



CAMPBELLTOWN
CITY COUNCIL

ORDINARY BUSINESS PAPER

8 AUGUST 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



01 August 2023

You are hereby notified that the next Ordinary Council Meeting will be held at the Civic Centre, Campbelltown on Tuesday 8 August 2023 at 6:30 pm.

Lindy Deitz
General Manager

Agenda Summary

ITEM	TITLE	PAGE
1.	WELCOME	5
2.	APOLOGIES/LEAVE OF ABSENCE	5
3.	CONFIRMATION OF MINUTES	6
3.1	Minutes of the Ordinary Meeting of Council held 11 July 2023	6
4.	STATEMENT OF ETHICAL OBLIGATIONS AND DECLARATIONS OF INTEREST	29
	Pecuniary Interests	
	Non Pecuniary – Significant Interests	
	Non Pecuniary – Less than Significant Interests	
	Other Disclosures	
5.	MAYORAL MINUTE	30
5.1	Enhancing Our City	30
6.	PETITIONS	36
7.	CORRESPONDENCE	37
7.1	Correspondence regarding Appin Road	37
8.	REPORTS FROM OFFICERS	40
8.1	Significant Development Applications	40

8.2	Planning Proposal – Amendment of Clause 4.4 'Floor Space Ratio' – Campbelltown Local Environmental Plan 2015	43
8.3	Rescind and Replace Council Policy – Street Trading	67
8.4	Inspection Report from Fire and Rescue NSW regarding premises at 32 Queen Street, Campbelltown	117
8.5	Minutes of the Youth Advisory Committee meeting held 1 May 2023	136
8.6	Stadium Content Attraction and Retention Policy	147
8.7	City Attraction Program	157
8.8	Policy Review – Grants, Sponsorship and Donations Policy	165
8.9	City Amenity, Beautification and Appeal Program	191
8.10	Councillor Protocol	205
8.11	Investments and Revenue Report – June 2023	236
8.12	Policy Review – Parks, Reserves, Roads, Assets and Facilities Names	246
8.13	Local Government NSW Annual Conference 2023	257
8.14	Reports and Letters Requested	259
8.15	Review of Investment Property Portfolio – Strategy for Revenue Growth Policy	279
8.16	Divestment of Land and Building Assets and Acquisition of Property Policies	287
8.17	Urban Renewal and City Revitalisation Policy	302
8.18	Policy review – Sustainable Events	310
9.	QUESTIONS WITH NOTICE	323
	Nil	
10.	RESCISSION MOTION	323
	Nil	
11.	NOTICE OF MOTION	324
11.1	Raby Road Bridge Duplication	324
11.2	Appin Road "Koalas Crossing" Signs	325
11.3	Alcohol Free Zone	326
11.4	Youth Festival	327
11.5	Library Design	328
12.	URGENT GENERAL BUSINESS	329
13.	PRESENTATIONS BY COUNCILLORS	329
14.	CONFIDENTIAL REPORTS FROM OFFICERS	330
14.1	Lease Variation and Assignment – Council Property	330

1. WELCOME

Welcome to the meeting of Campbelltown City Council.

Acknowledgement of Country

I would like to acknowledge the Dharawal people whose ongoing connection and traditions have nurtured and continue to nurture this land. I pay my respects and acknowledge the wisdom of the Elders – past, present and emerging and acknowledge all Aboriginal people here tonight.

Council Prayer

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

Disclaimer

Council meetings are public gatherings. These proceedings are livestreamed on Council's website in accordance with the provisions of the Code of Meeting Practice. Private recording is not permitted.

By attending this meeting you consent to the possibility that your image, voice and personal information may be contained in a live stream to or recording of the meeting via the Council website.

Statements made by individual persons at a meeting, and which may be contained in a live stream or recording of the meeting are those of the individuals making them, and not of the Council. Unless resolved by Council decision, the Council does not endorse or support such statements.

Council does not accept any liability for statements made or actions taken by individuals during a meeting that may be contrary to any law, including discriminatory, defamatory or offensive comments. Such statements or actions are not protected by privilege and may be the subject of legal proceedings and potential personal liability, for which the Council takes no responsibility.

2. APOLOGIES/LEAVE OF ABSENCE

Nil at time of print.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Ordinary Meeting of Council held 11 July 2023

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held 11 July 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 11 July 2023 are presented to Council for confirmation.

Attachments

1. Minutes of the Ordinary Meeting of Council held 11 July 2023 (contained within this report)

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Ordinary Council Meeting held at 6:30 pm on Tuesday, 11 July 2023.

ITEM	TITLE	PAGE
1.	ACKNOWLEDGEMENT OF LAND	3
2.	APOLOGIES/LEAVE OF ABSENCE	3
3.	CONFIRMATION OF MINUTES	3
3.1	Minutes of the Ordinary Meeting of Council held 6 June 2023	3
3.2	Minutes of the Extraordinary Meeting of Council held 27 June 2023	4
4.	DECLARATIONS OF INTEREST	4
	Pecuniary Interests	
	Non Pecuniary – Significant Interests	
	Non Pecuniary – Less than Significant Interests	
	Other Disclosures	
5.	MAYORAL MINUTE	5
5.1	St Peter's Anglican Church 200 Years of History	5
5.2	Strengthening Our City, Now and Into The Future	5
5.3	Recognising 30 Years of Service to Our Community	5
6.	PETITIONS	5
7.	CORRESPONDENCE	6
7.1	Correspondence regarding WestInvest and Glenfield Integrated Health Hub	6
8.	REPORTS FROM OFFICERS	6
8.1	Significant Development Applications	6
8.2	Glenlee House Voluntary Planning Agreement	6
8.3	Planning Proposal – Rosalind Park	7
8.4	Re-establishment of North Area Alcohol Free Zones	8
8.5	Appointment of Additional Community Members to Campbelltown Local Planning Panel	9
8.6	Campbelltown Illegal Dumping Strategy	9
8.7	Policy Review – Street Trading	9

8.8	Campbelltown Outdoor Dining Policy and Guidelines	10
8.9	Assignment of Licence for Bob Prenter Reserve to South West Sydney Blues Australian Football Club	10
8.10	Minutes of the Campbelltown Multicultural Communities Advisory Committee Report	10
8.11	Investments and Revenue Report - May 2023	11
8.12	Reports and Letters Requested	11
8.13	Sundry Debtor Write-offs June 2023	11
8.14	Dedication of Council Land - Hansens Road, Leumeah	11
8.15	Policy review - Asset Capitalisation	12
8.16	Investment Property Portfolio - Performance Update	12
8.17	T23/20 Design and Construction of the Raby Indoor Sports Centre	12
8.18	Campbelltown Billabong Parklands Project Audit	13
9.	<u>QUESTIONS WITH NOTICE</u>	14
	Nil	
10.	<u>RESCISSION MOTION</u>	14
	Nil	
11.	<u>NOTICE OF MOTION</u>	14
11.1	Intersection of Collins Promenade and Eagleview Road	14
11.2	Review of Procurement Policy	14
11.3	Colonial History	15
11.4	Agricultural and Indigenous History	15
12.	<u>URGENT GENERAL BUSINESS</u>	15
13.	<u>PRESENTATIONS BY COUNCILLORS</u>	15
14.	<u>CONFIDENTIAL REPORTS FROM OFFICERS</u>	18
	Confidentiality Recommendation	
	Recommendations of the Confidential Committee	
14.1	New Lease - Art Gallery Road, Campbelltown	18

Minutes of the Ordinary Meeting of the Campbelltown City Council held on 11 July 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 Manoto
 Councillor W Morrison
 Councillor R Munro
 Councillor M Oates

1. ACKNOWLEDGEMENT OF LAND

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

Council Prayer

The Council Prayer was presented by the General Manager.

2. APOLOGIES/LEAVE OF ABSENCE

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

That the apology from Councillor M Stellino be accepted.

141/2023 The Motion on being Put was **CARRIED**.

3. CONFIRMATION OF MINUTES**3.1 Minutes of the Ordinary Meeting of Council held 6 June 2023**

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

That the Minutes of the Ordinary Council Meeting held 6 June 2023, copies of which have been circulated to each Councillor, be taken as read and confirmed.

142/2023 The Motion on being Put was **CARRIED**.

3.2 Minutes of the Extraordinary Meeting of Council held 27 June 2023

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

That the Minutes of the Extraordinary Council Meeting held 27 June 2023, copies of which have been circulated to each Councillor, be taken as read and confirmed.

143/2023 The Motion on being Put was **CARRIED**.

4. DECLARATIONS OF INTEREST

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

Pecuniary Interests

Nil

Non Pecuniary – Significant Interests

Nil

Non Pecuniary – Less than Significant Interests

Councillor Brticevic

Item 8.3 – Planning Proposal – Rosalind Park

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

Councillor Chowdhury

Item 8.3 – Planning Proposal – Rosalind Park

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

Councillor Hunt

Item 8.3 – Planning Proposal – Rosalind Park

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

Other Disclosures

Nil

5. MAYORAL MINUTE

5.1 St Peter's Anglican Church 200 Years of History

It was **Moved** Councillor Greiss:

That the information be noted.

144/2023 The Motion on being Put was **CARRIED**.

5.2 Strengthening Our City, Now and Into The Future

It was **Moved** Councillor Greiss:

That the information be noted.

145/2023 The Motion on being Put was **CARRIED**.

5.3 Recognising 30 Years of Service to Our Community

It was **Moved** Councillor Greiss:

That the information be noted.

146/2023 The Motion on being Put was **CARRIED**.

Procedural Motion

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

That Items 8.3 and 8.18 be brought forward to be considered after Item 5.3

147/2023 The Motion on being Put was **CARRIED**.

6. PETITIONS

7. CORRESPONDENCE

7.1 Correspondence regarding WestInvest and Glenfield Integrated Health Hub

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

That the information be noted.

148/2023 The Motion on being Put was **CARRIED**.

8. REPORTS FROM OFFICERS

8.1 Significant Development Applications

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

That the information be noted.

149/2023 The Motion on being Put was **CARRIED**.

8.2 Glenlee House Voluntary Planning Agreement

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

1. That Council endorse the draft Planning Agreement for Glenlee Estate and the accompanying Explanatory Note for public exhibition for a minimum period of 28 days.
2. That following the completion of public exhibition:
 - (a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council, or
 - (b) where no submissions are received by Council during the public exhibition period, that Council authorise the General Manager to execute the draft Planning Agreement with the Developer on behalf of Council.

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

Voting against the Resolution were Nil.

150/2023 The Motion on being Put was **CARRIED**.

Meeting Note: Having declared an interest in Item 8.3 – Planning Proposal – Rosalind Park – Councillor Brticevic, Councillor Chowdhury and Councillor Hunt left the Chamber at 6:47pm and did not take part in the discussions or vote on the matter.

8.3 Planning Proposal – Rosalind Park

Meeting Note: Submissions by Maria Bradley, Pat Durman and Jade Peace were read out to the meeting as they were unable to attend in person to address the Council. Nathan Cutler addressed the Council in person.

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

1. That Council endorse the draft Planning Proposal at (attachment 1) which seeks to amend the Campbelltown Local Environmental Plan 2015, as it relates to land comprising 33 Medhurst Road, 101 Menangle Road and 111 Menangle Road, Menangle Park.
 2. That subject to recommendation no.1, the Planning Proposal be forwarded to the Minister for Planning and Public Spaces for a Gateway Determination.
 3. That subject to the Minister determining that the Planning Proposal may proceed, public exhibition be undertaken in accordance with the Gateway Determination.
 4. That Council request the Minister delegate the authority for the making/finalising of the Planning Proposal to the General Manager.
 5. That following the completion of public exhibition:
 - (a) where submissions are received by Council during the public exhibition period, a submissions report be presented to Council, or
 - (b) where no submissions are received by Council during the public exhibition period, the draft Planning Proposal be finalised.
 6. That Council support the Cumberland Plain Conservation Plan (CPCP) Modification Application, subject to the suggested CPCP team (of the Department of Planning and Environment (DPE)) amendments and further fauna investigations.
 7. That having regard to the preliminary review of the BDAR for Lot 1 DP 622362, in the context of previous Biodiversity Certification considerations, the inclusion of the land in the proposal and its advancement for a Gateway Determination is considered appropriate.
 8. That Council note there are key issues that have entailed interim strategies to advance the draft PP and potentially require further post Gateway actions including:
 - (a) Further review of the BDAR for Lot 1 DP 622362, including any implications for amendment of the proposed planning provisions / structure plan.
 - (b) Additional fauna investigations in support of the Cumberland Plain Conservation Plan modification proposal.
-

-
- (c) Advancement of the interim Left In Left Out (LILO) access scenario for the Medhurst Road/Transport Corridor and Menangle Road intersection, including potential political representation.
 - (d) Finalisation of the integrated Rosalind Park/Gilead 2 Menangle Creek crossing.
 - (e) Detailed provisions to be included in an accompanying DCP that address fine grained issues

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, R Manoto, M Oates, W Morrison, J Cotter, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution was Councillor M Khalil.

151/2023 The Motion on being Put was **CARRIED**.

Meeting Note: At the conclusion of the debate and vote on Item 8.3 Councillor Brticevic, Councillor Chowdhury and Councillor Hunt returned to the Chamber at 7:04pm.

8.4 Re-establishment of North Area Alcohol Free Zones

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

1. That a notice be placed on Council's website for 14 days inviting submissions from any person or groups in response to Council's intention to re-establish Alcohol Free Zones over the public roads and carparks detailed in the attachments to this report for the proposed Alcohol Free Zones of:
 - a) Claymore
 - b) Glenfield
 - c) Ingleburn
 - d) Macquarie Fields
 - e) Minto
 - f) Minto Zone 2
 - g) Raby
 - h) St Andrews
 2. That any objections received during the exhibition period be reported to Council.
 3. That should no objections be received during the exhibition period, advice be given that Council intends to re-establish Alcohol Free Zones over the areas specified in Recommendation 1 above to:
 - a) The Anti-Discrimination Board
 - b) The Officer in charge of the Police Station nearest the zones
 - c) The liquor licensees and secretaries of registered clubs whose premises border on
-

-
- or adjoin or are adjacent to the proposed zones
- d) Any known group that might be affected by the creation of the proposed zones.
4. That a further report be provided to Council on the re-establishment of the Alcohol Free Zones specified in Recommendation 1 at the completion of the period for comment by the organisations/groups listed in Recommendation 3.

152/2023 The Motion on being Put was **CARRIED**.

8.5 Appointment of Additional Community Members to Campbelltown Local Planning Panel

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

That Council endorse the appointment of Alison Dunshea and Adam Novek as additional community members of the Campbelltown Local Planning Panel for the period until 30 June 2024.

153/2023 The Motion on being Put was **CARRIED**.

8.6 Campbelltown Illegal Dumping Strategy

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

That Council adopts the draft Campbelltown Illegal Dumping Strategy.

154/2023 The Motion on being Put was **CARRIED**.

8.7 Policy Review - Street Trading

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

That the item be deferred for a future meeting of Council.

155/2023 The Motion on being Put was **CARRIED**.

8.8 Campbelltown Outdoor Dining Policy and Guidelines

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

That Council endorse the Campbelltown Outdoor Dining Policy and Guidelines.

156/2023 The Motion on being Put was **CARRIED**.

8.9 Assignment of Licence for Bob Prenter Reserve to South West Sydney Blues Australian Football Club

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

That The Council

1. Notes the merger between the Campbelltown Australian Rules Football Club and South West Sydney Magpies Australian Football Club to form the South West Sydney Blues Incorporated.
2. Endorses the requirement to amend the licences issued to the Campbelltown Australian Rules Football Club and the New South Wales Gaelic Athletic Association to assign the licences to the new entity and advertise the proposed licence under Section 47 of the *Local Government Act*.
3. Delegates Authority to the General Manager to enter the assigned licences, unless any requirement under Section 47 of the *Local Government Act* requires a further report Council occurs during the Public exhibition period.

157/2023 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 Morrison:

That the minutes of the Campbelltown Multicultural Communities Advisory Committee held 21 March 2023 be noted.

158/2023 The Motion on being Put was **CARRIED**.

8.11 Investments and Revenue Report – May 2023

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

That the information be noted.

159/2023 The Motion on being Put was **CARRIED**.

8.12 Reports and Letters Requested

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

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

160/2023 The Motion on being Put was **CARRIED**.

8.13 Sundry Debtor Write-offs June 2023

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

That the sundry debtors as listed in the attachment totalling \$30,336.46 be written off as uneconomical to recover.

161/2023 The Motion on being Put was **CARRIED**.

8.14 Dedication of Council Land – Hansens Road, Leumeah

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

1. That Council endorse the dedication of Council land detailed in this Council report as public road.
2. That Council endorse that once completed the dedication of land is formalised by publishing a Gazette notice.
3. That Council endorse that all and any documentation associated with this process is signed by way of delegated authority under S377 of the Local Government Act 1993.

162/2023 The Motion on being Put was **CARRIED**.

8.15 Policy review – Asset Capitalisation

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

1. That the revised Asset Capitalisation Policy as attached to this report be adopted.
2. That the Asset Capitalisation Policy review date be set at 30 June 2027.

163/2023 The Motion on being Put was **CARRIED**.

8.16 Investment Property Portfolio – Performance Update

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

That Council note the information contained in this report.

164/2023 The Motion on being Put was **CARRIED**.

8.17 T23/20 Design and Construction of the Raby Indoor Sports Centre

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

That Council:

1. In accordance with section 178 (3)(e) of the Local Government (General) Regulation 2021, enter into negotiations with an organisation that can demonstrate their capacity to meet project objectives as outlined in the report, as no tenders were received. The evaluation panel do not see any benefit in inviting fresh tenders as the market was tested through this process.
2. Endorse the General Manager to finalise negotiations and enter into a contract by way of delegated authority under S377 of the *Local Government Act 1993*.

165/2023 The Motion on being Put was **CARRIED**.

Procedural Motion

It was **Moved** Councillor Greiss, **Seconded** Councillor Munro;

That Council resolve into Committee of the Whole in accordance with clause 12.1 of the Code of Meeting Practice to consider Item 8.18.

166/2023 The Motion on being Put was **CARRIED**.

The Ordinary Meeting of Council was adjourned at 7.06pm and reconvened as a meeting of the Committee of the Whole at 7.07pm.

8.18 Campbelltown Billabong Parklands Project Audit

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

That the Council:

1. Notes the findings of the project audit recently completed by KPMG for the Campbelltown Billabong Parklands Project.
2. Notes that the project being delivered within the budget as approved by Council.

167/2023 The Motion on being Put was **CARRIED**.

A Division was recorded in regard to the Resolution for Item 8.18 with those voting for the Motion being Councillors G Greiss, D Lound, K Hunt, M Chowdhury, R Manoto, M Oates, W Morrison, M Khalil, J Cotter, G Brticevic, M Chivers, M George, J Chew and R Munro.

Voting against the Resolution were Nil.

At the conclusion of the meeting of the Committee of the Whole the Council Meeting was reconvened at 7.48pm

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

That the reports of the Committee of the Whole and recommendations contained therein be adopted and that Standing Orders be resumed.

168/2023 The Motion on being Put was **CARRIED**.

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION

11.1 Intersection of Collins Promenade and Eagleview Road

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

1. That Council undertake a review of recent changes to the intersection of Collins Promenade and Eagleview Road and present the findings to Transport for NSW for their review and consideration in the interest of motorist safety.

169/2023 The Motion on being Put was **CARRIED**.

11.2 Review of Procurement Policy

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

1. That a review of Council's procurement policy be undertaken to ensure there are mechanisms to support local suppliers while still obtaining best value for money.

170/2023 The Motion on being Put was **CARRIED**.

11.3 Colonial History

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

That, in order to recognise and celebrate Campbelltown's nationally significant colonial history, a report be presented to Council:

1. outlining the plans for a Colonial Market Fair and Bush Dance to be held in Hurley Park near the site of the historic cattle tanks;
2. advising how funds will be sought to implement such an event; and
3. confirming the inaugural event be held during Heritage Week 2024.

171/2023 The Motion on being Put was **CARRIED**.

11.4 Agricultural and Indigenous History

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

1. That, in order to recognise Campbelltown's significant agricultural and Indigenous colonial histories, a report be presented advising how Council will seek funds to create a mural or murals on the Silos situated on Appin Road.

172/2023 The Motion on being Put was **CARRIED**.

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

1. Councillor Darcy Lound- On Sunday 2 July along with the Mayor, Councillor Greiss attended the Jack Beasley Foundation fundraiser day at Waminda Oval put on by the East Campbelltown Eagles. Jack tragically lost his life at just 17 years of age in a knife attack in Surfers Paradise. For the last few years the East Campbelltown Eagles have supported Jack's parents, Belinda and Brett to put on this fundraising day to assist their efforts achieve legislative change in QLD and NSW for police to undertake additional searches for knives and weapons to help to prevent knife crime. Very humbling and an honour to be there as they continue to fight for Jack. Thanks to Daniel Draper, the President East Campbelltown Eagles and the Committee for the event.

2. Councillor Darcy Lound- Saturday 1 July attended the Eschol Park Football Club fundraising Pink and Blue Day raising funds for Breast and Prostate cancer. Councillor Lound acknowledged the fantastic Council staff and presentation of the facility to enable them to run the day with stalls and dodgem car rides. The day raised just under \$26K. Councillor Lound acknowledged the President Ralf Bzdega and the ESFC Committee.
3. Councillor Darcy Lound thanked and acknowledged the Deputy General Manager, Director City Governance Phu Nguyen. Phu has been outstanding, professional and efficient in all the roles he has undertaken at Council. Councillor Lound thanked Phu for his support thanks for support, it has been a great honour and a great privilege to work with Phu and thanked him for his work for the Campbelltown community. Councillor Lound wished Phu well and congratulated him on his new appointment as CEO of Onkaparinga.
4. Councillor Karen Hunt - On Friday 30 June was pleased once again to attend the opening of Chillfest with the Mayor, Cr Lound, Cr Chowdhury, Cr Manoto, Cr Oates, Cr Morrison, Cr Chew, Cr Munro, Director Scott Grant and his magnificent team, and other council staff. Councillor Hunt commended the magnificent staff organisers for continuing such a wonderful job with all of the event providers to ensure our community can participate in something slightly different to regular gatherings. She expressed her gladness to see this winter event continue to attract our local families, and visitors, to enjoy some fun during the cold weather, and particularly that quiet hour enables a whole family to enjoy and experience this event together – something that our council wholeheartedly supports and promotes. Campbelltown is such a long way from those places with regular snow falls, so this is just a small way of bringing some wintry fun to our city. Cr Hunt extended a Thank you all once again for the great work.
5. Councillor Karen Hunt - On Monday 3 July attended the annual flag raising ceremony as an important part of NAIDOC week with the Mayor, Cr Chowdhury, Cr Manoto, local MPs Greg Warren and Nathan Hagarty, along with many community leaders. The turnout was absolutely wonderful, standing room only, which is a clear demonstration of our community's support for and recognition of our Aborigine and Torres Strait Islander peoples. Uncle Eddie performed the smoking ceremony and Auntie Glenda honoured all in attendance with her wonderful Welcome to Country. The Wiritjiribin Dance Group entertained with a combination of storytelling dances and a special performance by the very talented and cute Waranwarin Early Learning Centre students. This year's theme is For Our Elders and Cr Hunt thanked all of them for their guidance, knowledge, experience and teaching so that the emerging generations can fulfil their dreams as well.
6. Councillor Karen Hunt thanked the Director City Governance Phu Nguyen for the magnificent work he has done for Council. Thank you for the support provided and the interesting and fun conversations had. Campbelltown's loss is Onkaparinga's gain.

7. Councillor Masood Chowdhury – On Tuesday 4 July attended the change over dinner at Ingleburn Rotary Club and extended his Congratulations to the new President, Vanessa Kerstine and the newly elected executive.
8. Councillor Masood Chowdhury – On 8 July 2023 attended the Friends Annual and Focus Exhibition at Campbelltown Arts Centre which was a great opportunity to see some of the best art in the region.
9. Councillor Masood Chowdhury acknowledged outgoing Director City Governance Phu Nguyen for his support and, in particular, for his support of the multicultural community. He thanked him for his service to the community over the last 5 years.
10. Councillor Rey Manoto – On 17 June represented the Mayor at Philippine Independence Day Commemoration Ceremony held at the Council Forecourt in commemoration of the 124th anniversary of the declaration of Philippine Independence. The event was attended by important members of the Australian/Filipino Community, Modesta Villalobso representing the Consul General of the Philippines for NSW and Charmaine Aviquivil. Other dignitaries in attendance were Anoulack Chanthivong MP, Dr Mike Freeland MP, Greg Warren MP and Nathan Hagarty MP, Councillor Chowdhury, Councillor Chew and Councillor Khalil. The event was also attended by various leaders from our multicultural community and also leaders/members of the Australian/Filipino associations lead by the Campbelltown Region Filipino Community Council (CRFCC) headed by Connie Ramsay. Councillor Manoto commended Lourdes Kaiser who served as president of the CRFCC for the past 18 years. The Philippine consulate and CRFCC expressed appreciation to Council for their support.
11. Councillor Meg Oates – Represented the Mayor at Youth Justice Art Exhibition as part of NAIDOC week which focused on the topic of 'For Our Elders'. This Exhibition is hosted at Campbelltown Arts Centre and is based on work by young people who are part of the youth justice scheme at Cobham Youth Justice Centre and Reiby Juvenile Justice Centre. Council has been involved in this program for approximately 4 plus years where artists who are connected with the Arts Centre facilitate workshops for those in the youth justice centres and their artworks are displayed during NAIDOC week. The two artists involved were Jason Wing and Maddy Gibbs who have a deep association with our Arts Centre.
12. Councillor Meg Oates – Represented the Mayor at Campbelltown and Districts Lapidary Club at their 43rd Annual Exhibition. They are a voluntary association that works across the whole of the Macarthur area. They collect rocks, make jewellery, are involved in silver smithing, work with dichroic glass, wax casting, enamelling, wiring and beading. They are grateful for the support received by Council particularly the in the use of the Greg Percival Community Centre for their annual show.
13. Councillor Meg Oates – On Tuesday (11 July) morning, joined Cr Hunt and Cr Munro at the Minto Early Learning Centre (ELC) to celebrate their 30th Birthday. Lots of members of the community, family and friend attended this event. It was particularly special for Cr Oates as she opened the centre 30 years ago. She is amazed at the development of the

centre to date from its beginnings as a childcare centre to now running programs which she considers magical and fantastic. She congratulated all the staff, past and present, and the achievements of our ELC's that are exceeding expectations.

14. Councillor Meg Oates – Had the privilege of judging the Friends Annual and Focus Exhibition at the Campbelltown Arts Centre. She loved seeing the artworks up close and learning about the purposes of their artwork and appreciating the ranges styles, talent and topics of the exhibition. The two winners of the Exhibition were, Di Hallinan painting Endangered – Orange-Belly Parrot and Xing Min Chiu's painting Morning at the Fishing Port. Councillor Oates recommended seeing the Exhibition and also the Textiles Exhibition at the Arts Centre.
15. Councillor Warren Morrison – Attended the Mardens Law Group Planning and Environment Law Conference at the Campbelltown Arts Centre on 23 June along with the Mayor.
16. Councillor Warren Morrison – On 3 July attended the NAIDOC Flag Raising Ceremony at the Council Forecourt then joined the march down to the Campbelltown Arts Centre where NAIDOC Community Connection Day was celebrated. The theme for the day was 'For Our Elders'. Councillor Morrison congratulated the staff for the event. He gave special thanks to Ken Earl and the Rapid Relief Team.
17. Councillor Warren Morrison – On 4 July attended along with Councillor Khalil and Councillor Chowdhury the Ingleburn Rotary Changeover. Congratulation to the new president, Vanessa Olsen. Councillor Morrison was presented with Paul Harris Fellow Award for his community work. He extended his thanks to Drew Percival and Bill Salter for all their hard work and congratulations to all the Rotarians.
18. Councillor Warren Morrison – On 9 July attended along with Nathan Hagarty MP, David Saliba MP, Sally Quinnell MP and Camden Mayor, Ashleigh Cagney at a gala dinner for International Festival for Indigenous Football held at Ron Dine Memorial Reserve in Camden. There were three events – Camden Indigenous Football Program vs the ACT Jumbuck (Football Masters, over 40s), Indigenous Football Program vs Aotearoa Maori Football Women's Team and the Indigenous Cup between Indigenous Football Program vs Aotearoa Maori Football Men's Team. The highlight of the night was the pacific elders performing the haka in response to the with the women's and men's haka performance. Councillor Morrison thanked Uncle Phil Dotti, Rod Ciantar and Brenden Broadbent for bringing this indigenous event to the Macarthur District.
19. Councillor Morrison thanked outgoing Director City Governance, Phu Nguyen for his guidance, support and always listening. He acknowledged Phu's achievements and his focus on investing in the LGA particularly the heritage buildings on Queen Street, Home Base and Bunnings.
20. Councillor Masud Khalil – Acknowledged outgoing Director City Governance, Phu Nguyen for always helping and giving guidance. He wished him good luck in his career progression and thanked him for his friendship and always giving a helping hand. He

acknowledged that Campbelltown will always remember Phu's hard work and will welcome him back if he ever returns.

21. Councillor Masud Khalil – Represented the Mayor at Eid-el Fitr Congregations organised by Australian Muslim Welfare Centre. This event was attended by nearly 5000 people. Thank you for the assistance in securing Victoria Park to host the event which was able to accommodate all the people.
22. Councillor Josh Cotter – On 16 June represented the Mayor at the Stars of Sydney South West Dance for Cancer. The event raised over \$85,000 in partnership with the Cancer Council of NSW. Councillor Cotter was a judge of the performances by local organisations, charities, and other groups that only had 12 weeks to prepare. It was a night of great fun for a very worthy cause.
23. Councillor Josh Cotter – On 26 June attended the Campbelltown Rotary Changeover and their 65th anniversary celebration. Councillor Cotter thanked the outgoing president, David Symonds for his hard work over the past year. He also welcomed the new president, Binod Paudel, who will do wonderful things while in president due to his dedication to the community. Councillor Cotter also congratulated the Mayor for receiving the Paul Harris Fellow award.
24. Councillor Josh Cotter – On 28 June attended Ideas, Innovation and Youth Forum hosted by Council. This event was also attended by the Mayor, General Manager and Council staff. The event was well received and provided the opportunity to consult with service providers and people working with young people. It was great to have conversations and listen to the passion and appreciation that the young people have for our area. It was great to participate in this activity which is featured in our Youth Engagement Strategy. It demonstrates our commitment to engaging with the youth in our LGA. Councillor Cotter commended the Council staff for their hard work in putting together these youth events.
25. Councillor Cotter wished outgoing Director City Governance, Phu Nguyen, all the best thanked him for his friendship, support, advice, prompt response to questions. He looks forward to travelling to Onkaparinga at the end of the year and is looking forward to catching up with Phu then.
26. Councillor George Brticevic acknowledged outgoing Director City Governance, Phu Nguyen for the work he has done for the Council. He has enjoyed his company and working with him during his tenure as Mayor. He is certain that Phu will do a fantastic job as CEO of City of Onkaparinga.
27. Councillor George Brticevic congratulated the General Manager on her 30 years of service in Council. She has demonstrated that you can successfully lead the organisation with a community heart. Councillor Brticevic acknowledged how Council has improved under the General Manager's leadership and wishes her continued success in the future.

28. Councillor Margaret Chivers acknowledge outgoing Deputy General Manager/Director City Governance, Phu Nguyen with a speech called 'Us and Them'. Councillor Chivers recollected Phu's first Council meeting where he demonstrated complete faith in staff to provide advice and respond to questions. From this first encounter, Councillor Chivers knew that Phu was a true professional and a great leader – great leader's set out to make a difference. Phu's work in Campbelltown has been based around strong budgets which has resulted in a fiscally strong City. Current residents of Onkaparinga, the largest LGA in South Australia are the new lucky ones. On 18 May 2023, the Onkaparinga Mayor announced that Phu was the new CEO of the City after clearly articulating how his strategic mindset and depth of experience in large Local Government could benefit the City of Onkaparinga. Councillor Chivers personally thanked Phu for support, honesty, direct answers, hard work, steady eye on dollars and investment. She particularly thanked Phu for leaving the City stronger and more prosperous than when he arrived.
29. Councillor Marian George – Thanked outgoing Directory City Governance, Phu Nguyen, for his great service to Council the and people of Campbelltown. It has been a pleasure to work with Phu for the last year and a half. Councillor George thanked Phu for his friendship and wishes him all the best for his new role and for the future.
30. Councillor John Chew – On 19 June represented the Mayor at the Wreath Laying Ceremony at Rizal Park Rosemeadow which commemorated the 162nd birth anniversary of Dr Jose Rizal. Councillor Manoto also attended and they were joined by the Philippines Consul's Emmanuel Guzman, Greg Warren MP and three visiting luminaries from Manila, Sir Elihu Ybanez, Sir Lambert Tagayuna and Sir Gilbert San Diego.
31. Councillor John Chew – On 21 June represented the Mayor at Campbelltown Toastmasters Club who were celebrating their 46th year anniversary and executive changeover. There were awards presented for the achievements of the year by various members with acknowledgment of the outgoing president, Bobby Narain.
32. Councillor John Chew – On 8 July represented the Mayor at the Campbelltown Art Centre where Councillor Chew gave the opening address form Macarthur and Beyond – an annual suite of exhibitions by creative communities and artists within our region. Councillor Chew extends his congratulations and thanks to the contributors and sponsors, Friends of Campbelltown Art Centre, Macarthur Textile Network, Elizabeth Cummings, Catherine O'Donnell, Macarthur Disability Services and the Winner of Annual Friends Exhibition, Xing Min Chiu.
33. Councillor John Chew acknowledged outgoing Director City Governance, Phu Nguyen. He would like to visit Phu in Onkaparinga someday where he hopes that Phu will find a place with Mango brulee.
34. Councillor Riley Munro – On 18 June represented the Mayor at the Scouts Australia Hume Region Annual Report Presentation. It was a fantastic event which recognised approximately 60 years' service to Scouts in this region. The CEO of Scouts NSW and

board members made extensive presentations articulating the impact of the removal of Active Kids Vouchers and the effect on associations.

35. Councillor Riley Munro – 24 June attend with the Mayor and Councillor Chew a Charity night hosted by Mayor of Wollondilly, Matt Gould, which raised money for domestic violence services. It was great night which raised approximately \$ 10,000 on the night.

36. Councillor Riley Munro – Acknowledged the General Manager on receiving the Pemulwuy Prize for her advocacy for our region by the Western Sydney Dialogue on 15 June.

14. CONFIDENTIAL REPORTS FROM OFFICERS

Confidentiality Recommendation

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

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

Item 14.1 New Lease – Art Gallery Road, Campbelltown

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

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

173/2023 The Motion on being Put was **CARRIED**.

The Ordinary Meeting of Council was adjourned at 9.11pm and reconvened as a meeting of the Confidential Committee at 9.11pm.

Recommendations of the Confidential Committee

14.1 New Lease – Art Gallery Road, Campbelltown

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

1. That Council approve the recommendation for the preferred new operator of the café located at Campbelltown Arts Centre.
 2. That Council approve the terms of lease with the preferred operator set out in this report.
 3. That all and any documentation associated with the new lease be executed by way of
-

delegated authority of Council under Section 377 of the Local Government Act 1993.

174/2023 The Motion on being Put was **CARRIED**.

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

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

175/2023 The Motion on being Put was **CARRIED**.

At the conclusion of the meeting of the Confidential Committee the Open Council Meeting was reconvened at 9.13pm

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

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

176/2023 The Motion on being Put was **CARRIED**.

There being no further business the meeting closed at 9.15pm.

Confirmed by Council on <<enter date>>

..... General Manager Chairperson

4. STATEMENT OF ETHICAL OBLIGATIONS AND DECLARATIONS OF INTEREST

Statement of Ethical Obligations

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

Declarations of Interest

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

Other Disclosures

5. MAYORAL MINUTE

5.1 Enhancing Our City

Recommendation

That the information be noted.

Throughout its history, Campbelltown has consistently demonstrated a proactive approach to planning for the future. In my initial Mayoral Minute titled "Thoughts, Aspirations, and Highlights", delivered in February 2022, I emphasised some of the notable achievements of the previous Council term. These accomplishments included the adoption of Campbelltown's Koala Plan of Management in 2018 and the Reimagining Campbelltown City Centre Masterplan in 2020, to name but a few. The Masterplan, a comprehensive vision for the city's development, was crafted collaboratively with input from various stakeholders dedicated to shaping Campbelltown's future. The Council has remained committed to ensuring that its actions, priorities, and projects align harmoniously with the overarching vision of the Masterplan.

In addition to recognising past achievements, I also outlined a vision for the city and with the support of my fellow councillors and the dedicated council staff, I aspired to pursue initiatives to improve the well-being of our residents in the present and the years to come. Central to this commitment were three key principles aimed at enhancing our city:

1. Delivering local social and physical infrastructure geared towards fostering a thriving community and supporting the needs of our residents.
2. Establishing a strong advocacy program that ensures Campbelltown's interests are effectively represented at higher levels of government and that the city's needs are championed with conviction.
3. Undertaking a comprehensive review of city policies through the evaluation of existing policies to identify areas for improvement, creating a more adaptive and progressive framework for guiding the city's growth and development.

Through most of the 27 Mayoral Minutes that followed, I intended to articulate and inform the Council and the community about how these ideas are taking shape.

Local Social and Physical Infrastructure

City Beautification

One of the most urgent and impactful actions was the establishment of the City Amenity, Beautification and Appeal Program. This initiative had a clear purpose: to identify areas in need of improvement within the city and create a practical plan to ensure that these public spaces were well-maintained and effectively catered to the community's needs. The overarching goal was to enhance the city's aesthetics and overall liveability, making it an even more attractive and pleasant place to reside.

The City Amenity, Beautification and Appeal Program focused on regular cleaning and maintenance of public assets, contributing to the enjoyment and well-being of all residents. As a result of these efforts, significant short-term results were achieved, notably improving the cleanliness and renewal of city assets and enhancing their utilisation for the benefit of the community. Through the implementation of the beautification programs, Campbelltown experienced a noticeable improvement. The report contained within this business paper shows some of the work we have completed and the equipment that we purchased to undertake the regular cleaning schedule.

As we continue our unwavering commitment to enhancing city beautification, we are maturing and specialising our asset management approach. Supported by leading technology with visualisation of our assets and comprehensive datasets, we will see further enhancement of our decision-making process. These systems and processes will provide a comprehensive and dynamic view of our city's assets, enabling us to make informed and strategic choices to ensure optimal utilisation and maintenance of assets including public spaces and ultimately maximise their benefit to the community.

I would like to thank Ben Hoyle, the recently appointed Director of City Services, for spearheading this initiative and bringing his expertise in innovative asset management to Campbelltown. With his leadership and this leading-edge approach, I am confident that our city's beautification efforts will reach new heights, making Campbelltown an even more vibrant and inviting place for all residents.

Community Social Activities

As part of our ongoing commitment to delivering local social and physical infrastructure projects, my recent Mayoral Minute titled "Our Communities Social Connections - Social Activities", presented in April 2023, detailed three points regarding how we should work to gather and empower community members to establish and develop activities that are dear to their hearts.

As I highlighted, the first element to enabling successful social activities is considering what activities the community wants and needs. We have seen significant effort in this space from Councillors' Notices of Motion, a few of which are up for discussion tonight and through our ongoing engagement with the community. I thank everyone involved in bringing these important activities to our attention.

The second point was about the suitability of the spaces Campbelltown has to offer. I asked the General Manager to investigate suitable outdoor locations that could serve as event-ready venues for hosting community gatherings and celebrations. The imperative to explore suitable outdoor spaces for hosting festivals and community events was in response to valuable feedback from our community members.

I am pleased that we have completed the review and actively explored various options to enhance event experiences for our residents. The invaluable input and engagement from our community have been the driving force behind these efforts, and we are committed to ensuring that Campbelltown offers the finest spaces for events that foster unity and bring people together.

Our city already boasts several remarkable locations that our community has utilised for various events and activities. These include the Campbelltown Sports Stadium, Campbelltown Arts

Centre, Coronation and Redfern Parks at Minto, the Athletics Centre, Koshigaya Park, Hallinan Park at Ingleburn and the soon-to-be-completed Billabong Parklands. Some of these spaces are currently planned for upgrades and improvements, further elevating their potential to accommodate diverse activities and gatherings.

Councillors have now being briefed on the options, and I understand a formal recommendation to upgrade an outdoor venue to an event-ready space will be coming to Council in the next Council meeting.

I also brought attention to the matter of our public halls' suitability for modern-day activities. Recognising the dynamic nature of our growing community's needs, I requested the General Manager conduct a comprehensive audit of our indoor community infrastructure.

The primary goal of this audit is to thoroughly assess whether our current public halls adequately meet the evolving demands and aspirations of our residents. As Campbelltown continues to develop, it is essential that our indoor spaces can effectively accommodate a wide range of activities and events that foster community engagement and social connections. I am pleased to inform you that the audit is actively underway, and the team is diligently examining each facility to gauge its adaptability and capacity to cater to diverse community needs. The results will be presented to the Council in the coming months.

I look forward to continuing to work with the Council to create an inclusive and vibrant environment where our communities can foster meaningful social connections and celebrate their shared experiences.

Further to this progress, in July 2023, I highlighted that community members may need additional support in navigating the compliance process of establishing an event within our city's available spaces. I understand that additional resources have now been employed to work closely with community to assist in the event process, with the staff soon joining the Council team.

I want to thank the staff for all of their efforts in this significant body of work.

Advocacy Program

Since assuming the role of Mayor of Campbelltown in early 2022, I have worked to leverage the opportunities for our city through political advocacy. I continue to draw attention to Campbelltown's needs from both the Commonwealth and NSW Governments. I have been unwavering in my advocacy efforts, reaching out to Members of Parliament, Ministers, and Shadow Ministers to champion our city's interests at every opportunity I could.

To bolster our advocacy campaign, we developed "Our Call to the NSW Government for Support," which outlined vital initiatives that could benefit our community. I am pleased to report that several of these initiatives have garnered support from the NSW Government, which is a testament to the effectiveness of our advocacy efforts.

The unprecedented investment commitment from the former NSW Government through the WestInvest Program has been a significant achievement for our community. We eagerly anticipate these projects' planning and subsequent development as funding commitments take shape, promising positive outcomes for Campbelltown.

Moving forward, we remain committed to our city's progress and will continue to advocate for increased investment from the NSW Government. Our vision includes the development of a Community and Justice Precinct, which has the potential to catalyse private and university sector involvement in Campbelltown. This development could create essential employment opportunities for our residents, further enhancing the city's prosperity.

Recently, we have started to re-establish our campaign and begun meeting with new State Ministers. I had the privilege of meeting with the Premier of NSW in Campbelltown to discuss our city's priorities and opportunities. I pledged to work closely with his government to secure successful outcomes for Campbelltown's growth and development. I eagerly look forward to a favourable outcome in the NSW Budget to support our city further.

Despite challenges in engaging with the Commonwealth Government, I remain determined to continue our efforts in advocating for issues relevant to Campbelltown. We understand the importance of presenting our city's needs at the national level and will persist in seeking opportunities for support and collaboration.

Enabling Policy Framework

In today's business paper, two new policy frameworks for Council discussion and endorsement are presented: City Attraction and Events and secondly Urban Revitalisation and Investment. These frameworks are designed to address various aspects related to community development and support.

City Attraction and Events Policy Framework

The first framework comprises four key policies that align with our vision for a thriving and inclusive city:

1. City Attraction Program: This program focuses on attracting and hosting events, activities, and initiatives that enhance the overall appeal and vibrancy of Campbelltown. By offering a range of engaging and diverse opportunities, we aim to draw both residents and visitors to experience the best that our city has to offer.
2. Stadium Attraction and Content Retention Policy: This policy focuses on attracting events and entertainment content to our city that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise.
3. Sustainable Events Policy: As we strive to create a sustainable and environmentally responsible community, this policy lays out guidelines and principles for organising events in an eco-friendly manner. By adopting sustainable practices, we aim to reduce our ecological footprint while promoting events that resonate with our commitment to environmental stewardship.
4. Grants, Sponsorships, and Donations Policy: This policy outlines our approach to supporting community-driven initiatives and projects through grants, sponsorships, and donations. By offering financial assistance and resources, we aim to empower local organisations and individuals to bring their ideas to life and contribute to the betterment of our community.

With the implementation of these policies, we aim to promote fairness, inclusivity, and sustainability and to foster an environment where opportunities are accessible to all of our community.

Urban Revitalisation and Investment Policy Framework

It is evident that council investment and urban renewal are topics of significant importance to the community, to me and to the Council. As such, I have highlighted these matters on numerous occasions.

Today we have the first four essential policies that form the foundation of our approach in these areas:

1. **Urban Renewal and City Revitalisation Policy:** This policy reflects our dedication to breathe new life into urban spaces and enhance the overall vitality of our city. Through strategic urban renewal initiatives, we seek to revitalise key areas, improving infrastructure, amenities, and aesthetics. This policy is designed to create attractive and functional spaces that promote economic development, community well-being, and a sense of pride among our residents.
2. **Investment Property Portfolio – Strategy for Revenue Growth Policy:** This policy focuses on a comprehensive evaluation of our investment property portfolio. By analysing the performance and potential of these investments, we aim to develop a well-informed strategy for revenue growth. The goal is to optimise returns on investments, ensuring that we can fund essential projects and initiatives that benefit our community.
3. **Acquisition of Property Policy:** This policy outlines the considerations for Council's acquisition of property within the LGA, whether for operational, strategic or investment purposes.
4. **Divestment of Land and Building Assets Policy:** As we continue to evolve and adapt, it is crucial to review our asset portfolio regularly. This policy outlines the process of divesting land and building assets that may no longer align with our long-term vision or strategic priorities. By divesting certain properties, we can redirect resources towards more impactful projects and investments that better serve the needs of our community.

The four policies are complementary and play a critical role in guiding our decisions and actions related to council investment and urban renewal. They ensure that our endeavours are forward-thinking, sustainable and contribute positively to the growth and well-being of Campbelltown's community.

The decision-making process for any activities related to the policies will continue to adhere to the necessary governance procedures mandated by the Local Government Act. As per the legal requirements, all such activities will be presented to the Council for approval, ensuring transparency and accountability in our decision-making.

The introduction of these policies and their accompanying support procedures, once approved, will provide a structured framework that guides our actions and choices. This framework will serve as a compass, helping us navigate the complexities of council investment, urban renewal, and revitalisation while adhering to established guidelines and principles.

Councillor Protocols

Finally, the other policy initiative is strengthening our Councillor protocols. While I spoke about a Mayoral Office Protocol in the Mayoral Minute in May 2023, following advice from staff, and based on our Code of Conduct training conducted by our external legal providers, we understand these protocols should extend to cover all Councillors. The proposed revised Councillor Protocols are in today's Business Paper.

The protocols we have in the item represent a comprehensive compilation of various elements, including current legislation, code of conduct procedures, and longstanding traditional processes. By amalgamating these elements into a unified set of protocols, we create a cohesive and comprehensive framework that guides our day-to-day operations. This ensures that our actions are aligned with our principles and that we maintain a high standard of performance while serving the best interests of our community.

As we continue to evolve, we remain committed to reviewing and updating these protocols to adapt to changing circumstances and to improve our processes continually.

Conclusion

Through the implementation of these strategic policy frameworks, we set a clear direction for the future, centred on the fundamental principles of enhancing community well-being, sustainability, and resilience.

With the right social and physical infrastructure, and the enabling policy environment in place, Campbelltown is poised to become a city that not only meets the needs of its diverse and growing population but also nurtures a sense of pride and connection among its residents, fostering an environment that encourages community engagement, cultural enrichment, and social cohesion.

Attachments

Nil

6. PETITIONS

7. CORRESPONDENCE

7.1 Correspondence regarding Appin Road

Officer's Recommendation

That the letters be noted.

Correspondence regarding Appin Road:

1. Letter from the Mayor of Campbelltown to the Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 16 February 2023.
2. Letter from the Hon. Catherine King MP to the Mayor of Campbelltown dated 6 June 2023, sent via email on 28 June 2023.

Attachments

- 7.1.1 Letter from the Mayor of Campbelltown to the Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government dated 16 February 2023. (contained within this report) [↓](#)
- 7.1.2 Letter from the Hon. Catherine King MP to the Mayor of Campbelltown dated 6 June 2023, sent via email on 28 June 2023. (contained within this report) [↓](#)

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



The Hon Catherine King MP

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

Ref: MC23-030662

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

via: council@campbelltown.nsw.gov.au

Dear Mayor

George

Thank you for your letter of 16 February 2023 seeking further Australian Government funding to upgrade Appin Road. I apologise for the delay in responding.

I understand you have also written to the Prime Minister, the Hon Anthony Albanese MP on this matter and I appreciate your advocacy to ensure underpasses and fauna protection measures are in place on Appin Road.

As you are aware, on 1 May 2023, I announced an Independent Strategic Review of the Infrastructure Investment Program to ensure projects funded by the Commonwealth have a lasting benefit for Australia, and enhance our economic and social productivity and prosperity. The Review will be undertaken within 90 days and the reviewers will engage with relevant government and industry stakeholders in relation to the projects being reviewed.

The Government remains committed to maintaining a 10-year \$120 billion infrastructure pipeline, whilst working towards ensuring land transport infrastructure projects are genuinely nation-building, economically sustainable and resilient to our changing climate.

Until the outcomes of the Review are known, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts will continue to work closely with Campbelltown City Council and the NSW Government to deliver projects that are currently under construction.

Thank you for taking the time to write to me on this matter.

Yours sincerely

signature has been removed

Catherine King MP

6 / 6 / 2023

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

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
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	Waiting on information from applicant
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	Waiting on information from applicant
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	Waiting on information from applicant

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

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	Subject to appeal – Land and Environment Court
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-O	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
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%	Assessment in progress

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 Planning Proposal - Amendment of Clause 4.4 'Floor Space Ratio' - Campbelltown Local Environmental Plan 2015

Reporting Officer

Executive Manager Urban Centres
City Planning and Environment

Community Strategic Plan

Objective	Strategy
4 Economic Prosperity	4.2.1 Support the growth, productivity and diversity of the local economy

Delivery Program

Principal Activity
2.1.1.3 Deliver effective land use planning to ensure community needs are met

Officer's Recommendation

1. That Council endorses and forwards the Planning Proposal at attachment 1 to the Department of Planning and Environment for a Gateway Determination.
2. That should the Minister or their delegate determine that the Planning Proposal may proceed, public exhibition be undertaken in accordance with the Gateway Determination.
3. That following the public exhibition either:
 - a) where objection(s) are received to the Planning Proposal a further report be presented to Council on those objection(s), or
 - b) where no objection(s) are received during the public exhibition period, the Planning Proposal be finalised.

Executive Summary

- Clause 4.4 of Campbelltown Local Environment Plan 2015 (CLEP 2015) applies to the majority of land within the Campbelltown Local Government Area (LGA) and provides the relevant development standards relating to the control of the floor space ratio (FSR) of buildings.
- At the commencement of CLEP 2015, Clause 4.4 comprised only of subclauses 4.4(1) - (2A) in their current form. Sub clause 4.4(1) provides the objectives of clause 4.4, subclause 4.4(2) prescribes the maximum floor space ratio for buildings as per the Floor Space Ratio

Map of CLEP 2015, and sub clause 4.4(2A) is a local provision prescribing additional FSR controls for specified developments separate to the Floor Space Ratio Map.

- Clause 4.4 was amended by Council on 29 April 2022 with the insertion of additional sub clauses 4.4(2B) and 4.4(2C), made under separate planning proposals for the Gilead Urban Release Area and Menangle Park Urban Release Area.
- A number of issues have been identified with the effective operation of clause 4.4 (as amended), generally relating to unintended floor space ratio outcomes being permitted in certain instances as a result of the interplay of the sub clauses. This is creating the potential for buildings of excessive bulk and scale that are incompatible with the desired character of their locality.
- The amendment of clause 4.4 is recommended to streamline the operation of the clause in accordance with the clause objectives, and remove the opportunity for unintended FSR outcomes resulting from the interpretation and interplay of the sub clauses. The recommended amendments to Clause 4.4 require a separate planning proposal to be prepared and endorsed by Council to amend CLEP 2015.

Purpose

The purpose of this report is to assist Council in its decision whether to support the progression of the subject planning proposal for a Gateway Determination in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

Report

Introduction

This report considers and recommends improvements to the operation of Clause 4.4 of (CLEP 2015), relating to the provision of floor space ratio controls for development in the LGA.

The recommended amendments to Clause 4.4 CLEP 2015 require a separate planning proposal to be considered and endorsed by Council.

Clause 4.4 Floor Space Ratio

Clause 4.4 of the CLEP 2015 prescribes maximum floor space ratio (FSR) requirements for buildings as follows:

4.4 Floor space ratio

- (1) The objectives of this clause are as follows—
 - (a) to provide effective control over the bulk and scale of future development,
 - (b) to nominate a range of floor space ratio controls that will provide a transition in built form and land use intensity across all zones,
 - (c) to ensure that buildings are compatible with the bulk and scale of the existing and desired future character of the locality,
 - (d) to ensure that the bulk and scale of buildings contribute to the intended architectural outcomes for development appropriate to the locality and reflect their proximity to the business centres and transport facilities,

- (e) to provide for built form that is compatible with the hierarchy and role of centres,
 - (f) to assist in the minimisation of opportunities for undesirable visual impact, disruption to views, loss of privacy and loss of solar access to existing and future development and the public domain is addressed,
 - (g) to minimise the adverse impacts of development on heritage conservation areas, heritage items and the public domain.
- (2) The maximum floor space ratio for a building on any land is not to exceed the floor space ratio shown for the land on the Floor Space Ratio Map.
- (2A) Despite subclause (2), the floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table plus the floor space ratio shown for the land on the Floor Space Ratio Map.

Column 1	Column 2
Use and zone	Floor space ratio
Dwelling houses in Zone R2 Low Density Residential, Zone R3 Medium Density Residential and Zone R5 Large Lot Residential	0.55:1
Dual occupancies in Zone R2 Low Density Residential, Zone R3 Medium Density Residential and Zone R5 Large Lot Residential	0.45:1
Multi dwelling housing in Zone R3 Medium Density Residential	0.75:1
Centre-based child care facilities in a residential zone	0.55:1
Attached dwellings in Zone R2 Low Density Residential	0.45:1
Attached dwellings in Zone R3 Medium Density Residential	0.75:1

- (2B) Subclause (2A) does not apply to land identified as "Mount Gilead Urban Release Area" on the Urban Release Area Map.
- (2C) To avoid doubt, subclause (2A) does not apply to land for which a floor space ratio is not shown on the Floor Space Ratio Map.

Clause 4.4 – As made

CLEP 2015 commenced operation on 11 March 2016 and provides development controls and standards for the majority of land in the LGA. Clause 4.4 of CLEP 2015 is a Standard Instrument LEP clause providing FSR objectives and floor area controls for buildings in the majority of the LGA.

At the commencement of CLEP 2015, Clause 4.4 comprised only of subclauses 4.4(1) - (2A) in their current form. Subclause 4.4(1) provides the objectives of clause 4.4 and subclause 4.4(2) prescribes the maximum floor space ratio for buildings as per the Floor Space Ratio Map of CLEP 2015.

Subclause 4.4(2A) is a local provision prescribing additional FSR controls for specified developments separate to the Floor Space Ratio Map. This subclause provides FSR requirements for different development types in different zones, including specified development types in the R2 and R3 residential zones. Subclause (2A) operates to control floor space instead of the Floor Space Ratio Map given the difficulties in providing a single LEP map

layer for different development scenarios. In this regard, the Floor Space Ratio Map under CLEP 2015 does not generally provide FSR controls for the R2 and R3 residential zones.

Clause 4.4 – Amendments to Date

Clause 4.4 has been amended by Council on two occasions with the insertion of subclauses 4.4(2B) and 4.4 (2C). These subclauses were inserted by Council under separate planning proposals which came into effect the same day, 29 April 2022.

Relevant details regarding the making and effect of subclauses 4.4(2B) and 4.4 (2C) on the operation of Clause 4.4 are provided below.

- **Subclause 4.4 (2B)**

Clause 4.4 (2B) came into effect as a result of the making of the Planning Proposal for the Mount Gilead Urban Release Area (Amendment 27), endorsed by Council at its meeting of 2 November 2021. The Planning Proposal (page 19) provided the following rationale for the insertion of the subclause:

“Currently, Clause 4.4(2A) is drafted such that the defined floor space controls are in addition to the Floor Space Ratio Map.

Under the current CLEP 2015, this would result in future dwellings having a permissible floor space ratio of 0.55 (map) + 0.55 (Clause 4.4(2A)) being 1.1:1 which is excessive.

This outcome would be an unintended consequence arising from the translation of Council's LEP into the standard format in 2015 and gazettal of the Mt Gilead Precinct in 2017. Therefore, it is recommended that Clause 4.4(2A) be amended to exclude its application for areas shown on the Urban Release Area Map.”

The making of the Planning Proposal (Amendment 27) on 29 April 2022 resulted in the insertion of subclause (2B) as follows:

(2B) Subclause (2A) does not apply to land identified as “Mount Gilead Urban Release Area” on the Urban Release Area Map.

The effect of subclause (2B) is that land identified as “Mount Gilead Urban Release Area” on the Urban Release Area Map (URA Map) is excluded from the application of subclause (2A), meaning that FSR would only be prescribed for that land under the Floor Space Ratio Map. This subclause therefore removed the opportunity for an additional FSR ‘bonus’ to be granted within the Mount Gilead URA for those development types listed under Clause 4.4(2A).

- **Subclause Clause 4.4(2C)**

Clause 4.4 (2C) came into effect as a result of the making of the PP for the Menangle Park URA (Amendment 27), endorsed by Council at its meeting of 8 March 2022. The Planning Proposal (pages 2 and 3) provided the following reasoning for the insertion of clause 2(C):

“Currently, Clause 4.4(2A) is drafted such that the defined floor space controls are in addition to the Floor Space Ratio Map. Under the current CLEP 2015, this would result in future dwellings having a permissible floor space ratio of 0.55 (map) + 0.55 (Clause 4.4(2A)) being 1.1:1 which is excessive.

This outcome would be an unintended consequence arising from the translation of Council's LEP into the standard format in 2015 and gazettal of the MPUA in 2017. Therefore, it is recommended that Clause 4.4(2A) be amended to exclude its application for areas shown on the Urban Release Area Map.”

The Planning Proposal for the Menangle Park URA was made on 29 April 2022 and resulted in a different amendment to that contemplated by Council, with the insertion of subclause (2C) as follows:

2(C) To avoid doubt, subclause (2A) does not apply to land for which a floor space ratio is not shown on the Floor Space Ratio Map.

The insertion of subclause 2(C) by DPE in lieu of the proposed amendment to subclause (2A) put forward by Council had the effect of removing the FSR provision under Clause (2A) for the vast majority of residential zoned land in the CLEP 2015 area.

Key Issues

A number of key issues have been identified that are impacting the effective operation of the floor space ratio provisions of clause 4.4 CLEP 2015 having regard to the objectives of the clause. A summary of these issues is provided below.

- **Unintended FSR 'bonus'** - Clause 4.4(2A) is drafted such that it provides a bonus floor space allowance to that shown on the Floor Space Ratio Map, which was never intended and is contrary to the objectives of the clause to promote compatibility in the bulk and scale of buildings. Under the current CLEP 2015, this would potentially result in future dwellings having a permissible floor space ratio of 0.55 (map) + 0.55 (Clause 4.4(2A)) being 1.1:1 which is excessive.
- **Role of subclause 2(C)** - The insertion of subclause (2C) was made under CLEP 2015 (Amendment 26) and was intended to remove the opportunity of a FSR bonus for land nominated on the Floor Space Ratio Map within the Menangle Park URA. It is apparent that the effect of the subclause is not aligning with its intent, given that subclause applies to all land under CLEP 2015 and effectively removes the FSR provision under subclause (2A) for the vast majority of residential zoned land in the Campbelltown LGA.
- **Land exclusions under subclause (2B)** - The effect of subclause (2B) is that land identified within the Mount Gilead URA is excluded from the application of subclause (2A), removing the opportunity for an additional and unintended FSR 'bonus' for land identified on the Floor Space Ratio Map. The rationale to exclude the Mount Gilead URA land from subclause (2A) would also apply to all other land proposed to be included on the Floor Space Ratio Map of CLEP 2015. These areas include the Menangle Park URA and any other land placed on the Floor Space Ratio Map of CLEP 2015.
- **Complexity and uncertainty** - The interplay of subclauses (2A), (2B) and (2C) to determine the applicable FSR for any particular land parcel or prescribed land use is creating additional complexity and uncertainty for development assessment under CLEP 2015. This complexity and uncertainty is undermining the consistent and uniform application of FSR controls for new buildings under Clause 4.4 in accordance with the objectives of the clause.

Recommended Amendments to Clause 4.4

The proposed amendments to Clause 4.4 to address the key issues raised in this report are discussed below.

Subclause 4.4(1):

Existing subclause	<p>(1) The objectives of this clause are as follows—</p> <ul style="list-style-type: none"> a) to provide effective control over the bulk and scale of future development, b) to nominate a range of floor space ratio controls that will provide a transition in built form and land use intensity across all zones, c) to ensure that buildings are compatible with the bulk and scale of the existing and desired future character of the locality, d) to ensure that the bulk and scale of buildings contribute to the intended architectural outcomes for development appropriate to the locality and reflect their proximity to the business centres and transport facilities, e) to provide for built form that is compatible with the hierarchy and role of centres, f) to assist in the minimisation of opportunities for undesirable visual impact, disruption to views, loss of privacy and loss of solar access to existing and future development and the public domain is addressed, g) to minimise the adverse impacts of development on heritage conservation areas, heritage items and the public domain.
Proposed amended subclause	No amendments proposed.
Reason	Objectives for the FSR standards are appropriate to the operation of the clause, and no issues identified to warrant amendment.

Subclause 4.4(2):

Existing subclause	(2) The maximum floor space ratio for a building on any land is not to exceed the floor space ratio shown for the land on the Floor Space Ratio Map.
Proposed amended subclause	No amendments proposed.
Reason	Standard wording under the Standard Instrument LEP.

Subclause 4.4(2A):

Existing subclause	(2A) Despite subclause(2), the floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table plus the floor space ratio shown for the land on the Floor Space Ratio Map.
Proposed amended subclause	<p>(2A) Despite subclause(2), where a floor space ratio is not shown on the floor space ratio map, the maximum floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table.</p> <p>(no changes to the table to subclause (2A) are proposed)</p>
Reason	The rewording of this subclause is to align with Council's original intent to provide local FSR provisions by development type and zone, only where land is not included on the Floor Space Ratio Map. The amended wording also clarifies that the prescribed FSR is a maximum, and removes the opportunity for a bonus FSR to be provided through the 'doubling up' of FSR provisions through the interplay of subclauses (2) and (2A).

Subclause 4.4(2B):

Existing subclause	(2B) Subclause (2A) does not apply to land identified as "Mount Gilead Urban Release Area" on the Urban Release Area Map.
Proposed amended subclause	Delete
Reason	Subclause (2B) is no longer required given that the proposed rewording of subclause (2A) would by default exclude the "Mount Gilead Urban Release Area" as this land is included on the Floor Space Ratio Map.

Subclause 4.4(2C):

Existing subclause	(2C) To avoid doubt, subclause (2A) does not apply to land for which a floor space ratio is not shown on the Floor Space Ratio Map.
Proposed amended subclause	Delete
Reason	<p>The insertion of subclause (2C) was made under CLEP 2015 (Amendment 26) and was intended to remove the opportunity of a FSR bonus for land nominated on the Floor Space Ratio Map within the Menangle Park URA. The proposed rewording of subclause (2A) would by default exclude the Menangle Park URA as this land is included on the Floor Space Ratio Map.</p> <p>Further, the deletion of this subclause will address the unintended effect of removing the FSR provision under subclause (2A) for the vast majority of residential zoned land in the Campbelltown LGA, not presently included on the Floor Space Ratio Map.</p>

Campbelltown City Local Planning Panel

The draft Planning Proposal was considered by the Panel, at its meeting on 24 May 2023 who provided the following advice in accordance with Section 2.19 of the EP&A Act and the Direction No.2 of the Local Planning Panels Direction – Planning Proposals:

The Panel notes the report regarding clause 4.4 of CLEP 2015 relating to the provision of development standards for the control of the floor space ratio of buildings.

The Panel recognises the deficiencies in the current operation of clause 4.4 generally resulting from the unintended interplay of the subclauses providing the opportunity for buildings of excessive floor space, bulk and scale.

The Panel considers the proposed amendment of the wording of clause 4.4 to have strategic merit and supports Council seeking a Gateway Determination to have clause 4.4 amended as outlined in attachment 1.

The Panel is of the view that the Planning Proposal should state that as the intention of the clause has always been clear there should be no saving provisions applied to this amendment in the CLEP 2015.

Consultation with the Department of Planning and Environment

Council staff have consulted with the Department of Planning and Environment (DPE) regarding those issues outlined above impacting the effective and consistent application of FSR standards for new developments considered under Clause 4.4 of CLEP 2015.

DPE has acknowledged the issues raised by Council and has confirmed that a new planning proposal would be required to appropriately amend the provisions of Clause 4.4.

The recommended amendment of Clause 4.4 through a new planning proposal is consistent with the advice received from DPE on the matter.

Public Participation

If the proposed amendments to clause 4.4 of CLEP 2015 are supported by Council and a Gateway Determination is obtained from DPE, then the PP to make the proposed amendments would be publically exhibited in accordance with the requirements of the Gateway Determination.

Conclusion

Clause 4.4 of Campbelltown Local Environment Plan 2015 applies to the majority of land within the Campbelltown LGA and provides the relevant development standards relating to the control of the floor space ratio (FSR) of buildings.

A number of issues have been identified with the operation of clause 4.4, generally relating to unintended FSR outcomes being permitted in certain instances as a result of the interplay of the sub clauses. This is creating the potential for buildings of excessive bulk and scale that are incompatible with the desired character of their locality.

The amendment of clause 4.4 is recommended to streamline the operation of the clause in accordance with the clause objectives, and to remove the opportunity for unintended FSR outcomes resulting from the interpretation and interplay of the sub clauses.

The recommended amendments to clause 4.4 Campbelltown Local Environment Plan 2015 are consistent with advice received from the Department of Planning and Environment and are supported by the Local Planning Panel.

Accordingly, it is requested that Council endorse and support the submission of the Planning Proposal at attachment 1 for a Gateway Determination in accordance with the recommendations of this report.

Attachments

8.2.1 Draft Planning Proposal - Clause 4.4 Floor Space Ratio (contained within this report) [↓](#)



Planning Proposal

Amendment of Clause 4.4 'Floor Space Ratio' Campbelltown Local Environmental Plan 2015

July 2023

Introduction

This Planning Proposal provides justification for the proposed amendment of Clause 4.4 Campbelltown Local Environmental Plan 2015 (CLEP 2015) relating to the provision of floor space ratio (FSR) controls for development in the Local Government Area.

The amendment of clause 4.4 is required to improve the operation of the clause in accordance with the clause objectives, by removing the opportunity for unintended FSR outcomes resulting from the interpretation and interplay of the sub clauses.

Land to which the Proposal Relates

The proposal relates to all of the land to which the exempt provisions of CLEP 2015 apply.

The Planning Proposal**Part 1 – Objectives and Intended Outcomes****Objective**

To amend Clause 4.4 (Floor Space Ratio) of Campbelltown LEP 2015 to ensure the operation of the clause for the control of floor space of buildings as originally intended and in accordance with the clause objectives.

Intended Outcomes

The intended outcome of this Planning Proposal is to remove the opportunity for unintended FSR outcomes resulting from the interplay of the subclauses, including:

- I. Removing the opportunity for an unintended FSR bonus to be provided through the 'doubling up' of FSR provisions through the interpretation of subclauses 4.4(2) and 4.4(2A).
- II. Reinstating the application of local FSR provisions by development type and zone, only where land is not included on the Floor Space Ratio Map.

Part 2 – Explanation of provisions

The objective and intended outcomes of the planning proposal will be achieved by amending the wording of Clause 4.4 to ensure the proper operation of the clause as originally intended, consistent with the clause objectives.

The proposed rewording of the subject clause is as follows:

4.4 Floor space ratio

(1) The objectives of this clause are as follows—

- a) to provide effective control over the bulk and scale of future development,
- b) to nominate a range of floor space ratio controls that will provide a transition in built form and land use intensity across all zones,
- c) to ensure that buildings are compatible with the bulk and scale of the existing and desired future character of the locality,
- d) to ensure that the bulk and scale of buildings contribute to the intended architectural outcomes for development appropriate to the locality and reflect their proximity to employment centres and transport facilities,
- e) to provide for built form that is compatible with the hierarchy and role of centres,
- f) to assist in the minimisation of opportunities for undesirable visual impact, disruption to views, loss of privacy and loss of solar access to existing and future development and the public domain is addressed,
- g) to minimise the adverse impacts of development on heritage conservation areas, heritage items and the public domain.

(2) The maximum floor space ratio for a building on any land is not to exceed the floor space ratio shown for the land on the [Floor Space Ratio Map](#).

(2A) Despite subclause (2), where a floor space ratio is not shown on the [Floor Space Ratio Map](#), the maximum floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table.

Column 1	Column 2
Use and zone	Floor space ratio
Dwelling houses in Zone R2 Low Density Residential, Zone R3 Medium Density Residential and Zone R5 Large Lot Residential	0.55:1
Dual occupancies in Zone R2 Low Density Residential, Zone R3 Medium Density Residential and Zone R5 Large Lot Residential	0.45:1
Multi dwelling housing in Zone R3 Medium Density Residential	0.75:1
Centre-based child care facilities in a residential zone	0.55:1
Attached dwellings in Zone R2 Low Density Residential	0.45:1
Attached dwellings in Zone R3 Medium Density Residential	0.75:1

An explanation of the proposed amendments to Clause 4.4 is provided below.

Subclause 4.4(1):

Existing subclause	<p>(1) The objectives of this clause are as follows—</p> <ul style="list-style-type: none"> a) to provide effective control over the bulk and scale of future development, b) to nominate a range of floor space ratio controls that will provide a transition in built form and land use intensity across all zones, c) to ensure that buildings are compatible with the bulk and scale of the existing and desired future character of the locality, d) to ensure that the bulk and scale of buildings contribute to the intended architectural outcomes for development appropriate to the
---------------------------	---

	<p>locality and reflect their proximity to the business centres and transport facilities,</p> <p>e) to provide for built form that is compatible with the hierarchy and role of centres,</p> <p>f) to assist in the minimisation of opportunities for undesirable visual impact, disruption to views, loss of privacy and loss of solar access to existing and future development and the public domain is addressed,</p> <p>g) to minimise the adverse impacts of development on heritage conservation areas, heritage items and the public domain.</p>
Proposed amended subclause	No amendments proposed.
Reason	Objectives for the FSR standards are appropriate to the operation of the clause, and no issues identified to warrant amendment.

Subclause 4.4(2):

Existing subclause	(2) The maximum floor space ratio for a building on any land is not to exceed the floor space ratio shown for the land on the Floor Space Ratio Map.
Proposed amended subclause	No amendments proposed.
Reason	Standard wording under the Standard Instrument LEP.

Subclause 4.4(2A):

Existing subclause	(2A) Despite subclause (2), the floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table plus the floor space ratio shown for the land on the Floor Space Ratio Map.
Proposed amended subclause	<p>(2A) Despite subclause (2), where a floor space ratio is not shown on the floor space ratio map, the maximum floor space ratio for a building used for a purpose specified in the table to this subclause on land in a zone specified in the table is the floor space ratio listed beside the use and the zone in the table.</p> <p>(no changes to the table to subclause (2A) are proposed)</p>
Reason	The rewording of this subclause is to align with Council's original intent to provide local FSR provisions by development type and zone, only where land is not included on the Floor Space Ratio Map. The amended wording also clarifies that the prescribed FSR is a maximum, and removes the opportunity

	for a bonus FSR to be provided through the 'doubling up' of FSR provisions through the interplay of subclauses (2) and (2A).
--	--

Subclause 4.4(2B):

Existing subclause	(2B) Subclause (2A) does not apply to land identified as "Mount Gilead Urban Release Area" on the Urban Release Area Map.
Proposed amended subclause	Delete
Reason	Subclause (2B) is no longer required given that the proposed rewording of subclause (2A) would by default exclude the "Mount Gilead Urban Release Area" as this land is included on the Floor Space Ratio Map.

Subclause 4.4(2C):

Existing subclause	(2C) To avoid doubt, subclause (2A) does not apply to land for which a floor space ratio is not shown on the Floor Space Ratio Map.
Proposed amended subclause	Delete
Reason	<p>The insertion of subclause (2C) was made under CLEP 2015 (Amendment 26) and was intended to remove the opportunity of a FSR bonus for land nominated on the Floor Space Ratio Map within the Menangle Park URA. The proposed rewording of subclause (2A) would by default exclude the Menangle Park URA as this land is included on the Floor Space Ratio Map.</p> <p>Further, the deletion of this subclause will address the unintended effect of removing the FSR provision under subclause (2A) for the vast majority of residential zoned land in the Campbelltown LGA, not presently included on the Floor Space Ratio Map.</p>

Part 3 – Justification of Strategic and Site Merit**Section A – Need for the planning proposal****1. Is the planning proposal a result of an endorsed LSPS, strategic study or report?**

No.

The proposal to amend the wording of Clause 4.4 has resulted from inconsistencies in the operation of the clause identified by Council during routine development assessment activity.

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

The Planning Proposal is considered to be the best way to achieve the intended outcomes as it provides an effective administrative remedy to the issues identified.

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

Yes.

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

Greater Sydney Region Plan

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

The Planning Proposal is considered consistent with the Greater Sydney Region Plan as it aims to ensure that the bulk and scale of buildings are compatible with the relevant zone objectives and contribute to the intended architectural outcomes for development appropriate to the locality and reflect their proximity to the business centres and transport facilities.

Western City District Plan

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

The Planning Proposal is considered consistent with the WCDP as it will provide greater consistency in the application of floor space ratio controls over the bulk and scale of future development.

Glenfield to Macarthur Urban Renewal Corridor Strategy

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

The Planning Proposal is consistent with the Strategy by providing for a more effective development control mechanism relating to the floor space ratio of future buildings.

4. Is the planning proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GSC, or another endorsed local strategy or strategic plan?**Campbelltown Community Strategic Plan – Campbelltown 2027**

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

The proposal will improve the control of the floor space ratio of buildings consistent with the following key outcomes provided in the CSP:

- A vibrant, liveable city;
- A thriving attractive city;
- A successful city.

The planning proposal is consistent with the following relevant strategies of the CSP relevant to the achievement of the above key outcomes:

- 3.1 Support the resilience, growth and diversity of the local economy.
- 4.3 Responsibly manage growth and development, with respect for the environment, heritage and character of our city.

Campbelltown Local Strategic Planning Statement (LSPS)

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

The LSPS is Campbelltown City Council's plan for our community's social, environmental and economic land use needs over the next 20 years. The LSPS provides context and direction for land use decision making within the Campbelltown Local Government Area (LGA).

Its purpose is to:

- Provide a 20 year land use vision for the Campbelltown LGA
- Outline the characteristics that make our city special
- Identify shared values to be enhanced or maintained
- Direct how future growth and change will be managed

- Prioritise changes to planning rules in the Local Environmental Plan (Campbelltown Local Environmental Plan 2015) and Council's Development Control Plans
- Implement the Region and District Plans as relevant to the Campbelltown LGA
- Identify where further detailed strategic planning may be needed.

Four related themes comprise the community's vision for the City of Campbelltown as a vibrant place to live, a successful, thriving and attractive city that respects and protects its heritage and natural environment. These themes will be monitored against identified measures over time and implemented through 16 planning priorities.

The proposal will provide consistent and improved criteria for the control of floor space of buildings providing a better environmental outcome and streamlining the regulation of the bulk and scale of buildings. The proposed CLEP 2015 amendment is therefore considered to be consistent with the following planning priorities of the LSPS:

- Planning Priority 1 - :Creating a great place to live, work, play and visit
- Planning Priority 2 - Creating high quality, diverse housing
- Planning Priority 8 - Adapting to climate change and building resilience
- Planning Priority 14 - Ensuring infrastructure aligns with growth

5. Is the planning proposal consistent with any other applicable State and regional studies or strategies?

The following table provides a brief assessment of consistency with applicable State and regional studies or strategies.

State or Regional Study or Strategy	Comment
Future Transport Strategy 2056	The Proposal is consistent with the Strategy.
Cumberland Conservation Plan	The Proposal is consistent with the Plan.
Net Zero Plan	The Proposal is consistent with the Plan.
Water Resource Plan	The Proposal is consistent with the Plan.
State Infrastructure Strategy	The Proposal is consistent with the Strategy.
A 20 Year Economic Vision for Regional NSW	The Proposal is consistent with the Vision.

6. Is the planning proposal consistent with applicable SEPPs?

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

State Environmental Planning Policies	Comment
SEPP (Biodiversity and Conservation) 2021	The planning proposal will not impact upon the operation of the SEPP. The proposal is consistent with the SEPP.
SEPP (Building Sustainability Index: BASIX) 2004	The proposal is consistent with the SEPP.
SEPP (Exempt and Complying Development Codes) 2008	The proposal is consistent with the SEPP.
SEPP (Housing) 2021	The proposal is consistent with the SEPP.
SEPP (Industry and Employment) 2021	Not relevant to the Proposal.
SEPP 65 – Design Quality of Residential Apartment Development	The planning proposal will improve the control and regulation of floor space for new buildings consistent with the operation of SEPP 65.
SEPP (Planning Systems) 2021	The planning proposal is not inconsistent with the SEPP.
SEPP (Precincts – Central River City) 2021	Not relevant to the Proposal.
SEPP (Precincts – Eastern Harbour City) 2021	Not relevant to the Proposal.
SEPP (Precincts – Regional) 2021	Not relevant to the Proposal.
SEPP (Precincts – Western Parkland City) 2021	The planning proposal is not inconsistent with the SEPP.
SEPP (Primary Production) 2021	Not relevant to the Proposal.
SEPP (Resilience and Hazards) 2021	The planning proposal is not inconsistent with the SEPP.
SEPP (Resources and Energy) 2021	The proposal does not impact any extractive industries or mining. The planning proposal is not inconsistent with the SEPP.
SEPP (Sustainable Buildings) 2022	The planning proposal is not inconsistent with the SEPP.
SEPP (Transport and Infrastructure) 2021	The planning proposal is not inconsistent with the SEPP.

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

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

Consideration of s9.1 Directions	Comment
Focus Area 1: Planning Systems	
1.1 Implementation of Regional Plans	The Proposal is consistent with the Direction.
1.2 Development of Aboriginal Land Council land	Not relevant to the Proposal.
1.3 Approval and Referral Requirements	The Proposal is consistent with the Direction as it does not trigger any additional concurrence, consultation or referral requirements to a Minister or public authority.
1.4 Site Specific Provisions	Not relevant to the Proposal.
1.5 Parramatta Road Corridor Urban Transformation Strategy	Not relevant to the Proposal.
1.6 Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	Not relevant to the Proposal.
1.7 Implementation of Greater Parramatta Priority Growth Area Interim Land Use Infrastructure Implementation Plan	Not relevant to the Proposal.
1.8 Implementation of Wilton Priority Growth Area Interim Land Use Infrastructure Implementation Plan	Not relevant to the Proposal.
1.9 Implementation of Glenfield to Macarthur Urban Renewal Corridor	The Proposal is consistent with the Direction. The Proposal would improve the operation and effect of the relevant FSR controls for future development considered under CLEP 2015.
1.10 Implementation of Western Sydney Aerotropolis Plan	The proposal is consistent with this Direction.
1.11 Implementation of Bayside West Precincts 2036 Plan	Not relevant to the Proposal.
1.12 Implementation of Planning Principles for the Cooks Cove Precinct	Not relevant to the Proposal
1.13 Implementation of St Leonards and Crows Nest 2036 Plan	Not relevant to the Proposal.
1.14 Implementation of Greater Macarthur 2040	The Proposal is consistent with the Direction. The proposal seeks to improve the operation and effect of the relevant FSR controls for future development considered under CLEP 2015.
1.15 Implementation of the Pyrmont Peninsula Place Strategy	Not relevant to the Proposal.
1.16 North West Rail Link Corridor Strategy	Not relevant to the Proposal.
1.17 Implementation of the Bays West Place Strategy	Not relevant to the Proposal.

1.18 Implementation of the Macquarie Park Innovation Precinct	Not relevant to the Proposal.
1.19 Implementation of the Westmead Place Strategy	Not relevant to the Proposal.
1.20 Implementation of the Camellia-Rosehill Place Strategy	Not relevant to the Proposal.
1.21 Implementation of South West Growth Area Structure Plan	The Proposal is consistent with the Direction. The proposal seeks to improve the operation and effect of the relevant FSR controls for future development considered under CLEP 2015.
1.22 Implementation of the Cherrybrook Station Place Strategy	Not relevant to the Proposal.
Focus Area 2	
Design and Place	Not relevant to the Proposal.
Focus Area 3: Biodiversity and Conservation	
3.1 Conservation Zones	The Proposal is consistent with the Direction. The proposal does not reduce conservation standards that apply to land.
3.2 Heritage Conservation	The Proposal is consistent with the Direction. The proposal does not reduce conservation standards that apply to items, areas, objects and places of environmental heritage significance and indigenous heritage significance.
3.3 Sydney Drinking Water Catchments	The Proposal is consistent with the Direction. The proposal does not impact upon water quality in the Sydney Water drinking catchment.
3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs 26	Not relevant to the Proposal.
3.5 Recreation Vehicle Areas	Not relevant to the Proposal.
3.6 Strategic Conservation Planning	Not relevant to the Proposal.
3.7 Public Bushland	The Proposal is consistent with the Direction. The Proposal does not impact upon bushland in urban areas.
3.8 Willandra Lakes Region	Not relevant to the Proposal.
3.9 Sydney Harbour Foreshores and Waterways Area	Not relevant to the Proposal.
3.10 Water Catchment Protection	The Proposal is consistent with the Direction. The Proposal would not have any adverse impact on water quality, water bodies or their ecological connectivity.

Focus Area 4: Resilience and Hazards	
4.1 Flooding	The Proposal is consistent with the Direction. The proposal does not expand or alter the potential for future development on flood prone land.
4.2 Coastal Management	Not relevant to the Proposal.
4.3 Planning for Bushfire Protection	The Proposal is consistent with the Direction. The proposal does not expand or alter the potential for future development on bush fire prone land.
4.4 Remediation of Contaminated Land	The Proposal is consistent with the Direction. The proposal does not impact upon development considerations relating to the contamination or remediation of land.
4.5 Acid Sulfate Soils	The Proposal is consistent with the Direction. The proposal does not change development considerations relating to the use of land that has a probability of containing acid sulfate soils.
4.6 Mine Subsidence and Unstable Land	The Proposal is consistent with the Direction. The proposal does not change development considerations relating to life, property and the environment on land identified as unstable or potentially subject to mine subsidence.
Focus Area 5: Transport and Infrastructure	
5.1 Integrating Land Use and Transport	The Proposal is consistent with the Direction. The proposal does not alter the spatial layout of development or associated transport connectivity.
5.2 Reserving Land for Public Purposes	The Proposal is consistent with the Direction. The proposal does not create, alter or reduce existing zonings or reservations of land for public purposes.
5.3 Development Near Regulated Airports and Defence Airfields	Not relevant to the Proposal.
5.4 Shooting Ranges	Not relevant to the Proposal.
Focus Area 6: Housing	
6.1 Residential Zones	The planning proposal is consistent with the Direction. The proposal seeks to improve the operation and effect of the relevant FSR controls for future development considered under CLEP 2015.
6.2 Caravan Parks and Manufactured Home Estates	Not relevant to the Proposal.
Focus Area 7: Industry and Employment	
7.1 Business and Industrial Zones	The planning proposal is consistent with the Direction. The proposal seeks to improve the operation and effect of the relevant FSR

	controls for future development considered under CLEP 2015.
7.2 Reduction in non-hosted short-term rental accommodation period	Not relevant to the Proposal.
7.3 Commercial and Retail Development along the Pacific Highway, North Coast	Not relevant to the Proposal.
Focus Area 8: Resources and Energy	
8.1 Mining, Petroleum and Extractive Industries	Not relevant to the Proposal.
Focus Area 9: Primary Production	
9.1 Rural Zones	Not relevant to the Proposal.
9.2 Rural Lands	Not relevant to the Proposal.
9.3 Oyster Aquaculture	Not relevant to the Proposal.
9.4 Farmland of State and Regional Significance on the NSW Far Coast	Not relevant to the Proposal.

Section C – Environmental, social and economic impact**8. Is there any likelihood that critical habitat or threatened species, populations' or ecological communities or their habitat will be adversely affected as a result of the proposal?**

No.

The proposal would not result in adverse impacts to any critical habitat or threatened species, populations or ecological communities or habitat.

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

No.

The planning proposal seeks to improve and simplify the operation of an existing clause. There would be no adverse environmental effects as a result of the planning proposal.

10. Has the planning proposal adequately addressed any social and economic effects?

Yes.

The Planning Proposal is not supported by a social or economic assessment as these are not considered necessary. The planning proposal seeks to improve and simplify the operation of an existing clause.

Section D – State and Commonwealth Interests**11. Is there adequate public infrastructure for the planning proposal?**

Yes.

The planning proposal is unlikely to result in a need for additional public infrastructure given that the planning proposal will reduce the potential for unintended floor space outcomes by improving and simplifying the operation of an existing clause.

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

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

Part 4 – Maps

No maps are proposed to be amended by this proposal.

Part 5 – Community consultation

In accordance with the 'Local Environmental Plan Making Guidelines' prepared by the Department of Planning and Environment (2022), the subject proposal is considered to be within the 'standard' planning proposal category.

The consultation strategy is:

- Public consultation to be undertaken in accordance with the Gateway Determination directives (anticipated to be 20 working days for the 'standard' category of planning proposal).
- The Planning Proposal to be exhibited on Council's website:
(www.campbelltown.nsw.gov.au).
- The planning proposal to be exhibited on the NSW Planning Portal website:
(www.planningportal.nsw.gov.au).
- A hard copy of the Planning Proposal and associated attachments will be made available at HJ Daley Library, Campbelltown and at Council's Administration Building.

Part 6 – Project Timeline

The indicative project timeline is provided as follows:

Stage	Timeframe and /or date
Local Planning Panel advice	24 May 2023
Consideration by council	July 2023
Council decision	8 August 2023
Gateway determination by DPE	8 October 2023
Pre-exhibition	October 2023
Commencement and completion of public exhibition period	November / December 2023
Consideration of submissions	December 2023 – February 2024
Post-exhibition review	December 2023 – February 2024
Post-exhibition Council report	March 2024
Submission to the Department for finalisation (where applicable)	March 2024
Finalisation of LEP amendment	May 2024

8.3 Rescind and Replace Council Policy – Street Trading

Reporting Officer

Director Planning and Environment
City Planning and Environment

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
1.1.1.1 Deliver initiatives that encourage social inclusion, community connections and celebrate our cultural diversity

Officer's Recommendation

1. That the current Street Trading Policy shown as attachment 1 be rescinded.
2. That the revised Street Trading Policy shown as attachment 2 to this report be adopted.
3. That the adopted Street Trading Policy review date be set at 30 June 2027.
4. That a framework be developed to encourage and support the activation of streets and public spaces

Purpose

To rescind the current Street Trading Policy and seek endorsement of the Council to adopt a new Street Trading Policy as shown as attachment 2.

History

Council at its Ordinary Meeting held 9 December 2014 adopted the current Street Trading Policy as shown as attachment 1.

The current Street Trading Policy was last reviewed and adopted by the Council as its Ordinary Meeting of 12 September 2017. A policy review date of 30 June 2020 was set by the Council.

Report

The current Street Trading Policy (current Policy) has been reviewed in accordance with Council's Information Management Authorised Statement and adopted procedures for Policy Development and Review. As part of that review, substantial amendments have been identified that have come about due to the drafting and adoption of a new stand-alone Outdoor Dining Policy. All Outdoor Dining matters within the current Street Trading Policy are required to be removed, to ensure clarity of application.

The stand-alone Outdoor Dining Policy and associated Guidelines were adopted at Council's previous meeting of 11 July 2023. The Outdoor Dining Policy was developed separate to Council's Street Trading, and specifically to support the contribution of outdoor dining towards the vibrancy and activity of our city centres and to support the use of public spaces for outdoor dining, where safe and appropriate, as a way to stimulate business growth and create a lively street life.

The drafting of a new Street Trading Policy is required given the significant change to the current Policy, given the removal of the operational Outdoor Dining aspects from the current Policy.

Having regard to the above, and given the significance of the change, it is considered appropriate for the Council to rescind the current Policy and adopt a new Street Trading Policy. It is therefore recommended that the Council rescind the current Street Trading Policy shown at attachment 1, and adopted the new Street Trading Policy shown as attachment 2.

It is further recommended that similar to those for Outdoor Dining, a framework be developed to encourage and support the activation of streets and public spaces, considering the activities within the Street Trading Policy.

Attachments

8.3.1 Current Street Trading Policy (contained within this report) [↓](#)

8.3.2 Revised Street Trading Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Street Trading	
Related Documentation	Street Trading Application Form Outdoor Dining Application Form	
Relevant Legislation	<i>Local Government Act 1993 - Section 68 - Approval of Activities</i>	
Responsible Officer	Manager Compliance Services	

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

Objectives

In dealing with street trading activities, Council aims to:

1. Protect public health and safety.
2. Preserve the amenity of the City area.
3. To provide opportunity for place enlivenment or active street life.
4. Give regard to the well-being of local lawfully established businesses and the principles of equity and fair competition.

DATA AND DOCUMENT CONTROL		
Division: City Development Section: City Compliance DocSet: 4173650	Adopted Date: 09/12/2014 Revised Date: 12/09/2017 Minute Number: 236 Review Date: 30/03/2020	Page: 1 of 26

Campbelltown City Council

Table of Contents

	Policy Statement.....	4
1	Purpose	5
1.1	Aims.....	5
1.2	Legislative Context.....	5
1.3	Definitions.....	6
1.4	Land Policy Applies To.....	6
2	Types of activities covered by this Policy.....	7
3	Exemptions.....	7
4	Permitted activities which require Council's approval.....	8
5	Prohibited activities	8
6.1	Street stalls	9
6.1.1	Street stalls operated by charitable or non-commercial organisations.....	9
6.1.2	Street stalls operated by commercial organisations	10
6.2	Busking	12
6.2.1	General.....	12
6.2.2	Group busking acts	12
6.2.3	Pavement art	13
6.3	Charity Collection	13
6.3.1	Fundraising by registered charities (by non-commission collectors).....	13
6.4	Banners	14
6.4.1	General.....	14
6.4.2	Locations banners may be displayed	15
6.4.3	Design and layout of banners.....	15
6.4.4	Construction of banners	15
6.4.5	Attachment and removal of banners	16
6.5	Special events, festivals and community celebrations.....	16
6.6	Outdoor dining areas.....	16
6.6.1	General.....	16
6.6.2	Location requirements for outdoor dining.....	16
6.6.3	Outdoor dining furniture.....	17
6.6.4	Miscellaneous requirements for outdoor dining.....	19
7	Applying for approval to conduct a permitted activity	21
7.1	Application requirements.....	21
7.2	Permit fees.....	22
7.3	Renewal of permits	22
7.4	Insurance.....	22
7.5	Additional application requirements for outdoor dining.....	22
8	Miscellaneous Matters.....	23
8.1	Approval of applications.....	23
8.2	Street Trading restrictions	23
8.3	Fees	23
8.4	Display of permit	23
8.5	Compliance/inspections	23
8.6	Period of permit.....	23
8.7	Variation of permit conditions	23
8.8	Street trading activity must not cause obstruction and be marked on the pavement.....	23
8.9	Protocols for non-compliance	24
8.9.1	Operating without a permit	24
8.9.2	Breach of Conditions	24
8.9.3	Operating with an expired permit.....	24
8.10	Termination of permit by the applicant.....	24
8.11	Termination of permit by Council	24
8.11.1	Reasons that Council may consider in deciding to terminate a permit.....	24
9	Designated Street Trading Activity Locations.....	25
9.1	Location Maps.	25
9.1.1	Campbelltown Business Centre - Overall Locations for Street Trading.....	25
9.1.1.1	Queen and Lithgow Street Intersection Locations for Street Trading (Detail)	26
9.1.1.2	Queen and Cordeaux Street Intersection Locations for Street Trading (Detail)	27
9.1.1.3	Queen and Allman Street Intersection Locations for Street Trading (Detail)	28
9.1.1.4	Queen and Dumaresq Street Intersection Locations for Street Trading (Detail)	29
9.1.2	Ingleburn Business Centre Locations for Street Trading.....	30

DATA AND DOCUMENT CONTROL

DocSet: 4173650

Page: 2 of 26

Campbelltown City Council

Policy Statement

Campbelltown City Council supports the development of the City's business centres, with a vibrant mix of retail, business and community activities. Council seeks to encourage active street life and enhance community participation in the Campbelltown Local Government Area through the safe undertaking of certain non-commercial and commercial activities on footways and roadways (including road reserves).

The Street Trading Policy provides a framework for Council to deal with requests for the use of footways and roadways for certain non-commercial and commercial activities.

The Policy applies to all public footways and roadways in the Campbelltown Local Government Area (LGA) that are managed by Council directly or are under its care and control.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 3 of 26

Campbelltown City Council

PART ONE - PRELIMINARY**1. Purpose**

The purpose of the Street Trading Policy is to provide a framework for Council to deal with requests for the use of community land being footways and roadways, for certain non-commercial and commercial activities.

The Policy is to supplement provisions of the *Local Government Act 1993* (the Act) and the Local Government (Approvals) Regulation 1993 by:

- Specifying the circumstances in which a person is not required to obtain a particular approval from the council;
- Specifying criteria which the Council must consider when determining whether or not to grant approval to a particular activity;
- Specifying other matters relating to approvals not dealt with by the Act or Regulations.

1.1 Aims

In dealing with street trading activities, Council aims to

1. Protect public health and safety.
2. Preserve the amenity of the City area.
3. To provide opportunity for place enlivenment or active street life.
4. Give regard to the well-being of local lawfully established businesses and the principles of equity and fair competition.

1.2 Legislative Context

The Local Government Act 1993 under **Section 68 - What activities generally require the approval of the council** states that:

- 1) A person may carry out an activity specified only with the prior approval of council, except in so far as this act, the regulations or a local policy adopted under Part 3 allows the activity to be carried out without that approval.

Section 68 of the *Local Government Act 1993* specifies that Council approval is required in respect of a trade or business activity conducted on community land, unless there is a policy in place that exempts such an activity from requiring approval. This policy shall be read in conjunction with Section 68.

1.3 Definitions

The following terms when read in this policy, shall be taken to mean as defined below:

application means an application made under Section 68 of the *Local Government Act 1993*.

approval means an approval issued by the Council pursuant to section 68 of the *Local Government Act 1993*.

busking means singing, playing a musical instrument or a dramatic or dance performance. Other forms of expression may include, but not strictly be limited to, mime or „live statues“.

Charitable or Non-commercial organisation means a type of non-profit organisation that is created and operates for philanthropic rather than pecuniary pursuits, as well as for social well-being (e.g. charitable, educational, religious or other similar purpose, serving the public interest or common good).

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 4 of 26

Campbelltown City Council

Commercial Organisation means a company or business organisation that engages in some form of commercial activity, such as selling goods or services, with the primary objective of making a profit.

public place means:

- (a) a public reserve, public bathing reserve, public baths or public swimming pool, or
- (b) a public road, public bridge, public wharf or public road-ferry, or
- (c) a Crown reserve comprising land reserved for future public requirements, or
- (d) public land or Crown land that is not:
 - (i) a Crown reserve (other than a Crown reserve that is a public place because of paragraph (a), (b) or (c), or
 - (ii) a common, or
 - (iii) land subject to the *Trustees of Schools of Arts Enabling Act 1902*, or
 - (iv) land that has been sold or leased or lawfully contracted to be sold or leased, or
- (e) land that is declared by the Local Government regulations to be a public place for the purposes of this definition.

public road means a road or road related area (land adjacent a road) which the public are entitled to use.

selling includes to barter, trade, offer, display for sale/auction any article, including the distribution of pamphlets or the collection of donations.

special event means a community event coordinated by Campbelltown City Council that is either the Fishers Ghost Festival, Ingleburn Alive Festival, Riverfest or a like event.

street trading means the selling, bartering or exposing or offering for sale of any article (including a living thing) or service on a public road or road related area. Trading also extends to include the distribution of pamphlets or the collection of donations.

1.4 Land policy applies to

This policy applies to land located within the Campbelltown Local Government Area.

PART TWO - TYPES OF STREET TRADING ACTIVITIES COVERED BY THIS POLICY

2. Types of activities covered by this Policy

This policy applies to a range of activities including:

- (i) Street stalls, information stands or like activities undertaken by recognised organisations such as local sporting clubs, schools, religious organisations, registered charities, community groups, government bodies and commercial organisations that may also involve the dissemination of general information for the purpose of promoting community awareness; charitable fundraising; or the sale of food or goods for charitable purposes.
- (ii) Commercial activities on public footways or roadways that include activities such as outdoor dining, busking, business promotion stalls or stands, distribution of flyers and the erection of promotional banners and signage within the Campbelltown Local Government Area (LGA).

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 5 of 26

Campbelltown City Council

PART THREE - PERMITTED STREET TRADING ACTIVITIES EXEMPT FROM THE NEED TO OBTAIN COUNCIL APPROVAL

3. Exemptions

The distribution of flyers or other promotional material that does not require the erection of a stand or stall or other equipment, and that is conducted on the public footway (located immediately adjacent to and in front of the business premises subject of the promotion) is an activity exempt from the need for prior Council approval (i.e. Street Trading Activity Permit) subject to the following:

- 1) Only one person is permitted to stand outside the premises and distribute flyers or other promotional material;
- 2) Persons distributing flyers are not to impede, or cause an obstruction to pedestrians;
- 3) The direct sale of goods from the public footway is prohibited.
- 4) The organisation must ensure flyers or other promotional material is distributed lawfully and that the activity does not create a litter problem in the immediate vicinity.

Note: the placement of flyers or similar promotional material on vehicles is an offence under the *Protection of the Environment Operations Act 1997*.

PART FOUR - PERMITTED STREET TRADING ACTIVITIES WHICH REQUIRE COUNCIL APPROVAL

4. Permitted activities which require Council's approval

The following activities are permitted in certain designated or other areas (as otherwise permitted under this policy) within the Campbelltown LGA with prior written Council approval, by way of a Street Trading Activity Permit issued by Council:

- 1) Fundraising and promotional activities by registered charities or not for profit associations (by non-commission collectors) and community organisations that are located or who are active within the Campbelltown LGA e.g. The Salvation Army, Legacy, the Cancer Council, Lions Club, sporting clubs etc.,
- 2) Street stalls or information stands conducted by non-commercial organisations;
- 3) Business promotion/marketing stalls conducted by commercial organisations;
- 4) Mobile displays or stand-alone vehicles that promote or provide a community or government service e.g. road safety, or health awareness/health screening activities such as the NSW Blood Bank, Breast Screen NSW;
- 5) Busking, performances or cultural activities;
- 6) Banner signs for community, charity or commercial (i.e. "business expo") type events;
- 7) Outdoor dining
- 8) Other activities, other than those that are expressly prohibited under this policy, that are considered by Campbelltown City Council to contribute positively to place enlivenment or an active street life in approved locations.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 6 of 26

Campbelltown City Council

PART FIVE - PROHIBITIONS

5. Prohibited activities

The following activities are prohibited under the terms of this policy:

- 1) Roadside trading (other than as otherwise permitted under Section 4 subsection 8 of this policy) by use of a stall, article, standing vehicle or the like and includes the selling, trading or giving of any goods or services;
- 2) Display of goods, promotions or behaviour that conflicts with acceptable community standards or such activities that are considered by Council to be likely to cause a nuisance or offence to the public;
- 3) Unauthorised street trading, business promotion, advertising or the selling of goods or services of any type;
- 4) Religious preaching;
- 5) Spruiking;
- 6) The erection of (bill) posters on any public place or property that bounds a public place;
- 7) Advertising structures (including: Variable Message Sign boards/trailers (VMS), A-Frames, flags, balloons etc.) on public roads, footpaths and road related areas;
- 8) Prostitution;

PART SIX – MATTERS TO BE TAKEN INTO ACCOUNT AS PART OF THE DETERMINATION OF APPLICATIONS

A range of specified matters will be taken into account by Council when assessing applications seeking the approval of permissible street trading activities.

6.1 Street Stalls

6.1.1 Street stalls operated by charitable or non-commercial organisations

- 1) Charitable or non-commercial organisations are permitted to hold street stalls with Council approval at the designated areas listed below:
 - Lithgow Street Mall, Campbelltown
 - Queen Street, Campbelltown
 - Oxford Road, Ingleburn.

Refer to location maps at Part Nine for further details.

Street stalls may be permitted at other street or road related area locations subject to meeting the terms of this Policy (refer to Part 4, subsection 8).

- 2) The organisation must supply written evidence to Council of their charity registration or community organisation status;
- 3) Organisations are to apply to Council for a permit at least four weeks (20 working days) prior to the proposed activity;
- 4) The organisation must hold and maintain a current \$20m Public Liability Insurance Policy (noting Council as an interested party on this policy). Such insurance arrangements shall satisfy Council that adequate indemnities are in place.
- 5) On the day of the activity, the organisation must display or have available for inspection, a permit or letter as required, stating that permission for the activity has been granted by Council;

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 7 of 26

Campbelltown City Council

- 6) Organisations may apply to undertake street stalls for a maximum of 12 occasions over a 12 month period and on no more than one occasion per month;
- 7) No more than one group will be permitted to occupy a designated marked street stall area at any one time, subject to the conditions outlined in the Council permit;
- 8) The organisation must keep the area free of waste and any other public risk at all times;
- 9) Applicants must be able to demonstrate to Council that such activities will contribute to an active street life, provide information, raise awareness or be of interest or benefit to the general community and that these activities will not cause offence or conflict with accepted community standards;
- 10) Except for Community Event stalls (or as otherwise permitted in this policy, refer to Part 4, subsection 8), the sale of food is restricted to pre-packaged food only and must include labelling in accordance with the Food Standards Code (Food Standards Australia and New Zealand). Food that requires temperature control is not permitted to be sold or distributed other than at approved "community event" stalls. For Community Event stall operators, a separate application is required to be submitted to Council and food stall operators are to comply with Council's Requirements for the Operation of Temporary Food Stalls;
- 11) The sale or distribution of the following items from an approved street stall is prohibited:
 - Weapons of any kind, including, but not limited to:
 - Replica guns (including plastic guns, pellet guns, water pistols, cap guns)
 - Ornamental weapon copies (e.g. Ninja swords)
 - Knives and swords (including pen knives)
 - Martial art supplies (e.g. nunchuks)
 - Explicit or pornographic material of any type including books, magazines, clothing, calendars etc.
 - Fake cigarettes
 - Fuel type fire lighters
 - Horns and trumpets
 - Pressure pack containers
 - Drugs or related goods (including cocaine kits, bongs etc.)
 - Stink bombs
 - Water bombs
 - Silly string
 - Fireworks / crackers
 - Laser pointers
 - Pop downs / throw downs
 - Eight shot caps, strip caps or roll caps
 - Any form of shooting projectile toys (e.g. bow and arrows).
- 12) For the sale or distribution of items including food, stall holders shall comply with Council's Requirements for the Operation of Temporary Food Stalls;
- 13) No overzealous trading or soliciting will be permitted.

6.1.2 Street stalls operated by commercial organisations

- 1) Commercial organisations are permitted to hold street stalls with Council approval at the designated areas listed below:
 - Lithgow Street Mall, Campbelltown
 - Queen Street, Campbelltown
 - Oxford Road, Ingleburn

Refer to location maps at Part Nine for further details.

Street stalls may be permitted at other street or road related area locations subject to meeting the terms of this Policy (refer to Part 4, subsection 8).

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 8 of 26

Campbelltown City Council

- 2) Council may grant a permit for street stall activities by commercial organisations providing it is satisfied that such activities will contribute to an active street life, provide or obtain useful or appropriate information of interest or benefit to the general community and provided Council is satisfied that these activities will not cause offence or conflict with accepted community standards;
- 3) Organisations are to apply to Council for a permit at least four weeks (20 working days) prior to the proposed activity;
- 4) The applicant must supply written evidence of their organisational status i.e. ABN Number;
- 5) The individual or organisation must hold and maintain a current \$20m Public Liability Insurance policy (noting Council as an interested party). Such insurance arrangements shall satisfy Council that adequate indemnities are in place;
- 6) On the day of the activity, the organisation must display at the location of the street stall or have available for inspection a permit or letter as required, stating that permission for the activity has been granted by Council;
- 7) A maximum of 3 individuals are allowed to conduct the permitted activity at any one time;
- 8) Approved organisations may apply for a street stall permit for up to a maximum of twelve days per year;
- 9) No more than one group will be approved to occupy a designated street stall area at any one time; subject to the conditions outlined in the Council permit;
- 10) The organisation must keep the area free of waste and any other public risk at all times;
- 11) Except for Community Event stalls (or as otherwise permitted in this Policy, refer to Part 4, subsection 8), the sale of food is restricted to pre-packaged food only and must include labelling in accordance with the Food Standards Code (Food Standards Australia and New Zealand). Food that requires temperature control is not permitted to be sold or distributed other than at approved "community event" stalls. For Community Event stall operators, a separate application is required to be submitted to Council and food stall operators are to comply with Council's Requirements for the Operation of Temporary Food Stalls;
- 12) Commercial activities that either replicate or inconvenience the activities of nearby lawfully established businesses will not be permitted unless the activities are conducted by that business;
- 13) Except as authorised by Council for approved community events, the direct selling or distribution of goods is not permitted; (unless otherwise permitted under this Policy, refer to Part 4, subsection 8)
- 14) The list of items that may not be sold or distributed as part of a street stall as outlined under Section 6.1.1 shall be complied with;
- 15) For the sale or distribution of items including food, stall holders shall comply with Council's Requirements for the Operation of Temporary Food Stalls;
- 16) No overzealous trading or soliciting will be permitted.

6.2 Busking

6.2.1 General

- 1) Busking activities are permitted with Council approval in Campbelltown and Ingleburn CBD's; (or at other locations as otherwise permitted in this Policy, refer to Part 4, subsection 8)
- 2) Buskers must apply to Council for and receive a busking permit prior to any activity taking place (See Section 7.1);
- 3) Buskers must not unreasonably interfere with pedestrian flow or public amenity or cause a nuisance to nearby businesses;
- 4) Buskers must not undertake any act that could be considered as causing offence or a public nuisance including excessive noise;

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 9 of 26

Campbelltown City Council

- 5) Buskers are advised that the performance of political, religious, racial, sexually explicit or homophobic acts or material that may be deemed unduly persuasive, offensive or discriminatory as determined by the *Anti-Discrimination Act 1977* is strictly prohibited;
- 6) Buskers are not permitted to use fire, pyrotechnics, knives, swords, chainsaws or other dangerous goods likely to cause harm to the public, environment or property;
- 7) Buskers are not permitted to use or discharge confetti or any other matter that may cause pollution or is likely to cause harm to the public, environment or property;
- 8) Buskers must not interfere in any way with any other approved event or activity;
- 9) Buskers must be a minimum of 16 years and must submit a letter of consent from a parent or guardian with an application for a permit if under 18 years of age;
- 10) Buskers may receive a monetary appreciation from the audience but must not actively solicit funds in any way;
- 11) Buskers must keep the footpath clear of obstruction, maintain the footway clear for pedestrian movement and the site clean during and following their performance to ensure that the activity does not pose a risk to public safety or the environment. A minimum unobstructed footpath width of 2.4 metres shall be maintained at all times;
- 12) Council reserves the right to direct a busker to moderate or cease performing if deemed by Council to be creating a nuisance, threat to safety or the environment or to be causing offence;
- 13) Buskers are only permitted to occupy/perform at any location for a maximum period of 3 hours.

6.2.2 Group busking acts

Groups involved in busking are limited to a maximum of 3 people/members. This is to ensure that pedestrians are able to move freely through the approved area. For group acts, Council requires that each individual member hold a current busking permit which must be clearly displayed during the performance.

6.2.3 Pavement Art

Performers who utilise pavement (chalk only) art as a form of entertainment may only do so with a Street Trading Activity Permit issued by Council and where:

- 1) the material used is removable by water and does not leave a residue;
- 2) the surface is of a non-porous material, such as bitumen and concrete;
- 3) individual renditions of the artist's work may not be offered for sale to the public;
- 4) any proposed material to be used in carrying out pavement art must not be slippery (whether wet or dry) and must not be such as to be likely to cause a public hazard, nuisance or offence;
- 5) the site is used for no more than eight hours at any one time or otherwise as approved by Council;
- 6) the work space to be used is defined by being either roped or chained off with all tools and personal belongings kept within this area; A free passage of at least 2.4 metres shall be maintained for pedestrians at all times;
- 7) performers must be conscious of public safety and accessibility at all times.

6.3 Charity collection

6.3.1 Fundraising by registered charities (by non-commission collectors)

- 1) Charitable organisations are permitted to collect donations from the public with Council approval only at designated areas listed below:
 - Lithgow Street Mall, Campbelltown
 - Queen Street, Campbelltown
 - Oxford Road, Ingleburn.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 10 of 26

Campbelltown City Council

Refer to location maps at Part Nine for further details.

- 2) The organisation must supply written evidence to Council of their charity registration or community organisation status;
- 3) Organisations are to apply to Council for a permit at least 4 weeks (20 working days) prior to the proposed activity;
- 4) The organisation must hold and maintain a current \$20m Public Liability Insurance Policy (noting Council as an interested party on this Policy). Such insurance arrangements shall satisfy Council that adequate indemnities are in place;
- 5) On the day of the activity, the organisation must display or have available for inspection, a permit or letter as required, stating that permission for the activity has been granted by Council;
- 6) Charitable organisations may apply for a permit to conduct fundraising for up to a maximum of 12 occasions over a 12 month period and on no more than one occasion per month;
- 7) No more than one charity organisation will be permitted to occupy a designated marked location at any given time, subject to the conditions outlined in the Council permit;
- 8) Charity organisations are to remain static and are not permitted to solicit donations from any area other than locations designated for this purpose in this Policy.

Refer to location maps at Part Nine for further details.

6.4 Banners

6.4.1 General

Approval may be granted by Council for the display of banners provided the intent is to promote community events, programs or services (i.e. an event or activity which is non- commercial or non-profit and offering a community benefit). NB: This opportunity is provided at no cost to community groups wishing to display a banner.

Consideration may be given to promoting "expo" type events that provide information relating to a range of services or by a group of local business providers for community benefit (e.g. Wedding Expos, Renovation Expos). Single business promotion will not be considered. A fee applies to permits issued for banners promoting "expo type" events.

A limited number of banner sites are available in the Campbelltown LGA (refer to Section 6.4.2) It should be noted that Council does not allow the advertising of offensive, political or religious statements or images on banners.

Banner signs may not be permitted to be erected any earlier than 14 days before the event and must be removed within 7 days after the event.

Council reserves the right to remove banners at any time if a banner is erected without approval or if any of the permit conditions are not complied with. Council also reserves the right to cancel bookings for the display of banners at designated locations at any time.

Note: Council does not issue permits for the placement of banners in elevated locations such as those on overhead bridges or walkways. Approval for these sites rests with the Roads & Maritime Services (RMS).

Organisations wishing to erect a banner in the Campbelltown LGA may only do so with a Street Trading Activity Permit issued by Council and must comply with the following requirements:

- 1) An organisation wishing to display a banner accepts responsibility for any claim for accidents or other issues arising from the erection, removal or display of the banner or the use of Council's infrastructure.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 11 of 26

Campbelltown City Council

- 2) Any damage to Council's infrastructure and other facilities that is attributed to the display of a banner will be repaired at the expense of the organisation displaying the banner.
- 3) Evidence of the organisation's Public Liability Insurance of a minimum value of \$20 million, noting Council as an interested party, must be provided to Council before any permit for displaying a banner is issued.
- 4) Council is not liable or responsible for banners which are lost, damaged or stolen.

6.4.2 Locations where banners may be displayed

Banners are to be erected at or near ground level and are not permitted to be displayed within 50 metres of an intersection or within 3 metres of the road pavement and must not impede pedestrian movement. Only one banner is permitted to be erected at each designated location.

Banners may only be erected at the locations listed below:

- 1) Menangle Road, Campbelltown (approximately 500m south of Geary Street on west side of Road)
- 2) Narellan Road Campbelltown (approximately 150m west of Gilchrist Drive on south side of Road)
- 3) Appin Road Bradbury (adjacent to Silo's east side of Road)
- 4) Badgally Road, Eagle Vale (approximately 100m east of Eagleview Drive)
- 5) Raby Road, Raby (approximately 170m west of Thunderbolt Drive on South side of Road)
- 6) Campbelltown Rd, St Andrews (approximately 175m north of St Andrews Road)
- 7) Campbelltown Road, Minto (approximately 450m north of Rose Payton Drive).

6.4.3 Design and layout of banners

- 1) Commercial advertising is not permitted on banners, however, the logo of a sponsor/s or the co-ordinating organisation may be incorporated into the banner design.
- 2) The logo of a sponsor is to be a maximum of 10% of the total face area of the banner.
- 3) If several sponsor logos are to be included then the maximum area of the logos is to be no more than 20% of the total face area of the banner. The purpose of these restrictions is to promote community services, not commercial ventures.
- 4) The caption on the banner is to be succinct.
- 5) The maximum size of a banner is 4 square metres.
- 6) The lettering must be a minimum of 150mm in height. It is important in terms of safety that the message can be easily read by motorists and other road users.
- 7) If languages other than English are being displayed on the banner at least 50% in equal size shall appear as a direct translation in English.
- 8) The proposed design of the banner (message, sponsor logos and layout) must be submitted at the time of applying for a permit requesting the display of a banner and should also include nominated dates and specific sites.

6.4.4 Construction of banners

Banners are to be constructed of sturdy material such as PVC or canvas that will not tear in the wind and thereby present a hazard to traffic ("Tyvek" is not considered an acceptable material for the construction of banners).

6.4.5 Attachment and removal of banners

- 1) The erection of the banner is the responsibility of the organisation displaying the banner. The banner should be inspected every day to monitor security and its condition. Council is not liable or responsible for banners which are lost, damaged or stolen;

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 12 of 26

Campbelltown City Council

- 2) To ensure banners are installed appropriately, banners will be required to be installed strictly in accordance with Council guidelines and as outlined in the Street Trading Activity Permit;
- 3) Banner signs are to be anchored by the use of star pickets driven into the ground no more than 350mm;
- 4) The banner must be attached and removed by the organisation displaying the banner on the dates specified on the permit;
- 5) Any damage to Council's infrastructure and other facilities will be repaired at the expense of the organisation displaying the banner.

6.5 Place activation, special events, festivals and community celebrations

Place activation initiatives, festivals or events such as Fishers Ghost and Ingleburn Alive are community events or initiatives that are coordinated by the Council for the whole community. Street stalls during these events or initiatives are permitted to sell commercial products (other than prohibited items listed in Section 6.1.1) and prepared food.

Council approves place activation initiatives and these types of special events under a separate approval process outside the scope of this Policy.

6.6 Outdoor dining areas

6.6.1 General

Outdoor dining contributes to the vitality and cultural life within the Central Business Districts (CBDs) of the Campbelltown LGA.

The NSW Government under the *Roads Act 1993* and the *Local Government Act 1993* states that the placement of articles for commercial purposes on public roadways and footways requires prior consent from Council.

All food premises that intend to provide seating on the public footway for the purpose of outdoor dining are required to obtain a permit from Council. An annual permit shall be obtained from Council prior to operating outdoor dining on Council's footpath.

Applications for outdoor dining permits must comply with the following requirements:

6.6.2 Location requirements for outdoor dining

As an overriding principle, applications for outdoor dining on public footways, roadways or public spaces must not in Council's determination compromise pedestrian access or safety, must be sympathetic to the surrounding streetscape, provide a safe, comfortable and attractive environment for patrons and the general public, and not unreasonably interfere with other commercial amenity.

- 1) Locations that might be considered suitable for outdoor dining include areas that have wide footpaths, street malls and open space.
- 2) Unsuitable locations for outdoor dining include areas that have a steep incline, or uneven surfaces unsuitable for the placement of furniture, narrow footpaths or corner intersections with high traffic flow.
- 3) The proposed outdoor dining areas must be located adjacent to the frontage of the premises and shall not extend beyond the boundary line of the respective shop front, extended to the kerb-line.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 13 of 26

Campbelltown City Council

- 4) The proposed outdoor dining areas must provide safe and unobstructed access for pedestrian traffic at all times, within and around the outdoor dining area. Proposals must also take into consideration the needs of people with disabilities with particular consideration for people who use wheelchairs and electric powered scooters, people with visual impairment, elderly people, and the needs of parents with young children with regards to prams. Unobstructed access must also be provided to authorised delivery vehicles across land or pedestrian thoroughfares if applicable.
- 5)) The footpath shall be a minimum of 3.5 metres wide and allow for a minimum of 2.4 metres of unobstructed pedestrian access at all times.
 - (ii) Depending upon the location, outdoor dining areas are permitted either abutting the shop front or adjacent to the roadway. Where an outdoor dining area is located adjacent to a roadway, there shall be a minimum clearance of 300mm from the back of the kerb to any structure associated with the dining area and balustrading for the length of the outdoor dining area street frontage and sides (where applicable) must be provided.
 - (iii) Outdoor dining areas may not be considered for a permit, if there are existing articles or infrastructure existing within or adjacent to the proposed outdoor dining area (e.g. public seats, litter bins, utility poles, bicycle racks, phone booths, bus shelters etc).

6.6.3 Outdoor dining furniture

- 1) The business owner is responsible for all outdoor furniture and furnishings associated with outdoor dining. The furniture and furnishings shall enhance the street environment and integrate well with the existing surroundings. In selecting furniture and furnishings the business owner shall ensure the furniture is to:
 - (i) be generally in harmony with the existing streetscape;
 - (ii) be of a safe design (i.e. no hinges or sharp edges) and designed for commercial outdoor use and be of a suitable size and shape for the approved area;
 - (iii) be strong, durable, waterproof and weather resistant;
 - (iv) be constructed of high quality non-reflective stainless/powder coated steel/aluminium or timber (natural/painted) and canvas;
 - (v) be easily stacked and stored securely within the business premises outside operating hours;
 - (vi) not contain legs or support structures that could damage the ground surface;
 - (vii) be able to be easily cleaned and maintained.
- 2) The use of planter boxes for the purpose of designating the approved outdoor dining boundary is generally discouraged by Council, however subject to a Council permit being issued, planter boxes must:
 - (i) Not exceed 900mm in height (including the height of the plants) and not pose a trip hazard;
 - (ii) be of a size and shape appropriate for either placement in the approved area or for use as a method of defining the approved area;
 - (iii) should be easily relocatable for storage within the premises outside of approved business hours;
 - (iv) make a positive contribution to the existing streetscape;
 - (v) be maintained to Council's satisfaction.
- 3) The use of free standing umbrellas is generally discouraged by Council and is not permitted under awnings, balconies or verandahs (or in other such areas where protective structures may reasonably be installed) however, subject to a Council permit, umbrellas must:

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 14 of 26

Campbelltown City Council

- (i) be securely anchored to ensure stability during extreme weather by methods that will not produce a trip hazard on the pavement;
 - (ii) be able to be easily stored within the premises outside approved business hours or during extreme weather conditions;
 - (iii) have a minimum clearance height of 2.2 metres to allow safe headway clearance;
 - (iv) be located within the approved outdoor dining area and should not either overhang the boundary or in any way encroach upon adjacent pedestrian thoroughfares or carriageways.
- 4) Balustrade sections, subject to a Council permit
 - (i) shall be portable;
 - (ii) shall not exceed a height of 900mm or length of 2 metres;
 - (iii) shall be constructed of lightweight powder coated steel/aluminium frame with stabilising feet and with either a suitable metal, fabric or PVC banner type material or fabricated panel;
 - (iv) shall contain only the name of the premises and 1 product brand only.
- 5) Heaters, subject to a Council permit
 - (i) can only be used in areas that have adequate ventilation;
 - (ii) will be subject to a Council permit and shall detail manufacturers specifications;
 - (iii) shall have a ground clearance of 2.2 metres to the heating element of the appliance;
 - (iv) shall turn off automatically if overturned;
 - (v) shall be easily relocatable;
 - (vi) shall be stored within the premises when not in use;
 - (vii) shall not be placed where they can be considered a fire hazard i.e. next to or under an umbrella, shrubs, trees etc.;
 - (viii) shall be installed in accordance with Australian Standard A4565-2004 Radiant gas heaters for outdoor and non-residential use.
- 6) Tableware, utensils and decorative items shall be of a windproof design and stored within the premises when not in use;
- 7) All furniture and furnishings shall be able to be removed from the proposed outdoor dining area and stored securely within the premises outside of the permitted business hours and during extreme weather conditions;
- 8) For approvals for outdoor dining that do not require the erection of permanent structures on the pavement (public footway), a street trading permit may be issued. For more complex applications that seek to install permanent structures/stalls/furniture and the like, a development application may be required to be lodged with Council.

6.6.4 Miscellaneous requirements for outdoor dining

- 1) The placement of advertising within the outdoor dining area shall comply with the relevant permit. A frame or sign boards are not permitted.
- 2) The hours of use for the approved outdoor dining area cannot exceed the hours permitted under the current Development Consent for the operation of the associated business premises and are assessed on an individual basis subject to Council approval.
- 3) No alcohol can be served in an outdoor dining area without an appropriate and current Liquor Licence being held by the associated business (as issued by the Office of Liquor, Gaming and Racing) and extended to cover the outdoor dining area.

A copy of the current Liquor Licence shall be submitted with the outdoor dining permit application and extended to cover the outdoor dining area for the life of the outdoor dining permit.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 15 of 26

Campbelltown City Council

A copy of the current Liquor Licence shall be kept on the premises at all times and be made available for inspection upon request by relevant authorities.

- 4) Live entertainment or amplified music shall not be permitted within the outdoor dining area, (unless otherwise permitted under this Policy, refer to Part 4, subsection 8).
- 5) The permit holder is responsible for good conduct of patrons and staff at all times during hours of operation and to ensure that noise levels are kept to a minimum. Council and NSW Police will continue to handle noise and other complaints. The Office of Liquor Gaming and Racing has authority under the Liquor Act to investigate noise complaints and other concerns associated with licensed premises.

In the event of any continued noise complaints relating to the use of the outdoor dining area, Council reserves the right to terminate the Outdoor Dining Permit without prior notice.

- 6) The permit holder is responsible to ensure compliance with the *Companion Animals Act 1998* which allows animals of genuine assistance in food consumption areas.
- 7) Any outdoor dining area permitted to operate outside of daylight hours must provide adequate lighting to satisfy safety and amenity requirements and is subject to Council's authorisation. The location of an outdoor dining area shall be within a clear line of vision from the associated business.
- 8) In accordance with the Australia New Zealand Food Standards Code in particular 3.2.2 Food Safety Practices and General Requirements Division 5 Cleaning, Sanitising and Maintenance, Clauses 19-21, all food businesses must maintain all fixtures, fittings and equipment to ensure there is no accumulation of food waste, dirt, grease or other visible matter. These standards shall apply to outdoor dining areas with respect to use of the public footpath.

The permit holder shall be responsible for all waste and litter generated by the outdoor dining area and shall ensure that:

- i) waste and litter is disposed of lawfully, and not allowed to enter garden beds, gutters or stormwater drains;
 - ii) the outdoor dining area including the footpath, gutter, and neighbouring surrounds are to be kept clear of waste and rubbish at all times;
 - iii) any waste generated by the operation of the business is to be disposed of in bins located within the business premises and not in public litter bins;
 - iv) any breakages or spills that might prove hazardous to patrons, staff or the general public or that might stain or otherwise damage the footpath are to be removed immediately.
- 9) The permitted outdoor dining area is to be appropriately marked in a manner authorised by Council.
The permit holder shall:
 - (i) be responsible for maintaining the approved outdoor dining area in accordance with the permit;
 - (ii) ensure that all fixtures and furnishings remain within the marked area at all times and do not overhang or impede upon any pedestrian or vehicular thoroughfares;
 - (iii) ensure that the area remains clearly marked at all times and that it can be easily identified by Council to monitor compliance.
- 10) Associated works to enhance an outdoor dining area with respect to permanent fixtures requires the separate and prior approval of Council and the cost of any such works are to be met by the applicant.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 16 of 26

Campbelltown City Council

- 11) Council reserves the right to carry out any type of maintenance work in or around the approved area at any time and will not accept any liability for interruption to business caused by such works or inclement weather.
- 12) Outdoor advertising shall complement and be compatible with the footpath dining activities and local amenity and requires the separate and prior approval of Council.
A-Frames signs or sign boards are not permitted to be placed on the footway or within the outdoor dining area.
- 13) For approvals for outdoor dining that do not require the erection of permanent structures on the public footway, a street trading permit may be issued. For more complex applications that propose permanent structures/stalls to be installed on the public footway, a Development Application may be required to be submitted to Council.

PART SEVEN – MAKING AN APPLICATION FOR STREET TRADING ACTIVITIES

7. Applying for approval to conduct a permitted street trading activity

7.1 Application requirements

Standard permit applications can be obtained from Council. All applicants, (individuals and groups) are required to apply in person. Street Trading activity shall not be conducted without first obtaining a permit issued by Council beforehand.

All applicants are required to present proof of identify with their application form before a permit is issued e.g. current motor vehicle licence, proof of age card or passport.

Details of the type of activity or entertainment proposed are required to be provided on the application.

Council reserves the right to refuse any permit application.

Applications for approval for activities that are described in this policy (as outlined in section 4) can be made by using the Street Trading Activities Permit application form or Outdoor Dining application form that is available from Council's Customer Service Centre or through Council's website: www.campbelltown.nsw.gov.au

As outlined on the forms, the following information shall be lodged with Council at least four weeks prior to the event or activity occurring, and the proposed activity must receive Council's permission prior to commencement.

The permit application must include the name of the individual(s) or organisation, the organisational status, i.e. registered charity, religious affiliation, community group, political organisation, commercial organisation, a brief outline of the organisation, a short description of the reason for the activity and the name and contact details of the person coordinating the activity.

For commercial organisations, the name of the company and a valid ABN number must be provided.

A site plan drawn to scale outlining key features of the activity layout (eg stalls, tables, chairs etc.) must also be supplied with the application. The plan should also clearly show the following details:

- Location of existing features such as trees, signage posts, bins etc;
- Details of any proposed furniture including the design, construction; dimensions, colours and materials to be placed within the designated stall location;

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 17 of 26

Campbelltown City Council

- Any signage must be of a temporary nature and can only be displayed within the area/locations covered by the application (no other advertising materials or structures are permitted).

7.2 Permit fees

No permit fees apply to charities or not-for-profit organisations. An annual permit fee will apply to individuals or organisations that receive a commercial or financial gain from the permitted street trading activity.

Permit fees will be applied as detailed in Council's annual schedule of fees and charges. Permits are valid for up to 12 months from the commencement date. Permits are not transferable and fee payments are not refundable once the permit has been issued by Council.

7.3 Renewal of permits

Activity permits should be renewed before the expiry date should the activity continue. Street Trading shall not be conducted with an expired permit. Unauthorised Street Trading activity will also be subject to penalties as provided for under the *Local Government Act 1993*.

7.4 Insurance

The applicant (except where stated otherwise in this Policy) must provide a Public Liability Insurance Certificate of Currency from their insurer that notes Council as an interested party with regards to any personal injury or damage to property associated with the activity on a public footway, road or road related area for a minimum cover of \$20m or any other amount that Council may stipulate from time to time.

Buskers and Pavement Artists are exempt from this requirement and are not required by Council to hold their own Public Liability Insurance policy cover for busking and street art performances held on the streets/road reserve areas within the Campbelltown Local Government Area (LGA).

7.5 Additional application requirements for outdoor dining

Applications for activities described in Section 6.6 can be made by completing the Outdoor Dining application form.

Documentation required to be lodged with the permit application:

A site plan drawn to scale (1:50 or 1:100) with dimensions that clearly show the following:

- The building line of the premises in relation to adjoining premises;
- Distance from the kerb to the premises;
- Proposed layout with furniture and furnishings including chairs and tables, planters, bollards, balustrades, heaters, lights or articles;
- Access and service points to premises;
- Existing streetscape features such as street poles, signs, trees, seats, rubbish bins etc.;
- Diagram of the proposed area in relation to neighbouring premises.

The following information is also required to be lodged with a permit application:

- Details of manufacturers details particularly with regards to heaters and lights;
- Details of artwork, advertising or signage including dimensions and location;
- Written consent from the property owner;
- Evidence of current Public Liability Insurance (noting cover for the specific activity location and noting Council as an interest party) for a minimum of \$20m;
- Evidence of a current NSW Liquor Licence if applicable to the premises.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 18 of 26

Campbelltown City Council

PART EIGHT – MISCELLANEOUS MATTERS**8.1 Approval of applications**

Approval to use a public footway for street trading activities is subject to Council's discretion. Council reserves the right to impose on any permit such conditions as it determines necessary, appropriate and reasonable.

8.2 Street trading restrictions

Certain street trading activities being street stalls, charity collections and busking will be prohibited during the times at which approved community events are conducted within a nominated business centre.

8.3 Fees

All fees associated with street trading activities are to be identified in Council's Schedule of Fees and Charges and will be reviewed annually. Application fees shall be paid when an application is lodged with Council and are non-refundable, once the application is determined and regardless of the outcome of the determination of the application.

8.4 Display of permit

A copy of the permit issued by Council for an authorised street trading activity shall be on display at the activity location at all times.

8.5 Compliance/inspections

Council reserves the right to carry out compliance inspections as required.

8.6 Period of permit

Permits for street trading activity will be granted by Council for a period up to a maximum of 12 months in the first instance. Longer permit periods may be allowed by Council upon renewal, subject to review. A new application must be submitted to Council prior to the end of each permit period.

8.7 Variation of permit conditions

Any variation to a current permit will require a new application to be lodged with Council. A change of business ownership will also require a new permit application to be lodged with Council.

8.8 Street trading activity must not cause obstruction and be marked on the pavement

All street trading activity must not occupy an area larger than necessary to safely conduct the activity. At all times the activity must not cause obstruction to other users of the footway or unreasonably interfere with pedestrian flow, ensuring sufficient clear pedestrian access is maintained (minimum 2.4 metres wide pedestrian access shall be provided at all times). The permitted area for the street trading activity will be clearly defined on the Street Trading Activity Permit and shall be marked on the pavement by Council where appropriate for the above purpose.

8.9 Protocols for non-compliance

The following is a general guideline that will be taken into account by Council when seeking to remedy non-compliance issues associated with Street trading. Council has discretion to vary its approach depending upon individual circumstances, the extent of non-compliance and any prior infringements.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 19 of 26

Campbelltown City Council

8.9.1 Operating without a permit

Written or verbal notice issued. A Penalty Notice may be issued if there is failure to act after a Notice to Comply, is issued. Continued non-compliance may result in further action being taken.

8.9.2 Breach of conditions

Written and or verbal notice will be issued to the operator requiring compliance. If no action is taken to remedy the breach after issuing a Notice to comply with a permit, a Penalty Notice may be issued.

Following the issuing of a Penalty Notice, the permit may be terminated and/or further action taken by Council. Special provisions may need to be applied in the case of an emergency/risk to public safety.

8.9.3 Operating with an expired permit

A Notice will be served upon the operator to cease the street trading activity or renew the permit. If the operator fails to comply with the Notice or renew the permit within the given time, a Penalty Notice may be served on the operator. Continued non-compliance may then result in further action being taken.

8.10 Termination of permit by the applicant

The applicant may terminate their Street Trading Activity Permit at any time by giving Council a minimum of one months written notice.

8.11 Termination of permit by Council

Council reserves the right to terminate a Street Trading Activity Permit. Upon termination all property or materials associated with the street trading activity must be removed from the public area.

8.11.1 Reasons that Council may consider in deciding to terminate a permit

- 1) Non-compliance with conditions as outlined in the permit;
- 2) Change of business ownership;
- 3) Expired Public Liability Insurance;
- 4) Where the street trading activity is found to cause undue inconvenience to pedestrian access and or safety and public amenity;
- 5) Where Council or any other authority has received repeated complaints about an approved street trading activity that otherwise cannot be resolved.

PART NINE - DESIGNATED STREET TRADING ACTIVITY LOCATIONS**9.1 Location Maps**

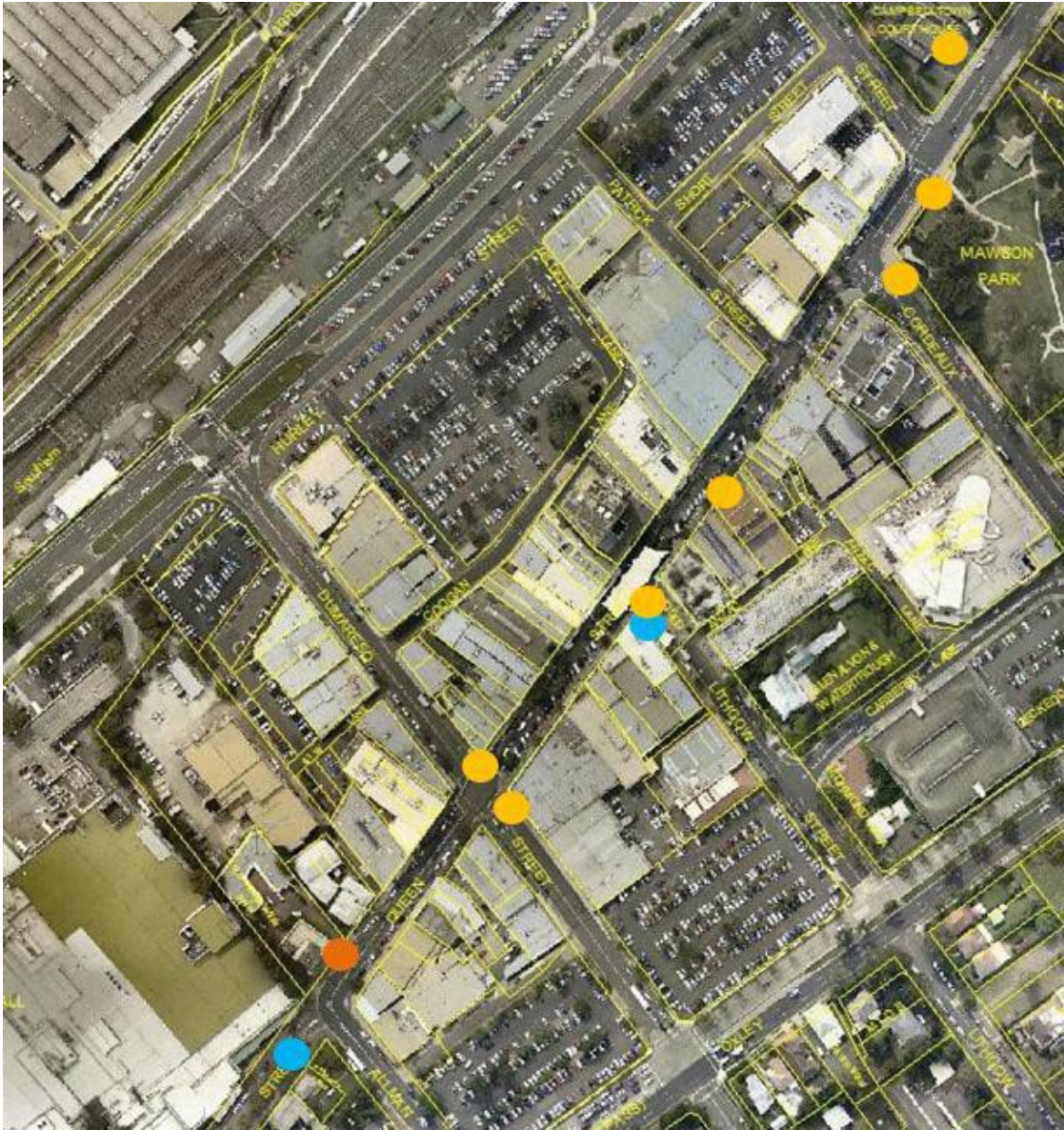
Designated areas for specified street trading activities are shown on the locality plans (below) for the Campbelltown and Ingleburn business centres.

DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 20 of 26

Campbelltown City Council



9.1.1 Campbelltown Business Centre - Overall Locations for Street Trading:

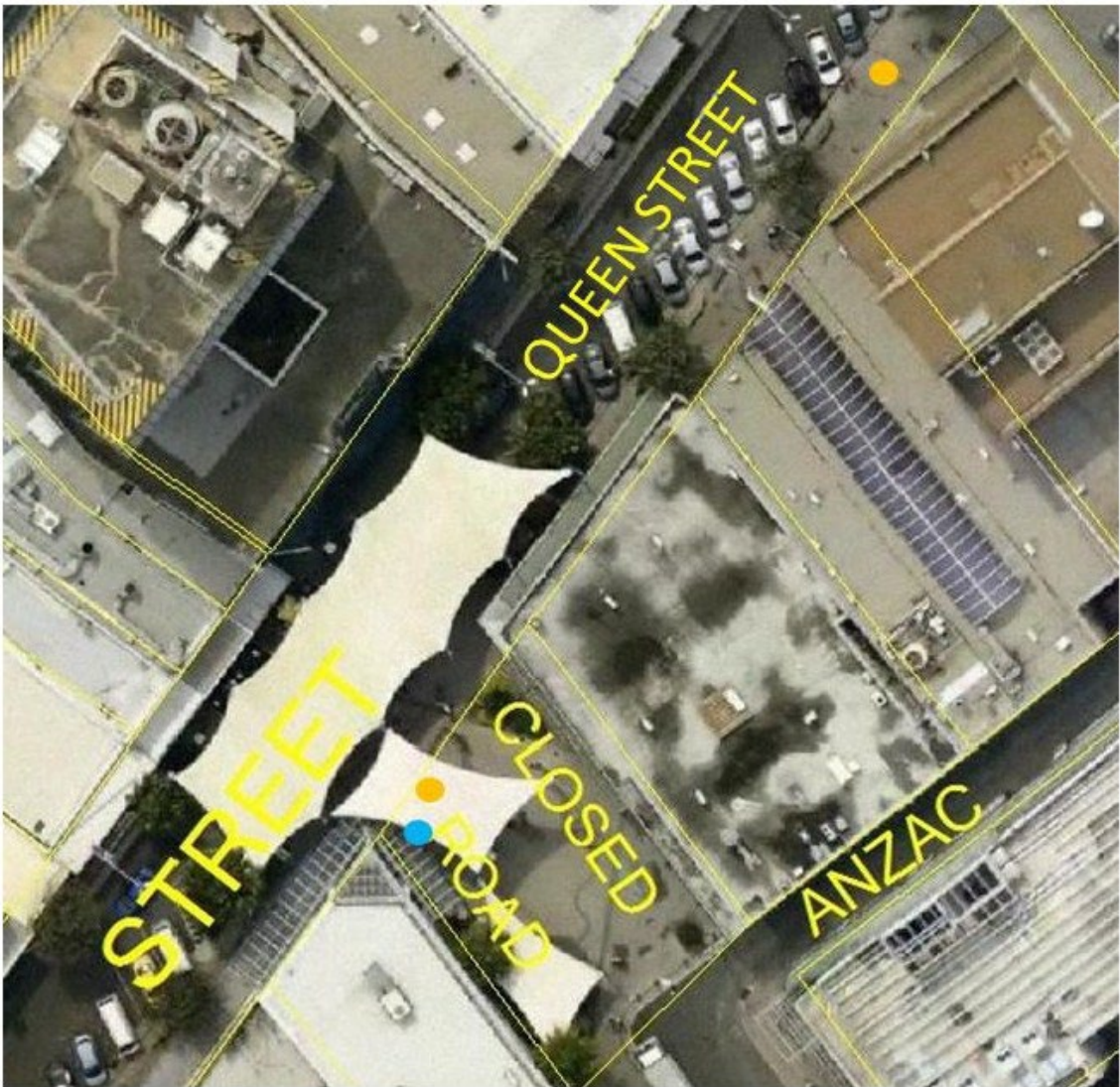
- Charity Collection
- Street Stall
- Street Art



Campbelltown City Council

9.1.1.1 Queen and Lithgow Street Intersection Locations for Street Trading (Detail):

 Charity Collection  Street Stall



DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 22 of 26

Campbelltown City Council

9.1.1.2 Queen and Cordeaux Street Intersection Locations for Street Trading (Detail):

 Charity Collection



DATA AND DOCUMENT CONTROL		
DocSet: 4173650		Page: 23 of 26

Campbelltown City Council

9.1.1.3 Queen and Allman Street Intersection Locations for Street Trading (Detail):

 Charity Collection

 Street stall

 Street Art

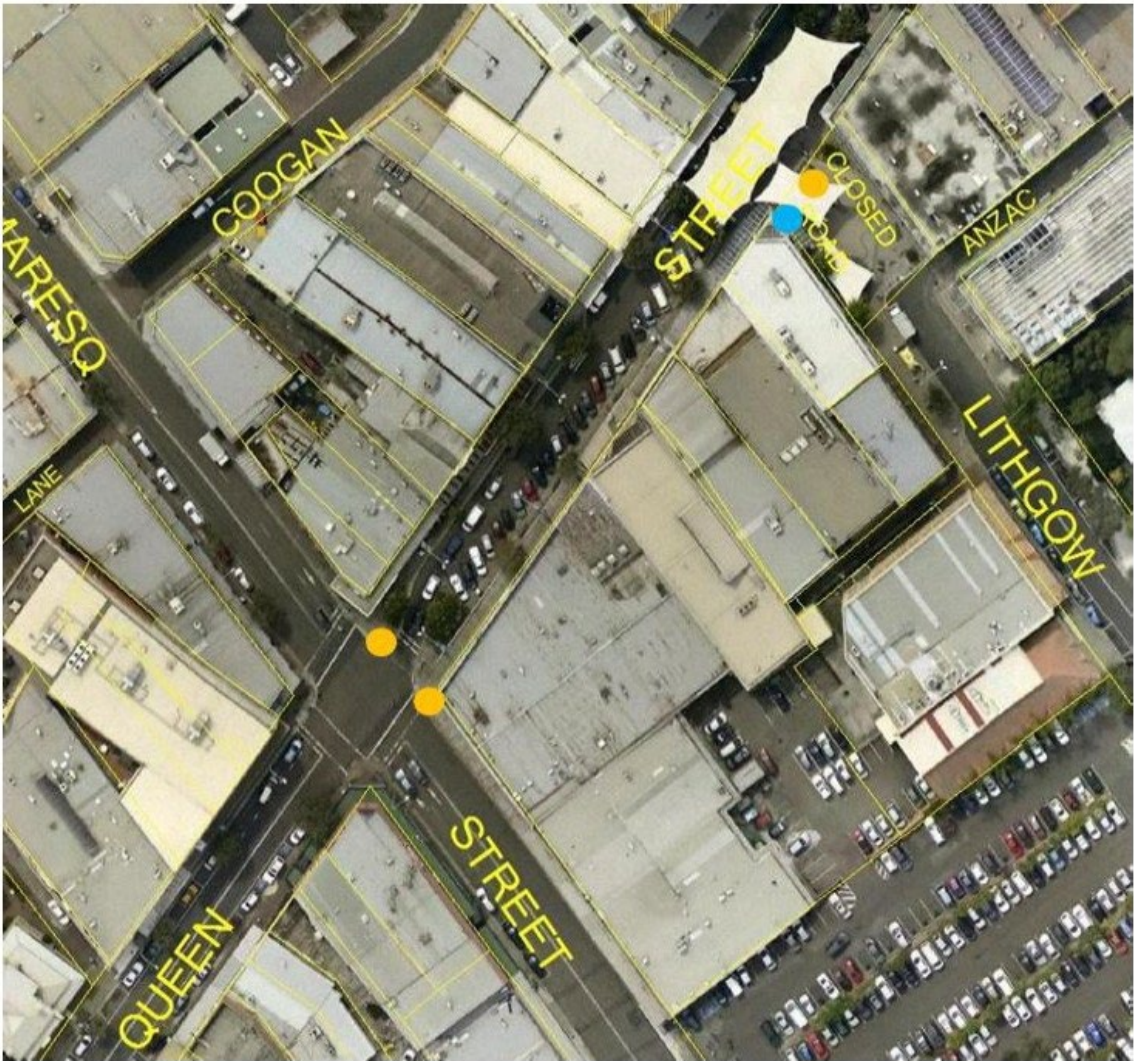


Campbelltown City Council

9.1.1.4 Queen and Dumaresq Street Intersection Locations for Street Trading (Detail):

 Charity Collection

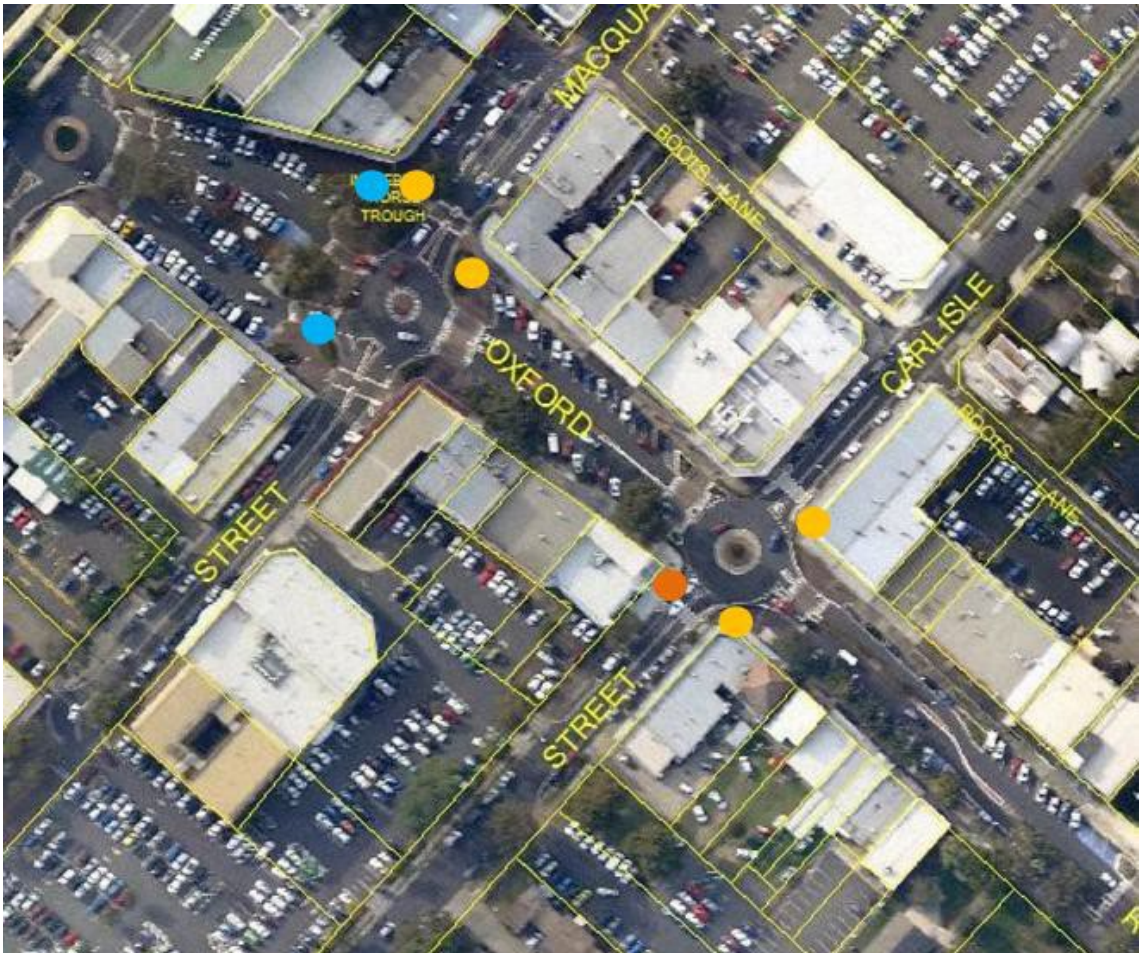
 Street Stall



Campbelltown City Council

9.1.2 Ingleburn Business Centre Locations for Street Trading:

- Charity Collection
- Street Stall
Art
- Street



END OF POLICY
STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 4173650	Page: 26 of 26	

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Street Trading	
Related Documentation	Street Trading Application Form	
Relevant Legislation	<i>Local Government Act 1993 - Section 68 - Approval of Activities</i>	
Responsible Officer	Manager City Standards and Compliance	

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

OBJECTIVES

The objective of the Policy is to provide a framework for Council to appropriately manage requests for the use of community land being footways and roadways, for certain non-commercial and commercial street trading activities.

In managing such requests, Council aims to:

- Protect public health and safety;
- Preserve the amenity of the City area;
- To provide an opportunity for place enlivenment or active street life; and
- Give regard to the well-being of local lawfully established businesses and the principles of equity and fair competition.

POLICY STATEMENT

Campbelltown City Council supports the development of the City's business centres, with a vibrant mix of retail, business and community activities. Council seeks to encourage active street life and enhance community participation in the Campbelltown Local Government Area through (LGA) the safe undertaking of certain non-commercial and commercial activities on footways and roadways (including road reserves).

The Street Trading Policy (the Policy) provides a framework for Council to deal with requests for the use of footways and roadways for certain non-commercial and commercial activities.

The Policy applies to all public footways and roadways in the LGA that are managed by Council directly or are under its care and control.

The Policy is complimentary to the Council's Outdoor Dining Policy.

DATA AND DOCUMENT CONTROL		
Division: City Planning and Environment Section: City Standards and Compliance Record No:	Adopted Date: Revised Date: Minute Number: Review Date:	Page: 1 of 22

LAND THE POLICY APPLIES TO

This policy applies to land located within the Campbelltown Local Government Area.

LEGISLATIVE CONTEXT

The Policy is to supplement provisions of the *Local Government Act 1993* (the Act) and the Local Government (Approvals) Regulation 1993 by:

- Specifying the circumstances in which a person is not required to obtain a particular approval from the council;
- Specifying criteria which the Council must consider when determining whether or not to grant approval to a particular activity;
- Specifying other matters relating to approvals not dealt with by the Act or Regulations.

The *Local Government Act 1993* under **Section 68 - What activities generally require the approval of the council** states that:

- 1) A person may carry out an activity specified only with the prior approval of council, except in so far as this act, the regulations or a local policy adopted under Part 2 allows the activity to be carried out without that approval.

Section 68 of the Act specifies that Council approval is required in respect of a trade or business activity conducted on community land, unless there is a policy in place that exempts such an activity from requiring approval. This policy shall be read in conjunction with Section 68 of the Act.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 2 of 22

DEFINITIONS

The following terms when read in this policy, shall be taken to mean as defined below:

application means an application made under Section 68 of the *Local Government Act 1993*.

approval means an approval issued by the Council pursuant to section 68 of the *Local Government Act 1993*.

busking means singing, playing a musical instrument or a dramatic or dance performance. Other forms of expression may include, but not strictly be limited to, mime or 'live statues'.

Charitable or Non-commercial organisation means a type of non-profit organisation that is created and operates for philanthropic rather than pecuniary pursuits, as well as for social well-being (e.g. charitable, educational, religious or other similar purpose, serving the public interest or common good).

Commercial Organisation means a company or business organisation that engages in some form of commercial activity, such as selling goods or services, with the primary objective of making a profit.

public place means:

- a) a public reserve, public bathing reserve, public baths or public swimming pool, or
- b) a public road, public bridge, public wharf or public road-ferry, or
- c) a Crown reserve comprising land reserved for future public requirements, or
- d) public land or Crown land that is not:
 - (i) a Crown reserve (other than a Crown reserve that is a public place because of paragraph (a), (b) or (c), or
 - (ii) a common, or
 - (iii) land subject to the Trustees of Schools of Arts *Enabling Act 1902*, or
 - (iv) land that has been sold or leased or lawfully contracted to be sold or leased, or
- e) land that is declared by the Local Government regulations to be a public place for the purposes of this definition.

public road means a road or road-related area (land adjacent a road) which the public are entitled to use.

selling includes to barter, trade, offer, display for sale/auction any article, including the distribution of pamphlets or the collection of donations.

special event means a community event coordinated by Campbelltown City Council that is either the Fishers Ghost Festival, Ingleburn Alive Festival or a like event.

street trading means the selling, bartering or exposing or offering for sale of any article (including a living thing) or service on a public road or road-related area. Trading also extends to include the distribution of pamphlets or the collection of donations.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 3 of 22

Campbelltown City Council

TABLE OF CONTENTS

1.	TYPES OF STREET TRADING ACTIVITIES COVERED BY THIS POLICY	6
2.	ACTIVITIES EXEMPT FROM REQUIRING APPROVAL.....	6
3.	ACTIVITIES WHICH REQUIRE APPROVAL.....	6
4.	ACTIVITIES WHICH ARE PROHIBITED	7
5.	ASSESSMENT CONSIDERATIONS FOR ACTIVITIES	7
5.1	Street Stalls	7
5.1.1	Street stalls operated by charitable or non-commercial organisations	7
5.1.2	Street stalls operated by commercial organisations	8
5.2	Busking	9
5.2.1	General	9
5.2.2	Group busking acts	10
5.2.3	Pavement Art	10
5.3	Charity collection	10
5.3.1	Fundraising by registered charities (by non-commission collectors)	10
5.4	Banners.....	11
5.4.1	General	11
5.4.2	Locations where banners may be displayed.....	12
5.4.3	Design and layout of banners.....	12
5.4.4	Construction of banners	12
5.4.5	Attachment and removal of banners	12
5.5	Place activation, special events, festivals and community celebrations.....	13
6.	MAKING AN APPLICATION	13
6.1	Application requirements.....	13
6.2	Permit fees.....	13
6.3	Renewal of permits	14
6.4	Insurance	14
7.	MISCELLANEOUS MATTERS.....	14
7.1	Approval of applications.....	14
7.2	Street trading restrictions.....	14
7.3	Fees	14
7.4	Display of permit.....	14
7.5	Compliance/inspections	15
7.6	Period of permit.....	15
7.7	Variation of permit conditions.....	15

DATA AND DOCUMENT CONTROL		
Record No:		Page: 4 of 22

Campbelltown City Council

7.8	Street trading activity must not cause obstruction and be marked on the pavement	15
7.9	Protocols for non-compliance.....	15
7.9.1	Operating without a permit	15
7.9.2	Breach of conditions.....	15
7.9.3	Operating with an expired permit.....	16
7.10	Termination of permit by the applicant	16
7.11	Termination of permit by Council	16
7.11.1	Reasons that Council may consider in deciding to terminate a permit	16
8.	DESIGNATED STREET TRADING ACTIVITY LOCATIONS	17
8.1	Location Maps	17
8.1.1	Campbelltown Business Centre - Overall Locations for Street Trading:.....	17
8.1.2	Queen and Lithgow St Intersection Locations for Street Trading:	18
8.1.3	Queen and Cordeaux St Intersection Locations for Street Trading:.....	19
8.1.4	Queen and Allman St Intersection Locations for Street Trading:.....	20
8.1.5	Queen and Dumaresq St Intersection Locations for Street Trading:.....	21
8.1.6	Ingleburn Business Centre Locations for Street Trading:	22

DATA AND DOCUMENT CONTROL

Record No:

Page: 5 of 22

Campbelltown City Council

1. TYPES OF STREET TRADING ACTIVITIES COVERED BY THIS POLICY

This Policy applies to a range of activities including:

1. Street stalls, information stands or like activities undertaken by recognised organisations such as local sporting clubs, schools, religious organisations, registered charities, community groups, government bodies and commercial organisations that may also involve the dissemination of general information for the purpose of promoting community awareness; charitable fundraising; or the sale of food or goods for charitable purposes.
2. Commercial activities on public footways or roadways that include activities such as busking, business promotion stalls or stands, distribution of flyers and the erection of promotional banners and signage within the LGA.

2. ACTIVITIES EXEMPT FROM REQUIRING APPROVAL

The distribution of flyers or other promotional material that does not require the erection of a stand or stall or other equipment, and that is conducted on the public footway (located immediately adjacent to and in front of the business premises subject of the promotion) is an activity exempt from the need for prior Council approval (i.e. Street Trading Activity Permit) subject to the following:

1. Only one person is permitted to stand outside the premises and distribute flyers or other promotional material;
2. Persons distributing flyers are not to impede, or cause an obstruction to pedestrians;
3. The direct sale of goods from the public footway is prohibited; and
4. The organisation must ensure flyers or other promotional material is distributed lawfully and that the activity does not create a litter problem in the immediate vicinity.

Note: the placement of flyers or similar promotional material on vehicles is an offence under the *Protection of the Environment Operations Act 1997*.

3. ACTIVITIES WHICH REQUIRE APPROVAL

The following activities are permitted in certain designated or other areas (as otherwise permitted under this policy) within the LGA with prior written Council approval, by way of a Street Trading Activity Permit issued by Council:

1. Fundraising and promotional activities by registered charities or not for profit associations (by non-commission collectors) and community organisations that are located or who are active within the LGA e.g. The Salvation Army, Legacy, the Cancer Council, Lions Club, sporting clubs, etc.;
2. Street stalls or information stands conducted by non-commercial organisations;
3. Business promotion/marketing stalls conducted by commercial organisations;
4. Mobile displays or stand-alone vehicles that promote or provide a community or government service e.g. road safety, or health awareness/health screening activities such as the NSW Blood Bank, Breast Screen NSW;
5. Busking, performances or cultural activities;
6. Banner signs for community, charity or commercial (i.e. 'business expo') type events; and
7. Other activities, other than those that are expressly prohibited under this policy, that are considered by Campbelltown City Council to contribute positively to place enlivenment or an active street life in approved locations.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 6 of 22

Campbelltown City Council

4. ACTIVITIES WHICH ARE PROHIBITED

The following activities are prohibited under the terms of this policy:

1. Roadside trading (other than as otherwise permitted under Section 3 subsection 7 of this policy) by use of a stall, article, standing vehicle or the like and includes the selling, trading or giving of any goods or services;
2. Display of goods, promotions or behaviour that conflicts with acceptable community standards or such activities that are considered by Council to be likely to cause a nuisance, risk or offence to the public;
3. Unauthorised street trading, business promotion, advertising or the selling of goods or services of any type;
4. Religious preaching;
5. Spruiking;
6. Prostitution;
7. Advertising structures (including: Variable Message Sign boards/trailers (VMS), flags, balloons, A-Frames, etc.) on public roads, footpaths and road related areas; and
8. The erection of (bill) posters on any public place or property that bounds a public place.

5. ASSESSMENT CONSIDERATIONS FOR ACTIVITIES

A range of specified matters will be taken into account by Council when assessing applications seeking the approval of permissible street trading activities.

5.1 Street Stalls**5.1.1 Street stalls operated by charitable or non-commercial organisations**

1. Charitable or non-commercial organisations are permitted to hold street stalls with Council approval at the designated areas listed below:
 - Lithgow Street Mall, Campbelltown
 - Queen Street, Campbelltown
 - Oxford Road, Ingleburn.

Refer to location maps at Part 8 for further details.

Street stalls may be permitted at other street or road related area locations subject to meeting the terms of this Policy (refer to Part 3, subsection 7);

2. The organisation must supply written evidence to Council of their charity registration or community organisation status;
3. Organisations are to apply to Council for a permit at least 4 weeks (20 working days) prior to the proposed activity;
4. The organisation must hold and maintain a current \$20 m Public Liability Insurance Policy (noting Council as an interested party on this policy). Such insurance arrangements shall satisfy Council that adequate indemnities are in place;
5. On the day of the activity, the organisation must display or have available for inspection, a permit or letter as required, stating that permission for the activity has been granted by Council;
6. Organisations may apply to undertake street stalls for a maximum of 12 occasions over a 12 month period and on no more than one occasion per month;
7. No more than one group will be permitted to occupy a designated marked street stall area at any one time, subject to the conditions outlined in the Council permit;
8. The organisation must keep the area free of waste and any other public risk at all times;

DATA AND DOCUMENT CONTROL		
Record No:		Page: 7 of 22

Campbelltown City Council

9. Applicants must be able to demonstrate to Council that such activities will contribute to an active street life, provide information, raise awareness or be of interest or benefit to the general community and that these activities will not cause offence or conflict with accepted community standards;
10. Except for Community Event stalls (or as otherwise permitted in this policy, refer to Part 3, subsection 7), the sale of food is restricted to pre-packaged food only and must include labelling in accordance with the Food Standards Code (Food Standards Australia and New Zealand). Food that requires temperature control is not permitted to be sold or distributed other than at approved "community event" stalls. For Community Event stall operators, a separate application is required to be submitted to Council and food stall operators are to comply with Council's Requirements for the Operation of Temporary Food Stalls;
11. The sale or distribution of the following items from an approved street stall is prohibited:
 - weapons of any kind, including, but not limited to:
 - replica guns (including plastic guns, pellet guns, water pistols, cap guns)
 - ornamental weapon copies (e.g. Ninja swords)
 - knives and swords (including pen knives)
 - martial art supplies (e.g. nunchakus)
 - explicit or pornographic material of any type including books, magazines, clothing, calendars etc.
 - fake cigarettes
 - fuel type fire lighters
 - horns and trumpets
 - pressure pack containers
 - drugs or related goods (including cocaine kits, bongos etc.)
 - stink bombs
 - water bombs
 - silly string
 - fireworks / crackers
 - laser pointers
 - pop downs / throw downs
 - 8 shot caps, strip caps or roll caps
 - any form of shooting projectile toys (e.g. bow and arrows).
12. For the sale or distribution of items including food, stall holders shall comply with Council's Requirements for the Operation of Temporary Food Stalls; and
13. No overzealous trading or soliciting will be permitted.

5.1.2 Street stalls operated by commercial organisations

1. Commercial organisations are permitted to hold street stalls with Council approval at the designated areas listed below:

- Lithgow Street Mall, Campbelltown
- Queen Street, Campbelltown
- Oxford Road, Ingleburn

Refer to location maps at Part 8 for further details.

Street stalls may be permitted at other street or road related area locations subject to meeting the terms of this Policy (refer to Part 3, subsection 7);

2. Council may grant a permit for street stall activities by commercial organisations providing it is satisfied that such activities will contribute to an active street life, provide or obtain useful or appropriate information of interest or benefit to the general community and provided Council is

DATA AND DOCUMENT CONTROL		
Record No:		Page: 8 of 22

Campbelltown City Council

- satisfied that these activities will not cause offence or conflict with accepted community standards;
3. Organisations are to apply to Council for a permit at least 4 weeks (20 working days) prior to the proposed activity;
 4. The applicant must supply written evidence of their organisational status i.e. ABN Number;
 5. The individual or organisation must hold and maintain a current \$20 million Public Liability Insurance policy (noting Council as an interested party). Such insurance arrangements shall satisfy Council that adequate indemnities are in place;
 6. On the day of the activity, the organisation must display at the location of the street stall or have available for inspection a permit or letter as required, stating that permission for the activity has been granted by Council;
 7. A maximum of 3 individuals are allowed to conduct the permitted activity at any one time;
 8. Approved organisations may apply for a street stall permit for up to a maximum of 12 days per year;
 9. No more than one group (containing a maximum of three people) will be approved to occupy a designated street stall area at any one time (subject to the conditions outlined in the Council permit);
 10. The organisation must keep the area free of waste and any other public risk at all times;
 11. Except for Community Event stalls (or as otherwise permitted in this Policy, refer to Part 3, subsection 7), the sale of food is restricted to pre-packaged food only and must include labelling in accordance with the Food Standards Code (Food Standards Australia and New Zealand). Food that requires temperature control is not permitted to be sold or distributed other than at approved "community event" stalls. For Community Event stall operators, a separate application is required to be submitted to Council and food stall operators are to comply with Council's Requirements for the Operation of Temporary Food Stalls;
 12. Commercial activities that either replicate or inconvenience the activities of nearby lawfully established businesses will not be permitted unless the activities are conducted by that business;
 13. Except as authorised by Council for approved community events, the direct selling or distribution of goods is not permitted (unless otherwise permitted under this Policy, refer to Part 3, subsection 7);
 14. The list of items that may not be sold or distributed as part of a street stall as outlined under Section 5.1.1 shall be complied with;
 15. For the sale or distribution of items including food, stall holders shall comply with Council's Requirements for the Operation of Temporary Food Stalls; and
 16. No overzealous trading or soliciting will be permitted.

5.2 Busking

5.2.1 General

1. Busking activities are permitted with Council approval in Campbelltown and Ingleburn CBD's (or at other locations as otherwise permitted in this Policy, refer to Part 3, subsection 7);
2. Buskers must apply to Council for and receive a busking permit prior to any activity taking place (See Section 6.1);
3. Buskers must not unreasonably interfere with pedestrian flow or public amenity or cause a nuisance to nearby businesses;
4. Buskers must not undertake any act that could be considered as causing offence or a public nuisance including excessive noise;
5. Buskers are advised that the performance of political, religious, racial, sexually explicit or homophobic acts or material that may be deemed unduly persuasive, offensive or discriminatory as determined by the Anti-Discrimination Act 1977 is strictly prohibited;
6. Buskers are not permitted to use fire, pyrotechnics, knives, swords, chainsaws or other dangerous goods likely to cause harm to the public, environment or property;
7. Buskers are not permitted to use or discharge confetti or any other matter that may cause pollution or is likely to cause harm to the public, environment or property;
8. Buskers must not interfere in any way with any other approved event or activity;

DATA AND DOCUMENT CONTROL		
Record No:		Page: 9 of 22

Campbelltown City Council

9. Buskers must be a minimum of 16 years and must submit a letter of consent from a parent or guardian with an application for a permit if under 18 years of age;
10. Buskers may receive a monetary appreciation from the audience but must not actively solicit funds in any way;
11. Buskers must keep the footpath clear of obstruction, maintain the footway clear for pedestrian movement and the site clean during and following their performance to ensure that the activity does not pose a risk to public safety or the environment. A minimum unobstructed footpath width of 2.4 m shall be maintained at all times;
12. Council reserves the right to direct a busker to moderate or cease performing if deemed by Council to be creating a nuisance, threat to safety or the environment or to be causing offence;
13. Buskers are only permitted to occupy/perform at any location for a maximum period of 3 hours.

5.2.2 Group busking acts

Groups involved in busking are limited to a maximum of 3 people/members. This is to ensure that pedestrians are able to move freely through the approved area. For group acts, Council requires that each individual member hold a current busking permit which must be clearly displayed during the performance.

5.2.3 Pavement Art

Performers who utilise pavement (chalk only) art as a form of entertainment may only do so with a Street Trading Activity Permit issued by Council and where:

1. the material used is removable by water and does not leave a residue;
2. the surface is of a non-porous material, such as bitumen and concrete;
3. individual renditions of the artist's work may not be offered for sale to the public;
4. any proposed material to be used in carrying out pavement art must not be slippery (whether wet or dry) and must not be such as to be likely to cause a public hazard, nuisance or offence;
5. the site is used for no more than eight hours at any one time or otherwise as approved by Council;
6. the work space to be used is defined by being either roped or chained off with all tools and personal belongings kept within this area; A free passage of at least 2.4 m shall be maintained for pedestrians at all times;
7. performers must be conscious of public safety and accessibility at all times.

5.3 Charity collection

5.3.1 Fundraising by registered charities (by non-commission collectors)

1. Charitable organisations are permitted to collect donations from the public with Council approval only at designated areas listed below:
 - Lithgow Street Mall, Campbelltown
 - Queen Street, Campbelltown
 - Oxford Road, Ingleburn.

Refer to location maps at Part 8 for further details.

2. The organisation must supply written evidence to Council of their charity registration or community organisation status;
3. Organisations are to apply to Council for a permit at least 4 weeks (20 working days) prior to the proposed activity;
4. The organisation must hold and maintain a current \$20 million Public Liability Insurance Policy (noting Council as an interested party on this Policy). Such insurance arrangements shall satisfy Council that adequate indemnities are in place;

DATA AND DOCUMENT CONTROL		
Record No:		Page: 10 of 22

Campbelltown City Council

5. On the day of the activity, the organisation must display or have available for inspection, a permit or letter as required, stating that permission for the activity has been granted by Council;
6. Charitable organisations may apply for a permit to conduct fundraising for up to a maximum of 12 occasions over a 12 month period and on no more than one occasion per month;
7. No more than one charity organisation will be permitted to occupy a designated marked location at any given time, subject to the conditions outlined in the Council permit; and
8. Charity organisations are to remain static and are not permitted to solicit donations from any area other than locations designated for this purpose in this Policy.

Refer to location maps at Part 8 for further details.

5.4 Banners

5.4.1 General

Approval may be granted by Council for the display of banners provided the intent is to promote community events, programs or services (i.e. an event or activity which is non-commercial or non-profit and offering a community benefit).

NB: This opportunity is provided at no cost to community groups wishing to display a banner.

Consideration may be given to promoting "expo" type events that provide information relating to a range of services or by a group of local business providers for community benefit (e.g. Wedding Expos, Renovation Expos). Single business promotion will not be considered. A fee applies to permits issued for banners promoting "expo type" events.

A limited number of banner sites are available in the LGA (refer to Section 5.4.2). It should be noted that Council does not allow the advertising of offensive, political or religious statements or images on banners.

Banner signs may not be permitted to be erected any earlier than 14 days before the event and must be removed within 7 days after the event.

Council reserves the right to remove banners at any time if a banner is erected without approval or if any of the permit conditions are not complied with. Council also reserves the right to cancel bookings for the display of banners at designated locations at any time.

Note: Council does not issue permits for the placement of banners in elevated locations such as those on overhead bridges or walkways. Approval for these sites rests with the Roads & Maritime Services (RMS).

Organisations wishing to erect a banner in the LGA may only do so with a Street Trading Activity Permit issued by Council and must comply with the following requirements:

1. An organisation wishing to display a banner accepts responsibility for any claim for accidents or other issues arising from the erection, removal or display of the banner or the use of Council's infrastructure;
2. Any damage to Council's infrastructure and other facilities that is attributed to the display of a banner will be repaired at the expense of the organisation displaying the banner;
3. Evidence of the organisation's Public Liability Insurance of a minimum value of \$20 million, noting Council as an interested party, must be provided to Council before any permit for displaying a banner is issued; and
4. Council is not liable or responsible for banners which are lost, damaged or stolen.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 11 of 22

Campbelltown City Council

5.4.2 Locations where banners may be displayed

Banners are to be erected at or near ground level and are not permitted to be displayed within 50 m of an intersection or within 3 m of the road pavement and must not impede pedestrian movement. Only one banner is permitted to be erected at each designated location.

Banners may only be erected at the locations listed below:

1. Menangle Road, Campbelltown (approximately 500 m south of Geary Street on west side of the road);
2. Narellan Road Campbelltown (approximately 150 m west of Gilchrist Drive on south side of the road);
3. Appin Road Bradbury (adjacent to Silo's east side of the road);
4. Badgally Road, Eagle Vale (approximately 100 m east of Eagle Vale Drive);
5. Raby Road, Raby (approximately 170m west of Thunderbolt Drive on the south side of the road);
6. Campbelltown Rd, St Andrews (approximately 175 m north of St Andrews Road); and
7. Campbelltown Road, Minto (approximately 450 m north of Rose Payton Drive).

5.4.3 Design and layout of banners

1. Commercial advertising is not permitted on banners, however, the logo of a sponsor/s or the co-ordinating organisation may be incorporated into the banner design;
2. The logo of a sponsor is to be a maximum of 10 per cent of the total face area of the banner;
3. If several sponsor logos are to be included then the maximum area of the logos is to be no more than 20 per cent of the total face area of the banner. The purpose of these restrictions is to promote community services, not commercial ventures;
4. The caption on the banner is to be succinct;
5. The maximum size of a banner is 4.0 sqm;
6. The lettering must be a minimum of 150 mm in height. It is important in terms of safety that the message can be easily read by motorists and other road users;
7. If languages other than English are being displayed on the banner at least 50 per cent in equal size shall appear as a direct translation in English; and
8. The proposed design of the banner (message, sponsor logos and layout) must be submitted at the time of applying for a permit requesting the display of a banner and should also include nominated dates and specific sites.

5.4.4 Construction of banners

Banners are to be constructed of sturdy material such as PVC or canvas that will not tear in the wind and thereby present a hazard to traffic ('Tyvek' is not considered an acceptable material for the construction of banners).

5.4.5 Attachment and removal of banners

1. The erection of the banner is the responsibility of the organisation displaying the banner. The banner should be inspected every day to monitor security and its condition. Council is not liable or responsible for banners which are lost, damaged or stolen;
2. To ensure banners are installed appropriately, banners will be required to be installed strictly in accordance with Council guidelines and as outlined in the Street Trading Activity Permit;
3. Banner signs are to be anchored by the use of star pickets driven into the ground no more than 350 mm;
4. The banner must be attached and removed by the organisation displaying the banner on the dates specified on the permit; and

DATA AND DOCUMENT CONTROL		
Record No:		Page: 12 of 22

Campbelltown City Council

5. Any damage to Council's infrastructure and other facilities will be repaired at the expense of the organisation displaying the banner.

5.5 Place activation, special events, festivals and community celebrations

Place activation initiatives, festivals or events such as Fishers Ghost and Ingleburn Alive are community events or initiatives that are coordinated by the Council for the whole community. Street stalls during these events or initiatives are permitted to sell commercial products (other than prohibited items listed in Section 5.1.1) and prepared food.

Council approves place activation initiatives and these types of special events under a separate approval process outside the scope of this Policy.

6. MAKING AN APPLICATION

6.1 Application requirements

Standard permit applications can be obtained from Council. All applicants, (individuals and groups) are required to apply in person. Street Trading activity shall not be conducted without first obtaining a permit issued by Council beforehand.

All applicants are required to present proof of identify with their application form before a permit is issued e.g. current motor vehicle licence, proof of age card or passport.

Details of the type of activity or entertainment proposed are required to be provided on the application.

Council reserves the right to refuse any permit application.

Applications for approval for activities that are described in this policy (as outlined in section 3) can be made by using the Street Trading Activities Permit application form that is available from Council's Customer Service Centre or through Council's website: www.campbelltown.nsw.gov.au

As outlined on the forms, the following information shall be lodged with Council at least 4 weeks prior to the event or activity occurring, and the proposed activity must receive Council's permission prior to commencement.

The permit application must include the name of the individual(s) or organisation, the organisational status, i.e. registered charity, religious affiliation, community group, political organisation, commercial organisation, and a brief outline of the organisation, a short description of the reason for the activity and the name and contact details of the person coordinating the activity.

For commercial organisations, the name of the company and a valid ABN number must be provided.

A site plan drawn to scale outlining key features of the activity layout (e.g. stalls, tables, chairs etc.) must also be supplied with the application. The plan should also clearly show the following details:

- Location of existing features such as trees, signage posts, bins etc.;
- Details of any proposed furniture including the design, construction; dimensions, colours and materials to be placed within the designated stall location; and
- Any signage must be of a temporary nature and can only be displayed within the area/locations covered by the application (no other advertising materials or structures are permitted).

6.2 Permit fees

No permit fees apply to charities or not-for-profit organisations. An annual permit fee will apply to individuals or organisations that receive a commercial or financial gain from the permitted street trading activity.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 13 of 22

Campbelltown City Council

Permit fees will be applied as detailed in Council's annual schedule of fees and charges. Permits are valid for up to 12 months from the commencement date. Permits are not transferable and fee payments are not refundable once the permit has been issued by Council.

6.3 Renewal of permits

Where an operator wishes to continue an approved street trading activity beyond the expiry date of the current permit, the operator must renew their current permit prior to it expiring. Street Trading shall not be conducted with an expired permit.

Unauthorised Street Trading activities will also be subject to penalties as provided for under the *Local Government Act 1993*.

6.4 Insurance

The applicant (except where stated otherwise in this Policy) must provide a Public Liability Insurance Certificate of Currency from their insurer that notes Council as an interested party with regards to any personal injury or damage to property associated with the activity on a public footway, road or road related area for a minimum cover of \$20,000,000 or any other amount that Council may stipulate from time to time.

Buskers and Pavement Artists are exempt from this requirement and are not required by Council to hold their own Public Liability Insurance policy cover for busking and street art performances held on the streets/road reserve areas within the LGA.

7. MISCELLANEOUS MATTERS**7.1 Approval of applications**

Approval to use a public footway for street trading activities is subject to Council's discretion. Council reserves the right to impose on any permit such conditions as it determines necessary, appropriate and reasonable.

7.2 Street trading restrictions

Certain street trading activities being street stalls, charity collections and busking will be prohibited during the times at which approved community events are conducted within a nominated business centre.

7.3 Fees

All fees associated with street trading activities are to be identified in Council's Schedule of Fees and Charges and will be reviewed annually. Application fees shall be paid when an application is lodged with Council and are non-refundable, once the application is determined and regardless of the outcome of the determination of the application.

7.4 Display of permit

A copy of the permit issued by Council for an authorised street trading activity shall be on display at the activity location at all times.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 14 of 22

Campbelltown City Council

7.5 Compliance/inspections

Council reserves the right to carry out compliance inspections as required.

7.6 Period of permit

Permits for street trading activity will be granted by Council for a period up to a maximum of 12 months in the first instance. Longer permit periods may be allowed by Council upon renewal, subject to review. A new application must be submitted to Council prior to the end of each permit period.

7.7 Variation of permit conditions

Any variation to a current permit will require a new application to be lodged with Council. A change of business ownership will also require a new permit application to be lodged with Council.

7.8 Street trading activity must not cause obstruction and be marked on the pavement

All street trading activity must not occupy an area larger than necessary to safely conduct the activity. At all times the activity must not cause obstruction to other users of the footway or unreasonably interfere with pedestrian flow, ensuring sufficient clear pedestrian access is maintained (minimum 2.4 m wide pedestrian access shall be provided at all times).

The permitted area for the street trading activity will be clearly defined on the Street Trading Activity Permit and shall be marked on the pavement by Council where appropriate for the above purpose.

7.9 Protocols for non-compliance

The following is a general guideline as to Council's approach where the particular circumstances arise. Council will act reasonably when seeking to remedy identified non-compliance issues with street trading. Council has discretion to vary its approach depending upon individual circumstances, the extent of non-compliance, and in consideration of any prior infringements or warnings the operator may or may not have received.

7.9.1 Operating without a permit

Authorised officers of the Council will instruct an operator undertaking an unapproved street trading activity to immediately cease the activity.

Where the operator does not (within a reasonable timeframe) comply with Council's instruction, a Penalty Notice may be issued on the operator undertaking the unapproved street trading activity. Continued non-compliance may result in further action being taken.

7.9.2 Breach of conditions

Written notice will be issued to the operator requiring compliance. If no action is taken by the operator to remedy the breach after issuing a Notice to comply with a permit, a Penalty Notice may be issued to the operator.

Following the issuing of a Penalty Notice, the permit may be terminated and/or further action taken by Council. Special provisions may need to be applied in the case of an emergency/risk to public safety.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 15 of 22

Campbelltown City Council

7.9.3 Operating with an expired permit

A Notice will be served upon the operator to cease the street trading activity or to renew the permit. If the operator fails to comply with the Notice or renew the permit within the given time, a Penalty Notice may be served on the operator. Continued non-compliance may then result in further action being taken.

7.10 Termination of permit by the applicant

The applicant may terminate their Street Trading Activity Permit at any time by giving Council a minimum of one month's written notice.

7.11 Termination of permit by Council

Council reserves the right to terminate a Street Trading Activity Permit. Upon termination all property or materials associated with the street trading activity must be removed from the public area.

7.11.1 Reasons that Council may consider in deciding to terminate a permit

1. Non-compliance with conditions as outlined in the permit;
2. Change of business ownership;
3. Expired Public Liability Insurance;
4. Where the street trading activity is found to cause an inconvenience to pedestrian access, safety or public amenity; and
5. Where Council or any other authority has received repeated complaints about an approved street trading activity that otherwise cannot be resolved.

DATA AND DOCUMENT CONTROL		
Record No:		Page: 16 of 22

Campbelltown City Council

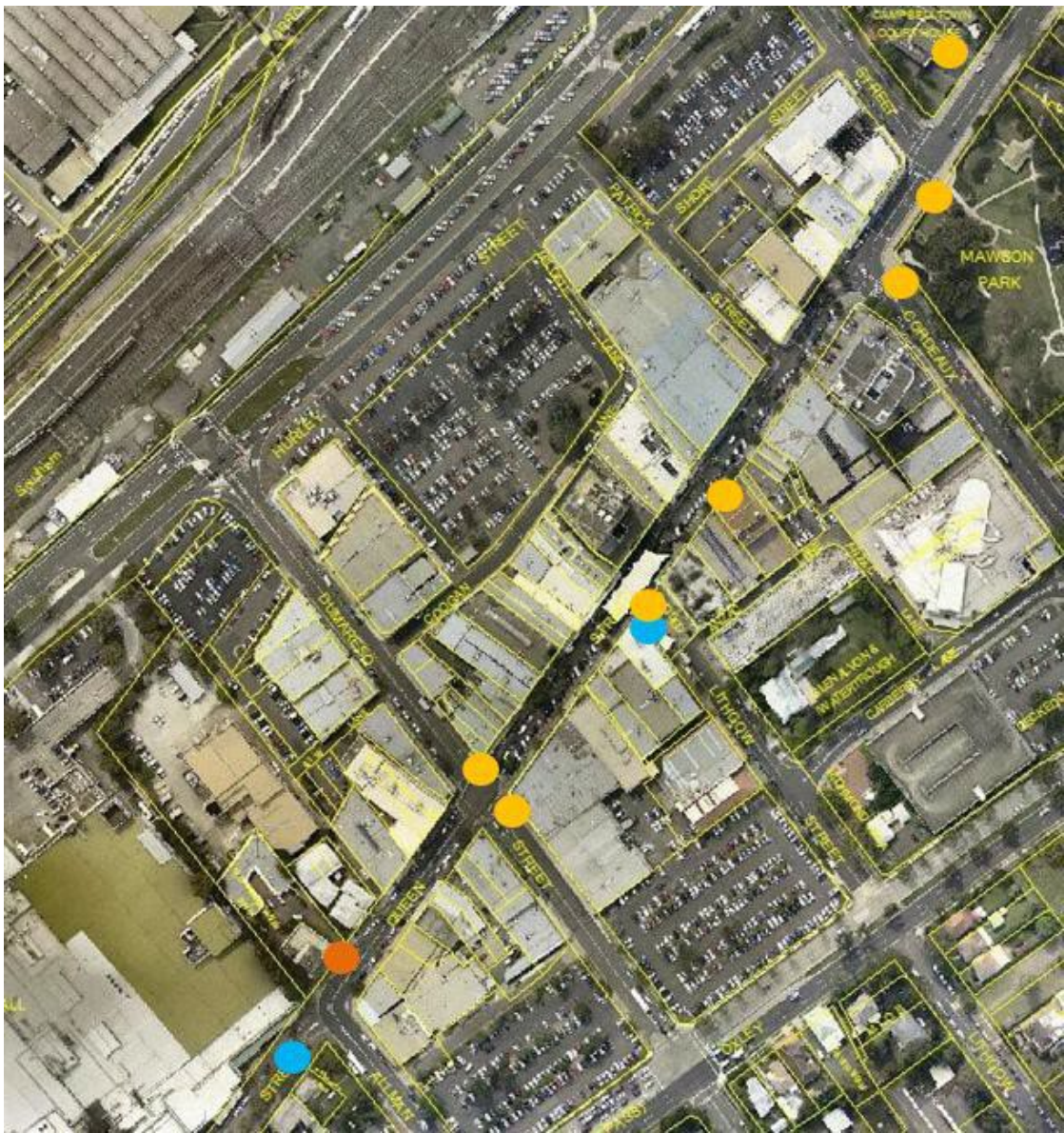
8. DESIGNATED STREET TRADING ACTIVITY LOCATIONS

8.1 Location Maps

Designated areas for specified street trading activities are shown on the locality plans (below) for the Campbelltown and Ingleburn business centres.

8.1.1 Campbelltown Business Centre - Overall Locations for Street Trading:

- Charity Collection
- Street Stall
- Street Art

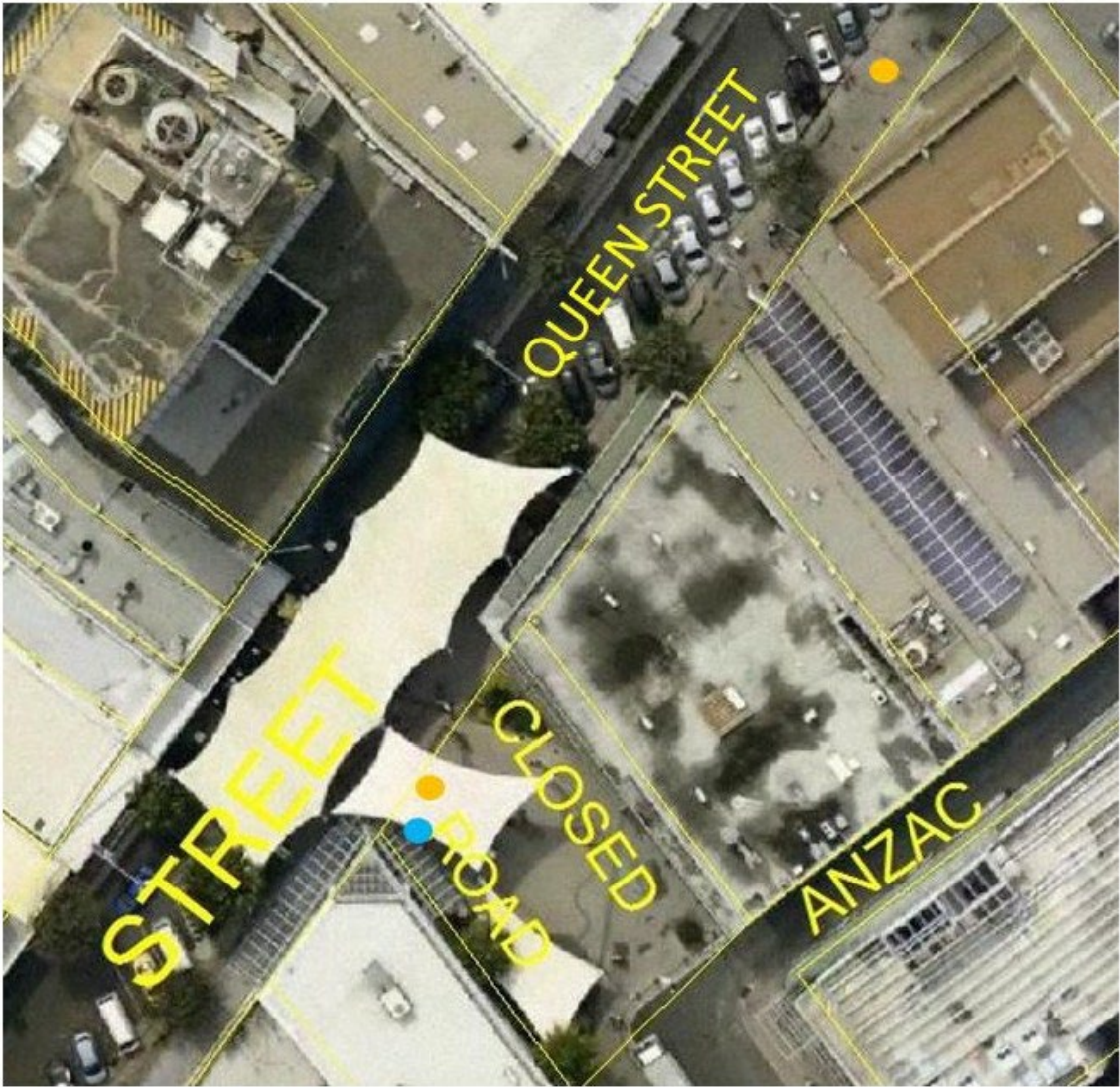


DATA AND DOCUMENT CONTROL		
Record No:		Page: 17 of 22

Campbelltown City Council

8.1.2 Queen and Lithgow St Intersection Locations for Street Trading:

- Charity Collection
- Street Stall



DATA AND DOCUMENT CONTROL		
Record No:		Page: 18 of 22

Campbelltown City Council

8.1.3 Queen and Cordeaux St Intersection Locations for Street Trading:

● Charity Collection

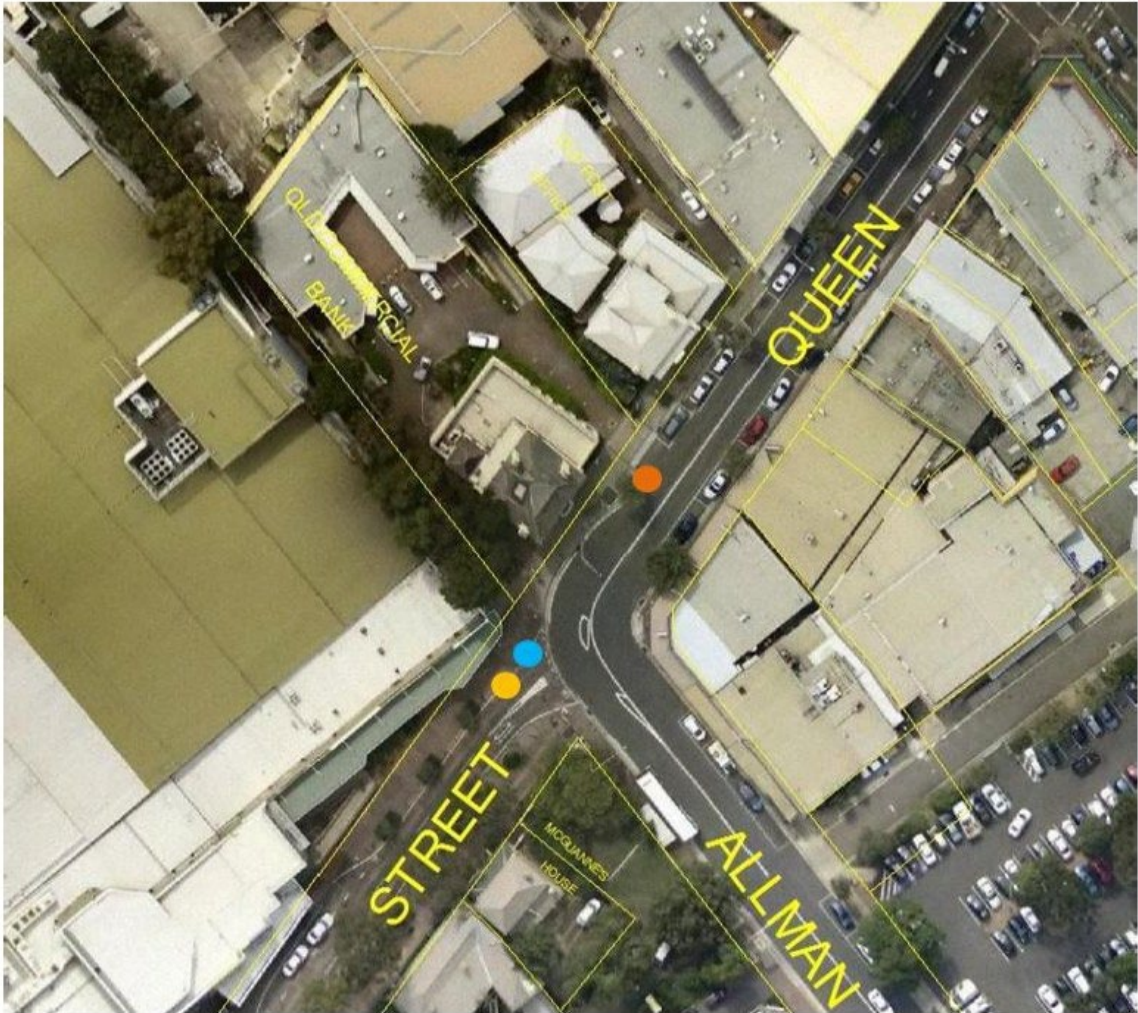


DATA AND DOCUMENT CONTROL		
Record No:		Page: 19 of 22

Campbelltown City Council

8.1.4 Queen and Allman St Intersection Locations for Street Trading:

- Charity Collection
- Street stall
- Street Art

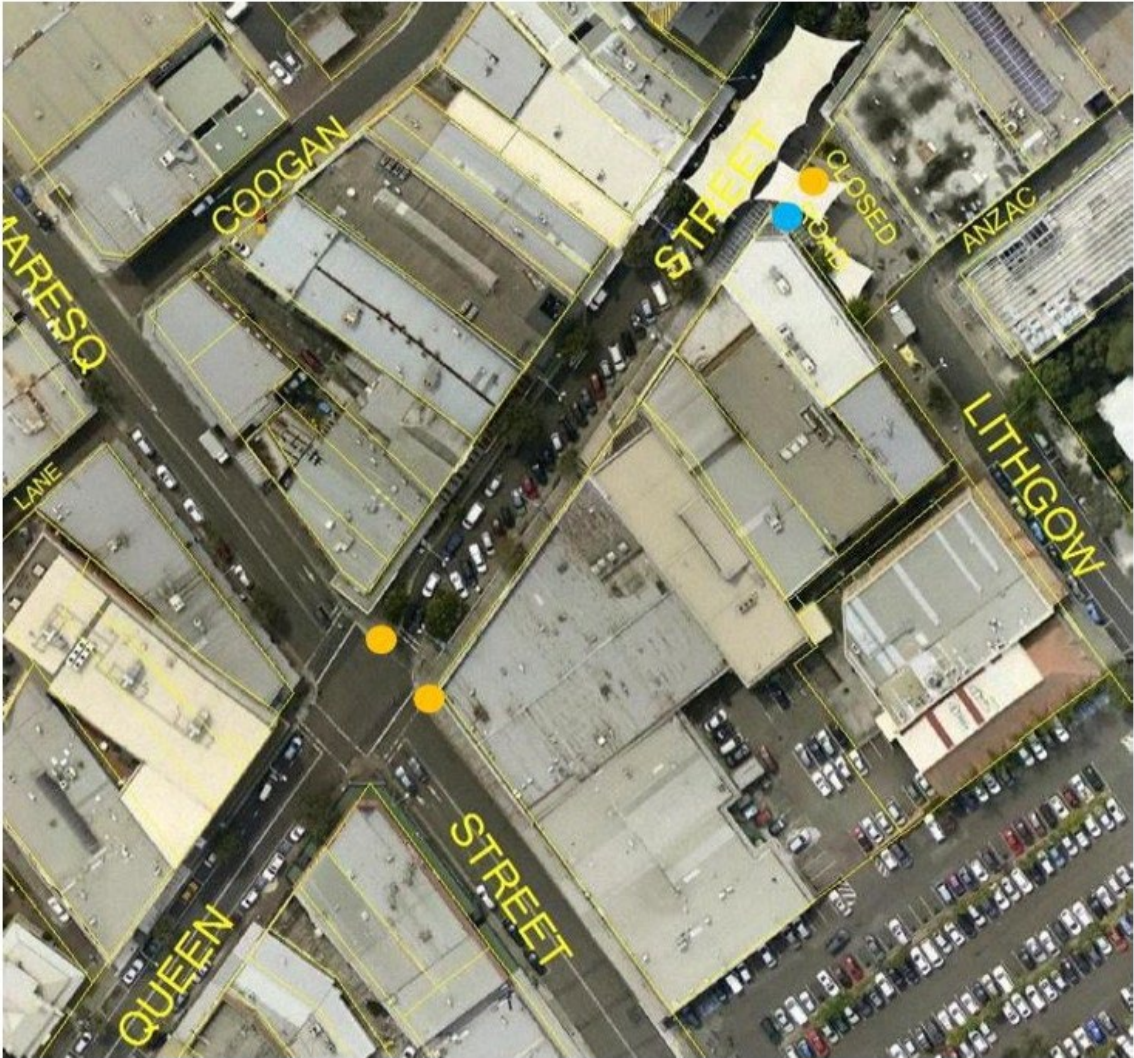


DATA AND DOCUMENT CONTROL		
Record No:		Page: 20 of 22

Campbelltown City Council

8.1.5 Queen and Dumaresq St Intersection Locations for Street Trading:

● Charity Collection ● Street Stall

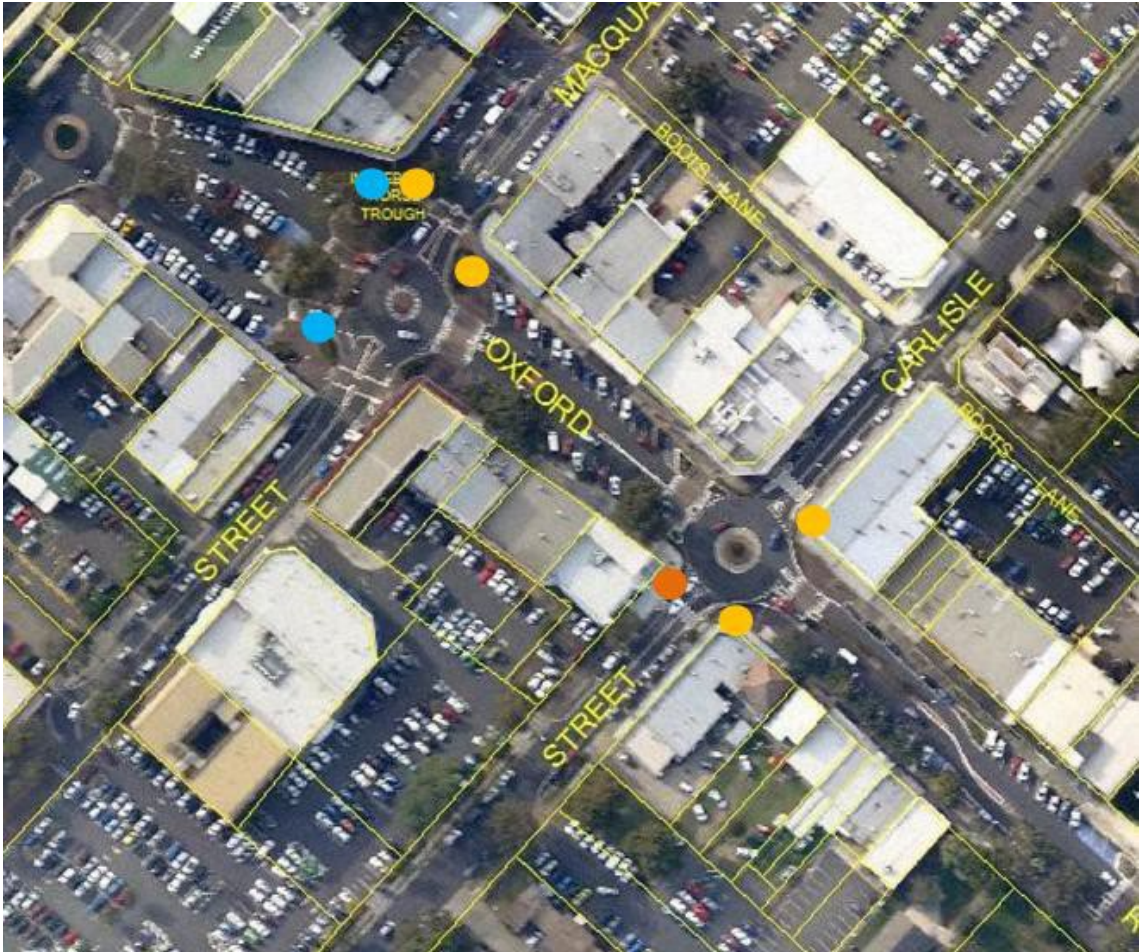


DATA AND DOCUMENT CONTROL		
Record No:		Page: 21 of 22

Campbelltown City Council

8.1.6 Ingleburn Business Centre Locations for Street Trading:

- Charity Collection
- Street Stall
- Street Art



END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
Record No:		Page: 22 of 22

8.4 Inspection Report from Fire and Rescue NSW regarding premises at 32 Queen Street, Campbelltown

Reporting Officer

Executive Manager Urban Centres
City Planning and Environment

Community Strategic Plan

Objective	Strategy
1 Community and Belonging	1.2.3 Promote and support a safe community

Delivery Program

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

Officer's Recommendation

That Council receives and notes the building inspection report prepared by Fire and Rescue NSW (FRNSW) regarding premises at 32 Queen Street, Campbelltown.

Purpose

The purpose of this report is to inform Council of a building inspection report prepared by FRNSW following an inspection of the premises at 32 Queen Street, Campbelltown.

This inspection was completed in accordance with Section 9.32 (1) of the *Environmental Planning and Assessment Act, 1979* (the Act).

The Act requires that when such a report is received by the Council, it must be tabled at the next available normal meeting of Council.

History

The premises known as 32 Queen Street, Campbelltown is the site of a disused former shopping centre. FRNSW responded to a structure fire in November 2022 and have continued to monitor the premises since this time.

A joint building inspection by FRNSW, NSW Police and Campbelltown City Council officers was conducted on 28 June 2023.

The findings of the joint inspection are the subject of the inspection report prepared by FRNSW, received by Council on 19 July 2023 and attached to this report.

Report

Council has received a building inspection report from FRNSW, finding the premises at 32 Queen Street, Campbelltown to be in state of disrepair, with inadequate provision for fire safety.

The report recommends Council issue orders requiring the landowners to reinstate and maintain essential fire safety measures, or require the building to be demolished.

In response to the findings of the building report, on 27 July, 2023 Council officers met with FRNSW and representatives of the owners of the premises (Supa 88 Pty Limited) to identify options for resolving the fire safety concerns.

Importantly, it was noted during the meeting that the proposed redevelopment of the premises as a mixed use retail and residential complex was the subject of a development application currently before the Sydney Western City Planning Panel (SWCPP), where a determination was considered imminent. Since the meeting, the SWCPP has considered and approved the development application for a mixed use retail and residential complex on the subject site.

It was further noted that a development consent has been issued for the demolition of the premises. At the meeting, representatives of the owner have committed to developing a timeline for the demolition of the premises following the determination of the development application for redevelopment by the SWCPP.

Clause 17 of Schedule 5 of the Act provides that a further report is to be submitted at any meeting of the Council held within 28 days after receiving the report or at the next meeting held after the tabling of the report, whichever is the later, for Council to determine whether it will exercise its powers to give a fire safety order.

Accordingly, in accordance with Division 9.3 and Schedule 5 of the Act, a further report will be submitted to Council in September 2023.

Attachments

8.4.1 FRNSW Inspection Report – 32 Queen Street Campbelltown (contained within this report)



OFFICIAL



File Ref. No: FRN23/2465
TRIM Ref. No: D23/66202
Contact: Stephan Netting

19 July 2023

General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560

Email: council@campbelltown.nsw.gov.au

Attention: Manager Compliance/Fire Safety

Dear Sir / Madam

**Re: INSPECTION REPORT
32 QUEEN STREET CAMPBELLTOWN ("the premises")**

I refer to Fire and Rescue NSW (FRNSW) letter to Campbelltown City Council dated 16 November 2022 (copy attached at **Appendix 1**) regarding the state of the premises and the danger faced by firefighters in extinguishing a fire at "the premises".

I also refer to FRNSW letter to Campbelltown City Council dated 4 August 2021 (copy attached at **Appendix 2**) regarding the disconnection of the automatic fire alarm from "the premises".

I also refer to a joint inspection conducted of "the premises" by Authorised Fire Officers of FRNSW, Officers of the NSW Police Force and Officers of Campbelltown City Council on 28 June 2023, pursuant to Section 9.32 (1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) in relation to the matters raised in the abovementioned letters and following further concerns being raised with the Fire Safety Compliance Unit of FRNSW.

On behalf of the Commissioner of FRNSW, comments in this report are provided pursuant to Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

Fire and Rescue NSW	ABN 12 593 473 110	www.fire.nsw.gov.au
Community Safety Directorate	1 Amarina Ave	T (02) 9742 7434
Fire Safety Compliance Unit	Greenacre NSW 2190	F (02) 9742 7483
www.fire.nsw.gov.au		Page 1 of 17

OFFICIAL

OFFICIAL

The items listed in the comments of this report are based on the following limitations:

- A general overview of the building was obtained without using the development consent conditions or approved floor plans as a reference.
- Details of the Provisions for Fire Safety and Fire Fighting Equipment are limited to a visual inspection of the parts in the building accessed and the fire safety measures observed at the time.

COMMENTS

The following items were identified during the inspection:

1. Generally

FRNSW's inspecting officers noted that "the premises" was derelict and was unoccupied at the time of FRNSW inspection, although vagrants, trespassers and squatters may unlawfully occupy the site from time to time.

FRNSW's inspecting officers also noted that "the premises" was in a significant state of disrepair, with damage being done by trespassers and vandals looking to strip the building of anything of value. The damage to the building is detailed in FRNSW abovementioned letter dated 16 November 2022. As advised in this letter, FRNSW is of the view that the building constitutes a significant risk to the health and safety of any person that enters "the premises", including firefighters. FRNSW is still of this view.

FRNSW's inspecting officers further noted that attempts have been made to secure "the premises" to prevent entry, although all parties in attendance at the inspection acknowledged that the attempts to secure "the premises" have been unsuccessful.

2. Essential Fire Safety Measures

FRNSW's inspecting officers noted that all the fire safety measures within "the premises" were not being maintained and were not operational at the time of the inspection. The following are examples of the level of damage that has occurred, operability or compliance of the installed fire safety measures:

- Fire Hydrant System – all fire hydrant outlets had been removed. Additionally, the water supply to the system had been isolated at the booster assembly. The pumproom was unable to be accessed as part of this inspection.
- Automatic Fire Suppression System (Sprinkler) – The water supply to the system had been isolated at the booster assembly. The pumproom was unable to be accessed as part of this inspection.

OFFICIAL

- Automatic Smoke Detection and Alarm System – The fire indicator panel had been disassembled and all wiring that was part of the system has been stripped from the building.
- Emergency Warning and Intercommunication System – The panel to control the system has been disassembled and all wiring that was part of the system has been stripped from the building.
- Smoke Control System - The panel to control the system has been disassembled and all wiring that was part of the system has been stripped from the building.
- Perimeter Vehicular Access – The perimeter vehicular access for firefighting vehicles to and around the building was obstructed.
- Exit Signs- The exit signs were either removed or not operational at the time of the inspection.
- Emergency Lighting – The emergency lighting was either removed or was not operational at the time of the inspection.

A copy of the Fire Safety Schedule, which details the fire safety measures installed in “the premises”, is attached (**Appendix 3**) for Council’s information.

Council’s Officers advised FRNSW during the inspection that a Development Consent had been issued for the demolition of the building. FRNSW was further advised by Council, that this development consent was yet to be activated or acted upon.

As this development consent is yet to be acted upon, FRNSW is of the view that the fire safety measures, as listed on the Fire Safety Schedule for “the premises”, are required to be maintained and operational in accordance with Section 81 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* (EP&A (DC&FS) Regulation).

FRNSW further notes that it is an offence to not maintain fire safety measures pursuant to Section 81 of the EP&A (DC&FS) Regulation and Sections 9.44 & 9.50 of the EP&A Act.

FRNSW also notes that an Annual Fire Safety Statement would be unable to be issued for “the premises” at present. FRNSW is also of the view that owner of “the premises” is still required to submit an Annual Fire Safety Statement to Council in accordance with the requirements of Sections 88 and 89 of the EP&A (DC&FS) Regulation.

Not submitting an Annual Fire Safety Statement is an offence pursuant to Sections 88 and 89 of the EP&A (DC&FS) Regulation and Sections 9.44 & 9.50 of the EP&A Act.

OFFICIAL**3. Access and Egress**

FRNSW's inspecting officers noted that exits within "the premises" were obstructed by debris. Additionally, all the glass balustrades provided to open exit stairs and the atrium within "the premises" were destroyed, as there was no protection to stop people within the building from falling.

The obstruction of exits within "the premises" is an offence pursuant to Section 109 of the EP&A (DC&FS) Regulation and Sections 9.44 & 9.50 of the EP&A Act.

FRNSW believes that there are inadequate provisions for fire safety within the building.

RECOMMENDATIONS

FRNSW recommends that Council either:

- A. Undertake an inspection and commence enforcement action to require the owner of "the premises" to reinstate and maintain the fire safety measures listed on the Fire Safety Schedule for "the premises" in accordance with the requirements of the EP&A (DC&FS) Regulation.

In this regard FRNSW are of the view that Council should consider the issue of a Fire Safety Order No. 1 in accordance with the requirements of the EP&A Act, to require the owner of the premises to reinstate and maintain fire safety measures listed on the Fire Safety Schedule for "the premises"

Consideration should also be given to the prosecution of the owner for the abovementioned offences relating to the maintenance of fire safety measures, the submission of Annual Fire Safety Statements and/or the blocking of exits within "the premises".

OR

- B. Undertake an inspection and commence enforcement action to require the owner of the building to demolish "the premises" as soon as practicable.

In this regard FRNSW are of the view that Council should consider the issue of an Order No. 3 in accordance with the requirements of the EP&A Act, to demolish the premises, as in this instance "the premises" is considered to be a danger to the public.

Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting.

This matter is referred to Council as the appropriate regulatory authority. FRNSW awaits the Council's advice regarding its determination under Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

OFFICIAL

Please do not hesitate to contact Stephan Netting of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call (02) 9742 7434 if there are any questions or concerns about the above matters. Please refer to file reference FRN23/2465 regarding any correspondence concerning this matter.

Yours faithfully

Signature removed

Stephan Netting
Manager Fire Safety Compliance
Fire Safety Compliance Unit

Attachments: [Appendix 1 – FRNSW Letter dated 16 November 2022 - 5 pages]
[Appendix 2 – FRNSW Letter dated 4 August 2021 - 2 pages]
[Appendix 3 – Fire Safety Schedule – 2 pages]

cc. Rochelle Nicholls
Campbelltown City Council
rochelle.Nicholls@campbelltown.nsw.gov.au

Liam Saville
Campbelltown City Council
liam.saville@campbelltown.nsw.gov.au

Kelly Williamson
Campbelltown City Council
kelly.williamson@campbelltown.nsw.gov.au

George Psaroudis
NSW Police Force
psar1geo@police.nsw.gov.au

Gregory Wright
Fire and Rescue NSW
gregory.wright@fire.nsw.gov.au

OFFICIAL

Appendix 1.

OFFICIAL

OFFICIAL



OFFICIAL

File ref. no: FRN22/652
Doc. ref. no: D22/102788
Contact: Liam Saville

Liam Saville, Coordinator City Standards and Health
Campbelltown Council
liam.saville@campbelltown.nsw.gov.au

16th November 2022

Dear Sir

Re: Derelict property (former factory outlet) at 32 Queen Street Campbelltown.

On Tuesday 25th October 2022 Fire and Rescue NSW (FRNSW) attended a structure fire at the above property involving the main building and its contents (our reference: Incident 167173). The structure is a former shopping centre, which we understand has been derelict for approximately twelve (12) years. This fire required the attendance of approximately 40 firefighters and took over 4 hours to locate and extinguish. During this incident, it was noted that this structure presents significant risks to the safety of firefighters who may have to enter it to extinguish a fire and search for any occupants.

It is understood that various measures have been taken over time to reduce the impact of persons entering the site illegally for purposes such as squatting and theft of building materials. These measures have largely been ineffective, and it is our opinion that the most effective and permanent risk control measure for the safety of firefighters and the public would be the demolition of the structure.

This letter is to express a request that Campbelltown Council take any available action that may bring about the demolition of the structure as soon as is reasonably practicable. The grounds for this request are that the structure presents a danger to firefighters, as well as other occupants and community members in the immediate neighbourhood who may be exposed to further fires at the site. The following sections of this letter set out the reasons that we have formed this opinion:

Life risk

The building is understood to have a long-term issue with squatters, 'urban explorers' and other trespassers. Previous attempts to address these, such as fencing and hoarding, have evidently been unsuccessful at preventing the access of these persons. At the time of the

Fire and Rescue NSW

ABN 12 593 473 110

Zone Office Metropolitan South 3

9 Swettenham Rd,
9 Swettenham Rd, St Andrews
NSW 2566

T 02 9824 6256
F 02 9824 6371

www.fire.nsw.gov.au

Page 1 of 5

OFFICIAL

OFFICIAL

OFFICIAL

OFFICIAL

above incident, FRNSW located and removed four (4) persons from the building, some of whom appeared to be under the influence of alcohol or other drugs. Although such persons may be on the premises illegally, FRNSW has a duty to search for and rescue any saveable lives wherever possible. Such occupants present both a safety risk to firefighters due to unpredictable or anti-social behaviour, and also increase the level of risk that firefighters may be required to take in order to effect these rescues. Evidence of previous fires within the building were also noted, indicating that occupants are exhibiting risky behaviours.



Image 1: Evidence of previous fires in the fire control room.

Risk of falls from height

Falls risks of up to 20 metres exist within the building due to missing balustrades around the retail atrium, broken vents and skylights at roof level, and unprotected openings around stair wells. To compound this risk, during a fire visibility is limited to zero in some areas of the structure. The potential for firefighters or other occupants to fall between levels is high.

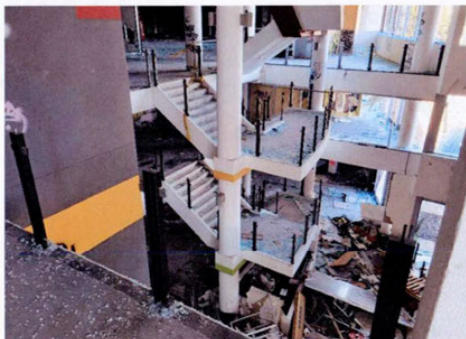


Image 2: Missing glass balustrades around the atrium.

www.fire.nsw.gov.au

Page 2 of 5

OFFICIAL

OFFICIAL

OFFICIAL

OFFICIAL

Lack of lighting

Having no electricity connection, the building is devoid of artificial light. Due to previous attempts by the property owner at boarding up the premises, a lack of natural light also exists. This contributes to poor visibility that hampers firefighter movement and increases the risk of falls within the building. Furthermore, most substantial artificial lighting options available to firefighters require a petrol-powered portable generator, which cannot be safely used within large areas of the structure due to the risks posed by carbon monoxide.



Image 3: Areas with no natural light or ventilation.

Blocked access and egress

Previous attempts to secure the site hamper firefighter access into parts of the building as well as movement within the building. In the above fire, this dramatically slowed the speed by which firefighters could locate and control the fire. Additionally, blocked exits and egress paths increase the potential that firefighters or other occupants will be trapped within the building in the event fire conditions deteriorate.



Image 4: Blocked fire exit.

www.fire.nsw.gov.au

Page 3 of 5

OFFICIAL

OFFICIAL

OFFICIAL

OFFICIAL

Lack of fire safety measures

The installed hydrant and sprinkler systems within the building are inoperable due to vandalism. This means that sprinklers will not assist to contain a fire, and hydrants are unavailable to assist firefighters with extinguishment. At the above incident it took firefighters over half an hour just to run a sufficiently long hose line to level 4 to commence an attack on the fire. The lack of these measures increases the likelihood of an uncontrolled fire expanding within the structure, which in turn will put neighbouring premises at risk of fire spread through radiant heat and falling debris.

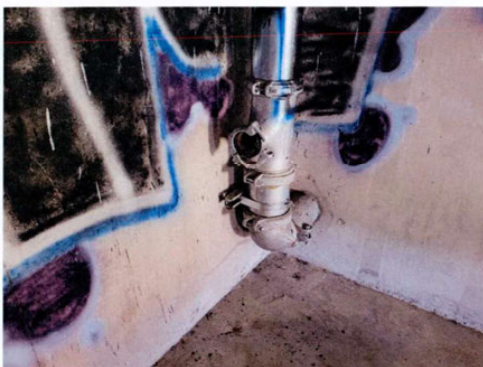


Image 5: Missing (vandalised) fire hydrant.

Building layout

The large internal compartments within the building, which include an atrium between retail levels, increase the potential for firefighters to become disorientated or lost within the structure in situations of low visibility. Additionally, the large spaces and concrete construction serve to distribute heat and smoke relatively uniformly, which means that thermal imaging cameras are of limited use to assist firefighters to navigate and locate fires.

These large spaces also prove very difficult to remove (ventilate) smoke and hazardous fire gases from due to the fact that installed ventilation systems are inoperable due to vandalism. Furthermore, the most powerful portable ventilation fans available to FRNSW are petrol-powered, and present risks from carbon monoxide if used indoors. If satisfactory ventilation cannot be achieved, occupants inevitably returning after the fire are at risk of further harm due to the potential for hazardous atmospheres to exist within the structure.

OFFICIAL

OFFICIAL

OFFICIAL



Image 6: Large, difficult to navigate and ventilate areas.

When reviewed in their entirety, the above concerns present a strong potential for an uncontrolled fire developing within the structure with limited potential for effective firefighter intervention. This, in turn, will put surrounding structures and members of the public at significant risk, as well as road users in the immediate area. It is our position that the most effective available risk control measure is for Council to assist with bringing about the demolition of the structure.

We thank you for your consideration of this request. If you require any further information, please do not hesitate to contact us on the details below.

Yours sincerely,

Signature removed

Signature removed

Chief Superintendent Craig Brierley AFSM
Area Commander Metropolitan South
Fire and Rescue NSW

Acting Superintendent Chris Wilson
Zone Commander Metropolitan South 3
Fire and Rescue NSW

OFFICIAL

Appendix 2.

OFFICIAL

OFFICIAL

Unclassified



Contact: Team Leader Alarms Assessment

The General Manager
Campbelltown City Council
PO Box 57
CAMPBELLTOWN NSW 2560
Email: council@campbelltown.nsw.gov.au

4 August 2021

Dear Sir/Madam

**Re: Fire Safety Concern for Brands on Sale, 32 Queen St, Campbelltown –
Disconnection of Automatic Fire Alarm (ASE no. 87981)**

Fire and Rescue NSW (FRNSW) has received correspondence on 2 August 2021 from ADT Fire Monitoring Pty Ltd, who is the contracted Automatic Fire Alarm Service Provider, in relation to the adequacy of the provision for fire safety in or in connection with the above building.

The correspondence indicated that the fire alarm communication link provided to monitor the Automatic Smoke Detection & Alarm System and/or the Automatic Sprinkler System installed within the subject premises has been disconnected and is no longer connected to FRNSW.

Comments

Due to the essential fire safety measure of the fire alarm communication link not being maintained in accordance with the requirements of Clause 182 of the *Environmental Planning and Assessment Regulation 2000*, FRNSW is of the opinion that adequate provision for fire safety has not been made concerning the subject building.

Recommendations

FRNSW recommends that Council inspect the premises and take action to have this matter appropriately addressed.

This matter has been referred to Council, as it is considered Council is the regulatory authority in relation to this matter.

Fire and Rescue NSW	ABN 12 563 473 110	alarms@fire.nsw.gov.au
Community Safety Directorate	Locked Bag 12	T (02) 9742 7434
Fire Safety Compliance Unit	Greenacre NSW 2190	F (02) 9742 7486
www.fire.nsw.gov.au		Page 1 of 2

Unclassified

OFFICIAL

OFFICIAL

Unclassified

Should you have any enquiries regarding any of the above matters, please do not hesitate to contact the Fire Safety Compliance Unit.

Yours faithfully

Signature removed

Acting Inspector Cameron Wheatley
Team Leader Alarms Assessment
Fire Safety Compliance Unit

www.fire.nsw.gov.au

Unclassified

Page 2 of 2

www.fire.nsw.gov.au

Page 14 of 17

OFFICIAL

OFFICIAL

Appendix 3.

OFFICIAL

OFFICIAL**FIRE SAFETY SCHEDULE - 32 Queen Street, Campbelltown**

Measure	Standard of Performance
Access panels, Doors to Fire-resisting shaft	BCA Clause C3.13
Automatic fail safe devices	BCA Clause D2.21 AS 1670.1-2004
Automatic fire suppression system (sprinkler) - fast response heads	BCA Spec E1.5, AS 2118.1-1999 Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Building Occupant Warning System	AS 1670.1-2004, AS 4424.2-2004, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Emergency lighting	BCA Clause E4.2 & E4.4, AS 2293.1-2005
Emergency lifts	BCA Clause E3.4, AS 1735.2-2001
Emergency warning and intercommunication system	BCA Clause E4.9 AS 1670.4-2004 & AS 4428.4-2004
Exit signs	BCA Clause E4.5 & E4.8, AS 2293.1-2005
Fire control centres and rooms	BCA Clause E1.8, BCA Spec E1.8, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Fire dampers	AS 1668.1-1999
Fire doors	BCA Spec C3.4, AS 1905.1-2005
Fire hydrant systems	BCA Clause E1.3, AS 2419.1-2005
Fire Rated shutter to Level 3	BCA Spec C3.4, AS1905.2-2005, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Fire safety and evacuation procedures	AS3745-2002, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Fire Safety Engineering	Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Fire seals (protecting openings in fire resisting components of the building)	BCA Clause C3.15
Fire hose reel system	BCA Clause E1.4, AS 2441-2005
Glazing within bounding construction of escalator / pedestrian (Basement, Ground Floor and Level 1) and between the carpark and north western retail area (Ground Floor and Level 1), and the Level 3 Atrium	Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Lightweight construction	BCA Clause C1.8, BCA Spec C1.8, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Mechanical air handling systems	AS 1668.1-1999 and AS1668.2-1991
Paths of travel, stairways, passageways or ramps	Part D1 & D2 of the BCA Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Perimeter vehicular access for emergency vehicles	BCA Clause C2.4

OFFICIAL*Cont'd*

Measure	Standard of Performance
Portable fire extinguishers	BCA Clause E1.6, AS 2444-2001
Pressurising system	BCA Clause E2.3, AS 1668.1-1999
Smoke control system	AS 1668.1-1999
Smoke detection (for smoke control systems)	BCA Spec E2.2a (Clause 5b) AS1670.1 (extended spacing).
Smoke doors	AS 1905.1-2005
Wall wetting sprinkler and drencher system to Level 3 Atrium	AS 2118.1-1999, Fire Safety Engineering Report prepared by Holmes Fire & Safety - Ref No.102565, Version E dated 12 June 2009
Warning and operational signage (eg stairway notices)	BCA Clause D2.23 & E3.3, Clause 183 EP&A Regs

OFFICIAL

8.5 Minutes of the Youth Advisory Committee meeting held 1 May 2023

Reporting Officer

Director City Lifestyles
City Lifestyles

Officer's Recommendation

That the minutes of the Youth Advisory Committee held 1 May 2023 be noted.

Purpose

To seek Council's endorsement of the minutes of the Youth Advisory Committee meeting held 1 May 2023.

Report

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

Reports listed for consideration

4.1 Minutes of the previous Youth Advisory Committee Meeting held 7 February 2023

That the minutes of the Youth Advisory Committee held 7 February 2023 be formally submitted to the Council at its meeting held on 8 August 2023.

5.1 Review and Update on Previous Action Items

That the Youth Advisory Committee note the updates from the previous committee meeting action items. Noted that all previous action items have since been actioned and closed.

5.2 Youth Service Providers

That the Youth Advisory Committee noted the youth service providers contained within the report and understand this is only the first version with a view to add additional youth service providers.

Councillor W Morrison provided an additional service called 'Productivity Bootcamp', a subsidised NSW Government organisation that provides training in the construction industry and requested this be added to the list.

5.3 Youth Week Events

That the Youth Advisory Committee note the Youth Week Events contained within the report.

Councillor R Munro requested a copy of the high level statistics from the Youth Week Events and requested the information be circulated prior to the next meeting.

5.4 Youth Plan Development

That the Youth Advisory Group note the foundational work undertaken to inform a future Youth Plan for Campbelltown City Council.

Councillor M Khalil requested that the inclusion of an additional category for living circumstances be added to the next round of surveys to youth.

Attachments

1. Minutes of the Youth Advisory Committee held 1 May 2023 (contained within this report)

Minutes

Youth Advisory Committee

1 May 2023



CAMPBELLTOWN

CAMPBELLTOWN CITY COUNCIL

Minutes Summary

Youth Advisory Committee Meeting held at 4:30 PM on Monday 1 May 2023.

ITEM	TITLE	PAGE
<u>1.</u>	<u>ACKNOWLEDGEMENT OF LAND</u>	3
<u>2.</u>	<u>APOLOGIES</u>	3
<u>3.</u>	<u>DECLARATIONS OF INTEREST</u>	3
<u>4.</u>	<u>MINUTES OF THE PREVIOUS YOUTH ADVISORY COMMITTEE MEETING</u>	4
4.1	Minutes of the previous Youth Advisory Committee held 7 February 2023	
<u>5.</u>	<u>REPORTS</u>	5
5.1	<u>Review and Update on Previous Action Items</u>	5
5.2	<u>Youth Service Providers</u>	6
5.3	<u>Youth Week Events</u>	7
5.4	<u>Youth Plan Development</u>	8
<u>6.</u>	<u>GENERAL BUSINESS</u>	8

Minutes of the Youth Advisory Committee Meeting held on 18 April 2023

Present

Chairperson - J Cotter - Councillor
Member - M Khalil - Councillor
Member - W Morrison - Councillor
Member - R Munro - Councillor
Member - S Grant - Director City Lifestyles
Council Representative - Strategic Social Planner - H Vallone
Member - B Duncan - Committee Secretary

1. ACKNOWLEDGEMENT OF LAND

An Acknowledgement of Land was presented by the Chairperson.

2. APOLOGIES

Member - M Stellino - Councillor
Member - T Soulos - Executive Manager Community Life

3. DECLARATIONS OF INTEREST

There were no Declarations of Interest made at this meeting.

4. MINUTES OF THE PREVIOUS YOUTH ADVISORY COMMITTEE MEETING

4.1 Minutes of the previous Youth Advisory Committee held 7 February 2023

Reporting Officer

Councillor – Chairperson J Cotter

Officer's Recommendation

That the minutes of the Youth Advisory Committee held 7 February 2023 be noted.

Committee's Recommendation:

That the minutes of the Youth Advisory Committee held 7 February 2023 be formally submitted to the Council at its meeting held on 8 August 2023.

Report

The minutes of the Youth Advisory Committee Meeting held 7 February 2023 copies of which have been circulated to each committee member via email on Tuesday 21 February 2023 be approved by the subcommittee.

Once confirmed in final form, the minutes will be formally adopted by Council at its meeting held 8 August 2023.

Comments / Feedback Received

Name	Date & Time	Comment / Feedback	Response	Date & Time
Nil received.				

Attachments

4.1.1 DRAFT Minutes - Youth Advisory Committee 7 February 2023 (contained within this report)

5. REPORTS

5.1 Review and Update on Previous Action Items

Reporting Officer

Director – City Lifestyles

Officer's Recommendation

That the Youth Advisory Committee review and note updates from the previous committee meeting action items.

Committee's Recommendation:

That the Youth Advisory Committee note the updates from the previous committee meeting action items. Noted that all previous action items have since been actioned and closed.

Purpose

The purpose of this report is to review and note updates from the previous committee meeting action items noted within the report.

Report

The attached Actions Register has been created to oversee how each previous action items have been formally addressed.

Attachments

5.1.1 Action Register – 18 April 2023 (contained within this report)

5.2 Youth Service Providers

Reporting Officer

Director City Lifestyles

Officer's Recommendation

That the Youth Advisory Committee note the youth service providers contained within the report.

Committee's Recommendation:

That the Youth Advisory Committee noted the youth service providers contained within the report and understand this is only the first version with a view to add additional youth service providers.

Councillor W Morrison provided an additional service called 'Productivity Bootcamp', a subsidised NSW Government organisation that provides training in the construction industry and requested this be added to the list.

Report

The Youth Service Providers document contained within this report outlines local youth service providers.

Attachments

5.2.1 Youth Service Providers(contained within this report)

5.3 Youth Week Events

Reporting Officer

Director City Lifestyles

Officer's Recommendation

That the Youth Advisory Committee note the Youth Week Events contained within the report.

Committee's Recommendation:

That the Youth Advisory Committee note the Youth Week Events contained within the report.

Councillor R Munro requested a copy of the high level statistics from the Youth Week Events and requested the information be circulated prior to the next meeting.

Report

The Youth Week Program document contained within this report outlines the upcoming Youth programs for 2023.

Attachments

5.3.1 Youth Week Program 2023 (contained within this report)

5.4 Youth Plan Development

Reporting Officer

Council Representative - Strategic Social Planner – H Vallone

Officer's Recommendation

That the Youth Advisory Group note the foundational work undertaken to inform a future Youth Plan for Campbelltown City Council.

Committee's Recommendation:

That the Youth Advisory Group note the foundational work undertaken to inform a future Youth Plan for Campbelltown City Council.

Councillor M Khalil requested that the inclusion of an additional category for living circumstances be added to the next round of surveys to youth.

Purpose

Campbelltown City Council's Youth Strategy and Action Plan expired in 2017. To inform a future multi-year Youth Plan, asset mapping, stakeholder engagement and consultation with young people and service providers has commenced.

Report

A presentation is prepared to:

1. Overview the consultation plan,
2. Present preliminary findings,
3. Discuss emerging key themes.

Attachments

Nil

6. GENERAL BUSINESS

The next meeting of the Youth Advisory Committee will be held on Tuesday 18 July 4.30pm at Campbelltown City Council's Staff Training Centre (STC).

Chairperson Councillor J Cotter

Meeting Concluded: 5.12pm

8.6 Stadium Content Attraction and Retention Policy

Reporting Officer

Director City Lifestyles
City Lifestyles

Community Strategic Plan

Objective	Strategy
2 Places For People	2.1.1 Provide public places and facilities that are accessible, safe, shaded and attractive

Delivery Program

Principal Activity
2.1.1.2 Provide a range of regional facilities that promote community connection

Officer's Recommendation

That Council endorses the Stadium Content Attraction and Retention Policy.

Purpose

To seek Councils endorsement of the Stadium Content Attraction and Retention Policy.

Report

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to attract events and entertainment content to the LGA that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise.

In 2016 and 2017, Council were presented with multiple briefings and reports regarding the strategy, feasibility and benefits of attracting event content to the LGA (sport and non-sport) and the inherent financial incentives needed.

In October 2017 Council were presented with a final report and Council adopted two strategies; 1. City Attraction Fund, and 2. Enriching Stadium content, both aimed at attracting and securing events for Campbelltown City that have an economic and social benefit. Funding has subsequently been allocated from operational budgets.

Whilst the aforementioned report to Council was adopted in 2017, no Policy was adopted supporting or governing the operation of the funding program.

Stadium Content Attraction and Retention Fund

Campbelltown Sports Stadium Draft Business Case was prepared in the broader strategic context of Campbelltown moving to be the major city of the South West. The stadium offers a clear point of difference to neighbouring cities.

The research and analysis included:

- Benchmarking of other like venues and competition analysis
- Analysis of the current industry landscapes and trends
- Analysis of alternative hiring models and event procurement.

The final draft of the strategic business case identified four key areas to support the success of the stadium into the future:

1. Content and event procurement
2. Resourcing
3. Infrastructure deficiencies
4. Leumeah Sport and Entertainment Precinct Master Plan.

The proposed policy deals with item 1 above.

In consideration of contemporary practices around attracting and securing events (both sport and entertainment based) the strategy to provide a reserve is essential. The purpose of this reserve is to secure event content, where through the process of negotiation, it is possible to structure the arrangement so as to recoup the cost of event fee or incentive payment. This may be through ticketing arrangements, sponsorship, shared additional revenues and/or food and beverage sales.

Criteria

Use of the fund shall be based on strategic criteria and include and not be limited to:

1. Ways which funds could be used to attract major events
2. Benefits to the residents of Campbelltown and the region
3. Employment benefits
4. Benefits to the local business community
5. Potential sponsorship with private partners
6. The potential for value capture and revenue generation.

Principles that would underpin this reserve include:

- Any operating deficit for the events that are funded by the reserve are to be covered by the reserve funds
- Any operating surplus for the events that are funded by the reserve are to be re invested back into the event reserve for future use
- Use of this reserve is restricted to events and content retention for the Stadium only
- An annual review of the performance of the funds allocated to the reserve be conducted taking into consideration the return on investment in attracting these type of events or the retention of content.

It is important that there remains the ability to negotiate hire terms via a stadium agreement and that this is considered an additional negotiating tool and not to be applied for all events.

This will ensure that the stadium is able to deliver the best outcome for the community, while not reducing the competitive advantage or negotiating power.

Financial Considerations

The ongoing establishment of a reserve provides future opportunities and flexibility to negotiate larger and more diverse events and facilitate a longer term content and events schedule. An annual budget allocation should be considered and endorsed by Council through the Operational Plan cycle to ensure the sustainability of the program with the reserve being capped at \$1M.

Key Performance Indicator


Currently, Campbelltown Sports Stadium has a year by year events schedule that is predominately based on three to four national level sporting events, specifically NRL and A-League football. The utilisation of the reserve to increase the number and diversity of events is aligned to Councils strategic framework. In order to develop a formalised events schedule, there will be fluctuations in the number of additional events from year to year as negotiations of this type can be in excess of 18 months prior to the event taking place. It is however proposed to report directly on the utilisation of the reserve and the direct and broader economic benefit of the events secured to Council and the Campbelltown community on an annual basis.

Conclusion

The Stadium Content Attraction and Retention Policy is one key component to build strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximise social wellbeing for all residents.

Attachments

8.6.1 Stadium Attraction and Content Retention Policy (contained within this report) [📄](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Stadium Content Attraction and Retention Policy	
Related Documentation	Corporate Sponsorship of Council Activities policy Community Strategic Plan Code of Conduct	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Director – City Lifestyles	

UNCONTROLLED WHEN PRINTED

1. Objective

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to attract events and entertainment content to the LGA that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise.

2. Policy Statement

Council funding can be provided to private or public entities and community based organisations and services that promote and deliver events, attractions and entertainment content at the Campbelltown Sports Stadium (CSS) for the benefit of Campbelltown residents.

- 2.1. Council provides financial support through contractual agreements. Contracts executed between Campbelltown City Council (CCC) and a proponent may be entered into at any time.
- 2.2. Criteria that would be applied to use this fund would include:
 - level of City wide exposure
 - quantified local economic benefit
 - event attendance and community participation
 - attraction of out of area visitors
 - nature and profile of the event
 - attracting, renewing, promoting or securing ongoing content for the CSS
- 2.3. It would be expected that content and events to be considered under this strategy should demonstrate a minimum of 3:1 return on the investment, applying the Profile.id economic forecast tool.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 1 of 7

- 2.4. Under this strategy, media value would be created providing Council with further opportunities to explore sponsorship as well as promote Campbelltown as a city of destination.
- 2.5. Council seeks to optimise the use of public funds through effective and efficient processes, and clear program objectives linked to the organisation's strategic goals.
- 2.6. This policy applies to all contracts attracting funding and value-in-kind provisions to enhance social, cultural, and economic outcomes.
- 2.7. Council may approve funding or enter into contracts outside this policy as it sees fit.

3. Financial Considerations

- 3.1 The Stadium Content and Attraction fund is managed through Council's budget allocation process and identified as a specific item to provide rigor and assessment of the economic benefit of the major events and content being attracted to Campbelltown.
- 3.2 It is important to note that whilst it is unlikely that Council could recoup all costs attributed to a hosting, attraction, promotion or retention fee, some measures can be explored that include third party agreements and sponsorship to generate income to be returned to Council.
- 3.3 It is widely acknowledged that a larger proportion of the return on the funds spent is through the broader economic benefit and social cohesion across the Campbelltown Community. These benefits may include the promotion of the City as a destination through TV broadcast, visitor attendance, City branding as well as spectator participation / attendance. In addition, the nature of the event, promotion or content may result in extended (for example overnight) stays in the City or the broader region.
- 3.4 The ongoing establishment of a reserve provides future opportunities and flexibility to negotiate larger and more diverse events and facilitate a longer term content and events schedule. As funds are utilised the reserve is be topped up to ensure a healthy and ongoing financial reserve to support opportunities as they may arise.
- 3.5 All applications are subject to a venue hire fee.

4. General eligibility and exclusions

- 4.1 General eligibility - to be eligible for funding an applicant must: -
 - 4.1.1 Be principally providing services to the residents of Campbelltown; and
 - 4.1.2 Acquit any previous Council grants, contracts, sponsorships or donations; and
 - 4.1.3 Include all required supporting documentation with their application; and
 - 4.1.4 Demonstrate a positive social outcome for Campbelltown.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 2 of 7

4.2 Applications that are ineligible for funding are:

- 4.2.1 Projects that duplicate existing Council services or programs
- 4.2.2 Projects that directly contravene existing Council policy
- 4.2.3 Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- 4.2.4 From government organisations or political parties
- 4.2.5 For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/retrospective projects.

4.3 Further conditions Council will not:

- 4.3.1 Support political activities or activities that could be perceived as benefiting a political party or political campaign
- 4.3.2 Support activities that could be perceived as divisive within the community.

4.4 Ethics Framework - Council will not support any activities or entities that:

- 4.4.1 Pollute land, air or water
- 4.4.2 Destroy or waste non-recurring resources
- 4.4.3 Market or promote products/services in a misleading or deceitful manner
- 4.4.4 Acquire land or commodities primarily for the purpose of speculative gain
- 4.4.5 Entice people into financial over-commitment
- 4.4.6 Exploit people through the payment of below award wages or poor working conditions
- 4.4.7 Discriminate by way of race, religion, or gender in employment, marketing or advertising practices
- 4.4.8 Contribute to the inhibition of human rights generally.

4.5 Conflicts of Interest

- 4.5.1 Council staff or Councillors assessing and determining applications for funding and/or when negotiating contracts should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.
- 4.5.2 In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for funding and/or when negotiating contracts.

5. Application Management Process

5.1 Applications

- 5.1.1 All applications must be submitted in writing using the approved application form relevant to the program and associated documentation on Council's website. Council will not accept any applications and/or submissions after any applicable closing date or time.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 3 of 7

5.2 Assessment and recommendations

- 5.2.1 All applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may be an individual delegated officer, an internal working party comprising of Council staff members or independent assessors as required.
- 5.2.2 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.
- 5.2.3 Complaints with regard to the application assessment process may be made in writing to council@campbelltown.nsw.gov.au. Complaints will be handled in accordance with Council's Complaints Management Policy.

6. Approval

- 6.1 The elected Council has authority to approve funding. Recommendations for funding and financial assistance outside the limits defined in the policy will be made by a report to Council.
- 6.2 Approval of an application does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other government agencies.

7. Funding agreements

- 7.1 Where applicable, all successful applicants are required to enter into a funding agreement (or contract) before funds are released and before a project can commence. The agreement is negotiated with the applicant and details may include, but are not limited to:

- The description of the project/activity for which funding is being provided and timeframe for the expected completion
- The amount of funding to be received and details of any value-in-kind support
- Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
- A payment schedule
- The deadline for submission of the project acquittal.

- 7.2 Applicant financial or in-kind contribution

- 7.2.1 Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:
 - In-kind contributions such as donated supplies, materials or services.
 - Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.
 - Direct cash input to the project through donations or income generated.
 - Funds raised through crowd funding platforms.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 4 of 7

8. Funding Tiers (Guideline only)

Structure of funding envelope	Concept descriptor	Broad Criteria <i>Indicative only</i> <i>Refer Section 2 for detail</i>	CCC Support	Assessment / approval <i>Indicative only</i> <i>Refer Section 6 for detail</i>
New events	New emerging opportunities to engage with the local community	<ul style="list-style-type: none"> • > 10,000 participants (one off) • Positive, definable economic uplift • Marketing support to CCC • Media impact / coverage • One-off 	<ul style="list-style-type: none"> • Funding ❖ >\$TBC as per commercial discussions 	<ul style="list-style-type: none"> • Proposed: Executive Manager Community Business • Endorsed: CCC Exec team • Approved: GM (as per delegation), and Mayor and Council as required
Enhanced content	Securing ongoing content with existing tenants	<ul style="list-style-type: none"> • > 5,000 participants per event • Commitment to multiple events (minimum of 5 per year) • Marketing support to CCC • Media impact / coverage • Repeatable 	<ul style="list-style-type: none"> • Funding ❖ >\$TBC as per commercial discussions • Dedicated stadium management support 	<ul style="list-style-type: none"> • Proposed: Executive Manager Community Business • Endorsed: CCC Exec team • Approved: GM (as per delegation), and Mayor and Council as required

9. Scope

This policy applies to all funding applications and value-in-kind provisions to enhance social, cultural and economic outcomes. The policy is focused on the attraction of events and entertainment content to the LGA that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 5 of 7

10. Definitions

Term	Definition
Acquittal	Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.
Community Capacity Building	Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.
Council	Campbelltown City Council
Hire agreement or Commercial agreement	The agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, and accountability for both the Council and the funded organisation.
Governance	A clear process by which decisions can be made
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.
In-kind	Support provided a non-monetary form, such as goods or services or commodities.
Not for Profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]" Section: "[Enter Section]" Record No.:	Adopted Date: 00/00/00 Revised Date: 00/00/00 Minute Number: 000 Review Date: 00/00/00	Page: 6 of 7

Project	A Project is defined as an event, a promotion, or content attraction, renewal or retention that supports the objectives of the Campbelltown Sports Stadium (CSS)
----------------	--

11. Effectiveness of this Policy

11.1 Evaluation and review - This policy will be reviewed every four years. It will be evaluated to assess:

- 11.1.1 The cost effectiveness of implementing and managing the funding programs;
- 11.1.2 The sustainability of resources to manage the funding programs;
- 11.1.3 Mechanisms to collect feedback from applicants on program improvements;
- 11.1.4 Supported applications / programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions;
- 11.1.5 The manner in which Council evaluates and prioritises applications is to ensure a professional, transparent and accountable process;
- 11.1.6 Conflicts of interest and ensure they are identified and agreements terminated should a conflict of interest arise during the term of the agreement that cannot be resolved;
- 11.1.7 Dispute resolution and complaints.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: "[Enter Directorate]"	Adopted Date: 00/00/00	Page: 7 of 7
Section: "[Enter Section]"	Revised Date: 00/00/00	
Record No.:	Minute Number: 000	
	Review Date: 00/00/00	

8.7 City Attraction Program

Reporting Officer

Director City Lifestyles
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
4.3.1.1 Revitalise and Reimagine town centres for our community, visitors and businesses (Including Leumeah, Campbelltown-Macarthur CBD and Ingleburn)

Officer's Recommendation

That Council endorse the City Attraction Program.

Purpose

To seek Councils endorsement of the City Attraction Program.

Report

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to attract events and entertainment content to the LGA that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise.

In 2016 and 2017, Council were presented with multiple briefings and reports regarding the strategy, feasibility and benefits of attracting event content to the LGA (sport and non-sport) and the inherent financial incentives needed.

In October 2017 Council were presented with a final report and Council adopted two strategies; 1. City Attraction Fund, and 2. Enriching Stadium content, both aimed at attracting and securing events for Campbelltown City that have an economic and social benefit. Funding has subsequently been allocated from operational budgets.

Whilst the aforementioned report to Council was adopted in 2017, no policy was adopted supporting or governing the operation of the funding program.

Objectives

This Program sets robust foundations to enable Campbelltown to attract major regional events and support community and cultural events.

While Campbelltown attracts and holds many events each year, Campbelltown City Council recognises there are opportunities to achieve greater economic and social outcomes. The Program provides a transparent framework to guide decision making on the events to attract, produce, promote, approve and fund.

The City Attraction Program covers both Council and third-party events run by event organisers where Council is the approving body. This includes major events, community celebrations, festivals, civic commemorations and cultural events. These may be reoccurring or one-off. It also encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to the Campbelltown Local Government Area.

Grant Funding priorities

Grant funding will prioritise applications that:

- Demonstrate a positive outcome for Campbelltown aligned with Council's vision and the principles for funding
- Have a unique or innovative offering that is not currently presented within Campbelltown
- Activate strategic spaces, public places or venues in Campbelltown
- Attract a large number of attendees
- Increase visitation to Campbelltown from outside the LGA
- Have a positive impact on public perceptions of Campbelltown
- Enhance community access to quality affordable entertainment activities and supporting access to our most vulnerable community members.
-

It would be expected that events to be considered under this strategy should demonstrate a minimum of 3:1 return on the investment, applying the Profile.id economic forecast tool.

Under this strategy, media value would be created providing Council with further opportunities to explore sponsorship as well as promote Campbelltown as a city of destination.

Financial Considerations

That consideration be given to the provision of funding and be managed through Council's budget allocation process and identified as a specific item to provide rigor and assessment of the economic benefit of the major events being attracted to Campbelltown. It is important to note that whilst it is unlikely that Council could recoup all costs attributed to a hosting fee, some measures can be explored that include third party agreements and sponsorship to generate income to be returned to Council. It is widely acknowledged that a larger proportion of the return on the funds spent is through the broader economic benefit to the Campbelltown Community.

Key Performance Indicator

The utilisation of the reserve to increase the number and diversity of events is aligned to Councils strategic framework. It is proposed to report directly on the utilisation of the reserve and the direct and broader economic benefit of the events secured to Council and the Campbelltown community on an annual basis.

Conclusion

The City Attraction program is one key component to build strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximise social wellbeing for all residents.

Attachments

8.7.1 City Attraction Program (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		
Title	City Attraction Program	
Related Documentation	Grants, Sponsorship and Donations Policy Grants, Sponsorship and Donations Program Guidelines	
Responsible Officer	Director City Lifestyles	

1. Objectives

Events are an integral thread in Campbelltown's cultural fabric, contributing significant economic and social benefits. They bring communities together, celebrate diversity, and foster pride in the city.

Through their ability to attract visitors and encourage repeat visitation, events inject money into the local economy and help make Campbelltown a vibrant, thriving city. Events also build community capacity and local leadership and creates a sense of place for local residents.

This Program sets robust foundations to enable Campbelltown to attract major regional events and support community and cultural events.

While Campbelltown attracts and holds many events each year, Campbelltown City Council recognises there are opportunities to achieve greater economic and social outcomes. The Program provides a transparent framework to guide decision making on the events to attract, produce, promote, approve and fund.

2. Scope

The City Attraction Program covers both Council and third-party events run by event organisers where Council is the approving body. This includes major events, community celebrations, festivals, civic commemorations and cultural events. These may be reoccurring or one-off. It also encompasses special interest events, place-based activations, food and beverage events as well as one-off major events that have the capacity to attract large numbers of visitors to the Campbelltown Local Government Area.

The Program does not include events where Council venues are used for private events on an ad-hoc or regular basis, business events, regular gatherings, markets or community sporting events.

3. Strategic Objectives

Strategic Objective 1 – Activation of the Campbelltown Local Government Area through event attraction and tiered funding programs

Strategic Objective 2 – Attraction Acquisition Fund to facilitate the attraction external events to Campbelltown or to partner with organisations to bring external events to Campbelltown.

Strategic Objective 3 – To provide an event spaces for the community to hold events, celebrations, commemorations or ceremonies.

Strategic Objective 4 – Streamline event processes to make it easier to host events

Strategic Objective 5 – Establish guidelines to support the Council's Sustainable Events Policy to improve environmental sustainability for all events

4. Funding

The City Attraction Program demonstrates Council's commitment to attract events and entertainment content to Campbelltown that drives both economic uplift and the opportunity for the community to participate, enjoy and socialise. It is supported by the following two funding strategies:

- a. **Attraction Acquisition Fund** to support the acquisition of major events. Events will be proactively acquired, with a customised strategic partnership agreement developed that supports the achievement of the major events strategic goals and key performance indicators.
- b. **City Attraction Grants Fund** to promote and deliver events, attractions and entertainment content in the Campbelltown LGA in alignment with Council's guiding principles and the City's vision.

The City Attraction Grants Fund contains four grant program streams for Campbelltown City Council to fund and support events that meet the required assessment criteria and key performance indicators.

Tier 1 – Major events

Tier 2 – Intermediate events

Tier 3 – Boutique events

Tier 4 – Local Community and Cultural events

The four streams recognise the diversity of events that range from major events through to local community events so that outcomes are maximised and provides a framework that enable a clear pathway to identifying, attracting, supporting and funding events.

Structure of funding envelope	Broad Criteria <i>Indicative only</i>	CCC Support	
Tier 1 – Large events	<p>Tier 1 – Large Events</p> <p>Major events that attract visitors to the destination from outside the region.</p> <p>Characteristics include:</p> <ul style="list-style-type: none"> • > 20,000 participants • Positive, definable economic uplift • Marketing support to CCC • Significant Media impact / coverage • One-off • Generate support from state agencies and national / international organisations 	<ul style="list-style-type: none"> • Grant Funding ❖ Up to \$50,000 cash ❖ Up to \$10,000 value-in-kind • Approval process: Streamlined S68 and other statutory requirements • Support offered by Council Officer 	<ul style="list-style-type: none"> • By application • Two funding rounds per year
Tier 2 Intermediate events	<ul style="list-style-type: none"> • > 12,000 participants • Positive, definable economic uplift • Marketing support to CCC • Media impact / coverage • Repeatable, self-funding after year 1 (CCC an enabler) 	<ul style="list-style-type: none"> • Funding ❖ Up to \$15,000 cash ❖ Up to \$10,000 in-kind • Approval process: Streamlined S68 and other statutory requirements • support offered by Council Officer 	<ul style="list-style-type: none"> • By application • Two funding rounds per year
Tier 3 Boutique events	<ul style="list-style-type: none"> • > 5,000 participants • Media impact / coverage (PR opportunity) • Repeatable, 3 year minimum agreement to host (CCC an enabler) 	<ul style="list-style-type: none"> • Funding ❖ Up to a max \$8,000 cash ❖ Up to a max \$5,000 in-kind • Approval process subject to S68 and other statutory requirements • Approval process support, based on standards and prior experience 	<ul style="list-style-type: none"> • By application • Two funding rounds per year
Tier 4 Local Community and Cultural events	<p>Tier 3 – Local Community Events and Activations:</p> <ul style="list-style-type: none"> • >1,000 participants <p>These events focus on entertainment and culture.</p>	<ul style="list-style-type: none"> • Funding <ul style="list-style-type: none"> • Up to \$5000 which may be a combination of financial support and value-in-kind 	<ul style="list-style-type: none"> • By application • Two funding rounds per year

5. Grant Funding priorities

Grant funding will prioritise applications that:

- Demonstrate a positive outcome for Campbelltown aligned with Councils vision and the principles for funding
- Have a unique or innovative offering that is not currently presented within Campbelltown
- Activate strategic spaces, public places or venues in Campbelltown
- Attract a large number of attendees

- Increase visitation to Campbelltown from outside the LGA
 - Have a positive impact on public perceptions of Campbelltown
 - Enhance community access to quality affordable entertainment activities and supporting access to our most vulnerable community members.
-

6. Assessment criteria

- a. The assessment criteria and application requirements are published on Council's website. Applications must be submitted electronically using Council's Grants Management system.
 - b. Criteria applied to use this fund may include:
 - level of City wide exposure
 - quantified local economic benefit
 - event attendance and community participation
 - attraction of out of area visitors
 - nature and profile of the event
 - new or one-off activation (festival or event), requiring support
 - capacity and experience to deliver the event
 - c. It would be expected that events to be considered under this Program should demonstrate a minimum of 3:1 return on the investment, applying the Profile.id economic forecast tool.
 - d. Under this Program, media value would be created providing Council with further opportunities to explore sponsorship as well as promote Campbelltown as a city of destination.
-

7. Eligibility

- a. General eligibility - to be eligible for funding an applicant must:
 - i. Be principally providing services (including entertainment or an experience) for the residents of Campbelltown; and
 - ii. Acquit any previous Council grants, sponsorships or donations; and
 - iii. Include all required supporting documentation with their application.
- b. While Council administers a number of grant programs, only one application may be progressed per event.
- c. Not eligible for funding - applications that are ineligible for funding are:
 - i. Projects that duplicate existing Council services or programs
 - ii. Projects that directly contravene existing Council policy
 - iii. Projects that do not meet the identified priority needs of the Campbelltown LGA as including those set out in Council's Community Strategic Plan
 - iv. From government organisations or political parties

- v. For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/retrospective projects
- vi. Projects that will rely on recurrent funding from Council

8. Funding Applications and Approval

All funding applications must be submitted using Council's electronic grants management system on Council's website using the published application form and supply all associated documentation required by the form. Council will not accept any incomplete applications and/or submissions after any applicable closing date or time.

Assessment and recommendations

Approval of funding does not imply that Council has given any other consent, including approval to host an outdoor event in the public domain as per Section 68 of the Local Government Act. Applicants should note that outdoor events, events held on Council property or community land or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies.

Applicants must ensure adequate time is allowed for this application process and related approvals.

8.8 Policy Review – Grants, Sponsorship and Donations Policy

Reporting Officer

Manager Governance and Risk
City Governance

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

Officer's Recommendation

1. That the revised Grants, Sponsorships and Donations Policy as attached to this report be adopted.
 2. That the Grants, Sponsorships and Donations Policy review date be set at 30 June 2027.
-

Purpose

To seek endorsement of the revised Grants, Sponsorships and Donations Policy.

History

The Grants, Sponsorships and Donations Policy was adopted by Council at its meeting held 8 August 2017 and last reviewed on 10 December 2019.

Report

The Grants, Sponsorships and Donations Policy has recently been reviewed and updated in accordance with Council's Record Management Policy and the adopted procedure for Policy

Development and Review to align it with the strategic directions and actions in our community strategic plan.

The Grants, Sponsorships and Donations Policy provides the governance framework for how our grants and sponsorship program is managed, and how decisions about funding are made. The policy ensures that we adhere to the legislative requirements of the Local Government Act 1993 in relation to grant making.

The policy has been reviewed to ensure Council's Grants, Sponsorship and Donations programs are efficient and accessible, as well as equitable, sustainable and transparent. The proposed changes and revised programs seek to deliver community benefit and value for public money.

The policy has been reviewed to incorporate the following new programs, subject to further reports to Council:


- City Attraction Program
- Street Appeal
- Creative Grants Program

Attached is a copy of the current policy with the proposed substantive changes highlighted and deletions struck through, and the proposed revised policy.

Attachments

8.8.1 Current Grants, Sponsorships and Donations Policy (with tracked proposed changes) (contained within this report) [↓](#)

8.8.2 Revised Grants, Sponsorship and Donations Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Grants, Sponsorship and Donations Policy	
Related Documentation	Grants, Sponsorship and Donations Program Guidelines Corporate Sponsorship of Council Activities policy Community Strategic Plan Code of Conduct Auditor General NSW: Performance Audit on Grants Administration in NSW NSW Premier and Cabinet: Good Practice Guide to Grants Administration	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance and Risk	

UNCONTROLLED WHEN PRINTED**1. Objectives**

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents.

One way of achieving these goals is to provide financial assistance in the form of grants, sponsorships and donations to individuals and groups to develop leadership skills, increase participation in community life, **achieve economic uplift** and address identified social issues.

2. Scope

This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

3. Policy Statement

- 3.1 Council grants, sponsorships and donations are available to individuals who reside in the Local Government Area (LGA), or to community based groups, organisations and services that operate within the Campbelltown LGA and/or for the benefit of Campbelltown residents.

3.2 Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives in alignment with Council's guiding principles and the City's vision.

3.3 Council provides financial support through the allocation of grants, sponsorships and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year.

3.4 These programs are:

- City Attraction Fund
- Connected Communities Fund
- Local Business Street Appeal Grants
- Environmental Grants
- Local Heritage Fund Grants
- Creative Grants Program
- Quick Response Grants
- Australian Representative (Sports, Arts, Culture, Academic) Donations
- Sports Infrastructure Grants (NSW Office of Sports Grants Program)
- Olympic Ambassador
- Sports Club Defibrillator Grants
- Disaster Relief Donations
- Annual Mayoral Charity Donation

3.5 Council may, by resolution, approve grants, sponsorships and donations outside this policy as it sees fit.

3.6 While Council administers a number of grant programs, only one funding application may be progressed per project/proposal.

3.7 The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

4. Grants, Sponsorships and Donations Principles

4.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan and funding adopted annually in the Council budget. Council's grants, sponsorships and donations provide a coordinated and integrated approach to growing Campbelltown socially, culturally, economically and environmentally.

4.2 Grant making principles

The key principles that inform grant making by Council are:

a. Delivering Council's Community Strategic Plan

All grants, sponsorships and donations and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

b. Partnerships and collaboration

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency.

c. Capacity building

Support community groups and organisations to function positively, develop skills and increase community participation.

d. Social inclusion

Social inclusion is the process whereby every person irrespective of age, disability, gender, religion, sexual preference or nationality who wishes to can access and participate fully in all aspects of an activity or service in the same way as any other member of the community. Campbelltown is a diverse community comprising people from a range of different backgrounds. Our grants, sponsorships and donations process encourages directing resources to both emerging and existing needs and groups to promote an inclusive and community.

e. Leveraging value

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes, Council seeks to ensure costs for administration by the Council and grant applicants are minimised.

f. Good governance

Council is committed to demonstrating integrity, professionalism and transparency in our decision making and has strong governance structures in place to support this. Council will ensure that the grants, sponsorships and donations processes are transparent and fair. Applications are assessed objectively against the defined assessment criteria. All conflicts of interests are addressed and declared as part of this process.

g. Reflection and Learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grants, sponsorships and donations processes.

5. General eligibility and exclusions

5.1 General eligibility

To be eligible for funding an applicant must:

- a. Be a resident of, or located in the Campbelltown LGA and/or principally providing services to the residents of Campbelltown; and
- b. Acquit any previous Council grants, sponsorships or donations; and
- c. Include all required supporting documentation with their application.
- d. Demonstrate a positive social outcome for Campbelltown.

5.2 Applications that are ineligible for funding are:

- a. Projects that duplicate existing Council services or programs
- b. Projects that directly contravene existing Council policy
- c. Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- d. From government organisations or political parties
- ~~e. From commercial/profit making enterprises that cannot demonstrate a positive social outcome for Campbelltown~~
- f. From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- g. For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/ retrospective projects

- h. Projects that will rely on recurrent funding from Council.

5.3 Further conditions Council will not:

- a. Support political activities or activities that could be perceived as benefiting a political party or political campaign
- b. Support activities that could be perceived as divisive within the community

5.4 For specific eligibility requirements and exclusions for each program, please refer to the individual Program Guidelines.

5.5 Ethics Framework

Council will not support any activities or entities that:

- a. Pollute land, air or water
- b. Destroy or waste non-recurring resources
- c. Market or promote products/services in a misleading or deceitful manner
- d. Produce, promote or distribute products/services likely to be harmful to the community
- e. Acquire land or commodities primarily for the purpose of speculative gain
- f. Entice people into financial over-commitment
- g. Exploit people through the payment of below award wages or poor working conditions
- h. Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- i. Contribute to the inhibition of human rights generally

5.6 Conflicts of Interest

- a. Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.
- b. In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

6. Funding Application Management Process

6.1 Applications

- a. All funding applications must be submitted using Council's electronic grants management system on Council's website using the prescribed application form and supply all associated documentation required by the form. Council will not accept any incomplete applications and/or submissions after any applicable closing date or time.

6.2 Assessment and recommendations

- a. All funding applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may be an individual delegated officer, an internal panel comprising of Council staff members and subject matter experts or independent assessors as required.
- b. Funding applications will be subject to a merit based assessment against the published criteria.
- c. Recommendations will be made in accordance with the timeframes outlined in the relevant grant program guidelines. ~~For grants programs with specific funding rounds, recommendations will be made within three months of the closing date.~~
- d. Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Grant programs may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

6.3 Applicant financial or in-kind contribution

- a. Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:
 - In-kind contributions such as donated supplies, materials or services.
 - Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.
 - Direct cash input to the project through donations or income generated.
 - Funds raised through other sources.

6.4 Approval

- a. The elected Council has authority to approve grants or other financial assistance. Recommendations for grant and financial assistance outside the limits defined in the policy will be made by a report to Council.
- b. Recommendations for funding in accordance with the program limits set out in this policy, program guidelines and adopted budget, in compliance with sections 356(3), 377(1)(A) and 378 of the *Local Government Act 1993* may be approved by the General Manager.

- ~~e. Further, in some other circumstances, specific delegation of authority for approval may be given to the General Manager. Council will be notified of funded projects by a report to Council as soon as appropriately possible.~~
- d. Recommendations for funding of \$2,000 or less may be approved by the General Manager or their delegate provided that the financial assistance is in accordance with sections 356(3), 377(1)(A) and 378 of the Local Government Act 1993.
- e. Approval of funding does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies. Applicants must ensure adequate time is allowed for this application process and related approvals.

6.5 Funding agreements

- a. Where applicable, successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement may be negotiated with the grantee and details may include, but are not limited to:
 - The description of the project/activity for which funding is being provided and timeframe for the expected completion
 - The amount of funding to be received and details of any value-in-kind support
 - Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
 - A payment schedule
 - The deadline for submission of the project acquittal.

6.6 Acquittal

- a. All grant recipients are required to report on and acquit their project as detailed in their funding agreement. ~~Reports are to be submitted in writing and provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt.~~
- b. The acquittal may include the submission of submit financial information, documentation and evidence of expenditure.
- c. Acquittals are to be submitted using the grants management system.
- d. Council may audit grant recipients at any time.
- e. Grant recipients that fail to acquit their grant in accordance with the relevant program requirements may be required to repay funding (either in full or in part) to Council, and

may be considered ineligible for any further funding under the Program or any other program managed by Council until such non-compliance is rectified.

6.7 Reporting

Approved Grants, Sponsorship and Donations funding will be reported in Council's Annual Report.

Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt.

6.8 Evaluation and review

This policy will be reviewed every four years. It will be evaluated to assess:

- a. The cost effectiveness of implementing and managing the grants programs.
- b. The sustainability of resources to manage the grants programs.
- c. Mechanisms to collect feedback from applicants on program improvements.
- d. Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions.
- e. The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing grants and donations is transparent and accountable.

6.9 Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints from unsuccessful applicants may be made in writing to the council@campbelltown.nsw.gov.au. Complaints will be handled in accordance with Council's Complaints Management Policy.

7. Grant Program Information

7.1. Information about Council's grants, donations and sponsorship programs will be made available on the Council's website at www.campbelltown.nsw.gov.au and will be promoted periodically through local newspapers, on social media, through schools and community networks and email groups and other media as available.

- a. Information sessions and workshops will be held as required to raise awareness of the grants, donations and sponsorship programs.

- b. Further information about any of Council's grants and donations programs may be obtained by emailing council@campbelltown.nsw.gov.au or phoning 4645 4000.

7.2 Grants and donations programs funding and frequency

- a. Individual program details are updated regularly. Focus areas, criteria and application processes specific to each grant program are published on Council's website.
- b. All applications are subject to merit-based assessment against pre-determined criteria.

	Program	Funding Available	Frequency
1	City Attraction Fund	Total fund value as per annual adopted budget. Funding available per application varies according to tier subject to published criteria	Two rounds per year.
1a	City Attraction – Tier 1	Large events Up to \$50,000 grant plus up to \$10,000 value in-kind	Two rounds per year. Applications may be invited.
1b	City Attraction – Tier 2	Intermediate events Up to \$15,000 grant plus up to \$10,000 value in-kind	Two rounds per year.
1c	City Attraction – Tier 3	Boutique events Up to \$8,000 grant plus up to \$5,000 value in-kind	Two rounds per year.
1d	City Attraction – Tier 4	Local Community and Cultural events Up to \$5000 which may be a combination of financial support and value-in-kind	Two rounds per year.
2	Connected Communities Grants Fund	Total fund value as per annual adopted budget. Up to \$2,000 per application. Other Connected Communities Grants as per available annual budget as well as potential external funding.	One main round per year with some funds retained for open applications throughout the year
3	Local Business Street Appeal Grants	Total fund value as per annual adopted budget. Up to \$5,000 per application.	One main round per year.
4	Local Environment Grants	Total fund value as per annual adopted budget.	
4a		Flying Fox Residential Support	Open program. Applications accepted throughout the year until fund is exhausted.
4b		Plastics reduction grants	Open program. Applications accepted throughout

			the year until fund is exhausted.
5	Local Heritage Fund Grants	Total fund value as per annual adopted budget. Matching Funds up to \$2000 per application.	One main round per year.
6	Creative Grants Program	Total fund value as per annual adopted budget. Up to \$3000 per application for individual artists and groups. Up to \$5000 per application for organisations.	One main round per year.
7	Quick Response Grants	Total fund value as per annual adopted budget. Up to \$3000 per application includes a combination of grant funding and value in kind.	Open program. Applications accepted throughout the year until fund is exhausted.
8	Sports Infrastructure Grants (NSW Office of Sports Grants Program)	Matching funding up to a maximum of 50% of project value, according to available annual budget	Throughout the year, by application
9	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application
10	Australian Representative Donation (Sport, Arts, Cultural, Academic)	Up to \$500 per application	Open program. Applications accepted throughout the year.
11	Olympic Ambassador Donation	Up to \$5,000 per athlete from Campbelltown LGA selected to represent Australia at the Olympic Games.	Open program. Applications accepted once every 4 years.
12	Disaster Relief Donation	Up to \$20,000 based on the severity of the disaster.	Open program. Applications accepted throughout the year. Determined by Council resolution.
13	Annual Mayoral Charity Donation	Funds raised at the annual Mayoral Fundraising event are donated to the charity selected at the Mayor's discretion.	Once per year. Determined by the Mayor.

8. Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application.

Grant Programs and funding applications may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications or Council priorities following the merit-based assessment process.

Complaints may be made in writing to council@campbelltown.nsw.gov.au.

Complaints will be handled in accordance with Council's Complaints Management Policy.

9. Definitions

Acquittal	Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
Charity	A Not-for-profit organisation which has a charitable purpose for the benefit of the public. Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.
Community Capacity Building	Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.
Donation	Financial support by Council to an individual, team, organisation or school
Funding agreement	The Funding agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, accountability for both the Council and the funded organisation.
Governance	A clear process by which decisions can be made Grant Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.
Matched Contribution	Support provided a non-monetary form, such as goods or services or commodities. A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on

	what Council accepts as in-kind contributions under each grant program in the program guidelines document.
Not for Profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people.
Reduction	A proportion of the hire fee for community centres, halls, buses, parks and sports fields approved to be deducted from the full applicable hire fee.
Value in Kind	An arrangement where Council foregoes revenue (either in full or in part) on things for which a fee would normally be charged. This may include park hire or venue or facility hire fees. Services incurring real cash cost are not supported within Council's grants and sponsorship program. These services include development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures.

10. Policy Administration

Council authorises the General Manager to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

11. Effectiveness of this Policy

Evaluation and review - This policy will be reviewed every four years. It will be evaluated to assess:

- a. The cost effectiveness of implementing and managing the funding programs
- b. The sustainability of resources to manage the funding programs
- c. Mechanisms to collect feedback from applicants on program improvements
- d. Funding programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions
- e. The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing funding is transparent and accountable.

END OF POLICY STATEMENT

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Grants, Sponsorship and Donations Policy	
Related Documentation	Grants, Sponsorship and Donations Program Guidelines Corporate Sponsorship of Council Activities policy Community Strategic Plan Code of Conduct Auditor General NSW: Performance Audit on Grants Administration in NSW NSW Premier and Cabinet: Good Practice Guide to Grants Administration	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Manager Governance and Risk	

UNCONTROLLED WHEN PRINTED**1. Objectives**

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents.

One way of achieving these goals is to provide financial assistance in the form of grants, sponsorships and donations to individuals and groups to develop leadership skills, increase participation in community life, achieve economic uplift and address identified social issues.

2. Scope

This policy applies to all grants, sponsorships and donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

3. Policy Statement

3.1 Council grants, sponsorships and donations are available to individuals who reside in the Local Government Area (LGA), or to community based groups, organisations and services that operate within the Campbelltown LGA and/or for the benefit of Campbelltown residents.

3.2 Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives in alignment with Council's guiding principles and the City's vision.

3.3 Council provides financial support through the allocation of grants, sponsorships and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year.

3.4 These programs are:

- City Attraction Fund
- Connected Communities Fund
- Local Business Street Appeal Grants
- Environmental Grants
- Local Heritage Fund Grants
- Creative Grants Program
- Quick Response Grants
- Australian Representative (Sports, Arts, Culture, Academic) Donations
- Sports Infrastructure Grants (NSW Office of Sports Grants Program)
- Olympic Ambassador
- Sports Club Defibrillator Grants
- Disaster Relief Donations
- Annual Mayoral Charity Donation

3.5 Council may, by resolution, approve grants, sponsorships and donations outside this policy as it sees fit.

3.6 While Council administers a number of grant programs, only one funding application may be progressed per project/proposal.

- 3.7 The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

4. Grants, Sponsorships and Donations Principles

- 4.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan and funding adopted annually in the Council budget. Council's grants, sponsorships and donations provide a coordinated and integrated approach to growing Campbelltown socially, culturally, economically and environmentally.

4.2 Grant making principles

The key principles that inform grant making by Council are:

a. Delivering Council's Community Strategic Plan

All grants, sponsorships and donations and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

b. Partnerships and collaboration

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency.

c. Capacity building

Support community groups and organisations to function positively, develop skills and increase community participation.

d. Social inclusion

Social inclusion is the process whereby every person irrespective of age, disability, gender, religion, sexual preference or nationality who wishes to can access and participate fully in all aspects of an activity or service in the same way as any other member of the community. Campbelltown is a diverse community comprising people from a range of different backgrounds. Our grants, sponsorships and donations process encourages directing resources to both emerging and existing needs and groups to promote an inclusive and community.

e. Leveraging value

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent

good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes, Council seeks to ensure costs for administration by the Council and grant applicants are minimised.

f. Good governance

Council is committed to demonstrating integrity, professionalism and transparency in our decision making and has strong governance structures in place to support this. Council will ensure that the grants, sponsorships and donations processes are transparent and fair. Applications are assessed objectively against the defined assessment criteria. All conflicts of interests are addressed and declared as part of this process.

g. Reflection and Learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grants, sponsorships and donations processes.

5. General eligibility and exclusions

5.1 General eligibility

To be eligible for funding an applicant must:

- a. Be a resident of, or located in the Campbelltown LGA and/or principally providing services to the residents of Campbelltown; and
- b. Acquit any previous Council grants, sponsorships or donations; and
- c. Include all required supporting documentation with their application.
- d. Demonstrate a positive social outcome for Campbelltown.

5.2 Applications that are ineligible for funding are:

- a. Projects that duplicate existing Council services or programs
- b. Projects that directly contravene existing Council policy
- c. Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- d. From government organisations or political parties
- e. From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)

- f. For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/ retrospective projects
- g. Projects that will rely on recurrent funding from Council.

5.3 Further conditions Council will not:

- a. Support political activities or activities that could be perceived as benefiting a political party or political campaign
- b. Support activities that could be perceived as divisive within the community

5.4 For specific eligibility requirements and exclusions for each program, please refer to the individual Program Guidelines.

5.5 Ethics Framework

Council will not support any activities or entities that:

- a. Pollute land, air or water
- b. Destroy or waste non-recurring resources
- c. Market or promote products/services in a misleading or deceitful manner
- d. Produce, promote or distribute products/services likely to be harmful to the community
- e. Acquire land or commodities primarily for the purpose of speculative gain
- f. Entice people into financial over-commitment
- g. Exploit people through the payment of below award wages or poor working conditions
- h. Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- i. Contribute to the inhibition of human rights generally

5.6 Conflicts of Interest

- a. Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.
- b. In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

6. Funding Application Management Process

6.1 Applications

- a. All funding applications must be submitted using Council's electronic grants management system on Council's website using the prescribed application form and supply all associated documentation required by the form. Council will not accept any incomplete applications and/or submissions after any applicable closing date or time.

6.2 Assessment and recommendations

- a. All funding applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may be an individual delegated officer, an internal panel comprising of Council staff members and subject matter experts or independent assessors as required.
- b. Funding applications will be subject to a merit based assessment against the published criteria.
- c. Recommendations will be made in accordance with the timeframes outlined in the relevant grant program guidelines.
- d. Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Grant programs may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

6.3 Applicant financial or in-kind contribution

- a. Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:
 - In-kind contributions such as donated supplies, materials or services.
 - Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.
 - Direct cash input to the project through donations or income generated.
 - Funds raised through other sources.

6.4 Approval

- a. The elected Council has authority to approve grants or other financial assistance. Recommendations for grant and financial assistance outside the limits defined in the policy will be made by a report to Council.
- b. Recommendations for funding in accordance with the program limits set out in this policy, program guidelines and adopted budget, in compliance with sections

356(3), 377(1)(A) and 378 of the *Local Government Act 1993* may be approved by the General Manager.

- c. Approval of funding does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies. Applicants must ensure adequate time is allowed for this application process and related approvals.

6.5 Funding agreements

- a. Where applicable, successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement may be negotiated with the grantee and details may include, but are not limited to:
 - The description of the project/activity for which funding is being provided and timeframe for the expected completion
 - The amount of funding to be received and details of any value-in-kind support
 - Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
 - A payment schedule
 - The deadline for submission of the project acquittal.

6.6 Acquittal

- a. All grant recipients are required to report on and acquit their project as detailed in their funding agreement.
- b. The acquittal may include the submission of submit financial information, documentation and evidence of expenditure.
- c. Acquittals are to be submitted using the grants management system.
- d. Council may audit grant recipients at any time.
- e. Grant recipients that fail to acquit their grant in accordance with the relevant program requirements may be required to repay funding (either in full or in part) to Council, and may be considered ineligible for any further funding under the Program or any other program managed by Council until such non-compliance is rectified.

6.7 Reporting

Approved Grants, Sponsorship and Donations funding will be reported in Council's Annual Report.

6.8 Evaluation and review

This policy will be reviewed every four years. It will be evaluated to assess:

- a. The cost effectiveness of implementing and managing the grants programs.
- b. The sustainability of resources to manage the grants programs.
- c. Mechanisms to collect feedback from applicants on program improvements.
- d. Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions.
- e. The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing grants and donations is transparent and accountable.

7. Grant Program Information

7.1. Information about Council's grants, donations and sponsorship programs will be made available on the Council's website at www.campbelltown.nsw.gov.au and other media as available.

- a. Information sessions and workshops will be held as required to raise awareness of the grants, donations and sponsorship programs.
- b. Further information about any of Council's grants and donations programs may be obtained by emailing council@campbelltown.nsw.gov.au or phoning 4645 4000.

7.2 Grants and donations programs funding and frequency

- a. Individual program details are updated regularly. Focus areas, criteria and application processes specific to each grant program are published on Council's website.
- b. All applications are subject to merit-based assessment against pre-determined criteria.

	Program	Funding Available	Frequency
1	City Attraction Fund	Total fund value as per annual adopted budget. Funding available per application varies according to tier subject to published criteria	Two rounds per year.
1a	City Attraction – Tier 1	Large events Up to \$50,000 grant plus up to \$10,000 value in-kind	Two rounds per year. Applications may be invited.
1b	City Attraction – Tier 2	Intermediate events Up to \$15,000 grant plus up to \$10,000 value in-kind	Two rounds per year.
1c	City Attraction – Tier 3	Boutique events	Two rounds per year.

		Up to \$8,000 grant plus up to \$5,000 value in-kind	
1d	City Attraction – Tier 4	Local Community and Cultural events Up to \$5000 which may be a combination of financial support and value-in-kind	Two rounds per year.
2	Connected Communities Grants Fund	Total fund value as per annual adopted budget. Up to \$2,000 per application. Other Connected Communities Grants as per available annual budget as well as potential external funding.	One main round per year with some funds retained for open applications throughout the year
3	Local Business Street Appeal Grants	Total fund value as per annual adopted budget. Up to \$5,000 per application.	One main round per year.
4	Local Environment Grants	Total fund value as per annual adopted budget.	
4a		Flying Fox Residential Support	Open program. Applications accepted throughout the year until fund is exhausted.
4b		Plastics reduction grants	Open program. Applications accepted throughout the year until fund is exhausted.
5	Local Heritage Fund Grants	Total fund value as per annual adopted budget. Matching Funds up to \$2000 per application.	One main round per year.
6	Creative Grants Program	Total fund value as per annual adopted budget. Up to \$3000 per application for individual artists and groups. Up to \$5000 per application for organisations.	One main round per year.
7	Quick Response Grants	Total fund value as per annual adopted budget. Up to \$3000 per application includes a combination of grant funding and value in kind.	Open program. Applications accepted throughout the year until fund is exhausted.
8	Sports Infrastructure Grants (NSW Office of Sports Grants Program)	Matching funding up to a maximum of 50% of project value, according to available annual budget	Throughout the year, by application

9	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application
10	Australian Representative Donation (Sport, Arts, Cultural, Academic)	Up to \$500 per application	Open program. Applications accepted throughout the year.
11	Olympic Ambassador Donation	Up to \$5,000 per athlete from Campbelltown LGA selected to represent Australia at the Olympic Games.	Open program. Applications accepted once every 4 years.
12	Disaster Relief Donation	Up to \$10,000 based on the severity of the disaster.	Open program. Applications accepted throughout the year. Determined by Council resolution.
13	Annual Mayoral Charity Donation	Funds raised at the annual Mayoral Fundraising event are donated to the charity selected at the Mayor's discretion.	Once per year. Determined by the Mayor.

8. Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application.

Grant Programs and funding applications may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications or Council priorities following the merit-based assessment process.

Complaints may be made in writing to council@campbelltown.nsw.gov.au.

Complaints will be handled in accordance with Council's Complaints Management Policy.

9. Definitions

Acquittal	Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If

	the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.
Charity	A Not-for-profit organisation which has a charitable purpose for the benefit of the public. Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.
Community Capacity Building	Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.
Donation	Financial support by Council to an individual, team, organisation or school
Funding agreement	The Funding agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, accountability for both the Council and the funded organisation.
Governance	A clear process by which decisions can be made Grant Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.
Matched Contribution	Support provided a non-monetary form, such as goods or services or commodities. A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on what Council accepts as in-kind contributions under each grant program in the program guidelines document.
Not for Profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people.
Reduction	A proportion of the hire fee for community centres, halls, buses, parks and sports fields approved to be deducted from the full applicable hire fee.
Value in Kind	An arrangement where Council foregoes revenue (either in full or in part) on things for which a fee would normally be charged. This may include park hire or venue or facility hire fees. Services incurring real cash cost are not supported within Council's grants and sponsorship program. These services include development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures.

10. Policy Administration

Council authorises the General Manager to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

11. Effectiveness of this Policy

Evaluation and review – This policy will be reviewed every four years. It will be evaluated to assess:

- a. The cost effectiveness of implementing and managing the funding programs
- b. The sustainability of resources to manage the funding programs
- c. Mechanisms to collect feedback from applicants on program improvements
- d. Funding programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions
- e. The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing funding is transparent and accountable.

END OF POLICY STATEMENT

8.9 City Amenity, Beautification and Appeal Program

Reporting Officer

Acting Director City Governance
City Governance

Community Strategic Plan

Objective	Strategy
2 Places For People	2.1.1 Provide public places and facilities that are accessible, safe, shaded and attractive 2.1.2 Provide public places and facilities that encourage leisure, recreation, and physical activity

Delivery Program

Principal Activity
2.1.2.1 Maintain and create multi-use, attractive, safe and well shaded open spaces that set our city apart from others
2.1.2.2 Provide leading sports and leisure facilities

Officer's Recommendation

That the information be noted.

Purpose

To provide an update on the outcomes delivered under the City Amenity, Beautification and Appeal Program throughout 2022-23.

History

Council at the Extraordinary Meeting of 28 June 2022 adopted a \$2.4 million City Amenity and Appeal Program in order to resource and deliver on a range of beautification works across the Campbelltown LGA.

Report

The \$2.4 million City Amenity and Appeal Program provide for investment in public space assets, park shade sails, city presentation and Leisure and Childcare Centre improvements.

City Presentation and public space assets

Campbelltown's major central business districts have benefited from the new cleansing program improving their everyday aesthetic and cleanliness. As part of the investment, extra staff were employed to undertake road sweeping, litter collection, asset and infrastructure cleaning and improved weed control and landscape maintenance in the Campbelltown and Ingleburn CBD's.

The program included the purchase of an additional hot water pressure cleaner. The truck and generator-powered hose is now part of an enhanced business as usual city cleansing program to clean furniture, footpaths, bins and facilities across our main streets.

Along with the hot water pressure cleaner, a new mini-road sweeper was purchased in order to access footpaths, car parks and other high use areas in the Campbelltown and Ingleburn CBD's that can't be reached by larger machinery. Following the purchase, Campbelltown residents were invited to submit ideas online for a name for the new street sweeper with the winner receiving a \$100 Visa gift card. The Mayor shortlisted the names with the community undertaking the final vote. Local resident Rebecca Smithers being awarded the winner with her nomination of "McBroomie".

Recent purchases of new plant technologies has and will continue to increase the quality of sport fields across the LGA. The Koro Recycling Dresser aerates the underlying soil vertically and horizontally, removing soil from the rootzone and re-distributing the soil across the playing surface to assist with levelling the sports playing surface.



Council's Amazone Scarifier Machine lacerates the surface and collects debris (incl thatch, dead grass) and other rubbish from below the surface to improve and promote quality turf growth.



A variety of plantings were delivered recently, with the highlight being the improvement to the city entrance on Narellan Road. As the plants become established throughout spring a display of beautiful flowers and foliage in a range of colours will greet our residents and visitors arriving in Campbelltown.

Council also initiated a range of enhanced asset management considerations such as condition survey, community consultation, data management, life cycle costing, project evaluation, works programming and asset performance monitoring etc. in the management of asset categories.

In 2022-23, the following additional projects/programs for Public Spaces assets were delivered based on condition and risk:

SN	Asset description	Action description
1	Macquarie Road Reserve, Macquarie Fields	Replaced 667 lineal meter fence
2	Clifford Reserve, Ingleburn	Replaced 510 lineal meter fence
3	Ruse Tennis Court, Ruse	Replaced synthetic turf for two courts
4	Glen Alpine Tennis Court, Glen Alpine	Replaced synthetic turf for two courts
5	Raby dog training facility, Raby	Replaced 257 lineal meter chain link fence
6	Monarch Oval, Macquarie fields	Replaced Backing net
7	Valley Vista Reserve, Minto	Replaced the soft fall
8	Campbelltown Golf Club, Glen Alpine	Replaced 236 lineal meter fence
9	Campbelltown Sport Stadium, Leumeah	Replaced two shade cloth
10	Willowdale Park, Willowdale	Replaced shade cloth

Shade Sail Program

Playgrounds across Campbelltown will be kept cooler in the summer months following the installation of new shade sails at 7 local parks. The shade sails were placed at parks that were popularly attended during warmer times of year.

Following is the list of the Playspaces where these enhancements have occurred:

- Eschol Park, Eschol Park
- Diggers Black Reserve, Ingleburn
- Hallinan Park, Ingleburn
- Kenny Reserve, Bradbury
- Lorraine Cibilic Reserve, Woodbine
- Macquarie Fields Reserve, Macquarie Fields
- Rizal Park, Rosemeadow

The shade sail instalments were designed to blend seamlessly with their natural surroundings while offering protection from the sun.

Leisure Centre Improvements

Across our Leisure Centres we have completed an extensive program of upgrades including interior and exterior painting, new branded signage, additional shade structures, new seating, renovation of change room areas, addition of a new yoga room, new gym flooring, upgrading of all lights to LED and a comprehensive landscaping program.

Attachments

8.9.1 City Amenity, Beautification and Appeal Program photos (contained within this report) [↓](#)

City Amenity Beautification and Appeal Program photos



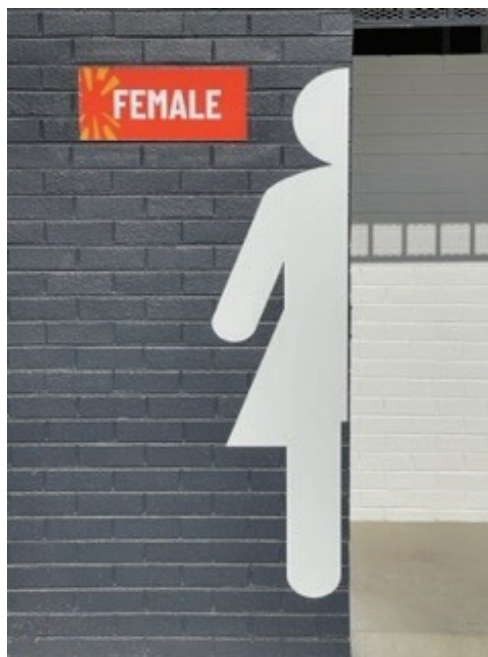
Macquarie Fields Indoor Sports Centre
New Yoga room



Macquarie Fields Indoor Sports Centre
New gym flooring



All Leisure sites
Signage



All Leisure sites
Signage

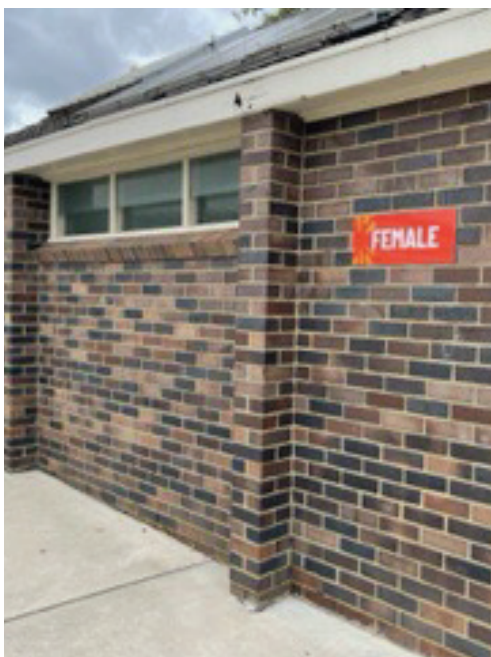
City Amenity Beautification and Appeal Program photos



All Leisure sites
Interior Painting - Before



All Leisure sites
Interior Painting - After



All Leisure sites
Exterior Painting - Before



All Leisure sites
Exterior Painting - After

City Amenity Beautification and Appeal Program photos



All Leisure sites
Exterior painting and signage



All Leisure sites
Exterior painting and signage



All Leisure sites
Exterior painting and gardens



All Leisure sites
Exterior painting and gardens

City Amenity Beautification and Appeal Program photos



Macquarie Fields Aquatic Centre
New seating



Macquarie Fields Aquatic Centre
New seating



Macquarie Fields Aquatic Centre
New shade structures



Macquarie Fields Aquatic Centre
New shade structures



City Amenity Beautification and Appeal Program photos



All Leisure sites
Exterior signage - before



All Leisure sites
Exterior signage

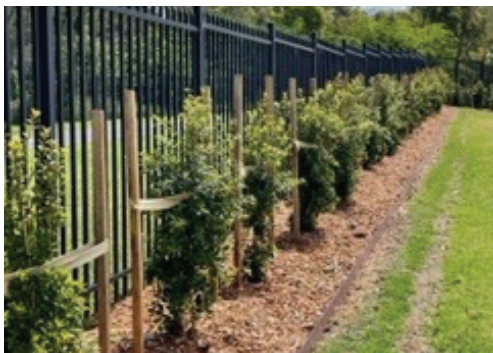


All Leisure sites
Exterior signage - after



All Leisure sites
Exterior signage - after

City Amenity Beautification and Appeal Program photos



All Leisure sites
New landscaping



All Leisure sites
New landscaping



All Leisure sites
New landscaping



All Leisure sites
New landscaping

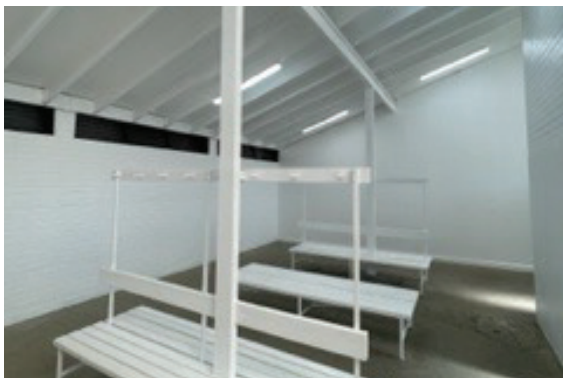
City Amenity Beautification and Appeal Program photos



Gordon Fetterplace Aquatic Centre
Change rooms – before



Gordon Fetterplace Aquatic Centre
Change rooms – after



Gordon Fetterplace Aquatic Centre
Change rooms – before



Gordon Fetterplace Aquatic Centre
Change rooms – after



Hot water pressure washer

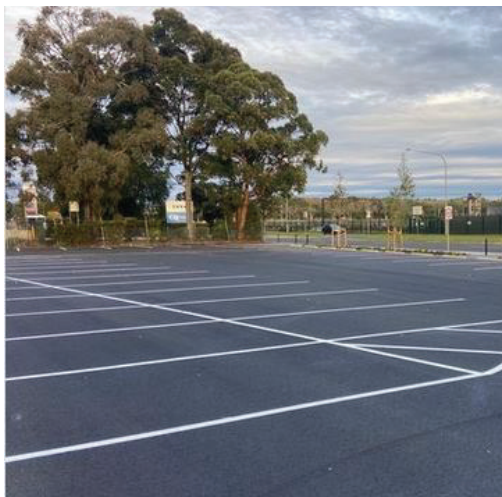


City Centre street sweeper – McBroomie

City Amenity Beautification and Appeal Program photos



City Entrance garden renewal



Dumaresq Street car park renewal

City Amenity Beautification and Appeal Program photos



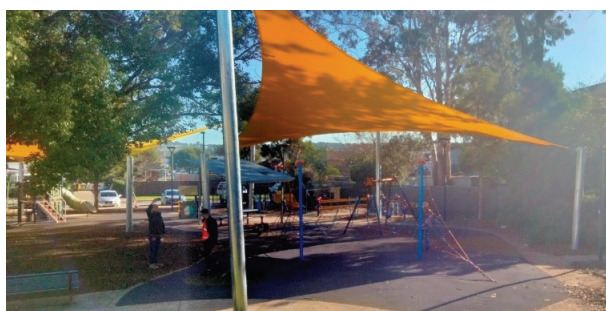
Digger Black Reserve Shade sail installation - before and after



Digger Black Reserve Shade sail installation - before and after



Rizal Park Shade sail installation - before and after



Hallinan Park Shade sail installation - before and after

City Amenity Beautification and Appeal Program photos



Eschol Park Sport Complex Shade sail installation - before and after



Lorraine Ciblic Reserve Shade sail installation - before and after



Macquarie Fields Shade sail installation - before and after

8.10 Councillor Protocol

Reporting Officer

Manager Governance and Risk
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 Councillor Protocol (Attachment 1) be adopted.
2. That the Councillors Access to Information and Interaction with Staff policy (Attachment 2) be rescinded.
3. That the Councillor Protocol review date be set at 30 June 2027.

Purpose

To seek Council's endorsement of the Councillor Protocol.

Report

At the Council meeting on 9 May 2023, the Council resolved to establish a protocol policy to:

- deal with Councillor invitations to, and attendance at, functions and events;
- articulate the role of the Mayor, and formalise the Mayor's and the Mayor's delegate(s) role and responsibilities when representing the Council;
- formalise and document current practices.

Report

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

The Councillor Protocol was developed to enhance transparency through the formalisation of the roles, responsibilities and current practices for the Mayor and Councillors. The Councillor Protocol complements the Code of Conduct which sets the standards of conduct and behaviour for Councillors.

Through the process of drafting the Councillor Protocol, an overlap with provisions of the Councillors Access to Information and Interaction with Staff policy became apparent. To avoid unnecessary duplication, the Councillors Access to Information and Interaction with Staff Policy has been integrated into Councillor Protocol document. As such, it is recommended that the Councillors Access to Information and Interaction with Staff Policy be rescinded and the new Councillor Protocol policy be adopted by the Council.

Attachments

8.10.1 Councillor Protocol_August 2023 (contained within this report) [↓](#)

8.10.2 Councillors Access to Information and Interaction with Staff (contained within this report)



Councillor Protocol





PART A Purpose

1. The Councillor Protocol (Protocol) provides a framework for Councillors when exercising their civic functions by specifically addressing the individual and collective roles and responsibilities of the Mayor, and Councillors and their interaction with the General Manager and staff.
2. The Protocol guides Councillors in the conduct of their role, interaction with each other and covers processes supporting decision-making and city representation roles of Councillors.
3. The aim of the Protocol is to facilitate a positive working relationship between Councillors, as the community's elected representatives, and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between Councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.
4. The protocol complements and should be read in conjunction with Campbelltown City Council's Code of Conduct (the Code of Conduct), Code of Meeting Practice and incorporates the relevant provisions of the Model Councillor and Staff Interaction policy.



PART B Objectives

5. The objectives of the Protocol are to:
- a. set out the function and conduct expectations of the Mayor and Councillors as described in the *Local Government Act 1993*, Councillor Handbook 2021 and Code of Conduct.
 - b. maintain transparent decision making and good governance arrangements.
 - c. establish positive, effective and professional working relationships between the Mayor, Councillors and staff defined by mutual respect and courtesy.
 - d. enable Councillors and staff to work together appropriately and effectively to support each other in their respective roles and ensure that councillors receive appropriate support to assist them in the performance of their civic duties.
 - e. provide direction on, and guide Councillor interactions with, staff for both obtaining information and in general situations to ensure Councillors have adequate access to information to exercise their statutory roles.
 - f. ensure the reputation of Council is enhanced by Councillors and staff interacting consistently, professionally and positively in their day-to-day duties.



PART C Scope

6. This Protocol applies to the Mayor, all Councillors and Campbelltown Council staff.
7. This Protocol applies to all interactions between the Mayor, Councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.
8. This Protocol does not confer any delegated authority upon any person. All delegations to staff are made by the General Manager.
9. The Code of Conduct provides that council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Protocol will be a breach of the Code of Conduct.



PART D Roles and responsibilities

10. Several factors contribute to a good relationship between the Mayor, Councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.
11. The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the General Manager, who in turn, is accountable to the Council's governing body.
12. The General Manager

The General Manager is responsible for a range of functions including the day to day management of the Council and directing staff.

The General Manager's functions are set out in section 335 as follows:

- a. to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,*
- b. to implement, without undue delay, lawful decisions of the council,*
- c. to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,*
- d. to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,*
- e. to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,*
- f. to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,*
- g. to exercise any of the functions of the council that are delegated by the council to the general manager,*
- h. to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,*
- i. to direct and dismiss staff,*
- j. to implement the council's workforce management strategy,*
- k. any other functions that are conferred or imposed on the general manager by or under this or any other Act.*



13. The Mayor

The statutory provisions set out the role and function of the Mayor, however, as with many other aspects of government, it is tradition, convention and practice that broaden and expand the role of the Mayor. The Mayor's role as chief representative and principal spokesperson is defined in Section 226 of the *Local Government Act 1993* as follows:

- a. to be the leader of the council and a leader in the local community,*
- b. to advance community cohesion and promote civic awareness,*
- c. to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,*
- d. to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,*
- e. to preside at meetings of the council,*
- f. to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,*
- g. to ensure the timely development and adoption of the strategic plans, programs and policies of the council,*
- h. to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,*
- i. to promote partnerships between the council and key stakeholders,*
- j. to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,*
- k. in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,*
- l. to carry out the civic and ceremonial functions of the mayoral office,*
- m. to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- n. in consultation with the councillors, to lead performance appraisals of the general manager,*
- o. to exercise any other functions of the council that the council determines.*

14. Deputy Mayor

The Council may elect a person from their number to be the Deputy Mayor. The Council may also choose not to elect a Deputy Mayor.

The Deputy Mayor has a representational role to exercise the function of the Mayor if the Mayor is unable to do so due to serious illness or prolonged absence. Due to the large number of Mayoral engagements and commitments, upon request from the Mayor, the Deputy Mayor may assist in representing the



Mayor at various functions and meetings.

The Deputy Mayor has no role if the Mayor is present. The role of Deputy Mayor is assumed only during periods of prolonged absence of the Mayor or at the request of the Mayor.

Section 231 of the Local Government Act defines the role of Deputy Mayor as follows:

The Deputy Mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.

The Deputy Mayor is also bound by the requirements set out for Councillors below.

15. Councillors

In fulfilling the legislative role of Council, all Councillors shall be guided by the principles in section 232 of the Local Government Act 1993. In carrying out their role, Councillors shall:

- a. be an active and contributing member of the governing body*
- b. make considered and well informed decisions as a member of the governing body*
- c. participate in the development of the integrated planning and reporting framework*
- d. represent the collective interests of residents, ratepayers and the local community*
- e. facilitate communication between the local community and the governing body*
- f. uphold and represent accurately the policies and decisions of the governing body*
- g. make all reasonable effort to acquire and maintain the skills necessary to perform the role of a councillor.*

16. Councillors Representing the Mayor

Upon request from the Mayor, Councillors may represent the Mayor at functions and meetings where the Mayor is unavailable. Allocation of representation roles will be made based on the Mayor's discretion, Councillors' areas of interest and/or availability.

17. Awards

The Mayor may, at their discretion, establish and work with selection panels to improve community award programs, and select recipients such as the Citizen of the Year. The Panel's role includes, but is not limited to undertaking due diligence, assessing nominations, and making recommendations for the awards.



PART E Representing Council at Events, Functions and Delegations

18. Opportunities generated through Council-organised and supported events
 - a. As chief representative and spokesperson for Council, the Mayor is given first opportunity to represent Council at functions and events organised or supported by the Council.
 - b. For functions and events where the Mayor is invited to represent Council, if the Mayor is unavailable, the invitation may be forwarded to the Deputy Mayor or other Councillor(s) at the Mayor's discretion.
 - c. Where a Councillor has played a key role in development of a Council organised or supported event and would like the opportunity to represent the Council or attend the event, the Councillor should make a request to the Mayor's office to be included in the event.
 - d. Opportunities for representation by Councillors, will be communicated through the Mayor's Office and the Corporate Calendar system which provides full details of opportunities and background information to maximize benefits from Council involvement.
19. Opportunities received directly by Councillors and the administration from external sources
 - a. As the chief representative of Council, the Mayor will be approached by city stakeholders to participate in events, functions and activities important and relevant to Campbelltown. If the Mayor is unavailable and the opportunity is transferable, the opportunity may be referred to the Deputy Mayor or another Councillor at the discretion of the Mayor. In transferring representation opportunities, the Mayor may take into account relevant areas of expertise, interests and availability of Councillors.
 - b. Where Councillors have been asked to represent the Council directly, they must do so in their role as Councillor and not purport to represent the Mayor unless approval from the Mayor has first been sought.
 - c. Where Council is attending an event where sponsorship is available, the General Manager has discretion to assess the value of sponsorship that may include the provision of a table/tickets to achieve best value for money or exposure for Council through participation in the event as a sponsor.
20. Invitation and ticket costs - Councillor Expenses and Facilities policy provisions
 - a. Council will pay the entry fee/ticket cost associated with the attendance of a Councillor at a dinner, non-Council functions, community and corporate or industry events relevant to Council's interest with prior approval by the General Manager.
 - b. Prior approval of the General Manager is required when seeking for Council to pay for attendance at dinners, non-Council functions and community events, where there is an associated cost, with a written request required where the cost exceeds \$250.



- c. The annual limit for attending dinners, non-Council functions, community, charitable and corporate or industry events where Councillor representation would be appropriate, such as award nights which are relevant to Council's interests, is \$1,000 for each Councillor.
- d. Once the ticket has been purchased the value of the ticket will be deducted from the Councillors annual \$1000 limit, whether or not the Councillor attends the event.
- e. In the event a Councillor exceeds the annual \$1000 limit, the cost of additional ticket purchases will be deducted from the relevant Councillor's monthly fee.
- f. The value of a ticket purchased for a Councillor representing the Mayor will not be deducted from the Councillor's annual \$1000 limit.
- g. Council will not pay for or reimburse to a Councillor costs associated with attendance at any political fundraising event, any donation to a political party or candidate's electoral fund or for some other private benefit.
- h. Likewise, no payment shall be made or reimbursed by Council for any component of a ticket that is additional to the service cost, such as a donation to a political party or candidate's electoral fund or any other private benefit.

21. Requests for Council support or funding for events

Councillors approached for Council support or funding for events and activities must refer applicants to the relevant application under the Grants, Sponsorship and Donations for consideration by Management in accordance with Council policy and guidelines under specific programs and projects. The guidelines ensure that assessment processes are fair, transparent and accountable.



PART F Media

22. The Mayor and Councillors play an important role in representing the organisation and the community. The Mayor is the principal spokesperson for the Council in accordance with Section 226 of the *Local Government Act 1993*.
23. The General Manager
 - a. The General Manager is the official spokesperson for the Council on operational and administrative matters.
 - b. The General Manager may delegate to other council staff to speak on their behalf where appropriate, (for example, where the delegated staff member has professional expertise regarding the subject matter, or the general manager is unavailable).
24. The Mayor
 - a. The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the *Local Government Act 1993*).
 - b. The Mayor may delegate their role as spokesperson to the Deputy Mayor or other Councillor where appropriate, (for example, where another Councillor is best placed to comment, because the issue is of particular interest to them, or it is within their particular area of expertise).
25. Councillors
 - a. A Councillor acting as an authorised spokesperson in line with the following protocol has a responsibility to represent the Council position in relation to a matter. If that Councillor wishes to express a personal view which differs from an adopted position, the Councillor is obliged to identify that the opinion or view is their own.
 - b. As a member of the governing body and as a representative of the community, Councillors may express their personal views to the media.
 - c. Councillors must comply with the Council's Code of Conduct and Council's Media Policy when engaging with the media in an official capacity or in connection with their role as a Councillor.
 - d. When engaging with the media, Councillors:
 - must not purport to speak for the Council unless authorised to do so
 - must clarify when speaking to the media that they are expressing their personal views as an individual councillor and that they are not speaking for the Council (unless authorised to do so)
 - must uphold and accurately represent the policies and decisions of the Council



- must not disclose council information unless authorised to do so, and
 - must seek information and guidance from the General Manager where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.
- e. Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should provide this information to the General Manager.

26. Social media

- a. With the exception of official Campbelltown City Council social media accounts and the Mayor of Campbelltown City Council, Councillors social media accounts are not official Council social media accounts.
- b. Councillors are responsible for the administration and moderation of their own social media accounts and ensure they comply with the Code of Conduct and the record keeping obligations under the *State Records Act 1998* and council's records management policy in relation to social media.

27. External publications

Opportunities to contribute to publications produced by external sources, relating to Council business, shall be referred to the Mayor as principal spokesperson of the Council. If approached directly to contribute to external publications, the request should be referred to the Mayor who may, at their discretion delegate to another Councillor. Appropriate support will be provided where the subject matter has a strong alignment with Council goals, policies and objectives.

28. Communications Team support

This protocol acknowledges that the resources of the Communications Team will be made available to assist the Mayor (or delegate) and General Manager (or delegate) to communicate with media outlets on matters of Council policy.



PART G. Councillor's Access to Information

29. Information is made available the representation and decision-making roles of Councillors.
30. To obtain information that is up-to-date and offered in the right context, liaison should occur with an Authorised Officer under the Councillor protocol. Speaking directly to Council staff who are not Authorised Officers without the authorisation of the General Manager or appropriate Director is not permitted and may result in Councillors receiving advice that has not been formally endorsed by the Executive.
31. The provision of information and advice to Councillors operates on the principle that information provided to one Councillor should generally be made available to all Councillors.
32. As referred to in the Councillor Code of Conduct, the *Local Government Act 1993* provides that individual Councillors cannot direct or attempt to influence Council officers in the performance of their duties. Councillors as a group make decisions and this is done through a resolution adopted at a Council meeting.
33. Information is provided to Councillors in a number of ways, including, but not limited to:
34. Councillor Briefings
 - a. Councillor briefings are conducted to fully inform Councillors of matters of significance or complexity that are to be the subject of a staff report at a future meeting of Council, update the progress of significant Council projects, strategies or plans or are of particular current interest to the Council.
 - b. The General Manager sets the agenda for Councillor briefings but will consider suggestions from the Mayor and Councillors.
 - c. Councillors will endeavour to attend all Councillor Briefings unless there is a reasonable reason why they cannot do so, noting however that attendance is not a statutory requirement as Councillor briefings are not subject to specific provisions of the Act, the Regulation or Council's Code of Meeting Practice.
 - d. Council may hold briefings under their general powers and such sessions are to be informal and to provide useful background information to Councillors.
 - e. Councillor briefings are not to be used for detailed discussions where a de-facto decision is made and such discussions, exchanges of views and decisions are to be left to the open forum of a council meeting.
 - f. Councillor briefing sessions are a means to enable Councillors to bring an informed mind to the appropriate decision-making forum.
 - g. On occasion, confidential matters will be presented at Councillor Briefings and this will be noted in the presentation and accompanying documentation. Councillors and staff must maintain the integrity and security of confidential documents or information distributed or



discussed at Councillor Briefings, in accordance with the Code of Conduct, Code of Meeting Practice and supporting policies.

35. Councillor Weekly Bulletin

The Councillor Weekly Bulletin is an internal communication tool for staff to communicate matters of general interest to Councillors. If a Weekly Bulletin item is marked confidential, Councillors and staff must maintain the integrity and security of confidential information in accordance with the Code of Conduct and supporting policies.

36. Confidential information

- a. In the course of conducting Council business, information of a confidential nature may be brought to the attention of Councillors.
- b. Councillors must maintain the integrity and security of confidential documents or information. In addition to statutory provisions regarding confidential information, Councillors must not release to an external person or organisation any documents or information that has been marked confidential or advised is confidential information.
- c. Councillors will not publish or share any correspondence uploaded to the Councillor Hub if it has been classified as confidential, or without the express permission of the General Manager. When in doubt, the General Manager will advise and determine the status of the information in question.

37. Councillor requests for report preparation

A Councillor requesting the preparation of a report to Council should seek a resolution of the Council by submitting a Notice of Motion. The General Manager will assess the Notice of Motion and if fulfilling such a request requires use of significant resources, proposes substantial unplanned work or has a budget impact, comments shall be prepared for consideration by Councillors with the Notice of Motion in accordance with the Code of Meeting Practice.



PART H. Councillor and Staff Interaction

38. All interactions between Councillors and Staff must be conducted in accordance with the Code of Conduct.
39. Councillors may directly contact members of Authorised Staff that are listed in Schedule 1 of this Policy. The General Manager may amend this list at any time and will advise Councillors promptly of any changes.
40. Councillors can contact Authorised Staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.
41. Councillors should as far as practicable, only contact staff during normal business hours.
42. If Councillors would like to contact a member of staff not listed in Schedule 1, they must receive permission from the General Manager or relevant Director.
43. If a Councillor is unsure which authorised staff member can help with their enquiry, they can contact the Office of the General Manager who will provide advice about which authorised staff member to contact.
44. The General Manager or a member of the Council's executive leadership team may direct any staff member to contact Councillors to provide specific information or clarification relating to a specific matter.
43. A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the General Manager or Mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.
44. The Office of the General Manager will appoint a dedicated officer who is responsible for assisting Councillors to access information to enable them to make informed decisions and to exercise the functions of civic office.
45. Procedure for Councillors to access Council information
 - a. All requests for information should be referred to the dedicated officer who will ensure an appropriate response to a Councillor's request.
 - b. Councillor Requests should be drafted carefully and should precisely detail the information being sought. It is expected that Councillors will act reasonably in making requests.
 - c. Councillor Requests relating to the exercise of a Councillor's functions of civic office will be processed as soon as possible and a response (or an interim response in the case of a complex Request) will be provided in accordance with the following guidelines:



- i. same day response – information is easily accessible and no reference/investigation is required. Examples are:
 - copy of a Council document eg Development Consent
 - request for basic information relating to an Agenda Item on the day of a Council meeting.
- ii. one (1) to five (5) working day response – information is on hand but needs to be processed for release. Examples are:
 - copy of submissions to an exhibited Development Application – documents are electronic and extra time required to extract and redact information where appropriate,
 - request containing a number of questions which may relate to more than one Division and where responses need to be collated into a single reply.
- iii. within 10 working days – investigation and research is required in order to provide the requested information. Examples are:
 - a comprehensive summary including Court Consent Orders for Planning appeals,
 - copies of numerous documents where the files are stored offsite.
- d. Where this investigation and research is extensive and/or complex and the 10 working day timeframe cannot be met, the Councillor lodging the request will be notified within five (5) working days and provided with an indication of when the information may be forthcoming.
- e. Councillors are entitled access to all Council files, records or other documents where that document is identified in Schedule 1 of the *Government Information (Public Access) Regulation 2009* or relating to a matter currently before the Council.
- f. Where it is believed that significant resources will be required to respond to a Councillor Request, or the number of Requests being submitted by a Councillor, the responsible officer will consider the time and/or costs that are likely to be incurred in providing the requested information and make a determination on granting access.
- g. The General Manager shall not unreasonably decide that a document is not relevant to the performance of the Councillors' civic duty and deny access to a Council document. If access to documents is refused the General Manager must state the reason for the refusal.
- h. The dedicated officer will maintain a Register of Councillor Requests.
- i. If the Request relates to a Councillor's personal interest, other than civic, the Request must be made pursuant to the *Government Information Public Access Act 2009*, the form for which is available on Council's website and will be processed in accordance with the timeframes set out in the Public Access to Council Documents and Information Policy.



46. Appropriate and inappropriate interactions

Examples of appropriate interactions between Councillors and staff include, but are not limited to, the following:

- a. Councillors and council staff are courteous and display a positive and professional attitude towards one another
- b. council staff ensure that information necessary for Councillors to exercise their civic functions is made equally available to all Councillors, in accordance with this Policy and any other relevant Council policies
- c. council staff record the advice they give to Councillors in the same way they would if it was provided to members of the public
- d. council staff, including Council's executive team members, document Councillor requests via the Councillor requests system
- e. council meetings and Councillor briefings are used to establish positive working relationships and help Councillors to gain an understanding of the complex issues related to their civic duties
- f. Councillors and council staff feel supported when seeking and providing clarification about council related business
- g. Councillors forward requests through the Councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy

47. Examples of inappropriate interactions between Councillors and staff include, but are not limited to, the following:

- a. Councillors and council staff conducting themselves in a manner which:
 - i. is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
 - ii. constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory
- b. Councillors approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters
- c. staff approaching Councillors to discuss individual or operational staff matters (other than matters relating to broader workforce policy such as, but not limited to, organisational restructures or outsourcing decisions), grievances, workplace investigations and disciplinary matters




- d. subject to clause staff refusing to give information that is available to other Councillors to a particular Councillor
 - e. Councillors who have lodged an application with the council, discussing the matter with staff in staff-only areas of the council
 - f. Councillors being overbearing or threatening to staff
 - g. staff being overbearing or threatening to Councillors
 - h. Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media
 - i. Councillors directing or pressuring staff in the performance of their work, or recommendations they should make staff providing ad hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community
48. Where a Councillor engages in conduct that, in the opinion of the General Manager, puts the health, safety or welfare of staff at risk, the General Manager may restrict the Councillor's access to staff. Any concerns relating to the conduct of staff under this Policy should be raised with the General Manager.
49. Councillor access to council buildings
- a. Councillors are entitled to have access to the Councillors' work room, Councillors Lounge and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the General Manager.
 - b. Councillors may request access to public meeting rooms at the Civic Centre to meet with constituents.
 - c. Councillors must not enter staff-only areas of Council buildings without the approval of the General Manager.



SCHEDULE 1 – AUTHORISED STAFF LIST

Division	General Manager <i>Leadership, Mayoral and Councillor support</i>	City Services <i>Infrastructure delivery and maintenance</i>	City Planning and Environment <i>Land use planning, compliance and waste</i>	City Governance <i>Corporate support to the organisation</i>	City Futures <i>Strategy and forward planning for the City & organisation</i>	City Lifestyles <i>Planning and providing for people</i>
Authorised Positions and staff	General Manager Lindy Deitz Personal Assistant Dedicated Councillor support Officer	Director City Delivery Ben Hoyle Personal Assistant	Director City Development Jim Baldwin Personal Assistant	Director City Governance Vacant Personal Assistant Manager Governance & Risk	Director, City Growth Rebecca Grasso Personal Assistant	Director City Lifestyles Scott Grant Personal Assistant
Areas of responsibility	Media & Communications <ul style="list-style-type: none"> • Civic events • Citizenship • Media management • Digital content • Design & publications • Sister City relationships Internal Audit <ul style="list-style-type: none"> • Audit, Risk Improvement Committee Strategic Partnerships <ul style="list-style-type: none"> • State & Federal Government relations Executive and Councillor Support	Operations <ul style="list-style-type: none"> • Civil Works - Maintenance works to footpaths, roads • Open space & Horticulture - Parks & Gardens; Public trees • Sports field maintenance • City Cleansing • Depot Workshop Infrastructure <ul style="list-style-type: none"> • Infrastructure design & delivery • Capital works delivery • Asset management, renewal • Security & facility services • Project Management Open Space <ul style="list-style-type: none"> • Open Space Planning for Recreation & Natural Areas • Plans of Management • Environmental programs & initiatives • Sustainable outcomes for open space • Dog parks • Walk/cycle ways • Bush care • Flood plain management • Playground planning 	Planning and Development <ul style="list-style-type: none"> • New release areas • Major urban renewal - Strategic Land use planning - Planning proposals - Development Contributions - Development assessment - Building construction - assessment & inspections - Subdivision certificates on all new release areas <ul style="list-style-type: none"> • CBD • Urban Development - Strategic Land use planning - Planning proposals - Development Contributions - Building construction assessment & inspections - Subdivision certificates on all new release areas City Standards & Compliance <ul style="list-style-type: none"> • Rangers • Parking officers • Animal care facility • Food inspections • On street dining • Illegal works • Fire inspections • Swimming pool inspections • Domestic waste service 	Corporate Services & Governance <ul style="list-style-type: none"> • Financial functions • Business papers • Governance • Access to Information and Privacy • Code of conduct • Council support • Risk Management & WHS • Procurement & contracts People and Performance <ul style="list-style-type: none"> • Human resource functions Corporate Support Systems <ul style="list-style-type: none"> • Information technology • Customer services • After hours number • Records & Information Management Strategic Property <ul style="list-style-type: none"> • Property strategy • Property portfolio • Property development and portfolio income generation • Acquisition & disposal of properties • Leases and licences • Road/walkway closures • Approvals for public access onto Council land 	City Growth & Strategy <ul style="list-style-type: none"> • High level strategic & organisational planning • Policy and strategy development • Strategy alignment • Key relationship management & Advocacy including Greater Sydney Commission liaison / contact point • Corporate Planning & strategy • Integrated Planning & Reporting (including Community Strategic Plan) • City Analytics City Marketing & Economy <ul style="list-style-type: none"> • Economic development • Chamber liaison • Jobs growth • Marketing the City for investment & visitation Creative Life <ul style="list-style-type: none"> • Campbelltown Arts Centre Sustainability & Resilience <ul style="list-style-type: none"> • Sustainability policies & strategies • Resilient Sydney Strategy • Sustainability & resilience education • Energy efficiency improvements 	Community Businesses <ul style="list-style-type: none"> • Child care centres • Mobile book & toy library • Outside school hours care • Family day care • Stadia • Leisure centres & pools Community Learning and Library Services <ul style="list-style-type: none"> • Bicycle Education Centre • Community learning • Library Services • Visitor Information Centre Community Life <ul style="list-style-type: none"> • Social Policy & planning • Community grants • Place programs • Public art • Community safety • Community events & activations

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Councillors Access to Information and Interaction with Staff	
Related Documentation	Code of Conduct Procedures for the Administration of the Code of Conduct Code of Meeting Practice Policy - Payment of Expenses and Provision of Facilities to the Mayor, Deputy Mayor and Councillors	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009</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.

CONTENTS

1. Introduction
2. Policy Statement
3. The Role of Councillors
4. The Role of the General Manager and Staff
5. Councillor Interactions with Staff
6. Councillors Access to Information
7. Councillors Access to Council Premises
8. Breaches and Sanctions

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Governance & Risk DocSet: 1856170	Adopted Date: 20/05/97 Revised Date: 11/06/2019 Minute Number: 106 Review Date: 30/06/2021	Page: 1 of 11

Campbelltown City Council

Part 1 - Introduction

The *Local Government Act 1993* (NSW) separates the roles and responsibilities of Councillors and staff, and the Code imposes conduct obligations on Councillors and staff when interacting on Council business.

Councillors and staff need to interact on a regular basis to effectively integrate their policy making and service delivery roles. To assist both parties in carrying out their respective roles and responsibilities, this policy aims to provide direction on the interaction between Councillors and staff.

“The importance of trust and mutual respect within the Council team and between Council and senior management cannot be underestimated. Councillors can have a major and positive impact on the health and well-being of the whole community. A good working relationship between Councillors, the Mayor, the General Manager and other Council staff is fundamental to an effective council. Councillors must also have an understanding of how to manage external relationships, with the community, the media and other organisations including State agencies.”

“As members of the governing body, and in the interests of ensuring the organisation operates effectively to achieve the best outcomes for the community, Councillors should endeavour to work constructively with Council staff that are responsible for implementing Council decisions.”

- Extracts from *Councillor Handbook*, Office of Local Government, October 2016.

Part 2 - Policy Statement**2.1 Purpose**

The purpose of this policy is to establish an appropriate and effective framework for business related interactions between Councillors and staff that complements and supports the Code of Conduct.

2.2 Objectives

The main objectives of this policy are to:

- a) ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the governing body of Council
- b) ensure that Councillors receive advice in an orderly manner to assist them in the performance of their civic duty
- c) provide a documented process for Councillors to access Council information
- d) provide clarity on Councillors' rights of access to staff and to Council buildings
- e) provide a clear and consistent framework, by reference to the Code of Conduct and Procedure for the Administration of the Code of Conduct.

2.3 Scope

This policy applies to all Council officials including Councillors, Council employees and members of Council committees.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 2 of 11	

Campbelltown City Council

2.4 Policy Statement

- a) This policy aims to provide Councillors with all relevant information and an appropriate level of access to the staff of Council in order to exercise the functions of civic office and to facilitate informed decision making.
- b) Interaction between Councillors and staff must comply with the Council's adopted Code of Conduct (the Code). While the Code does not prevent Councillors and staff from communicating in a social context, it does impose conduct obligations on Councillors and staff when interacting on Council business.
- c) The Code recognises that it is appropriate for Councillors and staff to discuss policy issues relating to the exercise of Council's regulatory functions, strategic direction and allocation of resources. It does however identify a range of inappropriate interactions which must be avoided by Councillors and staff.
- d) This policy reinforces the obligations of Councillors and staff prescribed by the Code with regard to their interactions and establishes additional obligations where necessary.
- e) This policy establishes procedures by which Councillors may access Council information and staff in order to undertake their statutory roles to provide effective civic leadership and to represent the collective interests of residents, ratepayers and the local community.

Part 3 - The Role of Councillors

Councillors have a number of different roles that must incorporate the interests of the whole City and those of their constituents. They play a vital leadership role in creating and implementing the community's vision, strategic direction and values.

Section 223 of the Act outlines the role of the governing body as follows:

- a) to direct and control the affairs of the council in accordance with this Act,
- b) to provide effective civic leadership to the local community,
- c) to ensure as far as possible the financial sustainability of the council,
- d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,
- e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
- f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,
- g) to keep under review the performance of the council, including service delivery,
- h) to make decisions necessary for the proper exercise of the council's regulatory functions,

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 3 of 11	

Campbelltown City Council

- i) to determine the process for appointment of the general manager by the council and to monitor the General Manager's performance,
- j) to determine the senior staff positions within the organisation structure of the council,
- k) to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,
- l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.

Section 232 of the Act outlines the role of a Councillor as follows:

- a) to be an active and contributing member of the governing body
- b) to make considered and well informed decisions as a member of the governing body
- c) to participate in the development of the integrated planning and reporting framework
- d) to represent the collective interests of residents, ratepayers and the local community
- e) to facilitate communication between the local community and the governing body
- f) to uphold and represent accurately the policies and decisions of the governing body
- g) to make all reasonable effort to acquire and maintain the skills necessary to perform the role of a councillor.

Part 4 - The Role of the General Manager and Obligations of Staff

4.1 The Role of the General Manager

The General Manager is responsible for a range of functions including the day to day management of the Council and directing staff.

The General Manager's functions are set out in section 335 as follows:

- a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- b) to implement, without undue delay, lawful decisions of the council,
- c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 4 of 11	

Campbelltown City Council

- f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- i) to direct and dismiss staff,
- j) to implement the council's workforce management strategy,
- k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

Under the direction of the General Manager and in accordance with Clause 7.5 of the Code, staff must:

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

Part 5 - Councillor and Staff Interactions

Councillors may need to receive information or advice from Council staff on a range of matters in order to fulfil their civic responsibilities.

The General Manager has authorised selected members of staff to communicate with and provide information to Councillors (refer to Authorised Staff List). The Authorised Staff list will be updated from time to time as required and Councillors will be advised of those changes as they occur.

Only those members of staff nominated by the General Manager are authorised to provide advice and information to Councillors. However, where deemed appropriate, the General Manager or Directors may nominate alternative staff to communicate with Councillors on their behalf as needed.

This policy does not prevent Councillors from contacting secretarial support staff to the General Manager and Directors for minor administrative matters such as to arrange meetings with Authorised staff.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 5 of 11	

Campbelltown City Council

In accordance with Clause 7.6 of the Code of Conduct, the following interactions are considered inappropriate:

- a) Councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) Council staff approaching Councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other Councillors to a particular Councillor
- d) Councillors and administrators who have lodged an application with the Council, discussing the matter with council staff in staff-only areas of the council
- e) Councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the Councillor has a right to be heard by the panel at the meeting
- f) Councillors and administrators being overbearing or threatening to Council staff
- g) Council staff being overbearing or threatening to Councillors or administrators
- h) Councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) Councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) Council staff providing ad hoc advice to Councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) Council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by council associated with current or proposed legal proceedings unless permitted to do so by Council's General Manager or, in the case of the Mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

Note: Other than as set out above, this clause does not prevent Councillors from representing the interests of constituents including attending on-site meetings. Councillors should seek advice from the relevant Authorised Staff if unsure whether legal proceedings are current or proposed in relation to any matter.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 6 of 11	

Campbelltown City Council

5.1 Councillor and Staff Interactions during Meetings

The Code of Meeting Practice sets out in detail the way in which a Council meeting is to be run.

The Code of Meeting Practice provides that a Councillor may, through the Mayor (or Chairperson), put a question to Council staff in relation to business on the Council meeting agenda.

- a) A Councillor or employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or documents.
- b) A Councillor must put every question directly, succinctly and without argument.
- c) The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council staff.

Council's Code of Meeting practice also outline how Councillors and Officers are to be addressed during meetings.

- a) If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- b) Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- c) A Councillor is to be addressed as 'Councillor [surname]'.
- d) A Council officer is to be addressed by their official designation or as Mr/Ms [surname].

5.2 Councillor and Staff Interactions Outside of Meetings

- a) Councillors may contact the General Manager, or Authorised Staff such as a Director, the Manager, Governance and Risk, or the Executive Officer to discuss, or to make arrangements to meet to discuss, Council services or projects.
- b) Councillors must not make direct contact with staff other than those staff on the Authorised Staff list without the approval of the General Manager or Director and where such approval has been granted must not direct staff in the performance of their work. Staff must immediately report all breaches to their Executive Manager, Director or General Manager.
- c) Councillors must not request staff to undertake work for the Councillor or for any other person with the exception of work of a clerical nature directly related to the performance of their civic duties. Such a request must only be made to Authorised Staff.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 7 of 11	

Campbelltown City Council

Part 6 - Councillor Access to Information

Information is provided to Councillors in a number of ways, including, but not limited to:

6.1 Councillor Briefings

- a) Councillor briefings are conducted to fully inform Councillors of matters of significance or complexity that are to be the subject of a staff report at a future meeting of Council or are of particular current interest to Council.
- b) Councillor briefings are not subject to specific provisions of the Act, the Regulation or Council's Code of Meeting Practice.
- c) The Office of Local Government in its Meetings Practice Note for Councils states that councils may hold briefings under their general powers and such sessions are to be informal and to provide useful background information to Councillors.
- d) Councillor briefings are not to be used for detailed discussions where a de-facto decision is made and such discussions, exchanges of views and decisions are to be left to the open forum of a council meeting.
- e) Councillor briefing sessions are a means to enable Councillors to bring an informed mind to the appropriate decision-making forum.
- f) On occasion, confidential matters will be presented at Councillor Briefings and this will be noted in the presentation and accompanying documentation. Councillors and staff must maintain the integrity and security of confidential documents or information distributed or discussed at Councillor Briefings, in accordance with the Code of Conduct, Code of Meeting Practice and supporting policies.

6.2 Councillor Weekly Bulletin

The Councillor Weekly Bulletin is an internal communication tool for staff to communicate matters of general interest to Councillors. If a Weekly Bulletin item is marked confidential, Councillors and staff must maintain the integrity and security of confidential information in accordance with the Code of Conduct and supporting policies.

6.3 Public Officer

The Public Officer is responsible for assisting people to gain access to public documents of the Council. The Public Officer is to be the contact person for Councillors who wish to access information to enable them to make informed decisions and to exercise the functions of civic office.

The Public Officer at Campbelltown City Council is the Manager, Governance and Risk.

6.4 Procedure for Councillors to access Council information

- a) All requests for information should be referred to the Public Officer (Manager Governance and Risk) who will ensure an appropriate response to a Councillor's request.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 8 of 11	

Campbelltown City Council

- b) Councillor Requests should be drafted carefully and should precisely detail the information being sought. It is expected that Councillors will act reasonably in making requests.
- c) Councillor Requests relating to the exercise of a Councillor's functions of civic office will be processed as soon as possible and a response (or an interim response in the case of a complex Request) will be provided in accordance with the following guidelines:
- i. same day response – information is easily accessible and no reference/investigation is required. Examples are:
 - copy of a Council document eg Development Consent
 - request for basic information relating to an Agenda Item on the day of a Council meeting.
 - ii. one (1) to five (5) working day response – information is on hand but needs to be processed for release. Examples are:
 - copy of submissions to an exhibited Development Application – documents are electronic and extra time required to extract and redact information where appropriate,
 - request containing a number of questions which may relate to more than one Division and where responses need to be collated into a single reply.
 - iii. within 10 working days – investigation and research is required in order to provide the requested information. Examples are:
 - a comprehensive summary including Court Consent Orders for Planning appeals,
 - copies of numerous documents where the files are stored offsite.
- d) Where this investigation and research is extensive and/or complex and the 10 working day timeframe cannot be met, the Councillor lodging the request will be notified within five (5) working days and provided with an indication of when the information may be forthcoming.
- e) Councillors are entitled access to all Council files, records or other documents where that document is identified in Schedule 1 of the *Government Information (Public Access) Regulation 2009* or relating to a matter currently before the Council.
- f) Where it is believed that significant resources will be required to respond to a Councillor Request, or the number of Requests being submitted by a Councillor, the Public Officer will consider the time and/or costs that are likely to be incurred in providing the requested information and make a determination on granting access.
- g) The General Manager shall not unreasonably decide that a document is not relevant to the performance of the Councillors' civic duty and deny access to a Council document. If access to documents is refused the General Manager must state the reason for the refusal.

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 9 of 11	

Campbelltown City Council

- h) The Public Officer will maintain a Register of Councillor Requests.
- i) If the Request relates to a Councillor's personal interest, other than civic, the Request must be made pursuant to the *Government Information Public Access Act 2009*, the form for which is available on Council's website and will be processed in accordance with the timeframes set out in the Public Access to Council Documents and Information Policy.

6.5 Confidential information

Councillors must maintain the integrity and security of confidential documents or information.

Part 7 - Councillor Access to Council Buildings

- a) As elected members of the Council, Councillors are entitled to have access to the Council Chamber, Committee room, Mayor's office (subject to availability), Councillors' rooms, and public areas of Council's buildings during normal business hours and for meetings. Councillors needing access to these facilities at other times must obtain authority from the General Manager or the Mayor
- b) The use of the Councillor's Lounge on Council and Committee nights is restricted to Councillors, Authorised Staff and invited guests. The use of the Lounge at other times will be at the discretion of and with the approval of the Mayor or General Manager.
- c) Councillors must not enter staff only areas of Council buildings without the approval of the General Manager or Authorised Staff.
- d) Councillors who are not in pursuit of their civic duties have the same rights of access to Council Buildings and premises as any other member of public.
- e) Where Councillors need to meet with Authorised staff it is expected that Councillors book their attendance in advance with the Manager Governance and Risk or by contacting the Personal Assistants within the corporate area. It is also expected that, in usual circumstances, these meetings will be held in the areas or meetings rooms designated for Councillor use.

Part 8 - Breaches of this policy

Inappropriate interactions between Councillors and Council staff are set out in Council's Code of Conduct.

A breach of this policy will be taken to be a breach of the Code of Conduct and complaints alleging a breach of this policy must be made in accordance with the relevant Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Codes of Conduct.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet:1856170	Page: 10 of 11	

ATTACHMENT 1 – AUTHORISED STAFF

Division	General Manager <i>Leadership, Mayoral and Councillor support</i>	City Delivery <i>Infrastructure delivery and maintenance</i>	City Development <i>Land use planning, compliance and waste</i>	City Governance <i>Corporate support to the organisation</i>	City Growth <i>Strategy and forward planning for the City & organisation</i>	City Lifestyles <i>Planning and providing for people</i>
Authorised Positions and staff	General Manager Lindy Deitz Personal Assistant Executive Officer	Director City Delivery Kevin Lynch Personal Assistant	Director City Development Jim Baldwin Personal Assistant	Director City Governance Phu Nguyen Personal Assistant Manager Governance & Risk	Director, City Growth Rebecca Grasso Personal Assistant	Director City Lifestyles Jenny Franke Personal Assistant
Areas of responsibility	Media & Communications <ul style="list-style-type: none"> • Civic events • Citizenship • Media management • Digital content • Design & publications • Sister City relationships Internal Audit <ul style="list-style-type: none"> • Audit, Risk Improvement Committee Strategic Partnerships <ul style="list-style-type: none"> • State & Federal Government relations 	Operations <ul style="list-style-type: none"> • Civil Works - Maintenance works to footpaths, roads • Open space & Horticulture • Parks & Gardens; Public trees • Sports field maintenance • City Cleansing • Depot Workshop Infrastructure <ul style="list-style-type: none"> • Infrastructure design & delivery • Capital works delivery • Asset management, renewal maintenance, renewal • Security & facility services • Project Management Open Space <ul style="list-style-type: none"> • Open Space Planning for Recreation & Natural Areas • Plans of Management • Environmental programs & initiatives • Sustainable outcomes for open space • Dog parks • Walk/cycle ways • Bush care • Flood plain management • Playground planning 	Urban Release & Engagement <ul style="list-style-type: none"> • New release areas • Major urban renewal • Strategic Land use planning • Planning proposals • Development Contributions • Development assessment • Building construction assessment & inspections • Subdivision certificates on all new release areas Urban Centres <ul style="list-style-type: none"> • CBD • Urban Development • Strategic Land use planning • Planning proposals • Development Contributions • Development assessment • Building construction assessment & inspections • Subdivision certificates on all new release areas City Standards & Compliance <ul style="list-style-type: none"> • Rangers • Parking officers • Animal care facility • Food inspections • On street dining • Illegal works • Fire inspections • Swimming pool inspections • Domestic waste service 	Corporate Services & Governance <ul style="list-style-type: none"> • Financial functions • Business papers • Governance • GIPA (former Freedom of Information) • Code of conduct • Councillor support • Risk Management & WHS • Procurement & contracts People and Performance <ul style="list-style-type: none"> • Human resource functions Corporate Support Systems <ul style="list-style-type: none"> • Information technology • Customer services • After hours number • Records & Information Management Strategic Property <ul style="list-style-type: none"> • Property strategy • Property portfolio • Property development and portfolio income generation • Acquisition & disposal of properties • Leases and licences • Road/walkway closures • Approvals for public access onto Council land 	City Growth & Strategy <ul style="list-style-type: none"> • High level strategic & organisational planning • Policy and strategy development • Strategy alignment • Key relationship management & Advocacy including Greater Sydney Commission liaison / contact point • Corporate Planning & strategy • Integrated Planning & Reporting (including Community Strategic Plan) • City Analytics City Marketing & Economy <ul style="list-style-type: none"> • Economic development • Chamber liaison • Jobs growth • Marketing the City for investment & visitation Creative Life <ul style="list-style-type: none"> • Campbelltown Arts Centre Sustainability & Resilience <ul style="list-style-type: none"> • Sustainability policies & strategies • Resilient Sydney Strategy • Sustainability & resilience education • Energy efficiency improvements 	Community Connections <ul style="list-style-type: none"> • Child care centres • Mobile book & toy library • Outside school hours care • Family day care • Bicycle Education Centre • Community learning • Library Services • Visitor Information Centre Community Life <ul style="list-style-type: none"> • Social Policy & planning • Community grants • Place programs • Public art • Community safety • Community events & activations Sport, Recreation & Leisure Facilities <ul style="list-style-type: none"> • Stadium • Leisure centres & pools • Recreation planning • Centre of Excellence • Sports club liaison

DATA AND DOCUMENT CONTROL

Adopted Date: 20/05/97
Revised Date: 11/06/2019
Minute Number: 106
Review Date: 30/06/2021

Division: City Governance
Section: Governance & Risk
DocSet: 1856170

Page: 11 of 11

8.11 Investments and Revenue Report - June 2023

Reporting Officer

Acting Executive Manager Corporate Services and Governance
City Governance

Community Strategic Plan

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

Delivery Program

Principal Activity
5.2.2.4 Deliver financial sustainability through short, medium and long-term financial planning

Officer's Recommendation

That the information be noted.

Purpose

To provide a report outlining the activity in Council's financial services portfolio for the month of June 2023.

Report

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

Investments

Council's investment portfolio as at 30 June 2023 stood at approximately \$239 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 39 basis points above the benchmark which is a positive on an absolute basis. This return includes the 31 day notice saver account but excludes funds held in the at-call account. Monthly returns are running at an annualised rate of

around 3.55 per cent and will increase going forward as lower yielding term deposits mature and are replaced.

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 2.892 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 3.283 per cent.

The total interest for the financial year of some \$7 million exceeded original budget expectations as a result of increasing interest rates 12 months earlier than originally forecast by the Reserve Bank and economists in response to increasing inflation.

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 \$5.5 million held in an at call account and a minimum amount of \$10 million in a 31 day notice account which is currently offering a bonus interest percentage for deposits until December 2023. The interest rate on the 31 day notice saver account remains attractive for short term deposits at 4.70 per cent and also increases in line with increases in the official cash rate.

The official cash rate is 4.10 per cent following a pause by the Reserve Bank (RBA) Board for the July monetary policy decision. In the statement accompanying the decision, the RBA Governor said "The Board is still expecting the economy to grow as inflation returns to the 2-3 per cent target range, but the path to achieving this balance is a narrow one with a significant source of uncertainty being the outlook for household consumption. There are also uncertainties regarding the global economy, which is expected to grow at a below average rate over the next couple of years. Some further tightening of monetary policy may be required to ensure that inflation returns to the target range in a reasonable timeframe, dependent upon how the economy and inflation evolve".

The ASX200 closed at 7203.30 for June with the monthly change being positive 18.95 per cent. Over the past several months, the share market continues to be subject to heightened volatility due to global conditions and inflation.

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

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

Council's Investment Policy and the recommendations of the Office of Local Government Guidelines.

Rates

Rates and Charges levied for the period ending 30 June 2023 totalled \$135,358,167 representing 100 per cent of the current budget estimate.

The rates and charges receipts collected to the end of June totalled \$128,993,206. In percentage terms 97.3 per cent of all rates and charges due to be paid have been collected, compared to 97.4 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. An online application form is available on Council's website to assist ratepayers in financial hardship to apply and complete their request at a convenient time. Approved applications for hardship enable the waiving of penalty interest over a 12 month period.

Debt recovery action during the month involved the issue of 15 Statements of Claim to ratepayers with two or more instalments outstanding and a combined balance exceeding \$1000. Further recovery on accounts with previous action resulted in 28 Judgments being served on defaulters that have not made suitable payment arrangements or failed on multiple occasions to maintain an agreed payment schedule.

Ratepayers who purchased property since the annual rates and charges notices had been issued are provided a 'Notice to new owner' letter. During the month, 77 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 30 June 2023 are \$3,157,115 reflecting a decrease of \$4,691,510 since May 2023. During the month, 921 invoices were raised totalling \$3,715,582. 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 \$475,304 as at 30 June 2023. The majority of this debt relates to City Standards and Compliance activities (\$192,590) of which health licence inspection fees make up \$151,816. These fees are generated for various shop premises, household pool inspections, fire safety services and wastewater management systems. A portion 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 \$40,774 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 continue efforts to attempt negotiated payment plans with the debtors involved however is proving difficult to recover.

Corporate Governance debts totalling \$123,453 includes \$34,429 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 significant amount of \$28,600 relates to invoices issued to two separate councils for the "Western Sydney Health Alliance Contribution 2023-2024". Council staff have reached out and have been advised that payment is expected imminently.

Public hall hire fees of \$101,333 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 \$29,086 where council staff have reached out in the hope of seeking a suitable payment arrangement. Failing this, Council's agents will proceed with further legal recovery processes.

Debts categorised within Community Businesses totalled \$29,977. Within this category the amount of \$16,382 relates to a previous contractor for "catering sales commission" of various events at the Campbelltown Sports Stadium. This amount has been approved for write-off and will be actioned in the July reporting period. Another significant amount for \$11,654 relates to various clubs and schools hire of the stadium and sports grounds, Council continues to liaise with the debtors regarding payments of the outstanding debts.

The majority of the City Services debt relates to unpaid costs associated with road restoration works to the value of \$6,524. Council staff have issued our 7 day letter to two accounts and are awaiting a response.

Debt recovery action is undertaken in accordance with Council's Sundry Debtors Recovery Procedures Policy and commences with the issue of a tax invoice. A person or entity may be issued any number of invoices during the calendar month for any business, services or activities provided by Council. At the conclusion of each calendar month, a statement of transactions is provided with details of all invoices due and how payments or credit notes have been apportioned.

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, 12 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. Debtors are encouraged to clear their outstanding debts through regular payments where possible to avoid any further recovery action.

Attachments

8.11.1 Summary of Council's Investment Portfolio - June 2023 (contained within this report) [↓](#)

8.11.2 Rates and Charges Summary and Statistics - June 2023 (contained within this report) [↓](#)

8.11.3 Debtors Summary and Ageing Report - June 2023 (contained within this report) [↓](#)

Summary of Council's Investment Portfolio

Portfolio as at 30 June 2023



Product Type	Face Value	% of Total
At Call Deposits	5,511,785	2.4%
Notice Account	10,346,592	4.4%
Term Deposits – Fixed Rate	127,253,036	54.4%
Term Deposits – Floating Rate	39,000,000	16.7%
Fixed Rate Bond	17,050,000	7.3%
FRN	34,750,000	14.9%
Grand Total	233,911,412	100.0%
Managed Funds – TCorp*	5,149,103	

* Market Value as at month end

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

Credit Rating	Holdings	% of Total
AA-	115,052,036	69.2%
A+	3,000,000	1.8%
BBB+	21,201,000	12.8%
Baa1	2,000,000	1.2%
BBB	21,000,000	12.6%
Baa2	4,000,000	2.4%
Total Term Deposits	166,253,036	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
AU3FN0048724	NAB	AA-	19-Jun-24	3m BBSW + 92bps	1,300,000
AU3FN0051561	Citibank	A+	14-Nov-24	3m BBSW + 88bps	1,000,000
AU3FN0052908	Macquarie Bank	A+	12-Feb-25	3m BBSW + 84bps	5,000,000
AU3FN0072617	Suncorp Metway - Covered Bond FRN	AAA	17-Oct-25	3m BBSW + 88bps	2,000,000
AU3FN0072740	Teachers Mutual Bank	BBB	28-Oct-25	3m BBSW + 150bps	1,000,000
AU3FN0073045	SMBC Sydney	A	7-Nov-25	3m BBSW + 110bps	5,000,000
AU3FN0073797	Bank Australia Sustainability Bond	BBB	24-Nov-25	3m BBSW + 160bps	2,000,000
AU3FN0073904	NAB	AA-	25-Nov-25	3m BBSW + 92bps	2,500,000
AU3FN0073961	Great Southern Bank (prev CUA)	BBB	1-Dec-25	3m BBSW + 158bps	1,600,000
AU3FN0063103	CBA – Green Bond	AA-	23-Dec-26	3m BBSW + 41bps	5,000,000
AU3FN0075453	Members Banking (RACQ Bank)	BBB+	24-Feb-26	3m BBSW + 150bps	1,600,000
AU3FN0077996	Suncorp Metway	A+	18-May-26	3m BBSW + 105bps	1,000,000
AU3FN0070025	Royal Bank of Canada - Covered Bond	Aaa	13-July-27	3m BBSW + 105bps	1,000,000
AU3FN0070579	CBA	AA-	18-Aug-27	3m BBSW + 102bps	3,500,000
AU3FN0076998	ANZ	AA-	31-Mar-28	3m BBSW + 106bps	500,000
AU3FN0077798	Bank of Queensland - Covered FRN	AAA	9-May-28	3m BBSW + 120bps	750,000

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

Long-Term Credit Rating	Exposure of Entire Portfolio				
	Actual	Cumulative*	Minimum*	Maximum	Compliant
AAA	3%	3%	40%	100%	Yes
AA+, AA, AA- (or MTB*)	63%	66%		100%	Yes
A+, A, A-	6%	72%	60% (70%) [^]	100%	Yes
BBB+, BBB, BBB-	28%	100%	100%	100%	Yes
<i>TCorp LTGF</i>	2.2%	-	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:

30 June 2023	Monthly Return	Annual Return
Campbelltown City Council – Investment Portfolio	0.355%	3.283%
Benchmark – Bloomberg Ausbond Bank Bill Index	0.301%	2.892%
Performance Relative to Benchmark	0.054%	0.390%

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	73,184,524.44	1,425,425.37	710,977.74	76,098,794.97	72,115,943.21	3,982,851.76	263,091.30	4,245,943.06
Business	691,071.49	20,922,528.39		73,497.87	21,687,097.75	21,147,215.82	539,881.93		539,881.93
Farmland	43,366.65	453,170.38	217.90	2,405.60	498,724.73	463,626.60	35,098.13	209,800.92	244,899.05
Mining	0.00	29,551.52		0.00	29,551.52	29,551.52	0.00		0.00
SR - Loan	762.80	0.00		82.52	845.32	0.00	845.32	0.00	845.32
SR - Infrastructure	404,110.68	7,163,617.24		14,250.21	7,581,978.13	7,159,733.85	422,244.28	46,650.00	468,894.28
Total	\$4,768,029.78	\$101,753,391.97	\$1,425,643.27	\$801,213.94	\$105,896,992.42	\$100,916,071.00	\$4,980,921.42	\$519,542.22	\$5,500,463.64
Garbage	1,143,646.84	27,611,421.79	910,974.70	60,778.01	27,904,871.94	26,602,818.50	1,302,053.44		1,302,053.44
Stormwater	78,048.53	1,477,301.87		962.73	1,556,303.13	1,474,316.99	81,986.14		81,986.14
Grand Total	\$5,989,725.15	\$130,842,115.63	\$2,336,617.97	\$862,944.68	\$135,358,167.49	\$128,983,206.49	\$6,364,961.00	\$519,542.22	\$6,884,503.22

Total from Rates Financial Transaction Summary	4,221,619.40
Overpayments	-2,662,883.82
Difference	0.00

Analysis of Recovery Action

Rate accounts greater than 6 months less than 12 months in arrears	735,528
Rate accounts greater than 12 months less than 18 months in arrears	128,682
Rate accounts greater than 18 months in arrears	51,695
TOTAL rates and charges under instruction with Council's agents	915,906



Rates Statistics

No. of documents Issued	July	August	September	October	November	December	January	February	March	April	May	June	Jun-22
Rate Notices	58,585	22	17	2	38	13							
Electronic - DoH	4,730												
Instalment Notices				44,219			43,973			43,635			
Electronic - DoH				4,978			4,665			4,474			
Missed Instalment Notices			10,168			9,613			8,834				
- Pensioners > \$15.00			1,219			1,153			874				
Notice to new owner	179	101	98	103	110	96	81	90	105	99	81	77	15
7-day Letters - Council issued			922			976			1,039			1,029	801
- Pensioners > \$1000			120			134			129			102	79
7-day Letters - Agent issued			421						624			711	492
Statement of Claim	144	16	2	152	7	8	155	14	11	139	20	15	3
Judgments	21	27	11	7	20	4	0	15	32	10	8	28	11
Writs	27	15	1	20	0	0	0	0	0	0	0	0	4
Electronic - eRates & BPAYView	14,164	14,927	15,119	15,280	15,632	16,032	15,945	16,083	16,346	16,848	17,134	17,146	14,058
Pensioner applications	143	67	51	73	76	45	53	65	53	56	88	60	57
Arrangements	99	91	99	83	77	68	70	61	68	73	84	93	111

DEBTORS SUMMARY 1 June 2023 to 30 June 2023



DEBTOR TYPE/DESCRIPTION	ARREARS AT 31/05/2023	RAISED THIS PERIOD	RECEIVED THIS PERIOD	BALANCE AT 30/06/2023	% DEBT RATIO
Corporate Governance	566,601	303,285	441,841	428,045	13.56%
City Services	34,142	66,120	16,441	83,821	2.65%
City Standards	263,083	80,127	65,839	277,371	8.79%
Community Businesses	372,331	233,895	315,161	291,065	9.22%
City Lifestyles	46,990	28,282	24,113	51,159	1.62%
Grants	5,973,227	2,257,141	6,508,206	1,722,161	54.55%
Hall Hire	196,493	142,401	149,370	189,524	6.00%
Property Services	395,758	604,331	886,120	113,969	3.61%
	7,848,825	3,715,582	8,407,092	3,157,115	100%

AGEING OF SUNDRY DEBTOR ACCOUNTS - 30 June 2023



	Current Charges	Total 30 Days	Total 60 Days	Total 90+ Days	Balance Due	Previous Month 90+ days
Corporate Governance	263,981	28,879	11,731	123,453	428,045	113,930
City Services	54,983	0	20,074	8,764	83,821	3,740
City Standards	59,631	17,116	8,033	192,590	277,371	203,459
Community Businesses	214,424	46,664	0	29,977	291,065	10,741
City Lifestyles	33,403	2,387	1,476	13,894	51,159	93,278
Grants	1,674,661	47,500	0	0	1,722,161	346,500
Hall Hire	18,843	61,099	8,249	101,333	189,524	109,227
Property Services	105,375	2,243	1,060	5,292	113,969	17,081
	2,425,300	205,887	50,623	475,304	3,157,115	897,956

8.12 Policy Review – Parks, Reserves, Roads, Assets and Facilities Names

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 the revised Parks, Reserves, Roads, Assets and Facilities Names Policy as attached to this report be adopted.
2. That the Parks, Reserves, Roads, Assets and Facilities Names Policy review date be set at 30 September 2027.

Purpose

To seek Councils endorsement of the revised Parks, Reserves, Roads, Assets and Facilities Names Policy.

History

Council adopted a Policy for the naming of public reserves in 1989 to comply with the *Geographical Names Act 1966* and the guidelines issued by the Geographical Names Board.

The abovementioned policy was last reviewed and adopted by Council on 16 June 2016. The policy is now due for review in accordance with the Record Management Policy.

Report

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

The main goal of the review of this policy was to bring it more closely into line with equivalent NSW government policies, namely the NSW Place Name Policy and the NSW Address Policy and User Manual, both published by the NSW Geographic Names Board.

The policy has been amended to reflect the current process and include naming of roads, as well as parks, reserves, assets and facilities.

To achieve this outcome the title has been updated to Parks, Reserves, Roads, Assets and Facilities Names Policy, and references to the policy throughout have been updated to this title. 'Property' has been removed from reference to property name and referred to simply as 'name'.

References to the Geographic Information Services officer has been updated to Geographical Information Services (GIS) Team to reflect our current structure.

The Responsible Officer title has been updated to Director City Governance, division updated to City Governance and Section updated to Corporate Support Systems in line with our current structure.

The following related current legislation has been added to the Relevant Legislation and Legislative context sections:

- *NSW Roads Act 1993 (Clause 162)*
- NSW Roads Regulation 2018 (Clause 7),
- NSW Place Naming Policy (published by Geographic Names Board)
- NSW Addressing Policy and User Manual (published by Geographic Names Board)

The authority Council has under the abovementioned legislation has been stated, with the following added under Legislative Context:

As set out in the above legislation, Campbelltown City Council has authority to:

- Propose new names or modify existing names for assets, parks, buildings, public areas and roads for which it is the roads authority
- Exhibit new or modified names for 28 days and approve these names for submission.
- Submit approved names to NSW Geographic Names Board for final approval and publishing in the NSW Government Gazette.

Under the Principles section the following changes have been made:

1. Council allocation of names

- a) Names must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the feature, locality or road.

- c) If insufficient names of past residents, land grantees or aboriginal names from the local dialect are available, parks and reserves be named after the street from which the park or reserve gains access.
- h) Ensure names are not duplicated.
- k) Avoid using names of people that are still alive
- l) Must not propose names that are discriminatory.
- n) Proposed names conform to the principles set out in the Guidelines issued by Geographical Names Board

Has been amended to:

- a) Names must be written in standard Australian English or a language based on Latin script, or a recognised format of an Australian Indigenous language local to the feature, locality or road.
- h) Ensure names are not duplicated and avoid or minimise similarity in spelling/pronunciation as much as possible.
- k) Names of living people cannot be used. Names of people who have been deceased for more than 12 months may be considered, providing living relatives consent to the use of the name. Names of current businesses/companies cannot be used, only those which have ceased operation for more than 20 years.
- l) Avoid using names or words that are discriminatory, offensive, demeaning or harmful to the reputation of individuals or groups.
- n) Proposed names conform to the principles set out in the Guidelines issued by Geographical Names Board including the NSW Addressing Policy and User Manual.

A section has been added relating to determining suitable names and therefore Geographical Names board assignment of names section has been moved from number 2 to number 3 and the Community Engagement in naming process section renumbered from 3 to 4.

2. Determining Suitable Names

Council shall monitor potential development and establish potential names for use in new developments in each suburb across the LGA.

These potential names shall be determined by the Library Local Studies team in conjunction with the GIS team, based on aboriginal significance, local history or identities, or the extension of existing road naming themes already in use within suburbs e.g. Shakespearean influenced names in Ambarvale and Rosemeadow, classic car manufacturers in Minto, etc.

Upon Council receiving a development application involving the creation of new roads, parks or other significant assets, suitable names shall be proposed by the Library Local Studies team to be reviewed and submitted to Council for approval. This will ensure that the names of new roads, parks and other assets are suitably sourced, reviewed and determined prior to the development being approved, and will be already in place prior to the development being released for sale.

A section has been added for processing naming requests (section number 5). This has replaced the majority of the Community Engagement section for clarity and confirming the following procedure is for all naming requests, not only those requests made by the community.

From time to time Council may receive or invite suggestions from our community in relation to the naming rights of Parks and Reserves, Assets and Facilities. In this case the following procedure will apply:

- a) Name of park, reserve, road, asset or facility is suggested or requested by community member.
- b) Proposed name is referred to the assessing officer and the Geographical Information Services (GIS) Team officer. The proposal will be researched and the suitability is evaluated against the guiding principles of the policy.
- c) The GIS team will engage with Library Services history and research to leverage from their knowledge and data to help inform road name proposals.
- d) A report will go to the next available Committee Meeting to be recommended for public exhibition and if required, referred to the GNB.
- e) If resolved by Council the proposed name is then placed on public exhibition in the local newspaper and on Council's website for 28 days. If the name referred to the Geographical Names Board and is accepted by the Board, it is then publicly exhibited for 28 days in the local newspaper and NSW Government Gazette.
- f) At the end of the exhibition period any objections will be reported back to Council for consideration.
- g) Where the names has been referred to the Geographical Names Board and there are no objections, the Board will Gazette the name in the NSW Government Gazette. The name is then legal.

A paragraph has been added to state the GIS team will engage with Library Services in regards to naming proposals. The remainder of the items in this list have been renumbered to accommodate this change.

- b) The GIS team will engage with Library Services history and research to leverage from their knowledge and data to help inform road name proposals.

The following section has been removed regarding the processing of names. It is proposed that a new procedure will be prepared to replace this information separately to the Authorised Statement.

From time to time Council may receive or invite suggestions from our community in relation to the naming rights of Parks and Reserves, Assets and Facilities. In this case the following procedure will apply:

- a) Name of park, reserve, road, asset or facility is suggested or requested by community member.
- b) Proposed name is referred to the assessing officer and the Geographical Information Services (GIS) Team officer. The proposal will be researched and the suitability is evaluated against the guiding principles of the policy.
- c) The GIS team will engage with Library Services history and research to leverage from their knowledge and data to help inform road name proposals.
- d) A report will go to the next available Committee Meeting to be recommended for public exhibition and if required, referred to the GNB.
- e) If resolved by Council the proposed name is then placed on public exhibition in the local newspaper and on Council's website for 28 days. If the name referred to the Geographical Names Board and is accepted by the Board, it is then publicly exhibited for 28 days in the local newspaper and NSW Government Gazette.

- f) At the end of the exhibition period any objections will be reported back to Council for consideration.
- g) Where the names has been referred to the Geographical Names Board and there are no objections, the Board will Gazette the name in the NSW Government Gazette. The name is then legal.

Attachments

8.12.1 Current Parks, Reserves, Assets and Facilities Names Policy (contained within this report)



8.12.2 Revised Parks, Reserves, Roads, Assets and Facilities Names Policy (contained within this report)



 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Parks, Reserves, Roads, Assets and Facilities Names	
Relevant Legislation/ Corporate Plan	Geographical Names Act 1966 NSW Addressing Policy and User Manual (published by Geographic Names Board)	
Responsible Officer	Director Business Services City Governance	

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

Objectives

To establish Council policy in relation to the naming of public parks, reserves, roads, assets and facilities.

To guide the naming of public areas, including roads, assets and reserves so that the official name can be assigned as a place name under the *Geographical Names Act 1966*.

To provide for the allocation of names to parts of public reserves which are used for a special purpose or associated with a sporting sponsor, in a manner which will not cause confusion with the official name.

In observing this policy, Council will endeavour to create a "sense of place" and strive to honour and observe the local character of the relevant area. Council will also aim to honour heritage, historical and indigenous connections of the relevant location.

Policy Statement

This Policy details the criteria and procedures to be followed in the naming of public areas, including roads, assets and reserves or parts of public reserves within the Campbelltown Local Government Area.

Scope

The Naming of Council Parks and Reserves, Roads, Assets and Facilities Policy applies to proposals to name or rename Council Parks and Reserves, Assets and Facilities in the Campbelltown Local Government Area, whether they are internal or external applicants.

Any existing property name cannot be taken as a precedent for future approvals and any alterations to any existing property will need to comply with this policy and with the guidelines issued under the *Geographical Names Act 1966*, ("the Act").

Legislative Context

Geographical Names Act 1966

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Corporate Support Systems DocSet: 2113244	Adopted Date: 2/12/86 Revised Date: 21/06/16 Minute Number: 98 Review Date: 30/06/19	Page: 1 of 3

Campbelltown City Council

NSW Addressing Policy and User Manual (published by Geographic Names Board)

Principles

1. Council allocation of names

- a) Names must be written in standard Australian English or a language based on Latin script, or a recognised format of an Australian Indigenous language local to the feature, locality or road.
- b) Names are easy to pronounce, spell and write (there may be exceptions with Indigenous names).
- c) If insufficient names of past residents, land grantees or aboriginal names from the local dialect are available, parks and reserves be named after the street from which the park or reserve achieves gains access.
- d) Where a name is to be allocated to a particular part of a park or reserve or a sponsor's name is to be used, the designation be restricted to Oval, Field, Gardens, Memorial Gardens, Playground, etc.
- e) Recognise the long term public interest.
- g) Do not affect public safety.
- h) Ensure names are not duplicated and avoid or minimise similarity in the sound of names as much as possible.
- i) Avoid the use of directional names e.g. north, south, etc.
- j) Ensure feature, locality or road extent is clearly defined and link the name to the location of the feature.
- k) Avoid using names of people that are still alive. Names of living people cannot be used. Names of people who have been deceased for more than 12 months may be considered, providing living relatives consent to the use of the name. Names of current businesses/companies cannot be used, only those which have ceased operation for more than 20 years.
- l) ~~Must not propose names that are discriminatory.~~ Avoid names or words that are discriminatory or offensive demeaning or harmful to the reputation of individuals or groups
- m) Proposed names should not inappropriately impact the environment of Campbelltown through unnecessary signage.
- n) Proposed names conform to the principles set out in the Guidelines issued by Geographical Names Board including the NSW Addressing Policy and User Manual.

2. Determining Suitable Names

Council shall monitor potential development and establish potential names for use in new developments in each suburb across the LGA.

These potential names shall be determined by the Library Local Studies team in conjunction with the GIS team, based on aboriginal significance, local history or identities, or the extension of existing road naming themes already in use within suburbs e.g. Shakespearean influenced names in Ambarvale and Rosemeadow, classic car manufacturers in Minto, etc.

Upon Council receiving a development application involving the creation of new roads, parks or other significant assets, suitable names shall be proposed by the Library Local Studies team to be reviewed and submitted to Council for approval. This will ensure that the names of new roads, parks and other assets are suitably sourced, reviewed and determined prior to the development being approved, and will be already in place prior to the development being released for sale.

3. Geographical Names Board assignment of names

Only names which have been allocated pursuant to clauses 1(a), 1(b) and 1(e) be submitted to the Geographical Names Board to be assigned as place names in accordance with the *Geographical Names Act 1966*. Any naming proposals submitted by Council to the Geographical Names Board should be in accordance with the Board's Guidelines.

DATA AND DOCUMENT CONTROL		
DocSet: 2113244	Page: 2 of 3	

Campbelltown City Council

4. Community Engagement in naming process

Council recognises the importance of community consultation in naming its property and the public should be involved in the naming exercise particularly those that are directly concerned or affected and will follow the Community Engagement Framework.

For all proposals to name a public park, reserve, asset or facility, Council will:

- a) Consult with the public.
- b) Exhibit the proposal
- c) Consider all submissions lodged in the 28 day feedback period.

From time to time Council may receive or invite suggestions from our community in relation to the naming rights of Parks and Reserves, Assets and Facilities. In this case the following procedure will apply:

- a) Name of park, reserve, road, asset or facility is suggested or requested by community member.
- b) Proposed name is referred to the assessing officer and the Geographical Information Services (GIS) Team officer. The proposal will be researched and the suitability is evaluated against the guiding principles of the policy.
- c) The GIS team will engage with Library Services history and research to leverage from their knowledge and data to help inform road name proposals.
- d) A report will go to the next available Committee Meeting to be recommended for public exhibition and if required, referred to the GNB.
- e) If resolved by Council the proposed name is then placed on public exhibition in the local newspaper and on Council's website for 28 days. If the name referred to the Geographical Names Board and is accepted by the Board, it is then publicly exhibited for 28 days in the local newspaper and NSW Government Gazette.
- f) At the end of the exhibition period any objections will be reported back to Council for consideration.
- g) Where the names has been referred to the Geographical Names Board and there are no objections, the Board will Gazette the name in the NSW Government Gazette. The name is then legal.

Responsibility

Director ~~Business Services~~ City Governance is responsible for the regular review of this Policy to ensure that the criteria and procedures regarding the naming of public parks, reserves, assets or facilities is appropriate.

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy Development and Review to ensure the criteria and general requirements comply with the requirements of the Geographical Names Board.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 2113244	Page: 3 of 3	

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Parks, Reserves, Roads, Assets and Facilities Names	
Relevant Legislation/ Corporate Plan	<i>Geographical Names Act 1966</i> NSW Addressing Policy and User Manual (published by Geographic Names Board)	
Responsible Officer	Director City Governance	

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

Objectives

To establish Council policy in relation to the naming of public parks, reserves, roads, assets and facilities.

To guide the naming of public areas, including roads, assets and reserves so that the official name can be assigned as a place name under the *Geographical Names Act 1966*.

To provide for the allocation of names to parts of public reserves which are used for a special purpose or associated with a sporting sponsor, in a manner which will not cause confusion with the official name.

In observing this policy, Council will endeavour to create a "sense of place" and strive to honour and observe the local character of the relevant area. Council will also aim to honour heritage, historical and indigenous connections of the relevant location.

Policy Statement

This Policy details the criteria and procedures to be followed in the naming of public areas, including roads, assets and reserves or parts of public reserves within the Campbelltown Local Government Area.

Scope

The Naming of Council Parks and Reserves, Roads, Assets and Facilities Policy applies to proposals to name or rename Council Parks and Reserves, Assets and Facilities in the Campbelltown Local Government Area, whether they are internal or external applicants.

Any existing property name cannot be taken as a precedent for future approvals and any alterations to any existing property will need to comply with this policy and with the guidelines issued under the *Geographic Names Act 1966*, ("the Act").

Legislative Context

Geographical Names Act 1966

DATA AND DOCUMENT CONTROL		
Division: City Governance Section: Corporate Support Systems DocSet: 2113244	Adopted Date: 2/12/86 Revised Date: 21/06/16 Minute Number: 98 Review Date: 30/06/19	Page: 1 of 3

Campbelltown City Council

NSW Addressing Policy and User Manual (published by Geographic Names Board)

Principles

1. Council allocation of names

- a) Names must be written in standard Australian English or a language based on Latin script, or a recognised format of an Australian Indigenous language local to the feature, locality or road.
- b) Names are easy to pronounce, spell and write (there may be exceptions with Indigenous names).
- c) If insufficient names of past residents, land grantees or aboriginal names from the local dialect are available, parks and reserves be named after the street from which the park or reserve achieves gains access.
- d) Where a name is to be allocated to a particular part of a park or reserve or a sponsor's name is to be used, the designation be restricted to Oval, Field, Gardens, Memorial Gardens, Playground, etc.
- e) Recognise the long term public interest.
- g) Do not affect public safety.
- h) Ensure names are not duplicated and avoid or minimise similarity in the sound of names as much as possible.
- i) Avoid the use of directional names e.g. north, south, etc.
- j) Ensure feature, locality or road extent is clearly defined and link the name to the location of the feature.
- k) Avoid using names of people that are still alive. Names of living people cannot be used. Names of people who have been deceased for more than 12 months may be considered, providing living relatives consent to the use of the name. Names of current businesses/companies cannot be used, only those which have ceased operation for more than 20 years.
- l) Avoid names or words that are discriminatory or offensive demeaning or harmful to the reputation of individuals or groups
- m) Proposed names should not inappropriately impact the environment of Campbelltown through unnecessary signage.
- n) Proposed names conform to the principles set out in the Guidelines issued by Geographical Names Board including the NSW Addressing Policy and User Manual.

2. Determining Suitable Names

Council shall monitor potential development and establish potential names for use in new developments in each suburb across the LGA.

These potential names shall be determined by the Library Local Studies team in conjunction with the GIS team, based on aboriginal significance, local history or identities, or the extension of existing road naming themes already in use within suburbs e.g. Shakespearean influenced names in Ambarvale and Rosemeadow, classic car manufacturers in Minto, etc.

Upon Council receiving a development application involving the creation of new roads, parks or other significant assets, suitable names shall be proposed by the Library Local Studies team to be reviewed and submitted to Council for approval. This will ensure that the names of new roads, parks and other assets are suitably sourced, reviewed and determined prior to the development being approved, and will be already in place prior to the development being released for sale.

3. Geographical Names Board assignment of names

Only names which have been allocated pursuant to clauses 1(a), 1(b) and 1(e) be submitted to the Geographical Names Board to be assigned as place names in accordance with the *Geographical Names Act 1966*. Any naming proposals submitted by Council to the Geographical Names Board should be in accordance with the Board's Guidelines.

DATA AND DOCUMENT CONTROL		
DocSet: 2113244	Page: 2 of 3	

Campbelltown City Council

4. Community Engagement in naming process

Council recognises the importance of community consultation in naming its property and the public should be involved in the naming exercise particularly those that are directly concerned or affected and will follow the Community Engagement Framework.

For all proposals to name a public park, reserve, asset or facility, Council will:

- a) Consult with the public.
- b) Exhibit the proposal
- c) Consider all submissions lodged in the 28 day feedback period.

Responsibility

Director City Governance is responsible for the regular review of this Policy to ensure that the criteria and procedures regarding the naming of public parks, reserves, assets or facilities is appropriate.

Effectiveness of this Policy

The Policy will be reviewed in accordance with Council's adopted procedure for Policy Development and Review to ensure the criteria and general requirements comply with the requirements of the Geographical Names Board.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 2113244	Page: 3 of 3	

8.13 Local Government NSW Annual Conference 2023

Reporting Officer

Manager Governance and Risk
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
5.2.1.2 Collaborate for change and seek opportunities to own our future

Officer's Recommendation

1. That Council nominate nine voting delegates for determination of motions at the 2023 Local Government NSW Annual Conference.
2. That other interested Councillors also be authorised to attend together with the General Manager and/or delegate.
3. That the registration fees and travel expenses be met in accordance with Council's Policy.

Purpose

To provide Council with the opportunity to nominate voting delegates and attendance for the upcoming 2023 Local Government NSW (LGNSW) Annual Conference.

Report

The 2023 Local Government NSW Annual Conference will be hosted by Parramatta City Council and held from Sunday 12 to Tuesday 14 November at Rosehill Gardens Racecourse.

The conference is the annual policy making event for councils. Councils work together with Local Government NSW to promote Local Government and advocate on behalf of their communities for local democracy, informed decision making and good governance.

The conference is the pre-eminent event of the Local Government event calendar, where Councillors come together to share ideas and debate issues contained within the conference business paper.

As 2023 is a Board election year, voting for the LGNSW President and Director positions will also take place at the Conference.

Registration to attend the Conference

The 2023-24 Council budget contains provision for all Councillors to attend the conference should they wish to do so.

As a member of Local Government NSW, Council is entitled to nominate nine Councillors as voting delegates for the determination of motions. It has also been Council's practice that any other interested Councillor be authorised to attend the Conference.

Conference Motions

Council is invited to submit motions for possible debate at the conference to advance the sector wide policy agenda.

Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

Councillors are encouraged to review the Action Reports from previous conferences and positions of LGNSW, as set out in the LGNSW Policy Platform, before submitting motions for the 2023 Conference.

Having regard to the motion requirements set out by the LGNSW Board, the draft motions should be submitted for consideration by Council by way of Notice of Motion in the following format:

- Proposed motion
 - Motion category
 - Motion title
 - Motion Background note
 - Indicate if the motion conflicts with one or more of the Fundamental Principles

Following a resolution by Council, motions will be submitted to the conference online by Council staff.

LGNSW encourages the submission of motions by Friday 15 September 2023 to allow printing and distribution of the Business Paper before the conference. However, in line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is Sunday 15 October 2023.

Attachments

Nil

8.14 Reports and Letters Requested

Reporting Officer

Acting 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 1 August 2023.

Attachments

8.14.1 Reports Requested Register 1 August 2023 (contained within this report) [↓](#)

8.14.2 Letters Requested Register 1 August 2023 (contained within this report) [↓](#)

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
13.10.22 Bricevic	<p>NM 11.3 Footbridge over Bow Bowing Creek</p> <p>That Council:</p> <ol style="list-style-type: none"> 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. 	We are working out a measurement of actual weather impact and pedestrian volumes to inform what option of bridge type and cost.	September 2023
9.8.22 Chowdhury	<p>NM 11.4 - Grass Cutting</p> <ol style="list-style-type: none"> 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.	October 2023

Reports requested effective 1 August 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>	<p>December 2023</p> <p>Awaiting information regarding West Invest</p>
9.8.22 Bricevic	<p>That a further report be provided to Council detailing the requirements of the original notice of motion.</p> <p>NM 11.5 -District Park Midlothian Reserve, St Andrews</p> <p>1. Seeks a report in relation to a district park at St Andrews. The report includes detailed planning, timeline, consultation with community and funding for the park with consideration of the State of Play Strategy (2016-2036). In addition, consider any funding opportunities such as Everyone Can Play (Department Planning and Environment) to accelerate the project.</p>	<p>Report presented to Executive Group on 8 June 2023.</p> <p>Further consultation and investigation is currently underway.</p>	<p>October 2023</p>

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Services			
10.5.22 Stellino	NIM 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.	September 2023
20.9.22 Bricevic	NIM 11.3 - International Mother Language Day Monument 1. That Council present a briefing to Councillors on the imminent updated version of the Monuments and Memorials policy.	Amended draft policy was presented to the Executive. A policy update will be provided to the Council at an upcoming briefing.	November 2023
11.07.23 Munro	NIM 11.1 - Intersection of Collins Promenade and Eagleview Rd 1. That Council undertake a review of recent changes to the intersection of Collins Promenade and Eagleview Rd and present the findings to Transport NSW for their review and consideration in the interest of motorist safety.	Currently under investigation.	October 2023
13.12.22 Stellino	ORD 8.3 - Bin Locks - 12 Month Trial 3. A report on the findings be presented to Council after 3 months of the trial and before 12 months, whichever comes first.	12 month trial began in May 2023. The report on findings will be presented at the November Council meeting.	November 2023

Reports requested effective 1 August 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.	Draft being finalised for September round of Council.	September 2023
10.5.22 Bricevic	ORD 8.1 - Local Housing Strategy - Approval Conditions and Affordable Housing Initiatives 4. That once the draft Campbelltown Affordable Housing Strategy has been prepared it be reported to Council for consideration prior to formal public exhibition.	Timing adjusted from April to July 2023 to align with Western Sydney Planning Partnership	October 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.	September 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 is estimated as November 2023.	November 2023

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Planning and Environment			
10.5.22 Bricevic	<p>NIM 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. 	<p>Community Consultation to commence March 2023 - Completed</p> <p>Feedback from the Community Consultation being reviewed and will be reported 12 September 2023.</p>	September 2023
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>	<p>No submissions were received. The updated Campbelltown Community Participation Plan has been placed on the Council website.</p>	Not Required

Reports requested effective 1 August 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>	4. List of street names being prepared for approval by the Geographical Names Board.	October 2023
6.6.23 Chew	<p>NM 11.1 Barber Reserve</p> <p>That a report be presented to council detailing the issues delaying the delivery of Barber Reserve and the expected timeline of completion.</p>	Preparation of the report incorporating input and consolidation of information from Stockland as well as internal stakeholders such as Traffic, Open Space and Coordinator Development Engineering is currently underway.	September 2023

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures 10.3.20 Morrison	ORD 8.12 - Latest Findings on Climate Change 1. That a further report be provided outlining the emission reduction pathways required for Council and the community to transition towards net zero emissions.	<p>Council is currently working to develop a plan that provides suitable pathways to transition Council's operations to Net Zero. The plan utilises information from Council's sustainability dashboard. The dashboard captures and presents consumption and cost information for the following activities - energy and water consumption, vehicle fleet and waste.</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>	September 2023

Reports requested effective 1 August 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.</p>	November 2023
9.6.22 Bricevic	<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>	October 2023

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
14.9.21 Oates	<p>NIM 11.2 - Creative Arts Fund</p> <p>1. That a report be presented investigating the establishment/trial of a local creative arts fund with the purpose of providing opportunities to improve the wellbeing, resilience and social cohesion of our community through creative expression and social connection.</p> <p>2. That the report also include the current and past, small and localised art funding initiatives undertaken by Campbelltown City Council including the cost associated with these initiatives.</p>	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.	October 2023
8.3.22 Lound	<p>NIM 11.4 - Business Parking in the Campbelltown CBD</p> <p>1. That Council undertake further engagement with Campbelltown CBD Businesses to understand their concerns regarding parking.</p> <p>2. That a report be presented to Council for discussion and consideration of appropriate potential solutions.</p> <p>3. Develop an appropriate data strategy to ensure that recommendations regarding parking are based on evidence.</p>	Information and data regarding parking is being collected from a number of sources, including a recent travel survey, pedestrian movement data and anecdotal feedback from CBD businesses including through a targeted initial discussions in April 2022. Council has partnered with TfNSW to deliver a kerbside data project, with cameras and sensors installed in and around Queen Street. Additional data will be available in the coming months and will allow Council to make evidenced based assessment of vehicle and pedestrian movement in relation to car parking. A report will be presented to Council to consider options moving forward.	July 2024

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Futures			
13.10.20 Lake	<p>NIM 11.1 - Charging for parking within the Campbelltown Local Government Area</p> <p>That a full feasibility report be presented to Council outlining the financial and non-financial implications of introducing paid parking into the Campbelltown Local Government Area.</p>	Further studies are required for paid parking to form a part of a parking strategy.	August 2024
11.07.2023 Oates	<p>NIM 11.4 - Agricultural and Indigenous History</p> <p>1. That, in order to recognise Campbelltown's significant agricultural and Indigenous colonial histories, a report be presented advising how Council will seek funds to create a mural or murals on the Silos situated on Appin Road.</p>	Further research to be undertaken and internal consultation including heritage assessment, road and site safety considerations, DA requirements, and research into external funding options.	November 2024

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Lifestyles			
14.6.22 Bricevic	ORD 8.5 - Campbelltown Billabong Parklands - Project Update 4. That Councillors be provided with a quarterly report on the progress of the Billabong project and the opportunity to inspect the site when feasible.	Quarterly report dates have been scheduled as follows: October 2022 - Aquatics - Completed December 2022 - Aquatics/Landscaping - Completed March 2023 - Aquatics / Landscaping / Buildings- Completed June 2023 - Aquatics / Landscaping / Buildings Completed September 2023 - Quarterly update to be provided.	September 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. May 2023 update: As directed by the Youth Advisory Group, Council is developing a Youth Plan 2024-2030 that will guide the allocation of Council resources to better meet the needs of young people. To inform the Youth Plan, Council has performed desktop research, benchmarking and policy review, plus and commenced consultation process involving young people and services that support them. This work will inform the feasibility assessment of transforming an under-utilised asset to better cater to the needs of young people. The work will conclude in December 2023 in lieu of Plan publication in 2024.	December 2023

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
11.07.2023 Oates	<p>NM 11.3 - Colonial History</p> <p>That, in order to recognise and celebrate Campbelltown's nationally significant colonial history, a report be presented to Council:</p> <ol style="list-style-type: none"> 1. outlining the plans for a Colonial Market Fair and Bush Dance to be held in Hurley Park near the site of the historic cattle tanks; 2. advising how funds will be sought to implement such an event; and 3. confirming the inaugural event be held during Heritage Week 2024. 	Investigation is underway.	February 2024

Reports requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates	Expected completion date
City Governance			
9.5.23 Chew	NIM 11.2 - Customer Experience 1. That Council further investigate opportunities for enhancing measurement of customer experience. 2. That a report to Council detailing the outcomes and recommendation for customer experience metrics.	Customer experience measures currently being developed and will form part of the customer service charter. A new indicator for customer service has been added to the Operational Plan - "First call resolution rate by customer service - 75%"	September 2023
11.07.2023 Morrison	NIM 11.2 - Review of Procurement Policy 1. That a review of Council's procurement policy be undertaken to ensure there are mechanisms to support local suppliers while still obtaining best value for money.	A review of the current Procurement Policy in regards to the amendment of the Local Consideration mechanism is being undertaken. Proposed revised Procurement Policy and resulting procedures to be presented to Council in September	September 2023

Letters requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
City Services		
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.
City Services		
9.8.22 Stellino	<p>NM 11.1 - Koala Care</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Letters sent 15/11/22 to the Hon James Griffin MP- Minister for the Environment and Heritage</p> <p>Following the change of NSW State Government new letters are currently being drafted to the new Minister for the Environment, the Hon. Penny Sharpe MLC.</p>

Letters requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
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>	<p>3. Letter sent 1/09/2022 to the Hon. James Griffin MP - Minister for the Environment and Heritage.</p> <p>Following the change of NSW State Government new letters are currently being drafted to the new Minister for the Environment, the Hon. Penny Sharpe MLC.</p> <p>Letter sent 20 July 2023 to Minister for Environment, the Hon. Penny Sharpe MLC.</p>

Letters requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
City Planning and Environment		
6.06.2023 Oates	<p>ORD 8.4 Campbelltown Design Excellence Review Panel - Appointment of New Members</p> <p>That the Mayor write to the current members of the Campbelltown Design Excellence Review Panel that have not sought reappointment and thank them for their service to the Campbelltown Community.</p>	<p>Letters sent to T.Quinn and L.Hancock 28.06.2023</p>

Letters requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
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, Anoujack 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 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.2.23 Bricevic	<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 Freeland 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 Leese 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.</p> <p>A further letter was sent to the new AG the Hon. Michael Daley MP on 4 April 2023 requesting a meeting to discuss the Community and Justice Precinct.</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</p> <p>3. Letters sent to the Member for Macarthur Dr Mike Freeland MP, Attorney General the Honourable Mark Dreyfus MP and the Prime Minister the Honourable Anthony Albanese MP on 15 February 2023 response received from the Hon. Mark Dreyfus KC MP, Attorney General, to Council dated 28 March 2023 included in April Agenda.</p> <p>4. Letters sent to the Shadow Attorney-General, Mr Julian Leese MP, and the Leader of the Opposition, the Hon Peter Dutton MP on 15 February 2023, response received from the office of the Hon. Peter Dutton MP, Leader of the Opposition, dated 28 March 2023.</p>
6.6.23 Bricevic	<p>NM- 11.2 Campbelltown Hospital Staff Parking</p> <p>1. That Council writes to the federal Member for Macarthur, Dr Freeland, seeking his support to reallocate the \$15 million that was promised to Macarthur as part of the last government 2019 election to expand free parking in Campbelltown hospital and provide a cost of living relief to our residents attending the Campbelltown hospital in these hard times.</p> <p>2. That council acknowledges and thanks Dr Mike Freeland and Mr Greg Warren MP for their past and ongoing advocacy for staff and community parking assistance at Campbelltown hospital.</p>	<p>Letters to Dr Freeland MP and Mr Greg Warren MP were sent 23 June 2023.</p>

Letters requested effective 1 August 2023

*Date of Decision *Mover	Action Item	Comments / updates
Office of General Manager		
14.02.2023 Britticevic	<p>1. That Council write to the Member for Macarthur Dr Mike Freeland MP, the Honourable Catherine King MP the Minister for Infrastructure, Transport, Regional Development and Local Government and the Prime Minister the Honourable Anthony Albanese MP seeking a financial commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures similar to Labor's election promise to allocate \$50 million for the upgrade of Appin Road, being the most notorious road in the Macarthur region, if it won that election.</p> <p>2. That Council write to the Shadow Minister for Infrastructure, Transport, Regional Development, Senator the Hon Bridget McKenzie, and the Leader of the Opposition, the Hon Peter Dutton MP, seeking a financial commitment to the upgrade/expansion of Appin Road, including underpasses and fauna protection measures.</p> <p>3. That Council write to the Member/Candidate for Campbelltown Greg Warren MP, Shadow Minister for Transport Jo Haylen MP, Opposition Leader Chris Minns seeking an election commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection measures similar to the Wollongong by-election promise of fifty million dollars in 2016.</p> <p>4. That Council write to the Minister for Transport David Elliott MP, the NSW Premier, the Hon Dominic Perrottet MP seeking an election commitment to the upgrade/expansion of Appin Road including underpasses and fauna protection.</p>	Letters were sent 16 February 2023. Response received from the Hon. Catherine King MP 28 June 2023 and letter dated 6 June 2023.

8.15 Review of Investment Property Portfolio – Strategy for Revenue Growth Policy

Reporting Officer

Property Coordinator
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 Property Portfolio – Strategy for Revenue Growth Policy as attached to this report be adopted.
2. That the Property Portfolio – Strategy for Revenue Growth Policy review date be set at 30 September 2027.

Purpose

To seek Council's approval of amendments to the original Investment Property Portfolio – Strategy for Revenue Growth Policy arising from a periodic review of the policy document in line with Council's governance requirements.

History

Council endorsed the Investment Property Portfolio – Strategy for Revenue Growth Policy in July 2020.

The Council recognised that local government's revenue sources were constrained and sought alternative review growth opportunities outside of traditional sources including rates and grants.

Since the creation of the Policy and supporting strategy Council has completed acquisition of one investment property and is scheduled to settle its second acquisition in September 2023. In July 2023 Council was presented with a performance report detailing the results achieved from the newly created investment property portfolio.

The policy also recognised the need for a periodic review of the policy document to ensure its continued relevance and compliance. This report addresses the first review of the original policy document.

Report

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

The proposed amendments include a minor adjustment to the policy statement to acknowledge the importance of appropriate governance to support the acquisition process.

A change to the WALE (weighted average lease expiry) for Commercial assets from 7 years to 5 years in response to the changes to market conditions since the original policy was drafted.

A further amendment to the criteria for Property selection acknowledging the Independent Property Advisor's role in recommending property for acquisition.

The final amendment relates to the report requirement on the ongoing performance of the property portfolio to Council's Executive. This has been amended to six monthly.

The policy amendments were presented and endorsed by Council's Executive team. This paper seeks Council's formal endorsement to the proposed changes.

A copy of the policy with draft amendments highlighted and an updated final version of the policy document are attached to this paper.

Attachments

8.15.1 Investment Property Portfolio - Strategy for Revenue Growth Policy current (contained within this report) [↓](#)

8.15.2 Investment Property Portfolio - Strategy for Revenue Growth Policy proposed (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Investment Property Portfolio - Strategy for Revenue Growth Policy	
Related Documentation	Property Strategy 2017	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Director City Governance Coordinator Property Services	

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 strategy for revenue growth.
- To maximise earnings through the creation of a diversified investment property portfolio formed with the sole purpose of investment to contribute towards Council's long-term financial sustainability.

Policy Statement

Revenue growth from the formation and continued growth of an investment property portfolio with the sole purpose of investment represents a significant contribution to the total income of Council. and it is essential that Council has clear policy guidelines in respect of the type of properties purchased for this portfolio and appropriate levels of governance to support the acquisition process.

Scope

To accumulate a diverse investment property portfolio incorporating commercial, retail and industrial property inside or outside the Local government area but within Australia.

Legislative Context

Council is empowered by the operation of Section 186 of the *Local Government Act 1993* (LG Act) to acquire land for the purpose of exercising any of its functions. In that regard Section 186 of the LG Act states:

- (1) *A Council may acquire land (including an interest in land) for the purpose of exercising any of its functions.*

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Division: City Governance Section: Property Services Record No: CDO-21/1049	Adopted Date: 14/07/2020 Revised Date: 14/07/2020 Minute Number: 114 Review Date: 30/09/2023	Page: 1 of 3

Campbelltown City Council

While this section is explicit around Council's powers to acquire land there are nevertheless variations in the types of investment property that can be purchased, which are not explained. This policy aims to clearly define the types of property investment that can be entered into.

The 'Functions of a Council' are detailed in Chapter 6 of the LG Act. Section 24 of the LG Act, which is contained in Chapter 6, states:

- (1)
- A Council may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and of the wider public, subject to this Act, the regulations and any other law.

Principles

-
- To minimise ~~the risk from~~ potential for loss of revenue and capital value through the creation of a policy that includes an independent assessment of each property's ~~perceived risk~~.
 - To minimise the potential for loss of revenue and capital value from any property through development of clear management procedures and decisions around revenue growth from the investment property portfolio.
 - To establish a planning and reporting framework for ongoing monitoring and review of Council's revenue growth from the investment property portfolio and its policy.
 - To confirm delegations and other relevant governance matters in relation to Council's revenue growth from the investment property portfolio.

Criteria for Property Selection

The selection of a property to be pursued and if successful to be included in this portfolio will require a resolution of Council following confirmation that all selection criteria have been met, as follows:

- Projected return on investment for each property to be a minimum of 5% net growth per annum on average over the life of the lease term;
- Building age and structural condition presents minimal risk to Council giving consideration to current and future capital investment needs;
- Weighted average lease expiry (WALE) is consistent with Council requirements and represents an appropriate level of risk:

WALE Commercial	Minimum of 75 years
WALE Retail	Minimum of 3 years
WALE Industrial	Minimum of 10 years

- Location of site and its relationship to Tenant demand over time

In exceptional circumstances, Council's Executive Group may recommend a property for acquisition that does not meet all of the criteria above, provided an investment logic is justified and supported by Council. However, the decision around such circumstances remains at the sole discretion of the Council.

-
- A due diligence review has been performed with respect to any lease on the property.
 - The property has been reviewed [and recommended](#) by Council's appointed Property Investment Advisor.
-

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Record No: CDO-21/1049	Page: 2 of 3	

Campbelltown City Council

Property Investment Advice

Council's Property Investment Advisor must be suitably qualified by industry standards to provide the necessary advice. The Advisor must be an independent person who has no actual or potential conflict of interest in relation to investment decisions and the strategy being recommended.

Any property identified through an independent source or alternatively via a third party agency must be subject to a full review by Council's Property Investment Advisor.

Review of Investment Portfolio Performance

A report on the performance of the overall investment property portfolio will be presented to Council at least annually with [six](#) monthly monitoring by Council's Executive Group in a manner consistent with the requirements of Local Government legislation.

Responsibility

Director City Governance
Coordinator Property Services

Effectiveness of this Policy

This policy will be reviewed annually in accordance with Regulations and Departmental Guidelines, in consultation with Council's Property Investment Advisor, to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT**DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY****Record No:** CDO-21/1049**Page:** 3 of 3

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Investment Property Portfolio - Strategy for Revenue Growth Policy	
Related Documentation	Property Strategy 2017	
Relevant Legislation	<i>Local Government Act 1993</i>	
Responsible Officer	Director City Governance Coordinator Property Services	

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 strategy for revenue growth.
- To maximise earnings through the creation of a diversified investment property portfolio formed with the sole purpose of investment to contribute towards Council's long-term financial sustainability.

Policy Statement

Revenue growth from the formation and continued growth of an investment property portfolio with the sole purpose of investment represents a significant contribution to the total income of Council. It is essential that Council has clear policy guidelines in respect of the type of properties purchased for this portfolio and appropriate levels of governance to support the acquisition process.

Scope

To accumulate a diverse investment property portfolio incorporating commercial, retail and industrial property inside or outside the Local government area but within Australia.

Legislative Context

Council is empowered by the operation of Section 186 of the *Local Government Act 1993* (LG Act) to acquire land for the purpose of exercising any of its functions. In that regard Section 186 of the LG Act states:

- (1) *A Council may acquire land (including an interest in land) for the purpose of exercising any of its functions.*

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Division: City Governance Section: Property Services Record No: CDO-21/1049	Adopted Date: 14/07/2020 Revised Date: 14/07/2020 Minute Number: 114 Review Date: 30/09/2023	Page: 1 of 3

Campbelltown City Council

While this section is explicit around Council's powers to acquire land there are nevertheless variations in the types of investment property that can be purchased, which are not explained. This policy aims to clearly define the types of property investment that can be entered into.

The 'Functions of a Council' are detailed in Chapter 6 of the LG Act. Section 24 of the LG Act, which is contained in Chapter 6, states:

- (1) *A Council may provide goods, services and facilities, and carry out activities, appropriate to the current and future needs within its local community and of the wider public, subject to this Act, the regulations and any other law.*

Principles

- To minimise risk from potential for loss of revenue and capital value through the creation of a policy that includes an independent assessment of each property.
- To minimise the potential for loss of revenue and capital value from any property through development of clear management procedures and decisions around revenue growth from the investment property portfolio.
- To establish a planning and reporting framework for ongoing monitoring and review of Council's revenue growth from the investment property portfolio and its policy.
- To confirm delegations and other relevant governance matters in relation to Council's revenue growth from the investment property portfolio.

Criteria for Property Selection

The selection of a property to be pursued and if successful to be included in this portfolio will require a resolution of Council following confirmation that all selection criteria have been met, as follows:

- Projected return on investment for each property to be a minimum of 5% net growth per annum on average over the life of the lease term;
- Building age and structural condition presents minimal risk to Council giving consideration to current and future capital investment needs;
- Weighted average lease expiry (WALE) is consistent with Council requirements and represents an appropriate level of risk:

WALE Commercial	Minimum of 5 years
WALE Retail	Minimum of 3 years
WALE Industrial	Minimum of 10 years

- Location of site and its relationship to Tenant demand over time

In exceptional circumstances, Council's Executive Group may recommend a property for acquisition that does not meet all of the criteria above, provided an investment logic is justified and supported by Council. However, the decision around such circumstances remains at the sole discretion of the Council.

- A due diligence review has been performed with respect to any lease on the property.
- The property has been reviewed and recommended by Council's appointed Property Investment Advisor.

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY

Record No: CDO-21/1049

Page: 2 of 3

Campbelltown City Council

Property Investment Advice

Council's Property Investment Advisor must be suitably qualified by industry standards to provide the necessary advice. The Advisor must be an independent person who has no actual or potential conflict of interest in relation to investment decisions and the strategy being recommended.

Any property identified through an independent source or alternatively via a third party agency must be subject to a full review by Council's Property Investment Advisor.

Review of Investment Portfolio Performance

A report on the performance of the overall investment property portfolio will be presented to Council at least annually with six monthly monitoring by Council's Executive Group in a manner consistent with the requirements of Local Government legislation.

Responsibility

Director City Governance
Coordinator Property Services

Effectiveness of this Policy

This policy will be reviewed annually in accordance with Regulations and Departmental Guidelines, in consultation with Council's Property Investment Advisor, to ensure its continuing suitability and effectiveness. Records of reviews shall be maintained.

END OF POLICY STATEMENT**DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY****Record No:** CDO-21/1049**Page:** 3 of 3

8.16 Divestment of Land and Building Assets and Acquisition of Property Policies

Reporting Officer

Director City Futures
City Futures

Community Strategic Plan

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

Delivery Program

Principal Activity
5.2.2.5 Ensure assets, infrastructure and property are well managed and incorporate design excellence

Officer's Recommendation

1. That Council endorse the Divestment of Land and Building Assets and Acquisition of Property Policies;
2. That Council endorse the Acquisition of Property Policy; and
3. Further that subject to report approval, other related strategies, plans and policies be reviewed for consistency.

Purpose

To seek Councils endorsement of the draft Divestment of Land and Building Assets Policy and the draft Acquisition of Property Policy.

Report

Council is committed to ensuring its community is supported with the required and appropriate facilities and services, now and into the future.

As our community grows and demographics shift, facilities and services need to evolve to meet the changing needs and expectations of the community. Our land and building assets must be

regularly reviewed to ensure they continue to meet the needs and expectations of the community and are leveraged for their optimum social and economic benefit.

The objectives of the draft Divestment Policy (attachment 1) are:

- to ensure the divestment of Council's surplus land and buildings are undertaken in accordance with the relevant legislation and Council's procedures
- to provide a transparent and accountable process of the divestment of Council's surplus land and building assets
- to ensure Council strategically leverages its land assets for the betterment of the broader community
- to provide the foundation to conduct urban renewal activities to catalyse city transformation

The draft policy articulates the steps that need to be undertaken prior to the divestment of land or building assets:

- identification of Land and Buildings for disposal - determining whether a parcel of land or building asset is surplus
- identification of Underutilised Land and Building - determining whether a parcel of land or building asset is underutilised
- internal Due Diligence - A preliminary (internal) due diligence needs to be performed on land and buildings identified as being surplus to Council needs prior to determining whether divestment should be considered and pursued by Council
- valuation process - A formal market valuation of surplus land prepared by a valuer registered to value such a property is required to be commissioned prior to all divestments (with the exception of non-marketable land parcels)
- determination of the Method of Disposal.

The divestment of any Council land or building asset requires the formal approval of Council.

The objectives of the draft Acquisition Policy (attachment 2) are:

- to ensure that Council meets its legislative obligations under the relevant Act(s) for the acquisition of property
- to ensure that Council has transparent and accountable processes in place for the acquisition of property.

The acquisition of any property requires the formal approval of Council.


Conclusion

The draft policies set the framework to ensure that Councils property, land and building assets are responsibly managed to meet the current and future needs and expectations of the community and are leveraged for their optimum social and economic benefit.

Attachments

8.16.1 Draft Land and Building Divestment Policy (contained within this report) [↓](#)

8.16.2 Draft Property Acquisition Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Title	Divestment of Land and Building Assets Policy	
Related Documentation	Code of Conduct Statement of Business Ethics Procurement Policy Walkway Closure Policy Unsolicited Proposals Policy Code of Accounting Practice Asset Disposal Policy Urban Renewal and City Revitalisation Policy	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Roads Act 1993</i>	
Responsible Officer	Executive Manager, City Revitalisation and Urban Renewal	

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

Objectives

The objectives of this Policy are:

- To ensure Council strategically leverages its land assets for the betterment of the broader community.
- To ensure the divestment of Council's surplus land and buildings are undertaken in accordance with the relevant legislation and Council's procedures.
- To provide a transparent and accountable process for the divestment of Council's surplus land and building assets.
- To provide Council the ability to conduct urban renewal activities to catalyse city transformation.

Policy Statement

Council is committed to ensuring its community is supported with the required and appropriate facilities and services, now and into the future.

As our community grows and demographics shift, facilities and services need to evolve to meet the changing needs and expectations of the community. Our land and building assets must be regularly reviewed to ensure they continue to meet the needs and expectations of the community and are leveraged for their optimum social and economic benefit.

INFORMATION AND DOCUMENT CONTROL		

Campbelltown City Council

This Policy provides the framework for the divestment of land and building assets, or part thereof, identified as surplus to Council's needs or that present an investment outcome that can be further leveraged for community benefit.

Definitions

For the purposes of this policy:

- **Community land** – means Council owned land which is kept for use by the general public, such as a public park or community facility, as defined in the Local Government Act, 1993. The use and management of community land is to be regulated by a plan of management.
- **Land** – means all real property whether vacant or improved.
- **Non-marketable** – means a parcel of surplus land of a size, configuration, location, or development/use restriction which renders it unsuitable for development.
- **Operational land** – means Council owned land held as a temporary asset or as an investment, which facilitates the carrying out of Council functions which may not be open to the general public, such as Councils works depot or leased assets, as defined in the Local Government Act, 1993.
- **Surplus** – means any land identified as not required for Council's strategic requirements in the foreseeable future and which is not otherwise suitable for development by Council.

Scope

Council staff involved in any aspect of divestment of Council's assets must adhere to this policy.

This policy applies to the divestment of Council's land and/or building assets.

Identification of Land and Buildings for Divestment

In determining whether a parcel of land or building asset is surplus, Council will consider if:

- It does not contribute to the delivery of the Council's services, strategic or corporate objectives. In this consideration, Council may have identified an alternative site or method of service delivery which is more cost effective and/or achieves improved community outcomes.
- It has no potential for strategic or regeneration/redevelopment purposes in the foreseeable future.
- It will not contribute to the provision of a sustainable pattern of development through a lack of being fit for purpose, cost of maintenance, poor accessibility or location, poor value for operational expenditure, and is not strategically required or similar reason.
- It will not significantly contribute to protecting the natural (including biodiversity), built or historic environment, or suitable protection measures are in place in perpetuity to preserve or improve these values.
- The land or building asset was specifically acquired for investment and is now recommended for divestment.

Identification of Underutilised Land and Building

In determining whether a parcel of land or building asset is underutilised, Council will consider if:

- Part of the asset is vacant and is likely to remain vacant for the foreseeable future.

DATA AND DOCUMENT CONTROL		
	Page: 2 of 6	

Campbelltown City Council

- The income being generated from the asset is consistently below that which could be achieved from:
 - Divestment of part or all of the site and investment of the income.
 - An alternative use.
 - Intensifying the existing use.
- Only part of the site is used for service delivery, and alternate opportunities for the delivery of the service are available and viable.
- It will not significantly contribute to protecting the natural (including biodiversity), built or historic environment, or suitable protection measures are in place in perpetuity to preserve or improve these values. As part of this consideration, Council may implement appropriate statutory measures (such as heritage listing of the property) and ensure that they have been put into effect prior to divestment.

Internal Due Diligence

A preliminary (internal) due diligence will be performed on land and buildings identified as being surplus to Council needs prior to determining whether divestment should be considered and pursued by Council. Any consideration to divest land and building assets will be made after considering (where applicable):

- The usefulness of the land or building asset, including undertaking an asset management review and identifying any development opportunities (if any).
- The current market value of the land or building.
- The annual cost of maintenance.
- Any alternative future use of the land or building.
- Any duplication of the land or building, or the service provided by the land or building.
- Any impact the divestment of the land or building may have on the community (including environmental impact).
- Any financial impact of net revenue associated with the divestment of revenue earning land or buildings.
- The cost associated with the divestment.
- The potential return or revenue from undertaking the divestment.

Valuation process

A formal market valuation of surplus land prepared by a valuer registered to value such a property is required to be commissioned prior to all divestments (with the exception of non-marketable land parcels).

A valuation must clearly indicate:

- A breakdown of the Land value and the Building value components of the valuation.
- The purpose of the valuation as “divestment”.
- The basis of valuation being “market value highest and best use”, unless an alternative basis is considered more appropriate.
- The agreed fee, update fee and completion date.
- That the valuation is marked “confidential”.
- That the valuation includes market commentary, details of sales evidence and adjustments, valuation rationale and methodology, a valuation range (for any negotiations) and comments on marketability, appropriate method of divestment & any opportunities to add value.
- Any actual or perceived conflict of interest the valuer may have in undertaking the valuation.

DATA AND DOCUMENT CONTROL		
	Page: 3 of 6	

Campbelltown City Council

Upon receipt, an internal review of the valuation is to be undertaken, with specific attention to:

- Valuation rationale.
- Method of valuation.
- Calculations and sales evidence used.

Method of Divestment

An open competitive process is the preferred process for the divestment of all surplus land and buildings, excepting non-marketable land. As such, Council should seek one of the following methods for the divestment of land and buildings taking in account market strength and other economic and social conditions which may limit full realisation of the value of the surplus land and/or building:

- **Expression of Interest** – where land and/or building:
 - Involves unusual properties with capabilities for a variety of development types which would otherwise make valuation difficult.
 - Are under the legislated tender threshold.
 - Have limited interest.
- **Public Tender** – where the estimated returns exceed the legislative tendering threshold (including GST).
- **Public Auction** – public auction (via a recognised auction house or equivalent) should be utilised when:
 - There is public demand for the items.
 - Alternative divestment methods are unlikely to realise higher revenue; and
 - The costs associated with the auction can be justified in relation to the expected revenue from the sale.
- **Agreement** – where the ownership of land and/or building is to be transferred to a third party via an endorsed Planning Agreement, for a specific value and/or the provision of alternative land and/buildings to meet the needs of Council.

Direct Negotiation

A non-competitive process of direct negotiation may be adopted for land (including non-marketable land). Council consideration of this divestment method will include the reasons why this sale process was chosen and the process should be clearly documented with the adoption of risk mitigation measures, which may include:

- Where the total cost of the public sale process will exceed the expected community benefit, for example, where the land is worth \$1,000 and the cost to market the land is \$5,000.
- Obtaining two valuations, if the land is valued in excess of \$50,000.
- Pre-establishing a range for negotiation based on the two valuations.
- A heightened standard of disclosure of conflicts of interest of all parties.
- The imposition of conditions on the Contract of Sale such as the purchaser bearing all costs associated with the consolidation of titles or involving the recovery of all Council costs from the purchaser on settlement.
- Where there is only one identifiable purchaser. For example, where a site is not large enough for development in its own right and is surrounded by public roads on all sides other than the

DATA AND DOCUMENT CONTROL		
	Page: 4 of 6	

Campbelltown City Council

adjoining owner. Where a site adjoins two owners such as laneways, each owner will be offered 50% in the first instance. If a land owner declines to purchase, it may be offered to the other owner.

- Where Council is bound by a contractual obligation. For example, a tenant with a first right of refusal where that tenancy has been entered into as a result of public competition.
- Divestment of land where it will result in community benefit through improved service delivery or more efficient management of the land by another Government agency or not for profit organisation.
- Where a public marketing process which has been undertaken within the last 12 months in accordance with this policy has failed to achieve the desired outcome.
- In response to a proposal which achieves specific policy goals of Council.
- Where an unsolicited proposal has been received and assessed in accordance with Councils Unsolicited Proposal Policy as a unique proposal with clear demonstration of the achievement of specific strategic goals and objectives of Council.

Community Land

Council cannot sell land that is classified as Community Land, under the provisions of the *Local Government Act, 1993*. If surplus land is classified as Community Land, then Council must:

- Reclassify the land from Community Land to Operational Land in accordance with the Local Government Act, 1993, including undertaking a Public Hearing to provide an opportunity for the community to have input into the process.
- Ensure the process has been completed prior to the divestment of the land.

Sale on Open Market

Where land is capable of being sold on the open market and able to be developed independently of any other property, the sale shall be by competitive process involving public auction, private treaty or expression of interest unless a sale by direct negotiation is warranted. For a public auction, the reserve price will be based on a recommendation from an independent valuer.

Divestment by Auction

Any auction involving the divestment of land and/or buildings must include a reserve which is set so as to adequately reflect the valuation.

Divestment by Real Estate Agents

Real estate agents will be selected by expressions of interest called by Council which address criteria including remuneration, experience and marketing proposals.

Once an agent is selected any listing is to be:

- For sale at a price having regard to the valuation; and
- For a period of up to three (3) months following the property passing in at Auction.

In the event that the property remains unsold at the end of that period then the property is to be withdrawn and re assessed to be put back to market when deemed appropriate.

Should Council resolve to allow the property to be sold by an agent or by negotiation for a price less than the valuation, the reasons for this are to be recorded in the Council resolution.

DATA AND DOCUMENT CONTROL		
	Page: 5 of 6	

Campbelltown City Council

Divestment via a Planning Agreement

Council may consider divestment (or transfer of ownership) of land and/or building to a third party via an endorsed Planning Agreement. This method must consider:

- The valuation of the land and/or building.
- The agreed provision of alternative land, assets, facilities and/or monetary contributions to offset the transfer.
- A Council considered and endorsed Planning Agreement.

Divestment of Non-Marketable Land

Non-marketable land may be sold by negotiation or by an advertisement for offers. Council may determine a sale price for such land.

Proceeds of Sale

The net proceeds from all sales of Council real estate assets will be paid into the Development Reserve, unless:

- It is a road closure.
- The land or building has restrictions on the funds, such as assets purchased under the provisions of Section 7.11 and Section 7.12 of the *Environmental Planning and Assessment Act, 1979*.
- The ownership of the land or building has been transferred as part of an endorsed Planning Agreement.
- An alternative treatment of proceeds has been identified and agreed.


Any costs associated with the relocation of facilities from any site proposed to be sold, and costs associated with making a site ready for sale, may be financed, or reimbursed, from the ultimate proceeds of sale of that site.

Responsibility

The divestment of any Council land or building asset requires the formal approval of Council.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
	Page: 6 of 6	

 CAMPBELLTOWN CITY COUNCIL		POLICY
Title	Acquisition of Property Policy	
Related Documentation	Code of Conduct Statement of Business Ethics Procurement Policy Investment Property Portfolio - Strategy for Revenue Growth Policy Unsolicited Proposals Policy Urban Renewal and City Revitalisation Policy	
Relevant Legislation	<i>Conveyancing Act 1919</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Land Acquisition (Just Terms Compensation) Act 1991</i> <i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i> <i>Roads Act 1993</i> <i>Real Property Act 1900</i>	
Responsible Officer	Executive Manager, City Revitalisation and Urban Renewal	

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

Objectives

The objectives of this Policy are:

- To ensure that Council meets its legislative obligations under the relevant Act(s) for the acquisition of property.
- To ensure that Council has transparent and accountable processes in place for the acquisition of property.

Policy Statement

When deciding whether to acquire Property, Council will consider the purposes for such action, which can be to provide:

- A public purpose for which it is reserved or zoned under an environmental planning instrument, including community services, open space and recreation, and stormwater management
- Public infrastructure, including roads
- A strategic property acquisition in line with Council long term priorities and objectives
- An opportunity for Council to conduct urban renewal activities to catalyse city transformation
- An investment opportunity

DATA AND DOCUMENT CONTROL		
Version 1	Page: 1 of 6	

Campbelltown City Council

Council may acquire land, including an interest in land, by the following:

- Acquisition by agreement
- Compulsory acquisition, or
- Owner-initiated acquisition, including hardship claim

Acquisitions

Council may acquire Property for strategic and investment purposes.

Property acquired for strategic purposes has attributes that will generate current or future income for Council, or be purchased for development or redevelopment into future growth opportunities.

Council, at its discretion, may strategically acquire a property via a private treaty sale.

Definitions

For the purposes of this policy:

- **Compulsory Acquisition** – means the process of acquisition under the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*.
- **Council** – means the elected body of the City of Campbelltown that makes decisions through a formal meeting process.
- **Due Diligence** – means research undertaken before entering into an agreement or a financial transaction with another party.
- **Hardship** – :
 - the owner is unable to sell the land, or is unable to sell the land at its Market Value, because of the designation of the land for acquisition for a public purpose, and
 - it has become necessary for the owner to sell all or any part of the land without delay:
 - for pressing personal, domestic or social reasons, or
 - in order to avoid the loss of (or a substantial reduction in) the owner's income.

If the owner is a corporation, the corporation does not suffer hardship unless it has become necessary for the corporation to sell all or any part of the land without delay:

- for pressing personal, domestic or social reasons of an individual who holds at least 20 per cent of the shares in the corporation, or
- in order to avoid the loss of (or a substantial reduction in) the income of such an individual.
- **Hardship Claim** – is an application made by an Owner that is designated for acquisition by Council for a public purpose and the Owner considers that they will suffer hardship if there is a delay in the acquisition.
- **Interest in land** – is a legal or equitable estate or interest in the land, or an easement, right, charge, power or privilege over, or in connection with, the land.
- **Market Value** – means the amount that would have been paid for Property to be acquired under this policy if it had been sold at a particular time by a willing but not anxious buyer, disregarding (for the purpose of determining the amount that would have been paid):
 - Any increase or decrease in the value of the Property caused by the carrying out of, or the proposal to carry out, the public purpose for which the land was acquired, and

DATA AND DOCUMENT CONTROL		
Version 1	Page: 2 of 6	

Campbelltown City Council

- Any increase in the value of the Property caused by the carrying out (by the Acquiring Authority) of improvements for the public purpose for which the land is to be acquired, and
- Any increase in the value of the Property caused by its use in a manner or for a purpose contrary to law.
- **Owner** – is the person/s who has the fee simple estate in a Property or a person who has become entitled to exercise a power of sale over the Property.
- **Property** – is the land in fee simple to be acquired under this policy together with any improvements (e.g. buildings or other fixed structures).
- **Property Acquisition** – is the purchase of Property by agreement or compulsory acquisition.
- **Valuer General** – is the independent statutory officer appointed by the Governor of New South Wales. The Valuer General is required to independently determine the amount of compensation to be paid by the Acquiring Authority to the Owner when an agreement cannot be reached

Scope

This policy applies to all Property acquisitions within the Campbelltown local government area.

All staff, contractors and consultants involved in any aspect of Property acquisition must adhere to this policy.

Methods of Acquisition.

Council may acquire Property by the following means:

- **Acquisition by Agreement**
 - Council may acquire privately-owned Property for public or infrastructure purposes.
 - Council may acquire privately-owned Property as a Strategic Property.
 - When Council identifies Property to be acquired, Council will aim to acquire the Property via a negotiated private treaty sale if practicable
- **Compulsory Acquisition**
 - Compulsory Acquisition is a statutory process available to Council under the *Land Acquisition (Just Terms Compensation) Act 1991*, to acquire land for a public purpose if Council and the Owner have failed to reach agreement on the terms of the sale for at least six months.
 - If Council undertakes the Compulsory Acquisition process, the Valuer General determines the amount of compensation.
- **Owner-Initiated Acquisition (Hardship Claim)**
 - Council may only accept Hardship Claims if they are made in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*.
 - Council will consider a Hardship Claim if an Owner can demonstrate that he or she will suffer hardship if there is any delay in the acquisition of the land in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

Strategic Acquisitions

Council may strategically acquire property for future planning, development or investment purposes. Generally, these Property acquisitions will have attributes that could generate income for Council or provide future growth opportunities.

DATA AND DOCUMENT CONTROL		
Version 1	Page: 3 of 6	

Campbelltown City Council

Strategic property acquisitions are transacted in accordance with the relevant sale method available, including private treaty or auction. Council may acquire land that is available for public sale under the same terms as any other prospective purchaser without having to satisfy the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

Urban Renewal and City Revitalisation acquisitions

Urban Renewal and City Revitalisation provides the framework for Council to conduct urban renewal activities to catalyse the transformation of our City. It gives effect to the *Community Strategic Plan* (CSP), *Delivery Program and Operational Plan* (DPOP), and other plans and strategies in which we commit to the revitalisation of our city.

Council may strategically acquire property for future planning, development or investment purposes. This includes potential projects, which may sit outside Council's normal business activities, such as undertaking the planning and development of strategic sites, the creation of vibrant places, and the generation of future revenue streams for Council by leveraging our extensive property portfolio.

Investment acquisitions

Council may acquire property for the purposes of investment and ongoing revenue. The principles and criteria for Investment acquisitions are set out in the *Investment Property Portfolio – Strategy for Revenue Growth Policy*.

Acquisition of an Interest (Easements)

Where the public purpose can be achieved via the grant of an easement or a right in favour of Council, Council may, at its discretion, decide to negotiate the terms of the easement or right with the Owner.

Partial Property Acquisition

In some circumstances, Council will only require the partial acquisition of a Property.

In this situation, Council will provide the Owner with a plan outlining the area of the Property to be acquired. It will also include the proposed new boundary as a result of the partial acquisition.

Where partial acquisition of the Property is required, Council will hold discussions with the Owner and agree what property adjustments are required as a result of the acquisition, such as modifications to driveways or fencing.

Property Valuation and Compensation

Council will engage an independent registered valuer to determine the Market Value of the Property. Where Council considers the Property to have a Market Value over \$1 million (excluding GST), Council may engage two independent registered valuers to assist Council to determine the Market Value. Council will take Market Value into account in any negotiations with Owners.

Owners are entitled to engage an independent registered valuer to carry out a valuation of the Property.

Process of Property Acquisitions

The process for Property acquisition will depend on the purpose of the acquisition, the legislative requirements and the ability to negotiate the agreed sale terms.

DATA AND DOCUMENT CONTROL		
Version 1	Page: 4 of 6	

Campbelltown City Council

Owner-Initiated Acquisition in Cases of Hardship

An Owner may initiate the acquisition of their Property by Council if:

- Their property is designated for acquisition for a public purpose, and
- They can satisfy the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

Land is designated for acquisition for a public purpose if:

- Council has, in connection with an application for development consent or building approval, given the local authority or other person dealing with the application written notice that the land has been designated by Council for future acquisition for a public purpose, or
- The land is reserved by an environmental planning instrument for use exclusively for a purpose referred to in section 3.14(1)(c) of the *Environmental Planning and Assessment Act 1979* and the instrument (or some other environmental planning instrument) specifies the Council as the authority required to acquire the land.

Council will consider a Hardship Claim if an owner can demonstrate that he or she will suffer hardship if there is any delay in the acquisition of the land in accordance with the requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*.

Council is not required to acquire the land unless it is of the opinion that the owner will suffer hardship if there is any delay in the acquisition of the land under the *Land Acquisition (Just Terms Compensation) Act 1991*.

Each party will be responsible for their own costs incurred during the process outlined in this policy (e.g. valuation fees, legal fees etc.).

Council cannot provide advice in relation to an owner's situation or Hardship Claim. The owner should obtain independent legal and financial advice prior to submitting a Hardship Claim to Council.

The owner must provide supporting documentation with their Hardship Claim. Council may request that the owner provide further information to support their claim. Failure to supply the information will not enable a suitable assessment of the Hardship Claim.

If Council officers are not satisfied that there is enough evidence to form an opinion of hardship, the owner will be advised that the claim cannot be assessed.

Categorisation

Land and/or land and buildings acquired for strategic or investment purpose should be assessed for categorisation. If it is deemed that the acquisition is to be categorised as operational this should be noted in the formal recommendation to Council.

Funding

As part of the overall assessment process and recommendation to Council a funding strategy for the acquisition must be determined and support obtained from Council's Executive Group.

Approval by Council

In accordance with section 377(1) of the *Local Government Act 1993*, the compulsory acquisition, purchase, or exchange of any land or other property by Council requires a resolution of Council.

All acquisitions of Property will be reported to Council for a resolution.

DATA AND DOCUMENT CONTROL		
Version 1	Page: 5 of 6	

Campbelltown City Council

Entry for Civil Works

Once an acquisition has been settled, entry to the Property for civil works can take place.

In some circumstances, Council may require early entry to the Property prior to the completion of the acquisition. If required, and the Owner is agreeable, Council may arrange formal right of entry via a Deed of Access.

If a Deed of Access is not achievable and early entry is required to facilitate the delivery of a public purpose that includes roadworks, Council may issue a notice pursuant to section 175 of the *Roads Act 1993*, to use and occupy the land to carry out roadworks.

Responsibility

The acquisition of any property requires the formal approval of Council.

Departure from this Policy

Any provision of this Policy may be varied to meet the needs of a particular matter by resolution of Council.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
Version 1	Page: 6 of 6	

8.17 Urban Renewal and City Revitalisation Policy

Reporting Officer

Director City Futures
City Futures

Community Strategic Plan

Objective	Strategy
4 Economic Prosperity	4.2.1 Support the growth, productivity and diversity of the local economy

Delivery Program

Principal Activity
4.2.1.2 Strengthen Campbelltown's position as a regional hub
4.3.2.1 Promote a strong City identity to attract investment, visitation and build community pride

Officer's Recommendation

1. That Council adopt the Urban Renewal and City Revitalisation Policy;
2. That the Policy be published on Councils website; and
3. Further that subject to report approval, other related strategies, plans and policies be reviewed for consistency.

Purpose

To seek adoption of the Urban Renewal and City Revitalisation Policy.

History

Commitment to the revitalisation of our City is articulated in the Community Strategic Plan (CSP), Delivery Program and Operational Plan (DPOP), and Reimagining Campbelltown City Centre Master Plan.

Urban Renewal and City Revitalisation is essential to creating as many opportunities for our community through social, economic and environmental means and to reinforce our position as the metropolitan centre for the Macarthur region and Sydney's South West.

Over the past 3 years significant research, community, industry and stakeholder engagement has been undertaken to inform our decisions regarding the revitalisation of our City. We have

developed important strategies including the Development Strategy and Bankable Feasibility and City Centre Design Framework; we have developed policies including the Unsolicited Proposal Policy and commenced the review of the LEP for the Campbelltown CBD.

The draft Urban Renewal and City Revitalisation Policy (the Policy) (attachment 1) provides the framework for Council to conduct urban renewal activities to catalyse the transformation of our City.

Report

The adoption and implementation of the Policy will strengthen Council's ability and capacity to deliver and influence urban renewal outcomes within the LGA. This includes projects, which sit outside Council's normal business activities, such as undertaking the planning and development of strategic sites, the creation of vibrant places, and the generation of future revenue streams for Council by leveraging our extensive property portfolio.

Urban renewal projects demonstrate Council's commitment to the revitalisation of our City and builds confidence in the market for further public and private investment.

This is extremely important for Campbelltown, as we continually compete with other nearby centres for public and private sector investment. By taking a lead role, and investing in ourselves, we are much more likely to attract investment that in turn improves the liveability of our City, improves the vibrancy of our communities and improves the local economy by generating additional housing, employment and other opportunities.

To this end, Council will undertake catalytic urban renewal activities within the Campbelltown LGA by delivering on the following objectives:

- 1) Create vibrant places through the delivery of design-led, people-focussed revitalisation, by providing opportunities:
 - a) to leverage Council land and assets to catalyse urban renewal opportunities;
 - b) to include the community and relevant government agencies in the co-design and delivery of urban renewal;
 - c) to grow and diversify the economy for the benefit of the community; and
 - d) to attract public and private sector investment in urban renewal aligned to these objectives.
- 2) Implement social and environmental sustainability through:
 - a) the orderly planning, feasibility, and delivery of urban renewal projects;
 - b) an integrated approach to the delivery of public infrastructure that enhances place-based outcomes; and
 - c) enhanced community wellbeing and resilience.

- 3) Ensure effective operations that deliver value for money, including the generation of profit and revenue streams, in accordance with sound governance, legislative and management practices.

Development Intent

To ensure the Policy maintains an up-to-date delivery agenda, a Development Intent will be prepared and presented to Council every two years. The purpose of the Development Intent is to:

- report on the outcomes and performance of the urban renewal commitments from the previous period (if applicable)
- provide an open and transparent statement of Councils intended urban renewal projects and activities over the coming years
- identify specific Project Plans that have been approved for implementation
- establish a clear framework and timeframe for the delivery of urban renewal projects and activities
- establish expected measurable project and activity deliverables
- integrate urban renewal commitments into Councils corporate planning cycle, regulatory budgeting and reporting requirements, including resourcing of staff, subject matter experts, and contractors.

The initial Development Intent document will be presented to Council for consideration in the coming months.

Attachments

8.17.1 Draft Urban Renewal and City Revitalisation Policy (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Urban Renewal and City Revitalisation	
Related Documentation	<ul style="list-style-type: none"> • Campbelltown Local Strategic Planning Statement • Community Strategic Plan • Delivery Program and Operational Plan • Investment Property Portfolio - Strategy for Revenue Growth Policy • Unsolicited Proposals Policy • Acquisition of Property Policy • Divestment of Land and Building Assets Policy 	
Relevant Legislation	<i>Local Government Act 1993</i> <i>Local Government (General) Regulation 2005</i>	
Responsible Officer	General Manager	

UNCONTROLLED WHEN PRINTED

Objective

Urban Renewal and City Revitalisation reflect our commitment to making the whole of Campbelltown an attractive place to live, work, play and visit.

Council endorses the *Community Strategic Plan*, the *Delivery Program and Operational Plan*, together with other plans and strategies as a blueprint for transformational change. Together, these documents seed the opportunity to create a prosperous and enlivened local government area (LGA) and transform our City into a vibrant metropolitan centre for Macarthur.

City revitalisation involves inputs from both a policy and development setting to realise community benefits. It requires a full understanding of the economic, social, environmental, and commercial levers at Councils disposal to catalyse urban renewal, create new jobs and improve urban places.

To this end, Council will undertake catalytic urban renewal within the Campbelltown LGA by delivering on the following objectives:

DATA AND DOCUMENT CONTROL – GOVERNANCE USE ONLY		
Directorate: City Futures Section: City Revitalisation and Urban Renewal Record No.:	Adopted Date: 00/00/00	Page: 1 of 5
	Revised Date: 00/00/00	
	Minute Number: 000	
	Review Date: 00/00/00	

Campbelltown City Council

- 1) Create vibrant places through the delivery of design-led, people-focussed revitalisation by:
 - a) leveraging Council land and assets to catalyse urban renewal opportunities;
 - b) involving the community and relevant government agencies in the co-design and delivery of urban renewal;
 - c) growing and diversifying the economy for the benefit of the community; and
 - d) attracting public and private sector investment in urban renewal aligned to these objectives.
- 2) Implement social and environmental sustainability by:
 - a) the orderly planning, feasibility, and delivery of urban renewal projects;
 - b) integrating the delivery of public infrastructure that enhances place-based outcomes; and
 - c) enhancing community wellbeing, resilience and environmental stewardship.
- 3) Ensure effective operations that deliver value for money, including the generation of profit and revenue streams, in accordance with sound governance, legislative and management practices.

Policy Statement

Council is committed to the ongoing revitalisation of the Campbelltown LGA as reflected through the Community Strategic Plan, Delivery Program and Operational Plan and other endorsed plans and strategies. Campbelltown has set a clear vision for the future and this policy will enable Council to improve social, economic and environmental outcomes for the community.

This Policy sets out the framework on how Council will identify, program and deliver urban renewal and city revitalisation projects that align with the policy objectives. These projects will catalyse urban renewal, and in the process, fund other key initiatives within the Campbelltown LGA.

Council is making a positive choice to be the change agent by leading an urban renewal agenda to revitalise our City, stimulate and create local jobs, promote town centre redevelopment, create economic, environmental and social benefits, and where appropriate attract private sector investment that aligns to our strategies.

Scope

The scope of this Policy applies to the entire Campbelltown LGA and will include a variety of projects that will stimulate urban renewal opportunities. These projects will be selected and identified within a biennial Development Intent that will consider:

- 1) The optimisation and revitalisation of Council owned and controlled land and assets by:
 - a) identifying and carrying out urban renewal in key areas;
 - b) supporting public and private sector investment and participation in urban renewal by encouraging development that is attractive to potential investors and participants;

DATA AND DOCUMENT CONTROL		
"[Insert Record Number]"	Page: 2 of 5	

Campbelltown City Council

- a) managing orderly urban renewal, including planning, holding, managing and selling of land and other property;
 - b) seeking Council approval to buy and sell land that facilitates catalytic urban renewal outcomes;
 - c) supporting cooperation between Council, the community, and relevant entities (for example, government or industry groups);
 - d) supporting high quality design, planning and delivery of sustainable urban renewal;
 - e) supporting statutory greenhouse gas emissions targets and deliver environmentally sustainable development; and
 - f) following and supporting whole-of-government strategies.
- 2) The allocation of appropriate Council resources to carry out Urban Renewal and City Revitalisation including place activation, property and land development, and associated enabling works.
 - 3) The inclusion of urban renewal and city revitalisation principles within planning policy.
 - 4) The inclusion of urban renewal and city revitalisation actions and resourcing requirements within each Operational Plan.
 - 5) Council will exercise its urban renewal projects and activities lawfully and in a way that is consistent with the CSP, LSPS, and other relevant Council strategies as reflected in each Operational Plan.
 - 6) Council may exercise its functions:
 - a) through subsidiaries, joint ventures or trusts; or
 - b) by holding shares in, or other securities of, corporations in accordance with the Local Government Act and any other relevant legislation.

In this section:

"supporting" an outcome, includes promote, encourage, facilitate and deliver the outcome.

Development Intent

The Development Intent outlines Council's commitment to urban renewal over a period of two financial years, or longer for larger projects.

The purpose of the Development Intent is to:

- Report on the outcomes and performance of the urban renewal commitments from the previous period (if applicable);
- Provide an open and transparent statement of Councils intended urban renewal projects and activities over the coming years;
- Identify specific Project Plans that have been approved for implementation;
- Establish a clear framework and timeframe for the delivery of urban renewal projects and activities;
- Establish expected measurable project and activity deliverables;
- Integrate urban renewal commitments into Councils corporate planning cycle, regulatory budgeting and reporting requirements, including resourcing of staff, subject matter experts, consultants and the Specialist Advisory Group.

DATA AND DOCUMENT CONTROL		
"[Insert Record Number]"	Page: 3 of 5	

Campbelltown City Council

Legislative Context

All projects and decisions considered under this Policy will meet the relevant legislative requirements specific to each project. These legislative requirements will be determined during the project scoping and embedded within project planning and implementation.

Effectiveness of this Policy

The effectiveness of this policy will be assessed by the following key performance indicators:

- a) Completion of corporate and operational strategies defining the intent of the urban renewal agenda.
- b) Implementation of urban renewal projects via approved project plans and operationalisation of strategies.
- c) Establishment of an ongoing pipeline of urban renewal activities leading to profitable revenue streams for Council based on agreed urban renewal metrics.

Definitions

Term	Meaning
CLGA	Campbelltown Local Government Area
Council	Campbelltown City Council - this includes the elected Council and the administrative organisation.
CSP	Community Strategic Plan – updated as required
DPOP	Delivery Program and Operational Plan– updated as required
LG Act	<i>Local Government Act 1993</i>
LSPS	Local Strategic Planning Statement – updated as required
Place Activation	Place Activation describes the various strategies used to bring a Place to life. This may be through the development of tactical on-the-ground activities including events and physical improvements to public places that catalyse positive change.
Project Plan	A Project Plan establishes the framework for each Urban Renewal project including scoping, planning, implementation, financing and evaluation. The Plan is dynamic and integrates regular Go / No-Go check points at critical stages of the project to ensure that expected project outcomes are continually measured against project deliverables.

DATA AND DOCUMENT CONTROL

"[Insert Record Number]"

Page: 4 of 5

Campbelltown City Council

Resilience	Resilience is the process and outcome of successfully adapting to difficult or challenging life experiences, especially through mental, emotional, and behavioural flexibility and adjustment to external and internal demands.
Development Intent	A biennial (every two years) position statement of the proposed urban renewal and city revitalisation activities, projects, resourcing, funding and their expected outcomes.
Urban Renewal	Urban renewal involves unlocking under-utilised or under-performing areas to create new jobs, attract investment, commerce, and new housing. It often involves rezoning land, improving an area's amenity and public realm, and identifies transport and infrastructure needs to bring about positive community benefit. Also referred interchangeably as urban revitalisation or regeneration.

END OF POLICY STATEMENT**DATA AND DOCUMENT CONTROL**

"[Insert Record Number]"

Page: 5 of 5

8.18 Policy review – Sustainable Events

Reporting Officer

Sustainability and Resilience Manager
City Futures

Community Strategic Plan

Objective	Strategy
3 Enriched Natural Environment	3.2.2 Improve and embed environmentally sustainable practices in our community

Delivery Program

Principal Activity
1.1.2.1 Deliver a wide range of events and opportunities for people to come together

Officer's Recommendation

1. That the revised Sustainable Events Policy be adopted.
2. That the Sustainable Events Policy review date be set to 30/06/2025.

Purpose

To seek Council's endorsement of the reviewed Sustainable Events Policy (attached).

History

The Sustainable Events Policy was first adopted by Council at its meeting on the 31 May 2011. The Policy has since been reviewed and readopted a further 3 times, most recently in December 2019.

The findings of this fourth review are presented for Council's consideration and adoption.

Report

Background

The Sustainable Events Policy seeks to introduce, promote and enhance sustainable outcomes of Council-led events. Implementation of these practices provides significant social and environmental benefits including:

- reduced carbon emissions
- reduced waste generation
- increased recycling/resource recovery
- reduced environmental impact (e.g. leave back better)
- enhanced reputation
- increased attraction of environmentally conscious event organisers and attendees
- increased opportunity to educate and engage the community on sustainable practices, inspiring individuals and businesses to adopt environmentally conscious behaviours beyond the event.

Proposed amendments

Key staff from across Council participated in the review of the Policy. The recommended amendments are provided below, and as track changes within attachment 1:

- inclusion of a policy objective to ensure Council events are single-use plastic free
- inclusion of a policy objective to report on the sustainability outcomes of events
- strengthening of the language in the policy statement to include that whenever feasible, sustainable event planning and practices are required to be implemented
- inclusion of a statement within the legislative context that the policy reflects best practice as outlined in the State Governments sustainable events guidelines
- inclusion within the policy principles 'Catering' to enforce the ban of the distribution of single-use plastic items in line with the State Government requirements
- inclusion within the policy principles 'Waste Management' to provide organic/food scrape bins where possible at events
- Inclusion of a list of additional recommendations within the policy principals under the title 'Biodiversity' to address the ecological impacts events may have when hosted in ecological sensitive areas
- Inclusion within the policy principle 'Other' to encourage the procurement of suppliers based on their sustainability credentials.

Conclusion

The proposed amendments will assist in improving the Policy by providing greater scope and guidance for staff in implementing sustainable events. In this regard, it is recommended that the revised Sustainable Events Policy be adopted incorporating the suggested amendments.

Attachments

8.18.1 Sustainable Events Policy - with track changes (contained within this report) [↓](#)

8.18.2 Sustainable Events Policy - with track changes accepted (contained within this report) [↓](#)

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Sustainable Events	
Related Documentation	Draft Sustainability Strategy Draft Healthy Drink and Food Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Protection of the Environment Operations (Waste) Regulation 2005</i> Procurement Policy	
Responsible Officer	Director City Futures Growth	

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

Objectives

1. To minimise the environmental impact of Council events.
2. To provide guidance and encourage Council employees to adopt sustainable practices as part of their events.
3. [To ensure Council events are single- use plastic free events](#)
4. [To ensure the appropriate waste management services are provided at events to minimise waste generation and minimise the amount of waste sent to landfill](#)
- 2-5. [To include Report on sustainability outcomes of events that require an in the event debrief report](#)

Policy Statement

Events, whether they are small team meetings or large festivals, include internal stakeholders, external stakeholders or community members/representatives, and provide an opportunity for Council to lead by example and to demonstrate its commitment to sustainable practices.

Sound and sustainable event management can assist Council to minimise its ecological footprint and associated financial costs by reducing energy and water consumption, greenhouse gas emissions and waste [generation](#).

~~This policy aims to promote encourage the use of sustainable event practices and requires the implementation of these practices whenever feasible. This policy acknowledges that event planning can present various constraints. However, the policy stipulates requires that all feasible sustainable practices should be implemented.~~

~~This policy is intended to encourage the use and promotion of sustainable event practices, where possible. The policy recognises that there are a number of constraints associated with planning an event, and that in some cases implementing all sustainable practices may not be possible.~~

DATA AND DOCUMENT CONTROL		
Division: City Growth Futures Section: Sustainability and Resilience DocSet: 2676717	Adopted Date: 31/05/2011 Revised Date: 10/12/2019 Minute Number: 274 Review Date: 30/12/2022	Page: 1 of 5

Campbelltown City Council

Scope

This policy is provided for consideration and implementation by all Council employees.

Definitions

1. Sustainability:

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

2. Ecologically Sustainable Development (ESD):

ESD is defined by the NSW *Local Government Act 1993* as:

~~"requiring~~[Requiring](#) the effective integration of economic and environmental considerations in decision-making processes".

3. Event:

This policy defines an event to include:

- Any gathering of internal and/or external stakeholders (including general public).
- Gatherings ranging from small team meetings and Council meetings to large festivals (e.g. Festival of Fisher's Ghost, ~~Riverfest~~). This also includes special events, such as exhibitions and award ceremonies.

Legislative Context

This policy was developed in 2011 by the Sustainability Committee to demonstrate Council's compliance with State Government grant funding requirements.

[This policy was updated in 2023 to reflect best practice as outlined in the State Government sustainable events guidelines.-](#)

Principles

1. Venue/site selection:

- Take advantage of multimedia conferencing facilities (i.e. ~~WebEx and Skype~~[Teams and Zoom](#)) and consider hosting an online meeting.
- To avoid excessive use of lighting and air conditioning, ensure that the venue is suitable in size.
- Select venues that have existing infrastructure to limit the amount of additional equipment being brought in such as lighting, ablution blocks, etc.

2. Transport

- When selecting a venue outside of Council offices, consider its proximity to public transport.
- Where external stakeholders or community members/representatives are commuting, promote the use of public transport by providing directions, relevant train timetables and details of bus services. Alternatively, encourage car-pooling.
- Try to reduce/restrict traffic (motor vehicle and people) in environmentally sensitive areas, such as bushland. Where these areas are affected, encourage restoration works to be undertaken.
- ~~Consider offering~~[Offer ticket holders to an event](#) free public transport to and from the venue ~~for all ticket holders-.~~
- Consider if the venue can support bicycle parking [and provide where feasible to do so.](#)

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 2 of 5	

Campbelltown City Council

3. Marketing and Communications:

- Reduce printed material ~~where possible~~ by communicating electronically through social media, emails and Council's website.
- Provide agendas/run sheets electronically prior to the event, and ask that participants do not print.
- During the event, consider having the agenda/run sheet written on the whiteboard or displayed on a screen rather than handing out printed copies.
- Where printing is unavoidable, print doubled sided and on recycled paper.
- Avoid varnishes and glazes on printed materials that prohibit recycling.
- Plan and design event signage for reuse.
- Collect all unwanted printed material and either recycle or reuse as scrap paper.
- Try to create attendee ownership/stewardship of the event's sustainable principles by promoting your intentions/goals.
- Utilise projection displays to eliminate producing on-off set or stage designs.

4. Catering:

- Encourage the sourcing of food from local providers and businesses. This will in turn reduce associated 'food miles'. Food miles refer to the total distance an item travels after production to the consumer
- ~~Where food is unused, consider the possibility of forming a partnership with a local charity that provides meals for the disadvantaged community.~~
- ~~Food that is not sold or donated should be disposed of through the provision of organic waste bins~~
- Consider sustainable and healthy nutritious menus, choosing local produce based on seasonality where possible
- Encourage the use of foods ~~that are~~ sourced and produced using ethical practices, ~~such as. For example, free~~ range products, ~~such as~~ poultry, ~~eggs and~~ pork.
- Try to ensure that food options are culturally appropriate and provide options for vegetarians, vegans and people with special dietary needs are available
- Consider options that provide less wastage such as instant coffee in a jar and biscuits on a plate. Individually packaged tea, coffee, sugar, lollies, chocolates and biscuits create unnecessary packaged waste
- ~~Disposable~~ ~~Avoid using disposable~~ cutlery and crockery, ~~plastic straws, stirrers, bowls, plates and food service polystyrene are banned from supply in NSW, -if there are no other practical alternatives, provide~~ ~~use organic based compostable items. biodegradable ones instead of plastic polystyrene.~~
- Prioritise catering that uses organic, fair trade and/or ethical choices where possible.

5. Power:

- Try to utilise natural lighting instead of artificial lighting by opening blinds ~~and choose. Choose~~ meeting rooms where this is possible
- Utilise LED lighting when possible to reduce energy consumption.
- If possible, purchase green power from an accredited renewable supplier to offset carbon emissions
- Ensure that all equipment, including computers and projectors are turned off or placed on stand-by when not in use (e.g. during question and answer sessions, breaks and other times deemed appropriate).
- Use well maintained and current equipment that carries a favourable energy rating
- Choose low wattage appliances where available.
- Set the thermostat between 18 and 20 degrees for cooling and between 24 and 26 degrees for heating.

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 3 of 5	

Campbelltown City Council

6. Water:

- For internal events, seek to provide drinking water in refillable, washable and reusable containers, cups and/or glasses. Encourage the use of glasses and jugs of water in preference to bottled water
- For outdoor events, provide 'refilling stations' and consider using recyclable/biodegradable cups/bottles. In addition, provide and promote the use of recycle bins for unwanted litter.
- Consider if dual flush toilets or grey water recovery systems are available.

7. Waste management:

- Apply the 'waste hierarchy' – in order of preference Avoid, Reduce, Reuse, Recycle
- Prioritise equipment and materials that contain recycled materials and have end-of-life recycling
- ~~Provide organic/food scrap bins where possible~~ Explore the provision of organic waste bins to dispose of food waste.
- Provide recycling bins at highly visible locations
- Ensure that the waste collection service provider has the capacity to remove waste types (mixed waste, recycling, organics) without co-mingling at collection and disposal points.
- Collect business cards or email addresses to provide electronic distribution of material produced during the meeting/event to attendees
- Provide recycling bins at highly visible locations
- Use a laptop to take meeting minutes or whiteboards to capture and present ideas and thoughts
- Where portable toilets are required, consider sourcing toilets that utilise environmentally-friendly chemicals and/or compost waste disposal
- Reuse name badges and lanyards where possible. Provide a facility for guests/delegates to return them as they leave the event
- Avoid using stickers/labels for nametags, as the sheets on which they arrive cannot be recycled.
- Ensure chemicals and oils are responsibly disposed of.
- Prevent the distribution and use of single use items, noting that s, in particular plastic items.
- Prohibit the use of plastic straws, stirrers, cutlery, bowls, plates and food service polystyrene are have been banned from supply in NSW. at Council events.
- Prohibit the purchase, sale and/or distribution of balloons at Council events.
- Provide attendees with an opportunity to return reusable products at the end of the event.

Biodiversity:

Biodiversity (optional to add into the policy as it is in the checklist)

8.

- ~~Balloons~~ Balloons and confetti (including starch based confetti) are not utilised to prevent pollution of our waterways
- Clear and informative signage will be placed near bins where native animals can feed from, including council branded 'do not feed the birds' education signs available through the depot sign shop
- The use of cooking oil and hot coals are correctly disposed of and not left onsite or emptied into the landscape
- Machinery and pollution prevention: The use of generators are a safe distance from waterways and gutters (fuel powered run off)
- Proper storage of fuel and oils in containers
- The use of paints and crafts have drop sheets to protect leeching chemicals into the environment
- If the event is held near a sensitive environment with endemic plants, ensure contamination of shoes from Myrtle Rust is considered upon entry

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 4 of 5	

Campbelltown City Council

- [Ensure event lighting and sound is considerate to native fauna and threatened species \(use of lasers, lights to minimising harm to the trees, plants and animals using reserves and parks\). Specially designed installation devices and methodologies that enable the lights to hang from the trees without harming them. Encourage community to stay on the guided pathways to minimise damage to the surrounding foliage.](#)
- [If tree hollows are present on event site ensure hollow bearing trees are planned around to minimise disturbance, consult with Natural Areas team for a biodiversity assessment if unsure.](#)
- [Plant giveaways focussed around native plants is the preference over exotic species. Consult our Native Gardening Guide for proper species selection.](#)
- [Check environment layer on mapping to see if the event site is located within an Endangered Ecological Community or if threatened species are onsite such as koalas, grey-headed flying foxes or gang-gang cockatoos](#)
- [Ensure event organisers have wildlife carer numbers on emergency services list](#)
- [The use of firework displays are not considered near nocturnal fauna and approval is sought prior to ensure appropriateness.](#)
- [Ensure any contractors that have fauna displays have an animal welfare checklist and this is consulted onsite to ensure ethical treatment of animals.](#)

98. Other:
- Consider planting trees to assist with reducing the carbon footprint of the event
 - [Encourage the selectionSelect of suppliers in accordance with Council's Procurement Policy](#)~~Encourage the selectionSelect of suppliers in accordance with Council's Procurement Policy~~
[suppliers in accordance with their environmental impact credentials.](#)
 - Use table linens that can be washed, rather than disposable alternatives
 - Consider discussing the achievements and challenges of running a sustainable event at team meetings.
 - Purchase locally made products to reduce carbon miles.
 - Utilise share goods and services, leasing and hiring, opposed to purchasing.
 - Where possible purchase products with an environment or social certification.
 - Utilise large events as an opportunity to communicate important sustainability information or programs.

Responsibility

This policy is provided for consideration and implementation by all Council employees. The Sustainability and Resilience Coordinator is responsible for its monitoring and review.

Effectiveness of this Policy

This policy will be reviewed in accordance with Council's adopted procedure for policy development.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 5 of 5	

Filename: Sustainable Events Policy with track changes.docx
Directory: C:\Users\kwooden\AppData\Local\Microsoft\Windows\INetCac
he\Content.Outlook\WKQ1E6A3
Template: C:\Users\cmorales\DataWorks\ECM\Template\859611\Council
Policy (DWNo32331041).dot
Title:
Subject:
Author: Council
Keywords:
Comments:
Creation Date: 30/05/2023 9:09:00 AM
Change Number: 8
Last Saved On: 14/06/2023 4:10:00 PM
Last Saved By: Patrick Whitford
Total Editing Time: 16 Minutes
Last Printed On: 2/08/2023 12:44:00 PM
As of Last Complete Printing
Number of Pages: 5
Number of Words: 1,710
Number of Characters: 10,140

 CAMPBELLTOWN CITY COUNCIL		POLICY
Policy Title	Sustainable Events	
Related Documentation	Sustainability Strategy Healthy Drink and Food Policy	
Relevant Legislation/ Corporate Plan	<i>Local Government Act 1993</i> <i>Protection of the Environment Operations (Waste) Regulation 2005</i> Procurement Policy	
Responsible Officer	Director City Futures	

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

Objectives

1. To minimise the environmental impact of Council events.
2. To provide guidance and encourage Council employees to adopt sustainable practices as part of their events.
3. To ensure Council events are single- use plastic free
4. To minimise waste generation and the amount of waste sent to landfill
5. To include sustainability outcomes in the event debrief report

Policy Statement

Events, whether they are small team meetings or large festivals, include internal stakeholders, external stakeholders or community members/representatives, and provide an opportunity for Council to lead by example and to demonstrate its commitment to sustainable practices.

Sound and sustainable event management can assist Council to minimise its ecological footprint and associated financial costs by reducing energy and water consumption, greenhouse gas emissions and waste generation.

This policy aims to encourage the use of sustainable event practices whenever feasible. This policy acknowledges that event planning can present various constraints. However, requires that all feasible sustainable practices be implemented.

Scope

This policy is provided for consideration and implementation by all Council employees.

Definitions

DATA AND DOCUMENT CONTROL		
Division: City Futures Section: Sustainability and Resilience DocSet: 2676717	Adopted Date: 31/05/2011 Revised Date: 10/12/2019 Minute Number: 274 Review Date: 30/12/2022	Page: 1 of 5

Campbelltown City Council

1. Sustainability:

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

2. Ecologically Sustainable Development (ESD):

ESD is defined by the NSW *Local Government Act 1993* as:

"Requiring the effective integration of economic and environmental considerations in decision-making processes".

3. Event:

This policy defines an event to include:

- Any gathering of internal and/or external stakeholders (including general public).
- Gatherings ranging from small team meetings and Council meetings to large festivals (e.g. Festival of Fisher's Ghost). This also includes special events, such as exhibitions and award ceremonies.

Legislative Context

This policy was developed in 2011 by the Sustainability Committee to demonstrate Council's compliance with State Government grant funding requirements.

This policy was updated in 2023 to reflect best practice as outlined in the State Government sustainable events guidelines.

Principles

1. Venue/site selection:

- Take advantage of multimedia conferencing facilities (i.e. Teams and Zoom) and consider hosting an online meeting.
- To avoid excessive use of lighting and air conditioning, ensure that the venue is suitable in size.
- Select venues that have existing infrastructure to limit the amount of additional equipment being brought in such as lighting, ablution blocks, etc.

2. Transport

- When selecting a venue outside of Council offices, consider its proximity to public transport.
- Where external stakeholders or community members/representatives are commuting, promote the use of public transport by providing directions, relevant train timetables and details of bus services. Alternatively, encourage car-pooling.
- Try to reduce/restrict traffic (motor vehicle and people) in environmentally sensitive areas, such as bushland. Where these areas are affected, encourage restoration works to be undertaken.
- Consider offering free public transport to and from the venue for all ticket holders.
- Consider if the venue can support bicycle parking and provide where feasible to do so.

3. Marketing and Communications:

- Reduce printed material by communicating electronically through social media, emails and Council's website.
- Provide agendas/run sheets electronically prior to the event, and ask that participants do not print.
- During the event, consider having the agenda/run sheet written on the whiteboard or displayed on a screen rather than handing out printed copies.

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 2 of 5	

Campbelltown City Council

- Where printing is unavoidable, print doubled sided and on recycled paper.
- Avoid varnishes and glazes on printed materials that prohibit recycling.
- Plan and design event signage for reuse.
- Collect all unwanted printed material and either recycle or reuse as scrap paper.
- Try to create attendee ownership/stewardship of the event's sustainable principles by promoting your intentions/goals.
- Utilise projection displays to eliminate producing on-off set or stage designs.

4. Catering:

- Encourage the sourcing of food from local providers and businesses. This will in turn reduce associated 'food miles'. Food miles refer to the total distance an item travels after production to the consumer
- Where food is unused, consider the possibility of forming a partnership with a local charity that provides meals for the disadvantaged community.
- Consider sustainable and healthy nutritious menus, choosing local produce based on seasonality where possible
- Encourage the use of foods sourced and produced using ethical practices, such as free range products, poultry, pork.
- Try to ensure that food options are culturally appropriate and provide options for vegetarians, vegans and people with special dietary needs are available
- Consider options that provide less wastage such as instant coffee in a jar and biscuits on a plate. Individually packaged tea, coffee, sugar, lollies, chocolates and biscuits create unnecessary packaged waste
- Disposable cutlery and crockery, plastic straws, stirrers, bowls, plates and food service polystyrene are banned from supply in NSW, if there are no other practical alternatives, provide organic based compostable items.
- Prioritise catering that uses organic, fair trade and/or ethical choices where possible.

5. Power:

- Try to utilise natural lighting instead of artificial lighting by opening blinds and choose meeting rooms where this is possible
- Utilise LED lighting when possible to reduce energy consumption.
- If possible, purchase green power from an accredited renewable supplier to offset carbon emissions
- Ensure that all equipment, including computers and projectors are turned off or placed on stand-by when not in use (e.g. during question and answer sessions, breaks and other times deemed appropriate).
- Use well maintained and current equipment that carries a favourable energy rating
- Choose low wattage appliances where available.
- Set the thermostat between 18 and 20 degrees for cooling and between 24 and 26 degrees for heating.

6. Water:

- For internal events, seek to provide drinking water in refillable, washable and reusable containers, cups and/or glasses. Encourage the use of glasses and jugs of water in preference to bottled water
- For outdoor events, provide 'refilling stations' and consider using recyclable/biodegradable cups/bottles. In addition, provide and promote the use of recycle bins for unwanted litter.
- Consider if dual flush toilets or grey water recovery systems are available.

7. Waste management:

- Apply the 'waste hierarchy' – in order of preference Avoid, Reduce, Reuse, Recycle
- Prioritise equipment and materials that contain recycled materials and have end-of-life recycling
- Explore the provision of organic waste bins to dispose of food waste.

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 3 of 5	

Campbelltown City Council

- Provide recycling bins at highly visible locations
- Ensure that the waste collection service provider has the capacity to remove waste types (mixed waste, recycling, organics) without co-mingling at collection and disposal points.
- Collect business cards or email addresses to provide electronic distribution of material produced during the meeting/event to attendees
- Use a laptop to take meeting minutes or whiteboards to capture and present ideas and thoughts
- Where portable toilets are required, consider sourcing toilets that utilise environmentally-friendly chemicals and/or compost waste disposal
- Reuse name badges and lanyards where possible. Provide a facility for guests/delegates to return them as they leave the event
- Avoid using stickers/labels for nametags, as the sheets on which they arrive cannot be recycled.
- Ensure chemicals and oils are responsibly disposed of.
- Prevent the distribution and use of single use items, noting that plastic straws, stirrers, cutlery, bowls, plates and food service polystyrene have been banned from supply in NSW.
- Prohibit the purchase, sale and/or distribution of balloons at Council events.
- Provide attendees with an opportunity to return reusable products at the end of the event.

8. Biodiversity:

- Balloons and confetti (including starch based confetti) are not utilised to prevent pollution of our waterways
- Clear and informative signage will be placed near bins where native animals can feed from, including council branded 'do not feed the birds' education signs available through the depot sign shop
- The use of cooking oil and hot coals are correctly disposed of and not left onsite or emptied into the landscape
- Machinery and pollution prevention: The use of generators are a safe distance from waterways and gutters (fuel powered run off)
- Proper storage of fuel and oils in containers
- The use of paints and crafts have drop sheets to protect leeching chemicals into the environment
- If the event is held near a sensitive environment with endemic plants, ensure contamination of shoes from Myrtle Rust is considered upon entry
- Ensure event lighting and sound is considerate to native fauna and threatened species (use of lasers, lights to minimising harm to the trees, plants and animals using reserves and parks). Specially designed installation devices and methodologies that enable the lights to hang from the trees without harming them. Encourage community to stay on the guided pathways to minimise damage to the surrounding foliage.
- If tree hollows are present on event site ensure hollow bearing trees are planned around to minimise disturbance, consult with Natural Areas team for a biodiversity assessment if unsure.
- Plant giveaways focussed around native plants is the preference over exotic species. Consult our Native Gardening Guide for proper species selection.
- Check environment layer on mapping to see if the event site is located within an Endangered Ecological Community or if threatened species are onsite such as koalas, grey-headed flying foxes or gang-gang cockatoos
- Ensure event organisers have wildlife carer numbers on emergency services list
- The use of firework displays are not considered near nocturnal fauna and approval is sought prior to ensure appropriateness.
- Ensure any contractors that have fauna displays have an animal welfare checklist and this is consulted onsite to ensure ethical treatment of animals.

9. Other:

- Consider planting trees to assist with reducing the carbon footprint of the event
- Encourage the selection of suppliers in accordance with their environmental impact credentials

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 4 of 5	

Campbelltown City Council

- Use table linens that can be washed, rather than disposable alternatives
- Consider discussing the achievements and challenges of running a sustainable event at team meetings.
- Purchase locally made products to reduce carbon miles.
- Utilise share goods and services, leasing and hiring, opposed to purchasing.
- Where possible purchase products with an environment or social certification.
- Utilise large events as an opportunity to communicate important sustainability information or programs.

Responsibility

This policy is provided for consideration and implementation by all Council employees. The Sustainability and Resilience Coordinator is responsible for its monitoring and review.

Effectiveness of this Policy

This policy will be reviewed in accordance with Council's adopted procedure for policy development.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet: 2676717	Page: 5 of 5	

9. QUESTIONS WITH NOTICE

Nil

10. RESCISSION MOTION

Nil

11. NOTICE OF MOTION**11.1 Raby Road Bridge Duplication**

Notice of Motion

Councillor Meg Oates has given Notice in writing of her intention to move the following Motion at the next meeting of Council on 08 August 2023.

1. That Council address the issue of increasingly dangerous traffic overloads on Raby Road, over the freeway at St Andrews, by referring the need for a duplication of the State owned bridge to Council's Traffic Committee, in order that representations can be made directly to Transport NSW. .
-

11.2 Appin Road "Koalas Crossing" Signs

Notice of Motion

Councillor Meg Oates has given Notice in writing of her intention to move the following Motion at the next meeting of Council on 08 August 2023.

1. That Council refer a request for additional, relevantly located, "Koalas Crossing" signs on Appin Rd, to Council's Traffic Committee for consideration by Transport NSW.
-

11.3 Alcohol Free Zone

Notice of Motion

Councillor Masood Chowdhury has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 08 August 2023.

1. That Council investigate extending the Macquarie Fields Alcohol Free Zone to encompass Macquarie Fields Park, Third Avenue, Macquarie Fields.
-

11.4 Youth Festival

Notice of Motion

Councillor Joshua Cotter has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 08 August 2023.

1. That a report is presented to the council detailing the feasibility, costing and funding options for the creation of a youth festival.
-

11.5 Library Design

Notice of Motion

Councillor Joshua Cotter has given Notice in writing of his intention to move the following Motion at the next meeting of Council on 08 August 2023.

1. That Council initiate a feasibility study to assess the inclusion of specific features and spaces in the new Library design that cater to the needs of the diverse and growing youth population in our community.
 2. That Council actively engage with youth in our community, seeking their meaningful participation in the 'co-design' process of new library spaces, features, and programs.
 3. That a report is presented to the council detailing the result of the consultation process, including costing and funding options.
-

12. URGENT GENERAL BUSINESS

13. PRESENTATIONS BY COUNCILLORS

14. CONFIDENTIAL REPORTS FROM OFFICERS

14.1 Lease Variation and Assignment - Council Property

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.

