decrease in net cost

The projected income received through user charges and fee subsidy for various long day care centres is projected to be greater than the budgeted amount resulting in this net decrease in costs after allowing for additional staffing costs. This is due to ongoing site improvements, increased attendance numbers and improved staff utilisation rates at the centres. Included in this adjustment is \$50,000 to develop the Namut ELC relocation plan.

Community Events - \$84,100 increase in expenditure

The cost of holding the various community events has exceeded the original budget due an increase in supplier costs and contractor charges. The major costs being incurred in the Fishers Ghost Festival and the New Year's Eve concert. In addition Council has received funding for a new 2 year multicultural grant funded event, Ramadan. Council's contribution of \$75,000 per year to the event will be transferred from the City Event Hosting Reserve.

Engineering and Traffic Management-Road Occupancy Fee - \$80,000 decrease in income

The anticipated income from road occupancy fees is projected to be less than was originally budgeted for. This adjustment allows for this decreased income. The loss is offset by salary savings resulting from vacant positions.

Councillor Support - \$59,000 increase in expenditure

Additional funding has been provided for the creation of the councillor's professional development plans. Also, when the original budget was developed it was anticipated to continue with online meetings each month, additional costs are incurred now that the meetings are back to in person meetings.

Governance and Risk - \$108,500 increase in expenditure

Additional funding has been allocated in this review to enable the development of a legislative compliance register, and to allow for the upgrade of Council's safety management system software.

Interest on Investments - \$250,000 increase in income

The projected income from interest earned on cash investments has been revised up, due to the rise in interest rates.

People and Performance - \$142,000 increase in expenditure

Additional funding has been allocated in this review to fund the following items; the centralisation of job advertising costs into the People and Performance budget, and an increase in recruitment expenses resulting from the number of pre-employment medicals and job advertisements. An allocation has also been provided to assist in the review of the current payroll corporate solution.

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 2022-23 financial year.

As per the Responsible Accounting Officer's statement, the 2022-23 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

8.10.1 Quarterly Business Review Statement as at 31 December 2022 (contained within this report) [↓](#)

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22**Report by Responsible Accounting Officer**

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

31 December 2022

It is my opinion that the Quarterly Budget Review Statement for Campbelltown City Council for the quarter ended 31/12/22 indicates that Council's projected financial position at 30/6/23 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

date:

Corinne Mears
Responsible Accounting Officer

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/10/22 to 31/12/22

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2022

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes					Revised Budget 2022/23	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs					
Income											
Rates and Annual Charges	127,918	-	-	589	-	-	128,507	20	1	128,526	129,323
User Charges and Fees	10,394	-	250	342	-	-	10,986	480	2	11,467	7,652
Interest and Investment Revenues	1,904	-	-	500	-	-	2,404	250	3	2,654	2,163
Other Revenues	7,058	-	(194)	982	-	-	7,846	3,132	4	10,978	5,068
Grants & Contributions - Operating	31,869	1,309	6,436	(7,247)	-	-	32,366	(2,606)	5	30,707	19,843
Grants & Contributions - Capital	30,764	7,031	516	-	-	-	38,311	-		38,918	14,242
Total Income from Continuing Operations	209,906	8,339	7,008	(4,835)	-	-	220,419	1,276		223,249	178,291
Expenses											
Employee Costs	80,520	2,471	(39)	(36)	-	-	82,916	(1,329)	6	81,632	46,220
Borrowing Costs	172	-	-	-	-	-	172	-		172	99
Materials & Contracts	37,211	6,591	1,319	131	-	-	45,252	779	7	46,541	25,258
Depreciation	28,061	-	-	-	-	-	28,061	-		28,061	18,270
Legal Costs	1,087	-	3	75	-	-	1,166	(5)	8	1,173	578
Consultants	4,590	5,865	82	817	-	-	11,354	754	9	12,296	3,795
Other Expenses	33,768	496	60	550	-	-	34,874	628	10	36,202	19,581
Total Expenses from Continuing Operations	185,410	15,423	1,425	1,537	-	-	203,795	828		206,077	113,800
Net Operating Result from Continuing Operation	24,496	(7,084)	5,583	(6,372)	-	-	16,623	448		17,172	64,492
Discontinued Operations - Surplus/(Deficit)							-			-	
Net Operating Result from All Operations	24,496	(7,084)	5,583	(6,372)	-	-	16,623	448		17,172	64,492
Net Operating Result before Capital Items	(6,268)	(14,114)	5,067	(6,372)	-	-	(21,687)	448		(21,747)	50,250

This statement forms part of Council's Quarterly Budget Review Statement (QBRs) for the quarter ended 31/12/22 and should be read in conjunction with the total QBRs report

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/10/22 to 31/12/22

**Income & Expenses Budget Review Statement
Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

Notes	Details
1	Minor adjustment to Domestic Waste income to offset program costs.
2	Additional fee income received including; regulated premises admin fees, child care fees, leisure centre programs, due to increases in utilisation.
3	The amount of funds held on investment has remained higher than was anticipated when the budget was set, and interest rates have increased sooner than was expected.
4	Minor adjustments across a range of income types, the main change being the change in accounting treatment for the income received from the Hurley Street development.
5	Increase in child care subsidy due to increased utilisation, new grant funding for Ramadan event and the change in accounting treatment for the income received from the Hurley Street development.
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	Funding of contracted positions due to staff vacancies, transfer of funds to/from the capital budget and redistribution of funds to accommodate programs.
8	Minor adjustments to legal advice budget.
9	Additional consultancy services utilised for property related works, as well as redistribution of funds to accommodate programs.
10	Various increases and decreases across a number of areas, including software purchases and funding for start up costs at the Billabong, .

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/10/22 to 31/12/22

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2022

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2022/23	Approved Changes					Revised Budget 2022/23	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRS	Sep QBRS	Dec QBRS	Mar QBRS					
Capital Expenditure											
New Assets											
- Land & Buildings	500	121	462	(510)	-		572	-		572	1,372
Renewal Assets (Replacement)											
- Plant & Equipment	3,463	70	250	362	-		4,145	464	1	4,609	4,347
- Office Equipment/Furniture & Fittings	23	221	-	21	-		265	199	2	464	237
- Land & Buildings	37,936	11,413	599	(11)	-		49,937	(500)	3	49,437	6,042
- Roads, Bridges, Footpaths	25,801	10,114	5,439	221	-		41,575	(46)	4	41,529	13,754
- Stormwater/Drainage	1,394	1,715	(118)	-	-		2,991	-		2,991	3
- Other Assets	349	-	-	-	-		349	29	5	378	175
Loan Repayments (Principal)	2,372	-	-	-	-		2,372	-		2,372	1,581
Total Capital Expenditure	71,838	23,653	6,631	83	-	-	102,206	147		102,353	27,510
Capital Funding											
Rates & Other Untied Funding	15,525	2,508	5,622	65	-		23,720	325	6	24,045	10,137
Capital Grants & Contributions	30,764	7,031	1,124	-	-		38,918	-		38,918	14,242
Reserves:											
- External Restrictions/Reserves	(6,314)	2,452	1,314	-	-		(2,548)	-		(2,548)	231
- Internal Restrictions/Reserves	20,625	11,663	(3,639)	25	-		28,674	(179)	7	28,495	(627)
Receipts from Sale of Assets											
- Plant & Equipment	1,236	-	-	(7)	-		1,229	-		1,229	1,316
- Land & Buildings	10,000	-	2,210	-	-		12,210	-		12,210	2,210
- Other Assets	4	-	-	-	-		4	-		4	1
Total Capital Funding	71,838	23,653	6,631	83	-	-	102,206	147		102,353	27,510
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-	-		-	-

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/22 and should be read in conjunction with the total QBRS report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22**Capital Budget Review Statement**
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Purchase of new equipment for Leisure Services and Athletics Facility. Funding for LED ticketing information display and waste resource recovery at the stadium.
2	Funding allocation for the purchase of depot compactus, printing equipment and various office equipment.
3	Return of funds for Library relocation to reserve pending finalisation of project.
4	Transfer of funds for K&G reconstruction between capital and operational budget.
5	Allocation of funds to Library resources from increase in Library per capita subsidy.
6	Reconciliation of untied funds as a result of capital movements utilised to fund capital works.
7	Movement to and from various reserves to fund capital acquisitions.

Campbelltown City Council

Quarterly Budget Review Statement

for the period 01/10/22 to 31/12/22

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2022

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2022/23	Movement in Reserves			Current Balance 2022/23	Projected Movement 2022/23	Notes	Projected Year End Balance	Actual YTD figures
		Income/ Expenses	Transfers to/from	Works in Kind					
Externally Restricted ⁽¹⁾									
Stormwater Management	829	-	(95)	-	734	(500)		234	734
Specific Purpose Grants	26,872	-	(8,539)	-	18,333	(8,000)		10,333	17,945
Specific Purpose Contributions	5,542	-	(13)	-	5,530	-		5,530	5,530
Developer Contributions - S7.11	36,284	3,812	(294)	-	39,802	-		39,802	38,537
Developer Contributions - Other	1,561	-	-	-	1,561	-		1,561	1,561
Domestic Waste Management	17,250	-	-	-	17,250	-		17,250	17,250
Self Insurance Workers Compensation Claims	4,389	-	-	-	4,389	-		4,389	4,389
Total Externally Restricted	92,727	3,812	(8,940)	-	87,599	(8,500)		79,099	85,946
(1) Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Property Development	571	-	(2,000)	-	(1,429)	10,000		8,571	(1,429)
Committed Works	13,607	-	(462)	-	13,145	(5,000)		8,145	13,147
Self Insurance Workers Compensation Claims	2,215	-	-	-	2,215	-		2,215	2,215
Replacement of Plant and Vehicles	8,888	-	(490)	-	8,399	-		8,399	8,399
Committed Works funded by Loans	3,826	-	(28)	-	3,798	(1,000)		2,798	3,798
Employee Leave Entitlements	8,972	-	-	-	8,972	-		8,972	8,972
Environmental Sustainability	1,978	10	26	-	2,015	-		2,015	2,011
Asset Replacement	6,680	-	1,223	-	7,903	-		7,903	7,861
Infrastructure Replacement Fund	44,015	-	3,829	-	47,844	(10,000)		37,844	47,844
Olympic Ambassador	130	-	5	-	135	-		135	135
Event Attraction	1,874	-	(5)	-	1,869	-		1,869	1,869
Insurance Claims - Excess	7,330	-	606	-	7,936	-		7,936	7,936
Local Government Elections	470	-	214	-	684	-		684	684
Other	99	-	-	-	99	-		99	99
Total Internally Restricted	100,655	10	2,918	-	103,584	(6,000)		97,584	103,540
(2) Funds that Council has earmarked for a specific purpose									
Unrestricted (i.e. available after the above Restricti	2,884				24,256	-		24,256	25,951
Total Cash & Investments	196,266				215,438	(14,500)		200,938	215,438

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31/12/22 and should be read in conjunction with the total QBRS report

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22

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

Not Applicable

Investments

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

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$215,438,273.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 31/12/22.

Reconciliation Status

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

\$ 000's

Cash at Bank (as per bank statements)		9,479,194
Investments on Hand		214,242,936
less: Unpresented Cheques	(Timing Difference)	-
add: Undeposited Funds	(Timing Difference)	59,762
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(8,343,720)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	100
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
Reconciled Cash at Bank & Investments		215,438,273
Balance as per Review Statement:		215,438,273
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 01/10/22 to 31/12/22

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

Budget review for the quarter ended 31 December 2022

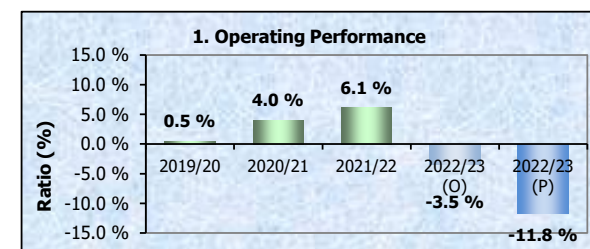
(\$000's)	Current Projection		Original Budget 22/23	Actuals Prior Periods	
	Amounts	Indicator		21/22	20/21
	22/23	22/23			

NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	-21,747	-11.8 %	-3.5 %	6.1 %	4.0 %
Operating Revenue (excl. Capital Grants & Contributions)	184,331				

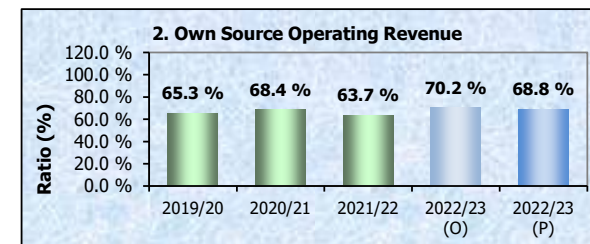
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	153,624	68.8 %	70.2 %	63.7 %	68.4 %
Total Operating Revenue (incl. Capital Grants & Cont)	223,249				

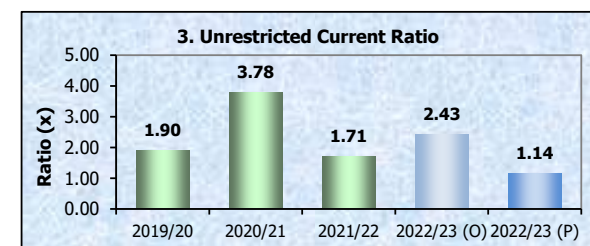
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



3. Unrestricted Current Ratio

Current Assets less all External Restrictions	52,243	1.14	2.43	1.71	3.78
Current Liabilities less Specific Purpose Liabilities	45,774				

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 01/10/22 to 31/12/22

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

Budget review for the quarter ended 31 December 2022

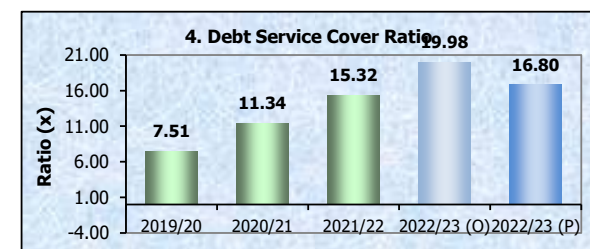
(\$000's)	Current Projection		Original Budget 22/23	Actuals Prior Periods	
	Amounts	Indicator		21/22	20/21
	22/23	22/23			

NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

Operating Result before Interest & Dep. exp (EBITDA)	42,751	16.80	19.98	15.32	11.34
Principal Repayments + Borrowing Interest Costs	2,544				

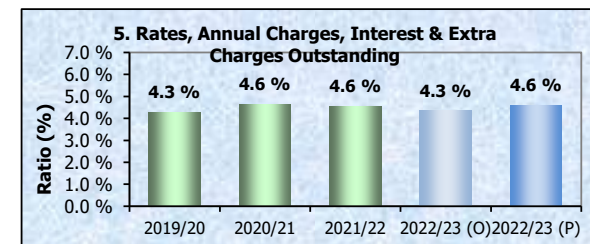
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.



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

Rates, Annual & Extra Charges Outstanding	5,910	4.6 %	4.3 %	4.6 %	4.6 %
Rates, Annual & Extra Charges Collectible	128,780				

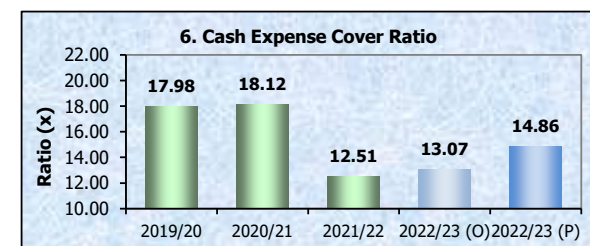
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.



6. Cash Expense Cover Ratio

Current Year's Cash & Cash Equivalents (incl. Term Deposits)	215,438	14.86	13.07	12.51	18.12
Operating & financing activities Cash Flow payments	173,992				

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



Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2022
Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Procurement Process Undertaken	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
EXPENDITURE \$50,000 - \$150,000						
EXPENDITURE \$150,000 - \$300,000						
Habitat Innovation and Management Pty Ltd	T22/09 Water Quality Monitoring Program	Public Tender	26/10/22	Three years with two options for extension of 12 months each	Y	
Roejen Services Pty Ltd ATF Roejen Services Unit Trust	T22/11 Swimming Pool Maintenance	Public Tender	18/11/22	Three years with two options for extension of 12 months each	Y	1
EXPENDITURE > \$300,000						
J.R. & E.G. Richards (N.S.W.) Pty Ltd	T22/06 Supply and Servicing of Frontlift and Rearlift Bins and Disposal of their Contents	Public Tender	17/10/22	Two years with two options for extension of 12 months each	Y	2
MKP Projects Pty Ltd	T22/19 Design and Construct Amenities/Storage Building at Campbelltown Gold Club	Public Tender	28/11/22	Until Completion	Y	

Notes:
** Contract Values are commercial in confidence
1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22

Contracts Budget Review Statement

Comments & Explanations relating to Contractors Listing

Notes	Details
1	Price is per service as and when required and program, therefore contract value is an estimation only.
2	Price is per service, therefore contract value is estimation only

Campbelltown City Council

Quarterly Budget Review Statement
for the period 01/10/22 to 31/12/22

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	3,793,426	Y
Legal Fees	574,439	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

8.11 Road Naming Proposal Rosemeadow

Reporting Officer

Executive Manager Corporate Support Systems
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
1.1.1.1 Deliver initiatives that encourage social inclusion, community connections and celebrate our cultural diversity

Officer's Recommendation

1. That Council approve the proposed road names listed in this report for use within Rosemeadow.
2. That Council advertise its proposal to use these road names on Council's *OverToYou* website for a period of 28 days and notify the authorities prescribed by the Roads Regulation 2018.
3. That should no reasonable objections to the proposed road names be received during the exhibition period, Council request a GNB publish notice of these new road names in the NSW Government Gazette.

Purpose

To seek Council's approval of two new road names to be used in a new development area within the suburb of Rosemeadow near the intersection of Copperfield Drive and Julius Road.

History

It has been Council's protocol for some time to select specific themes in an effort to harmonise road names within suburbs and development areas, Council also reserves the right to consider names that may have special meaning to the applicant.

Many streets within the Rosemeadow residential area near the intersection of Copperfield Drive and Julius Road use a road naming theme associated with the names from Shakespearean plays and other literary characters. The applicant has requested naming a road after a former co-worker to commemorate his dedication and service to the South West Sydney Region with the Land and Housing Corporation (LAHC).

Report

A new subdivision in the area of the intersection of Copperfield Drive and Julius Road, Rosemeadow, will result in the creation of two new streets. The applicant proposes to continue the current local naming theme, by using a character name from a Shakespearean play. Additionally they have submitted the name of a former co-worker for special consideration. The names that the applicant has requested to be used—listed below—have been pre-approved by the Geographical Names Board (GNB). These names fit within the already established themes of the surrounding residential area.

The proposed road names comply with the requirements of the NSW Addressing Policy and the NSW Addressing User Manual, including Principle 6.7.5 (Acceptable Road Names) which states that the use of given or first names in conjunction with a surname is not acceptable for road naming.

The following names have been submitted by the Developer. The pre-approval process is being finalised with the Geographical Names Board (GNB).

- **Cassio Way:** Michael Cassio, or simply Cassio, is a fictional character in William Shakespeare's Othello. The source of the character is the 1565 tale "Un Capitano Moro" by Cinthio; Cassio is unnamed in Cinthio but referred to as "the squadron leader". In the play, Cassio is a young and handsome lieutenant under Othello's command who becomes one of Iago's several victims in a plot to ruin Othello.
- **Petrus Way:** Erwin Petrus Way was the late long-time friend & consultant with the LAHC. He assisted LAHC to deliver a large amount of work across the South Western Sydney region throughout his time as Consultant Project Director. Unfortunately, upon the commencement of the project he suddenly passed away. His co-workers and friends at LAHC are looking to name Road 2 in his memory. GNB's regulations prohibit the use of his first name and therefore his middle name, Petrus, has been submitted.

The road naming process

Division 2 of Part 2 of the Roads Regulation 2008 outlines the procedure that Council must follow when naming public roads under its control. In accordance with these procedures, it is recommended that, subject to Council approval, the proposed road names are advertised on Council's *OverToYou* website to allow for public comment and that Australia Post, the Registrar General, the Surveyor General and the various emergency services are also notified of Council's intention to use these proposed road names within this development.

Should no reasonable objections be received in the period of one month following advertisement and notification of this proposal, it is also recommended that Council then completes the road naming process by requesting GNB publish a notice of these new road names in the NSW Government Gazette. Should any reasonable objections be received during the exhibition period, a further report on this matter will be presented to the next available Council meeting.

Attachments

8.11.1 Rosemeadow S3 Map (contained within this report) [↓](#)

8.11.2 Rosemeadow Site Plan (contained within this report) [↓](#)



8.12 Road Naming - 'Oxford Gardens', Ingleburn

Reporting Officer

Executive Manager Corporate Support Systems and Administration Assistant
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
1.1.1.1 Deliver initiatives that encourage social inclusion, community connections and celebrate our cultural diversity

Officer's Recommendation

1. That Council approve the proposed road names listed in attachment 1 to this report for use within Ingleburn.
2. That Council advertise its proposal to use these road names on Council's *OverToYou* website for a period of 28 days and notify the authorities prescribed by the Roads Regulation 2018.
3. That should no reasonable objections to the proposed road names be received during the exhibition period, Council request GNB publish notice of these new road names in the NSW Government Gazette.

Purpose

To seek Council's approval of new road names to be used within suburb of Ingleburn.

History

It has been Council's protocol for some time to select specific themes in an effort to harmonise road names within suburbs and development areas.

To find new and unique names for use within the subdivision to be named Oxford Gardens, the applicant has supplied a list of botanical plant names of plant species significant to the area.

Report

A new subdivision, named 'Oxford Gardens' in Ingleburn, will result in the creation of new streets. The applicant proposes the use of botanical names of plant species significant to the local area.

The names that the applicant has requested to be used are listed in Attachment 1 and have been pre-approved by the Geographical Names Board (GNB).

The road naming process

Division 2 of Part 2 of the Roads Regulation 2008 outlines the procedure that Council must follow when naming public roads under its control. In accordance with these procedures, it is recommended that, subject to Council approval, the proposed road names are advertised on Council's *OverToYou* website to allow for public comment and that Australia Post, the Registrar General, the Surveyor General and the various emergency services are also notified of Council's intention to use these proposed road names within this development.

Should no reasonable objections be received in the period of one month following advertisement and notification of this proposal, it is also recommended that Council then completes the road naming process by requesting GNB publish a notice of these new road names in the NSW Government Gazette. Should any reasonable objections be received during the exhibition period, a further report on this matter will be presented to the next available Council meeting.

Attachments

8.12.1 Road Name Proposal Summary (contained within this report) [↓](#)

8.12.2 Oxford Gardens Map (contained within this report) [↓](#)

Road Name Proposal	Proposal Type	LGA	Locality
ARISTAT	Pre-Approval	CAMPBELLTOWN	INGLEBURN
BUNNEA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
BYNOEAN	Pre-Approval	CAMPBELLTOWN	INGLEBURN
ARISTATA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
BRUNNEA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
BYNOEANA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
CYNANCHUM	Pre-Approval	CAMPBELLTOWN	INGLEBURN
ELEGANS	Pre-Approval	CAMPBELLTOWN	INGLEBURN
NUTANS	Pre-Approval	CAMPBELLTOWN	INGLEBURN
PERSOONIA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
POMADERRIS	Pre-Approval	CAMPBELLTOWN	INGLEBURN
RUPPII	Pre-Approval	CAMPBELLTOWN	INGLEBURN
SPICATA	Pre-Approval	CAMPBELLTOWN	INGLEBURN
THESIUM	Pre-Approval	CAMPBELLTOWN	INGLEBURN



8.13 Reports and Letters Requested

Reporting Officer

Director City Governance
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 7 March 2023.

Attachments

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

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

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
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.	July 2023
2.11.21 Hunt	8.7 Grey Headed Flying Fox Residential Assistance Program 3. That a report be presented to Council detailing the success of the program and the approach undertaken at the end of the trial period or as soon as the funding has been exhausted.	It is envisaged that the GHFF Residential Assistance Program will be rolled out at the end February 2022. A report presented to Council upon completion of the trial which is expected to last 6 months (from application to acquittal). Finalising round 2 of the assistance program	May 2023
8.2.22 Hunt	NM 11.2 Koala Virtual Fencing 1. Investigate with priority the status and effectiveness of virtual fencing as a means of protecting animals along road ways. 2. Provide a report to the Council on the findings of the investigation including recommendations as to whether virtual fencing or any similar system would be a viable interim protection measure along Appin Road until permanent fauna crossing points have been installed.	Early stages of investigation and research into effectiveness of virtual fencing underway with further detailed analysis to be undertaken to produce recommendations and report. Note that Appin Road is owned and managed by the NSW Government and Council does not own land parcels on either side of the road.	April 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
13.10.22 Brticevic	NM 11.3 Footbridge over Bow Bowing Creek That Council: 1. provide a report on the feasibility of building a footbridge over Bow Bowing Creek (causeway) at Bow Bowing towards Minto. 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. 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.	Currently under investigation.	June 2023
9.8.22 Chowdhury	NM 11.4 - Grass Cutting 1. That a briefing be presented to Councillors on the grass cutting maintenance program undertaken throughout the LGA, including the frequency during the four seasons; and 2. That a report be presented that details the current maintenance program and the costs associated with increasing the frequency of the program to enhance a consistent look of the city.	Currently under investigation.	June 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
8.3.22 Khalil	<p>NM 11.5 - Simmos Beach, Macquarie Fields</p> <p>That a report be presented to Council outlining ways to increase visitation to Simmos Beach, Macquarie Fields. The report should include:</p> <ul style="list-style-type: none"> a) identification of any future enhancement works planned or required to improve the location. b) marketing opportunities to increase visitation and tourism. c) any environmental factors to be taken into account because of increasing visitation. d) any future resourcing considerations to enable an ongoing program of works and marketing activity. 	<p>A review of previous work undertaken has commenced including:</p> <ul style="list-style-type: none"> - 2016 study of bushwalking and associated recreational facilities - improvement works undertaken in 2018 and 2019 to upgrade Simmos beach including signage, trail upgrades, kayak ramp and picnic facilities - bushcare and bush explorers programs including the recently launched 'It's Our Backyard' program. <p>Further investigations have also commenced.</p>	May 2023
9.8.22 Brticevic	<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>	Currently under investigation.	April 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
13.12.22 Bricevic	ORD 8.6 - Campbelltown Southern Catchments Flood Study 2. That the outcome of the public exhibition of the Draft Campbelltown Southern Catchment Flood Study Report be reported back to Council.	Campbelltown City Council, at its Ordinary Meeting on 13 December 2022 has endorsed the Draft Southern Catchment Flood Study Report for public exhibition. Submission open until Monday 20 February 2023.	May 2023
10.5.22 Stellino	NM 11.2 - Reptile Protection 1. That Council investigate the need and feasibility of reptile handling/catching services to be added to council capabilities. 2. That a report be provided to the Council on the outcome of the investigation and include what opportunities are available for Council to increase public education on the existence of and response to snakes and other reptiles.	Currently under investigation.	April 2023
20.9.22 Bricevic	NM 11.3 - International Mother Language Day Monument 1. That Council present a briefing to Councillors on the imminent updated version of the Monuments and Memorials policy.	Amended draft policy was presented to the Executive. A policy update will be provided to the Council at a an upcoming briefing.	May 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
9.4.19 Thompson	ORD 8.6 - Submission Report - Amendment to Campbelltown Sustainable City Development Control Plan (Caledonia Precinct) 5. That a further report be submitted to Council in regard to the acquisition of No. 306 Bensley Road, Ingleburn for open space purposes.	To be completed as part of the next housekeeping amendment to the Local Infrastructure Contributions Plan.	June 2023
8.6.21 Oates	ORD 8.6 - Planning Proposal - "Glenlee Estate" Menangle Park 3. That following the public exhibition: (a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council	Gateway Determination altered by DPE as advised in Councillor Weekly Bulletin of 25 March 2022. Proponent is required to satisfy requirements of NSW Heritage prior to seeking the issuing of a new Gateway Determination.	April 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
10.5.22 Brticevic	ORD 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives 4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.	Procurement process commencing for preparation of the strategy which is anticipated to take 9 months.	April 2023
3.8.21 Manoto	ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan 4. That a further report be presented to Council outlining options for developer contributions planning for the Ingleburn CBD.	Specialist studies completed, namely Traffic and Parking Study. Gateway issued. Amendments to the Local Infrastructure Contributions Plan required. Outcome will be reported to Council.	April 2023
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 will not occur until November 2023.	November 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
10.5.22 Brticevic	<p>NM 11.1 - No Smoking - Queen Street, Campbelltown</p> <p>That Council present a report on the feasibility of banning smoking/vaping in the public areas of Queen Street, Campbelltown and Ingleburn CBD. Considerations for the report:</p> <ul style="list-style-type: none"> • Consulting with businesses, the community and other stakeholders. • The geographical boundaries of any ban such as other sections of the Campbelltown CBD. • Designated smoking areas. 	Community Consultation to commence March 2023	June 2023
13.12.22 Stellino	<p>ORD 8.3 - Bin Locks - 12 Month Trial</p> <p>3. A report on the findings be presented to Council after 3 months of the trial and before 12 months, whichever comes first.</p>	Trial to begin by March/ April 2023 for 12 month trial.	November 2023
13.12.22 Brticevic	<p>ORD 8.4 - Campbelltown Local Housing Strategy 2041 - Public Exhibition</p> <p>2. That the outcome of the exhibition of the draft Campbelltown Local Housing Strategy 2041 be reported back to Council.</p>	The updated strategy is on public exhibition until 15 February, 2023. Once submissions have been considered the outcomes will be reported to Council. As exhibition includes consultation with state agencies, some submissions may not be received by the close of the exhibition period.	May 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
14.2.23 Chew	<p>ORD 8.4 - Proposed amendment of Campbelltown Community Participation Plan</p> <p>3. Where any submission objecting to the proposed amendments is received during the exhibition period, a report be provided to the Council tabling the submission/s and responses to the matters raised therein.</p>	Scheduled for public exhibition March 2023	May 2023
14.2.23 Stellino	<p>ORD 8.2 - Biodiversity Certification Application - Mt Gilead Stage 2</p> <p>1. That Council defer this item for a Councillor briefing and that the item return to a future Council meeting for consideration at a later date.</p>	Briefing to Councillors set down for 21 March 2023	April 2023
14.2.23 Munro	<p>ORD 8.7 - Proposed Housekeeping Amendments to Campbelltown (Sustainable City) Development Control Plan 2015</p> <p>2. That should Council receive any submissions during the public exhibition of draft Amendment No.19, a further report be provided to Council following the completion of the public exhibition period.</p>	Scheduled for public exhibition March 2023	May 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
13.7.21 Morrison	<p>ORD 8.3 - Menangle Park - Amendments to Development Control Plan</p> <p>4. That a further report be presented to Council that includes street names, derived from Table 1.3 of the current Campbelltown (Sustainable City) Development Control Plan, Part 8 Menangle Park, for places of Non-Indigenous Heritage Significance for inclusion on the list of road names approved for Menangle Park.</p>	<p>4. Future report to be presented which includes additional street names relating to places of non-indigenous heritage for use on streets for future subdivisions in Menangle Park. Timing of report is linked to the timing of the development and the submission of relevant subdivision plans. Council Officers are currently in discussion with Dahua for advice on suitable street names</p>	June 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
10.3.20 Morrison	<p>ORD 8.12 - Latest Findings on Climate Change</p> <p>1. That a further report be provided outlining the emission reduction pathways required for Council and the community to transition towards net zero emissions.</p>	<p>Council is currently working to develop a plan that provides suitable pathways to transition Council's operations to Net Zero. The plan utilises information from Council's sustainability dashboard. The dashboard captures and presents consumption and cost information for the following activities - energy and water consumption, vehicle fleet and waste.</p> <p>In addition, Council continues to embed improvements as part of its commitment to reducing greenhouse gas emissions. These commitments include increasing the provision of renewable electricity, investigating low emission fleet opportunities and working in partnership with developers to deliver low emission communities.</p>	June 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
3.8.21 Manoto	<p>ORD 8.5 - Ingleburn CBD - Planning Proposal and Development Control Plan</p> <p>3. That a further report be presented to Council outlining options for a design excellence process for the development of the future car park site for a mixed use building and a public park. This report is to consider the appropriateness of this site for a possible iconic building.</p>	<p>A Project Definition Plan (PDP) is in preparation. This will include an outline of costs required to undertake a feasibility study to determine the sites viability from a triple bottom line perspective (ie financial, social and environmental). The required funding will be considered as part of Council's annual budget planning process for 2022-23. The project feasibility will take approximately 3 months to complete once funding has been made available.</p>	May 2023
9.6.22 Brticevic	<p>NM 11.1 - LED Street Lighting</p> <p>1. That a report on the contribution of the street lighting network (both public and private) to Council's electricity consumption, and opportunities to work</p>	<p>Council is 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.</p>	May 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
9.6.22 Brticevic	NM 11.2 - Electric Vehicle Charging That Council present a report: 1. On the progress of electric vehicle infrastructure in public car parks across the LGA, including the Farrow Road car park. 2. On how the provision of solar and/or the purchase of renewable energy can assist in making assets carbon neutral. 3. Consider the economic benefits of the various options for the infrastructure	A report is currently being prepared for Council's consideration.	May 2023
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.	April 2023

Reports requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
8.3.22 Lound	<p>NM 11.4 - Business Parking in the Campbelltown CBD</p> <ol style="list-style-type: none"> 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. 	<p>Information and data regarding parking is being collected from a number of sources, including a recent travel survey, pedestrian movement data and anecdotal feedback from CBD businesses including through a targeted initial discussions in April 2022.</p> <p>Council has partnered with TfNSW to deliver a kerbside data project, with cameras and sensors installed in and around Queen Street. Additional data will be available in the coming months and will allow Council to make evidenced based assessment of vehicle and pedestrian movement in relation to car parking. A report will be presented to Council to consider options moving forward.</p>	April 2023

Reports requested effective 7 March 2023

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

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
City Services		
8.11.22 Stellino	<p>NM - 11.2 - Roads</p> <p>1. That council write to the NSW Minister for transport David Elliot & Minister for Infrastructure Rob Stokes as well as Federal Minister for Transport & Infrastructure The Hon. Catherine King MP and Dr Mike Freelander MP Federal Member for Macarthur and request urgent works to be carried out on the Hume Motorway in the Campbelltown LGA in order to fix the series of potholes which continue to expand, link up and provide dangerous driving conditions for motorists from and passing through Campbelltown</p>	Letters sent 18/11/2022 to The Hon. David Elliot, NSW Minister for Transport, The Hon. Rob Stokes, NSW Minister for Infrastructure, The Hon. Catherine King MP, Federal Minister for Transport and Infrastructure and Dr Mike Freelander, Federal Member for Macarthur
14.6.22 Hunt	<p>ORD 7.1 - Koala Care and Treatment Facilities</p> <p>2. That Council write to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP, seeking funding for koala protection.</p>	2. Letter sent 4/07/2022 to the new Federal Minister for the Environment and Water, the Hon. Tanya Plibersek MP.

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
City Services		
9.8.22 Stellino	<p>NM 11.1 - Koala Care</p> <ol style="list-style-type: none"> 1. That Council write to the Minister for Environment and Heritage James Griffin MP requesting them not to administer the Chlamydia vaccine to koalas within our region for so long as no signs of Chlamydia are detected in the colony. 2. That Council include in the letter that Koala experts hold the opinion that there was no merit in trialling the vaccine in Campbelltown, since the disease is not present, the vaccine is not inheritable and we are already at maximum reproductive rates leading to only possible negative outcomes. 3. That Council include in the letter support for the rest of the program announced, including the Chlamydia testing machine to assist in detection of the disease as well as the allocation of state funds for habitat restoration of koala corridors in the Campbelltown Local Government Area. 4. That Council ask if the minister has allocated or intends to allocate funding towards koala carers in the region under the NSW Koala strategy. 5. That Council utilises the letter tabled by Councillor Stellino from 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

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
City Planning and Environment		
9.8.22 Oates	<p>ORD 8.3 - Illegal Rubbish Dumping</p> <p>3. That Council write to the Minister for Environment and Heritage, the Honourable James Griffin MP, to convey Council's concerns as it relates to the illegal dumping of waste, and to request additional and restricted funding be provided to each Council for the purpose of employing a dedicated staff member, engaged to prevent and respond to illegally dumped waste.</p>	3. Letter sent 1/09/2022 to the Hon. James Griffin MP - Minister for the Environment and Heritage.
City Futures		
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"> - Member for Macquarie Fields, Anoulack Chanthivong MP - The Hon. David Elliott MP, Minister for Transport - Member for Campbelltown, Greg Warren MP - The Hon. Jo Haylen MP, Shadow Minister for Transport - The Hon. Prue Car, Shadow Minister for Education - The Hon. Sarah Mitchell, Minister for Education and Early Learning

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.2.23 Brticevic	<p>NM 11.1 - Community and Justice Precinct</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>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 seeking an election commitment to the redevelopment of the NSW Courts in Campbelltown to catalyse the community and Justice Precinct.</p> <p>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 seeking an election commitment to the redevelopment of the NSW Courts in Campbelltown to Catalyse the Community and Justice precinct.</p> <p>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 seeking commitment for a Federal Circuit and Family court of Australia for the Community and Justice Precinct in Campbelltown.</p> <p>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, seeking a commitment for a Federal Circuit and Family Court of Australia for the Community and Justice Precinct in Campbelltown.</p>

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.2.23 Brticevic	<p>NM - 11.2 - Appin Road</p> <p>1. That Council write to the Member for Macarthur Dr Mike Freelander 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>1. Letters sent to the Member for Macarthur Dr Mike Freelander 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 on 16 February 2023, seeking a financial commitment to the upgrade/expansion of Appin Road.</p> <p>2. Letters sent 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 on 16 February 2023, seeking a financial commitment to the upgrade/expansion of Appin Road.</p> <p>3. Letters sent to the Member/Candidate for Campbelltown Greg Warren MP, Shadow Minister for Transport Jo Haylen MP, Opposition Leader Chris Minns on 16 February 2023, seeking an election commitment to the upgrade/expansion of Appin Road.</p> <p>4. Letters were sent to the Minister for Transport David Elliott MP, the NSW Premier, the Hon Dominic Perrottet MP on 16 February 2023, seeking an election commitment to the upgrade/expansion of Appin Road.</p> <p>Responses received from the following and included in the March agenda:</p> <ul style="list-style-type: none"> - Mr Greg Warren MP, Member for Campbelltown - The Hon. Natalie Ward MLC, Minister for Metropolitan Roads - The Hon. Dominic Perrottet MP, Premier of NSW

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.2.23 Brticevic	<p>NM - 11.3 - NSW Election</p> <p>1. That Council writes to any known candidates for the seat of Macquarie Fields being Anoulack Chanthivong (ALP) and any other candidate seeking their election commitments. The commitments relating to policies to reduce the cost of living and tangible outcomes for the Campbelltown LGA (Macquarie Fields electorate) such as, but not limited to: (written responses be provided by 1 March 2023)</p> <p>(Please refer to NM 11.3 from February meeting)</p> <p>2. That Council writes to any known candidates for the seat of Campbelltown seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA (Campbelltown electorate) such as, but not limited to: (written responses be provided by 1 March 2023)</p> <p>(Please refer to NM 11.3 from February meeting)</p> <p>3. That Council writes to the candidates for the seat of Leppington seeking their election commitments. The commitments relating policies to reduce the cost of living and tangible outcomes for Campbelltown LGA. (Leppington electorate)</p>	<p>1. A letter was sent to Anoulack Chanthivong MP, Candidate for Macquarie Fields on 16 February 2023, seeking election commitments. A response was requested by 1 March 23.</p> <p>2. Letters were sent to Greg Warren MP, Candidate for Campbelltown, Gypshouna Paudel, Candidate for Campbelltown and Adam Zahra, One Nation Candidate for Campbelltown on 16 February 2023 seeking their election commitments. A response was requested by 1 March 23.</p> <p>3. Letters were sent to Nathan Hagarty, Candidate for Leppington and Theresa Fedelli, Candidate for Leppington on 16 February 2023 seeking their election commitments.</p> <p>Responses received from the following and included in the March agenda:</p> <ul style="list-style-type: none"> - Mr Adam Zahra, One Nation Candidate for Campbelltown - Mr Anoulack Chanthivong MP, Candidate for Macquarie Fields - Mr Greg Warren MP, Candidate for Campbelltown - Mr Nathan Hagarty, Candidate for Leppington - Ms Theresa Fedeli, Candidate for Leppington

Letters requested effective 7 March 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.2.23 Bricevic	<p>NM - 11.4 - WestInvest</p> <p>1. That Council write to the Premier of New South Wales the Honourable Dominic Perrottet MP thanking him and the NSW Liberal Government of our fair share of WestInvest funding totalling \$171.6m.</p> <p>3. That Council write to the Premier of New South Wales the Honourable Dominic Perrottet MP and the NSW Treasurer, The Hon Matt Kean MP thanking them for their recent announcement and election commitment of a final business case for the rail connection between Glenfield to the Western Sydney Airport, Glenfield to Bankstown and Campbelltown-Macarthur to the Western Sydney Airport..</p>	<p>1. A letter was sent to the Premier of New South Wales the Honourable Dominic Perrottet MP on 16 February 2023, thanking him for the WestInvest funding.</p> <p>3. Letters were sent to the Premier of New South Wales the Honourable Dominic Perrottet MP and the NSW Treasurer, The Hon Matt Kean MP on 16 February 2023, thanking them for their recent announcement and election commitment of a final business case for the rail connection between Glenfield to the Western Sydney Airport, Glenfield to Bankstown and Campbelltown-Macarthur to the Western Sydney Airport.</p>

8.14 Minutes of the Audit Risk and Improvement Committee meeting held 21 February 2023

Reporting Officer

Executive Manager Corporate Services and Governance
City Governance

Officer's Recommendation

That the minutes of the Audit Risk and Improvement Committee held 21 February 2023 be noted.

Purpose

To seek Council's endorsement of the minutes of the Audit Risk and Improvement Committee meeting held 21 February 2023.

Report

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

Reports listed for consideration

6.1 Internal Audit Progress Report

That the Committee receive and note the internal audit update.

6.2 Fees and Charges Review

That the Committee receive and note the Fees and Charges review which formed part of the 2021-22 Audit Plan.

6.3 Draft Terms of Reference - Cybersecurity Review

That the Audit, Risk and Improvement Committee (ARIC) review and make the necessary changes to the draft terms of reference.

6.4 Update on the Office of Local Government Guideline on the Use and Management of Credit Cards

That the information be noted.

6.5 Audit Office of NSW Management Letter 2021-22

That the information be noted.

6.6 Quarter 2 performance report: Operational Plan 2022-23

That the ARIC note the following report

1. Summary of Quarter 2 progress against the Delivery Program 2022-26 and Operational Plan 2022-23.

6.7 Continuous Improvement: Quarter 2 Update

That the ARIC note the following report:

1. Summary of continuous improvement initiatives: Quarter 2 2022/23.

6.8 2022-23 Annual Engagement Plan

That the information be noted.

Attachments

1. Minutes of the Audit Risk and Improvement Committee held 21 February 2023 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Audit Risk and Improvement Committee Meeting held at 4.00pm on Tuesday, 21 February 2023.

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Minutes of the Audit Risk and Improvement Committee Meeting held on 21 February 2023

Present Mr Bruce Hanrahan - Independent Member (Chairperson)
Mr Jim Mitchell - Independent Member
Ms Rhonda Wheatley - Independent Member – joined at item 6.5.

In attendance Ms Lindy Deitz - General Manager
Mr Sam Helweh - Internal Auditor
Mr Phu Nguyen - Director City Governance
Mr Scott Grant - Director City Lifestyles
Mr Jim Baldwin - Director City Development
Ms Corinne Mears - Executive Manager Corporate Services and Governance
Ms Somaiya Ahmed - Director, Financial Audit Services - Audit Office of NSW
Mr Warren Kear - Risk Coordinator
Ms Cathy Gavin - Senior Financial Accountant
Ms Samantha Fletcher - Financial Reporting Accountant
Mr Chris Magee - Manager Insights and Corporate Strategy
Ms Monique Bishop - Executive Support

1. ACKNOWLEDGEMENT OF LAND

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

2. APOLOGIES

Councillor Warren Morrison - Elected Council Representative
Mr Ali Amjad - Audit Leader - Audit Office of NSW
Ms Rebecca Grasso - Director City Growth
Ms Monique Dunlop - Manager Governance and Risk

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of the Audit Risk and Improvement Committee held 22 November 2022

Committee's Recommendation: (Hanrahan/Mitchell)

That the Minutes of the Ordinary Audit Risk and Improvement Committee Meeting held 22 November 2022, copies of which have been circulated to each Councillor, be taken as read and confirmed.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

5. GENERAL MANAGER UPDATE

1. The first is the incredible news around Westinvest. We were fortunate to be awarded approximately \$145 million through the competitive round bringing our total to over \$170 million of funding from the State government. This is incredibly exciting for the region and now the hard work begins! We have our teams hard at work on planning the roll out of the projects and I will keep our Councillors and ARIC as we progress.
2. We know the State government elections are around the corner in March and in the lead up to the election we have been doing significant advocacy on both side of politics to ensure we get as many commitments as possible. Last year we released a list of our top priorities for the region.
3. Lastly, late last year, I brought to the Council a proposed organisational structure following an in-depth review. This was a requirement under legislation. Pleasingly I had the support of the Council in adopting the structure I had put forward. We are now in the process of embedding that structure which currently includes our advertised role of Director City Services which is currently in the market.

6. REPORTS

6.1 Internal Audit Progress Report

Purpose

To provide the Committee an update on the progress of the internal audit activity Report
A welcome to the first meeting of the calendar year. Internal audit has continued its rollout of the 2022-23 Annual Plan. Since the last meetings of ARIC, a request into the review of Cyber security risk is to be commissioned by Campbelltown City Council, and Internal Audit has been in discussion with the Executive manager of the IC&T team for preparation of a draft terms of reference for the review of Cyber security. The review will be performed by external consultants and managed by internal audit. The proposed draft terms of reference is tabled as an agenda item in this report for consideration by the ARIC.

The final review of 2021-22 annual audit plan has now been completed (Fees and Charges). The delay was mainly due to continued discussions between internal audit and management on the audit findings, which have now been cleared and updated in the final report.
Internal audit has also provided an update on the outstanding management action plans register, which is included in this report.

Officer's Recommendation

That the Committee receive and note the internal audit update.

Committee's Recommendation: (Hanrahan/Mitchell)

That the Committee receive and note the internal audit update.

6.2 Fees and Charges Review

Purpose

To report on the fees and charges review.

Officer's Recommendation

That the Committee receive and note the Fees and Charges review which formed part of the 2021-22 Audit Plan.

Committee's Recommendation: (Hanrahan/Mitchell)

That the Committee receive and note the Fees and Charges review which formed part of the 2021-22 Audit Plan.

6.3 Draft Terms of Reference - Cybersecurity Review

Purpose

To provide the ARIC an opportunity to review and make the necessary changes to the draft terms of reference for a future outsourced Cybersecurity review. The review will be managed by internal audit and consultation with the corporate support systems manager.

Officer's Recommendation

That the Audit, Risk and Improvement Committee (ARIC) review and make the necessary changes to the draft terms of reference.

Committee's Recommendation: (Hanrahan/Mitchell)

That the Audit, Risk and Improvement Committee (ARIC) review and make the necessary changes to the draft terms of reference.

6.4 Update on the Office of Local Government Guideline on the Use and Management of Credit Cards

Purpose

To update the Audit, Risk and Improvement Committee on the Office of Local Government Circular 22-42 relating to the Guideline on the Use and Management of Credit Cards (the Guideline).

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hanrahan/Mitchell)

That the information be noted.

6.5 Audit Office of NSW Management Letter 2021-22

Purpose

To provide the Audit, Risk and Improvement Committee with an update of the status of management letter points relating to the 2021-22 external audit.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hanrahan/Wheatley)

That the information be noted.

6.6 Quarter 2 performance report: Operational Plan 2022-23

Purpose

This report is part of Council's reporting and accountability towards the long-term vision for Campbelltown, as documented in our Community Strategic Plan (CSP): Campbelltown 2032. This report ensures compliance under the Integrated Planning & Reporting Framework (IP&R).

Officer's Recommendation

That the ARIC note the following report

1. Summary of Quarter 2 progress against the Delivery Program 2022-26 and Operational Plan 2022-23.

Committee's Recommendation: (Hanrahan/Mitchell)

That the ARIC note the following report

1. Summary of Quarter 2 progress against the Delivery Program 2022-26 and Operational Plan 2022-23.
-

6.7 Continuous Improvement: Quarter 2 Update

Purpose

The purpose of this report is to provide the ARIC with a progress report on continuous improvement actions during Quarter 2 2022/23.

Officer's Recommendation

That the ARIC note the following report:

1. Summary of continuous improvement initiatives: Quarter 2 2022/23.

Committee's Recommendation: (Hanrahan/Wheatley)

That the ARIC note the following report:

1. Summary of continuous improvement initiatives: Quarter 2 2022/23.
-

6.8 2022-23 Annual Engagement Plan

Purpose

To provide the Committee with the Annual Engagement Plan as provided by the Audit Office of NSW for the period ending 30 June 2023.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Hanrahan/Wheatley)

That the information be noted.

7. GENERAL BUSINESS

Jim Mitchell raised a question with regard to treatment of Superannuation on ARIC member payments.

Executive Manager Corporate Services and Governance provided an overview of the history of Superannuation interpretation and treatment for Council contractors. It was understood the draft ARIC guidelines are definitive in the applicability of superannuation on ARIC payments once adopted however in the interim Council would seek legal advice to guide the decision prior to the new ARIC guidelines coming into force.

The next meeting of the Audit Risk and Improvement Committee will be held Tuesday 23 May 2023 at 4.00pm at the Civic Centre, Campbelltown.

Independent Member Bruce Hanrahan

Chairperson

Meeting Concluded: 4.55pm

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

Nil

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 T22/20 Construction of Buildings and Landscaping

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(i) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

