



Camden Council

Business Paper

Ordinary Council Meeting

28 April 2020

Please note due to COVID-19 restrictions this meeting is being held as a teleconference. The public can view the meeting via Council's webcast. A link to this webcast can be found on Council's webpage – <http://webcast.camden.nsw.gov.au/video.php>



COMMON ABBREVIATIONS

AEP	Annual Exceedence Probability
AHD	Australian Height Datum
BCA	Building Code of Australia
CLEP	Camden Local Environmental Plan
CP	Contributions Plan
CRET	Camden Region Economic Taskforce
DA	Development Application
DCP	Development Control Plan
DPIE	Department of Planning, Industry & Environment
TfNSW	Transport for NSW
EIS	Environmental Impact Statement
EP&A Act	Environmental Planning & Assessment Act
EPA	Environmental Protection Authority
EPI	Environmental Planning Instrument
FPL	Flood Planning Level
GSC	Greater Sydney Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
REP	Regional Environmental Plan
PoM	Plan of Management
RL	Reduced Levels
S10.7 CERTIFICATE	Certificate as to zoning and planning restrictions on properties
S603 CERTIFICATE	Certificate as to Rates and Charges outstanding on a property
S73 CERTIFICATE	Certificate from Sydney Water regarding Subdivision
SEPP	State Environmental Planning Policy
SREP	Sydney Regional Environmental Plan
STP	Sewerage Treatment Plant
VMP	Vegetation Management Plan
VPA	Voluntary Planning Agreement

ORDINARY COUNCIL

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ORDINARY COUNCIL

SUBJECT: PRAYER

PRAYER

Almighty God, bless all who are engaged in the work of Local Government. Make us of one heart and mind, in thy service, and in the true welfare of the people we serve: We ask this through Christ our Lord.

Amen

Almighty God, give thy blessing to all our undertakings. Enlighten us to know what is right, and help us to do what is good: We ask this through Christ our Lord.

Amen

Almighty God, we pause to seek your help. Guide and direct our thinking. May your will be done in us, and through us, in the Local Government area we seek to serve: We ask this through Christ our Lord.

Amen

AFFIRMATION

We affirm our hope and dedication to the good Government of Camden and the well being of all Camden's residents, no matter their race, gender or creed.

We affirm our hope for the sound decision making by Council which can improve the quality of life in Camden.

Either – “So help me God” or “I so affirm” (at the option of councillors)

We pledge ourselves, as elected members of Camden Council, to work for the provision of the best possible services and facilities for the enjoyment and welfare of the people of Camden.

Either – “So help me God” or “I so affirm” (at the option of councillors)

ORDINARY COUNCIL

SUBJECT: ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional custodians of this land on which we meet and pay our respect to elders both past and present.

ORDINARY COUNCIL

SUBJECT: WEBCASTING OF COUNCIL MEETINGS

In accordance with Camden Council's Code of Meeting Practice and as permitted under the Local Government Act 1993, this meeting is being live streamed and recorded by Council staff for minute taking and webcasting purposes.

No other webcasting or recording by a video camera, still camera or any other electronic device capable of webcasting or recording speech, moving images or still images is permitted without the prior approval of Council. Council has not authorised any other webcasting or recording of this meeting.

I remind those that are participating in this meeting that your image and what you say will be broadcast live to the public and will also be recorded so please be mindful of your actions and comments. You should avoid making statements that might defame or offend and note that Council will not be responsible for your actions and comments.

ORDINARY COUNCIL

SUBJECT: LEAVES OF ABSENCE

Leaves of absence tendered on behalf of Councillors from this meeting.

RECOMMENDED

That leaves of absence be granted.

ORDINARY COUNCIL

SUBJECT: DECLARATION OF INTEREST

NSW legislation provides strict guidelines for the disclosure of pecuniary and non-pecuniary Conflicts of Interest and Political Donations.

Council's Code of Conduct also deals with pecuniary and non-pecuniary conflict of interest and Political Donations and how to manage these issues (Clauses 4.28-5.19).

Councillors should be familiar with the disclosure provisions contained in the Council's Code of Conduct.

This report provides an opportunity for Councillors to disclose any interest that they may have or Political Donation they may have received relating to a Report contained in the Council Business Paper and to declare the nature of that interest.

RECOMMENDED

That the declarations be noted.

ORDINARY COUNCIL

SUBJECT: PUBLIC ADDRESSES

The Public Address session in the Council Meeting provides an opportunity for people to speak publicly on any item on Council's Business Paper.

The Public Address session will be conducted in accordance with the Public Address Guidelines subject to necessary changes to accommodate remote access to the meeting. Speakers will be able to make their address by accessing Council's meeting remotely via the internet. Speakers must submit an application form, available on Council's website, to Council's Governance team no later than 5.00pm on the working day prior to the day of the meeting.

Speakers are limited to one topic per Public Address session. Only seven speakers can be heard at any meeting. A limitation of one speaker for and one speaker against on each item is in place. Additional speakers, either for or against, will be identified as 'tentative speakers' or should only be considered where the total number of speakers does not exceed seven at any given meeting. Speakers will be provided with instructions to allow them to access the meeting remotely online.

Where a member of the public raises a question during the Public Address session, a response will be provided where Councillors or staff have the necessary information at hand; if not, a reply will be provided at a later time. There is a limit of one question per speaker per meeting.

Speakers should ensure that their statements, comments and questions comply with the Guidelines.

All speakers are limited to four minutes, with a one minute warning given to speakers prior to the four minute time period elapsing. The commencement and conclusion of time shall be advised by the Mayor/Chairperson.

Public Addresses are recorded for administrative purposes. It should be noted that speakers at Council meetings do not enjoy any protection from parliamentary-style privilege. Therefore, they are subject to the risk of defamation action if they make comments about individuals. In the event that a speaker makes potentially offensive or defamatory remarks about any person, the Mayor/Chairperson will ask them to refrain from such comments.

The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker continues to make inappropriate or offensive comments about another person, or make a point of order ruling if a speaker breaches the Guidelines.

Only the audio recording of the public address speakers will be heard on Council's video conference and webcast. Visual images of the speaker will not be captured.

RECOMMENDED

That the public addresses be noted.

ORDINARY COUNCIL

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Ordinary Council Meeting held 14 April 2020.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 14 April 2020, copies of which have been circulated, be confirmed and adopted.



ORDINARY COUNCIL

SUBJECT: MAYORAL MINUTE

Consideration of Mayoral Minute (if any).



ORDINARY COUNCIL

ORD01

SUBJECT: 2017/18 - 2020/21 REVISED DELIVERY PROGRAM AND 2020/21 DRAFT OPERATIONAL PLAN (BUDGET)

FROM: Director Customer & Corporate Strategy

TRIM #: 20/42875

PURPOSE OF REPORT

The purpose of this report is to inform Council that the Draft 2017/18 - 2020/21 Revised Delivery Program and Draft 2020/21 Operational Plan (Budget) are now able to be formally considered by Council and, if endorsed, placed on public exhibition.

The report will also discuss the funding of COVID-19 initiatives that form part of Council's Community Support Package. Further details on the Community Support Package are available in Council Report ORD02 at tonight's Council meeting.

BACKGROUND

Council's Integrated Planning and Reporting Package was adopted on 27 June 2017. The package included the following key documents:

1. Community Strategic Plan – Camden 2040;
2. Resource Strategy (comprising a Long-Term Financial Plan, Asset Management Plans and a Workforce Plan);
3. 2017/18 – 2020/21 Delivery Program;
4. 2017/18 Operational Plan (including the 2017/18 Budget).

The *Local Government Amendment (Planning and Reporting) Act, 2009* states that any major variations to the adopted Delivery Program must be publicly exhibited for a period of 28 days (minimum).

As part of the 2020/21 annual budget process, there have been a number of recommended inclusions to the 2020/21 budget over and above what was included in the Adopted 2017/18 – 2020/21 Delivery Program. For these reasons, it is appropriate that Council publicly exhibit the relevant documents for a period of 28 days.

All draft 2020/21 Budget documents were provided to Council under separate cover on 16 April 2020.

Councillor briefings were held on 10 March 2020, 31 March 2020, 7 April 2020 and 21 April 2020.

2020/21 OPERATIONAL PLAN (BUDGET)

In summary, the draft 2020/21 Operational Plan (Budget) is as follows:

Draft Operational Plan	2020/21
Operating Expenditure	\$124,800,000
Capital Works Program Expenditure – Council Deliver	\$63,291,000
Capital Works Program Expenditure – Developers Deliver	\$110,775,000
Other Capital Expenditure	\$3,710,000
Operational Transfers to Reserves	\$9,763,000
Capital Transfers to Reserves	\$13,600,000
Gross Expenditure Budget	\$325,939,000
Non-cash and Reserve Transfers	
Less: Works in Kind - Land & Infrastructure	(\$110,775,000)
Less: Non-cash Depreciation Expense	(\$23,000,000)
Less: Transfer to Cash Reserves	(\$23,363,000)
Net Cash Expenditure Budget	\$168,801,000

Council’s proposed gross expenditure budget for 2020/21 is \$325,939,000. Upon removing non-cash expenditure and transfers to reserve, Council’s proposed cash budget for 2020/21 is \$168,801,000.

Total Capital Works Program Summary

The Capital Works Program for 2020/21 is \$177,776,100. A breakdown of this program is shown in the following table:

Local Service	2020/21
Road/Transport Infrastructure	\$85,542,600
Drainage Infrastructure	\$39,532,900
Parks & Playgrounds	\$26,516,000
Community Facilities	\$400,000
Recreation Facilities	\$19,974,300
Library Services	\$362,000
Corporate Buildings	\$2,164,000
Information Technology	\$720,300
Plant and Equipment Replacement	\$2,564,000
	\$177,776,100
Funded By	
Works in Kind Agreements	\$110,775,000
Section 7.11 Funds (Cash Reserves)	\$24,063,300
External Grants	\$27,750,800
Waste Management Reserve	\$1,594,700
Internal Reserves	\$4,239,300
Loans	\$5,600,000
General Fund	\$3,753,000
	\$177,776,100

DRAFT 2020/21 BUDGET RESULT

The 2020/21 Operational Plan (Budget) provides the financial resources for Council to continue to deliver the services, programs and activities outlined within the Delivery Program. In reviewing the 2020/21 Operational Plan (Budget), Council has prudently considered the needs of the community through COVID-19 and long-term financial sustainability of the organisation.

A review of the 2020/21 Operational Plan identified a budget surplus of \$1,932,700. The surplus is before the allocation of the budget to 2020/21 initiatives.

The proposed allocation of the budget surplus is shown in the following table:

Balanced Budget Position	2020/21
Draft Budget Surplus	(\$1,932,700)
Allocation:	
Community Support Package	\$1,500,000
Ron's Creek, Julia Reserve – maintenance (Net cost to budget)	\$432,700
Audit, Risk and Improvement Committee independent members fees \$20k (FUNDED)	\$0
Human Resource Information System Implementation Year 2. \$100k from existing budget, \$390k from Internal Reserves (FUNDED)	\$0
Additional Green Waste Truck and driver (incl.\$450k truck and \$180k operational, \$80k workforce cost) (FUNDED)	\$0
Balanced Budget Position	\$0

Other than providing for essential services such as the maintenance of facilities the 2020/21 budget surplus has primarily been allocated to the COVID-19 Community Support Package. A summary of the package is shown below.

Community Support Package

In addition to the funds allocated in the 2017/18 – 2020/21 Draft Delivery Program, Council has proposed the following Community Support Package for inclusion in the 2020/21 budget:

Community Support Package	2020/21
Rates Rebate	\$3,800,000
Rates - Interest not charged under hardship	\$200,000
Domestic Waste no increase 2020/21 Fees and Charges	\$350,000
Business Support Package	\$350,000
Community Response Grants	\$150,000
Council Fee Waiver	\$320,000
Council Rental Waiver	\$180,000
Accelerated infrastructure projects	\$11,400,000
Total Value	\$16,750,000
Less Funding:	
2020/21 Budget Surplus	\$1,500,000
Council Reserve Funds	\$1,600,000
Domestic Waste Reserve (50% funding for Rate Rebate and no increase)	\$2,250,000
Developer Contributions (Section 711)	\$11,400,000
Balanced Budget Position	\$0

For further information on what is in each element of the Community Support Package please refer to Council Report ORD 02 at tonight's Council meeting.

Community Infrastructure Renewal Program (CIRP)

The program of works below are the same consulted with the community when Council considered whether to make application to the Independent Pricing and Regulatory Tribunal (IPART) for a continuation of a 1.10% special rate variation (SRV).

Council at its Ordinary Council meeting 12 February 2019 decided not to continue with the SRV but requested officers identify other opportunities to fund the program as part of considering the 2019/20 and future years Operational Plan's (budgets).

Council proposed the following additional priority works as part of the 2019/20 budget:

Community Infrastructure Renewal Program	Cost	Expected Delivery
Ingleburn Road - Camden Valley Way (CVW) to Rickard Rd - part 100 overlay, patch, 2 coat seal	\$400,000	2019/20
Dickson Road - Ingleburn Rd to Heath Rd - patch and 1 coat seal	\$64,000	2019/20
Heath Rd - CVW to Rickard Rd - patch and 2 coat seal	\$155,000	2019/20
Byron Road - full length- patch and 2 coat seal	\$162,000	2019/20
Hulls Rd - full length - 1 coat seal	\$19,000	2019/20
Liquidamber Reserve - Car parking spaces	\$250,000	2019/20
The Cascades, Mt Annan Park improvement works - seating, bridges and bollards	\$300,000	2019/20
Improvements to Kirkham Park amenities	\$300,000	Completed
Onslow Oval Entry Gates Heritage Renewal	\$200,000	2019/20
John Oxley Cottage - Building improvements to the Visitor / Tourist Centre	\$250,000	2020/21
Pat Kontista Reserve - Ground improvements - seating, pathways	\$250,000	2020/21
Catherine Fields Reserve - Ground and building improvements	\$150,000	2020/21
Jack Nash Reserve - Playing surface and ground improvements	\$400,000	2020/21
Narellan Park - Ground improvements (Part of Narellan Hub Stage 2)	\$300,000	2020/21
Nott Oval buildings - Repair of old building	\$300,000	2020/21
Camden RSL Youth Club – Building improvements	\$200,000	2020/21
Narellan Library – Forecourt improvements – shade, landscaping, paving	\$300,000	2020/21
Camden Pool Buildings - Canteen and residential unit Improvements to the Building	\$150,000	2021/22
Cowpasture Oval Amenities - Refurbishment of amenities	\$150,000	2022/23
Civic Centre Undercroft – Building and interior improvements, minor upgrades, drainage improvements	\$800,000	2022/23
Total – Community Infrastructure Renewal Program	\$5,100,000	



A combination of Council reserve funds, the 2019/20 budget surplus and a review of current priorities within Council's capital works programs has allowed the proposed CIRP to be funded over 4 years. This did not require Council to change the priority of any major projects currently endorsed in its 4-year Delivery Program. An update on Council's major projects is detailed below.

Major Projects Update

The following information provides an update on Major Capital Works including references to major projects already completed or nearing completion as part of Council's adopted 2019/20 budget and 2017/18 - 2020/21 Delivery Program. The projects continue to be a prudent response to the needs of a growing community over the remaining year of the Delivery Program.

Capital Works Projects (Project Description)	Cost	Expected Delivery
Works Depot Redevelopment Stage 1 & 2	\$4,800,000	2020/21
Herbert Rivulet Drainage Land Purchase - Elderslie	\$4,221,500	2020/21
Ferguson Land – Bridge Construction	\$1,150,000	2020/21
Synthetic Football Pitch - Nott Oval	\$2,800,000	2020/21
Fergusons Land – Cricket Facility	\$7,200,000	2021/22
Narellan Sports hub Stage 2	\$17,300,000	2021/22
Leppington - Byron Rd - Design - Ingleburn to Bringelly	\$7,600,000	2022/23
Leppington - Ingleburn Rd - Design Rickard Rd to Eastwood Rd	\$6,700,000	2022/23

Other major projects that have been completed during this Delivery Program period:

Completed

- Harrington Park youth facility \$1.14 million;
- Sedgewick Reserve youth facility \$1.36 million;
- Curry Reserve water play facility \$2.5 million;
- Oran Park Library \$13.7 million;
- Stage 3 – Camden Town Centre Upgrade \$3.4 million;
- Stage 4 – Camden Town Centre Upgrade \$3.6 million;
- Camden Valley Way / Macarthur Road Intersection Upgrade \$4.95 million;
- Graham Hill Road / Richardson Road Upgrade \$3.9 million;
- Spring Farm Community Facility \$3.0 million;
- Kirkham BMX \$1.7 million;
- Kirkham Park Playing Fields \$1.8 million;
- Bandara Circuit Playground \$1 million;
- Duncombe Avenue Playground \$400k;
- Spring Farm Amenities \$290k;
- Spring Farm Playground \$200k;
- Howard Park \$1.9 million;
- Julia Reserve Community Centre \$10.6 million;

-
- Julia Reserve Skate Park \$3.5 million;
 - Catherine Park Sporting Fields \$5.1 million.

Projects nearing completion

- Catherine Park Community Facility \$2.2 million;
- Arcadian Hills Passive Recreation \$770k;
- Ron's Creek Waterplay, Youth and Passive Space \$1.54 million.

2020/21 OPERATIONAL PLAN HIGHLIGHTS

Rate Income

As part of Council's response to COVID-19 it is proposed that all properties receive a \$100 rate rebate for 2020/21, this will result in 93% (36,268) of properties receiving a reduction on last year's rates levied. Where there is an increase (net of the rebate) this is primarily the result of increases in land values. Some properties in the growth areas have increased land values by as much as 75%.

The rebate will be automatically deducted from rate account at the time of issuing the 2020/21 rate notice.

Council's notional yield (total amount of income received by Council) will increase by 2.6% as allowed by IPART, this is primarily offset by the rate rebate for 2020/21.

Rates for the 2020/21 rating year will be based on 2019 land valuations as provided by the NSW Valuer General's Office. Under the Valuation of Land Act Council must use the 2019 valuations for the issuing of 2020/21 rate notices. This will be the first year that Council is required to use the 2019 valuations.

Additional information on other rate relief initiatives can be found in the Community Support Package being Council Report ORD 02 at tonight's Council meeting.

Stormwater Management Levy

Council will continue to levy properties that receive a stormwater service with the Stormwater Management Levy, which is \$25 per annum for land categorised as residential.

The proposed charges for the Stormwater Management Levy can be found in Council's Fees and Charges schedule and the proposed program of works for the 2020/21 financial year can be found in Council's Revenue Policy.

Domestic Waste Charges

As part of Council's response to COVID-19 it is proposed that there be **no increase** in Domestic Waste Management charges for 2020/21. The proposed charges for Domestic Waste Management can be found in Council's Fees and Charges schedule for the 2020/21 financial year.

Fees and Charges

As part of Council's response to COVID-19 it is proposed that there be **no increase** to fees and charges in 2020/21, except for fees which are set by legislation. Council has



also waived some fees and Charges for 2020/21 as part of its Community Support Package.

Council's Fees and Charges Schedule for the 2020/21 financial year will be part of the documentation placed on exhibition for public comment.

Investment Income

Council has an adopted investment policy which outlines the way Council may invest funds, risk profile considerations and the types of institutions and products which it may invest in.

Interest projections for 2020/21 have been prepared based on generating a return on investment of 1.00% (this includes a performance factor of up to 0.50%). Council is currently achieving a return on its investment portfolio of approx. 2.02% (March 2020).

Loan Borrowings - External

The proposed loan borrowings for 2020/21 are shown below. Loan borrowings are indicative only and revisited at each review of the Operational Plan (budget). Council's capacity to borrow is strong and within the industry benchmarks for a growing Council.

Purpose	2020/21
Renewal Program	\$3.5m
Council Works Depot	\$2.1m
Total	\$5.6m

Where possible Council will also take advantage of low-cost interest schemes offered by the NSW State Government that assist Councils with the cost of growth.

Council's proposed debt is shown in the table below:

	2020/21	2021/22	2022/23	2023/24
Principal Outstanding	\$28,915,800	\$30,611,000	\$64,046,400	\$90,158,900
Debt Servicing Costs (principal & interest)	\$2,477,000	\$2,747,600	\$3,002,900	\$5,042,700

Reserve Transfers

In addition to the reserve transfers already approved as part of the 2017/18 - 2020/21 Delivery Program, the following reserve transfers are also proposed to be made as part of the 2020/21 budget and 2017/18 - 2020/21 Delivery Program:

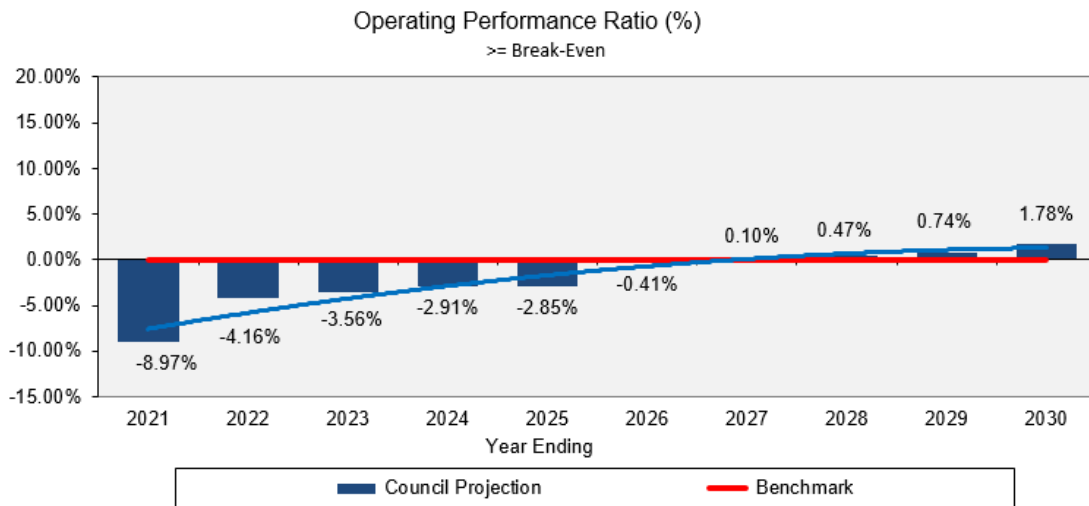
Proposed Reserve Transfers (Net)	2019/20 and 2020/21
Transfer from Capital Works Reserve (2019/20)	(\$1,300,000)
Transfer from Asset Renewal Reserve (2019/20)	(\$300,000)
Transfer from Domestic Waste Reserve (2020/21)	(\$2,250,000)
Total	(\$3,850,000)

Other minor or recurrent reserve transfers are contained within the draft 2020/21 Operational Plan (budget). This report will recommend that Council approve all internal reserve transfers.

FINANCIAL SUSTAINABILITY INDICATORS

Operating Performance Ratio

This ratio measures Council’s ability to fund operations (including non-cash depreciation) now and into the future. The benchmark for this ratio is to break even.



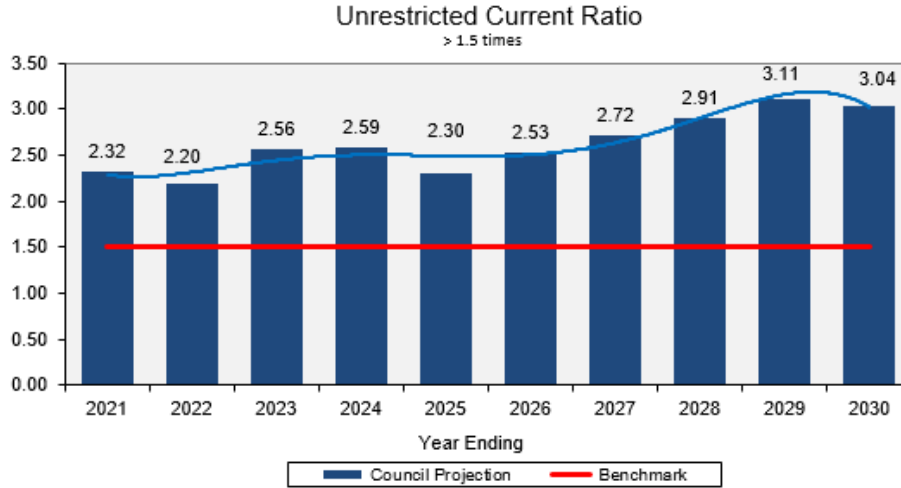
The Camden LGA is one of the fastest growing areas in NSW. This brings the challenges of planning and delivering service demand and infrastructure sometimes years before additional income is realised through growth. Rates and annual charges income are expected to double over the next 10 years, providing greater economies of scale in the later years of the long-term financial plan. The Operating Performance Ratio remains below breakeven in the early years predominately due to high depreciation expense, resulting from infrastructure constructed for future growth in the area. A Council undertaking greenfield developments cannot decide to deliver infrastructure once the population is fully realised, it must deliver services and infrastructure from the time growth commences.

It is important to note that the operating performance ratio is not a measure of the Council’s budget. Council’s budget is reported on a cash basis. Council has a history of adopting balanced budgets and prudently managing expenditure throughout the year to ensure at each quarterly budget review the budget remains in a balanced or surplus position.



Unrestricted Current Ratio

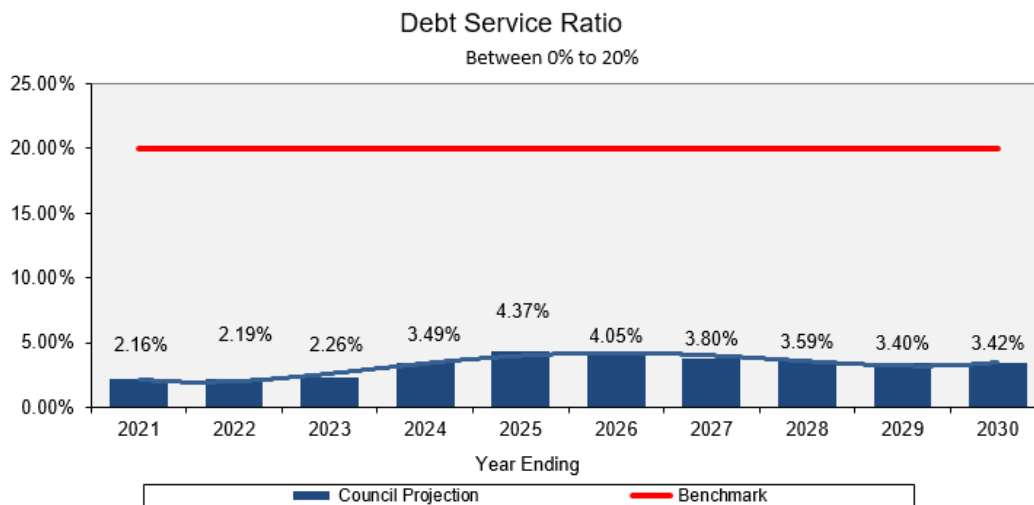
The unrestricted current ratio measures Council's ability to fund short term financial obligations such as loans, payroll and leave entitlements (measures liquidity).



Council's Unrestricted Current Ratio remains above the industry benchmark of 1:1.50 meaning that Council has over double the minimum unrestricted current assets required for a sustainable Council. This ratio will decrease at times as cash reserves are used to fund major projects. The use of reserve funds does not impact Council's ability to deliver existing services or service levels. Council's budget remains funded and balanced over life of the LTFP. Reserves are essentially created to hold funds for a future purpose. The use of reserve funds is completely justified and ultimately reduces Council's reliance on long-term debt.

Debt Service Ratio

The Debt Service Ratio measures what percentage of Council's revenue is being used to service debt.



Council's capacity to service debt remains strong. Council's capacity to service debt improves even further in future years as our budget capacity grows over the next ten years.

MAJOR RESERVE BALANCES

The balances available to Council for future allocation from its two major reserves are shown below. The balance of these reserves will be increased over time. Any budget surplus realised at the March 2020 budget review and June 2020 budget review could be considered as ways of increasing the balances in both reserves.

Capital Works Reserve	
Current Reserve Balance	\$4,683,047
Less: 2018/19 Revotes	(\$1,469,590)
Less: 2019/20 Approved budget allocations	(\$1,196,600)
Less: 2019/20 Proposed budget allocations (subject to Council Report ORD 02 at tonight's Council meeting)	(\$1,300,000)
Less: 2020/21 Approved budget allocations	(\$500,000)
Reserve balance available for allocation	\$216,857

Asset Renewal Reserve	
Current Reserve Balance	\$594,400
Less: 2018/19 Revotes	(\$89,973)
Less: 2019/20 Proposed budget allocations (subject to Council Report ORD 02 at tonight's Council meeting)	(\$300,000)
Reserve balance available for allocation	\$204,427

FUTURE QUARTERLY BUDGET REVIEWS

Future quarterly budget review surpluses have been used as a funding source for Council's major projects. Council endorsed this as part of adopting its 2017/18 – 2020/21 Delivery Program. It was estimated that \$500,000 could be funded from each quarterly review from September 2017 through to March 2021. Council required \$5.7 million from future quarterly reviews to fund its Capital Works Program.

As at 30 June 2020, Council will have funded the required \$5.7 million, this is almost 1 year earlier than budgeted.

REVIEW OF OPERATIONAL PLAN (2020/21 Budget) and COVID-19

As part of Council's continued review and understanding of the impact of COVID-19 a special Councillor workshop will be held in October 2020. The workshop will provide Council with an update on the financial impact of COVID-19 on both our community and Council. Other assistance programs could also be considered at this time.

PUBLIC EXHIBITION

Public exhibition will commence Monday 4 May and conclude Sunday 31 May 2020 (inclusive).



The draft documents – Revised Delivery Program (DP) and the Operational Plan (OP) (Budget) – are prepared in accordance with the Integrated Planning and Reporting framework and the *Local Government Act 1993*. The draft documents must be publicly exhibited for a period of 28 days as per the legislation. The documents will be available on Council’s website throughout the exhibition period. Notices will also be placed on Council’s social media platforms.

Submissions and/or comments received will be reported back to Council as part of the adoption of the 2020/21 Operational plan and revised 2017/18 – 2020/21 Delivery Program.

CONCLUSION

The Integrated Planning and Reporting package is now able to be presented to Council and, if approved, be placed on public exhibition for a period of 28 days.

The Draft Delivery Program and 2020/21 Operational Plan (budget) is a responsible budget and continues Council’s prudent financial management of historically adopting balanced budgets.

The prudent management of Council’s finances has also placed Council in a good position to support its community through the COVID-19 pandemic with a proposed \$16.75M support package (initial), while ensuring essential services continue to be delivered and Council’s long-term financial health remains strong.

Further information on the Community Support Package can be found in Council Report ORD 02 at tonight’s Council meeting.

RECOMMENDED

That Council approve for public exhibition:

- i. the Draft Delivery Program, Draft 2020/21 Operational Plan (Budget), Draft 2020/21 Capital Works Program and the Revised Long-Term Financial Plan;**
- ii. the 2020/21 Draft Revenue Policy and Draft Fees and Charges;**
- iii. the Minister’s allowable limit of a 2.60% increase to the notional yield but apply a \$100 rebate to each property for 2020/21 rating year; and**
- iv. the reserve transfers and loan borrowings for 2020/21 as detailed in this report.**

ORDINARY COUNCIL

ORD02

SUBJECT: COMMUNITY SUPPORT PACKAGE - COVID 19
FROM: Director Sport, Community & Activation
TRIM #: 20/108837

PURPOSE OF REPORT

The purpose of this report is for Council to consider and endorse an initial community support package in response to the COVID-19 pandemic.

BACKGROUND

Since the beginning of March, the COVID-19 pandemic has had an unprecedented impact on the world and the Camden community. This rapidly changing situation has brought with it significant challenges for both residents and businesses in the Camden LGA.

To assist the community to get through this difficult time Councillors and Council officers have worked collaboratively to develop a Community Support Package to provide relief and support to both businesses and residents.

This initial package focuses on support during the pandemic and will be followed by a second package of measures focusing on recovery (Stage 3).

Councillors were briefed on the matter on 31 March and 7 April, and 21 April 2020.

MAIN REPORT

The Community Support Package includes a range of initiatives designed to minimise the financial and social burden of the COVID-19 pandemic on our community. The proposed package takes a multi-pronged approach with support for residents, community services, and business.

In addition to initiatives proposed as part of stage 2 Council has already taken a number of steps (stage 1) to reduce social isolation and financial impacts on the community.

Existing Measures - Stage 1

1. Reimbursement of payments to Council, and relaxation of cancellation policies

Since the start of the restrictions on events, and public gatherings Council has needed to postpone or cancel over 35 events and restrict access to all community centres and sporting facilities. In total Council has so far refunded over \$15,000 in fees and payments and ensured that the standard cancellation policies and requirements were waived.

2. Digital portal for support information and services



The Council website and social media have been heavily utilised to ensure the community is able to access clear and concise information relating to COVID-19, and impacts on Council services. To assist key groups dedicated pages have been created on the website to relay information on:

- Support for business;
- Support for community;
- Mental health and wellbeing; and
- Online resources.

In addition to these online resources key staff have been identified to assist the community with specific concerns and act as a concierge for customer enquiries.

3. Digital Media Campaign

Council in partnership with the Camden Region Economic Taskforce (CRET) led a digital media campaign to help support local businesses. The campaign encouraged businesses to tell Council about their enterprise.

Using the hashtag *#camdenbought* Council utilised its large following (25,000 Facebook followers) to provide publicity for local businesses and inform the community about what was open for business and how to get in touch.

The campaign has so far engaged in excess of 90,000 Facebook users across six campaigns.

4. Volunteering Support

Council have approved eligible staff to volunteer at Lifeline as part of their current roles to assist with the increased volume of calls Lifeline are currently receiving.

During the COVID-19 crisis the numbers of people utilising the support services of Lifeline have increased substantially placing an increasing strain on Lifeline volunteers.

5. Digital and contactless delivery services

Following the closure of Councils libraries staff have been working to expand the provision of online and *eResources* available to the community. This included Councils first online Storytime delivered on April 6. Council will also continue its home delivery service during COVID-19 to ensure continued access to library services for our most vulnerable residents.

Proposed Measures – Stage 2

6. Rates Relief and Assistance

The rates relief and assistance package has three key components:

- Rates Rebate – Provision of a \$100 one off rebate from rates notices for the first quarter of the 2020/21 financial year. This rebate applies to all rates notices for residential and business properties and will automatically be deducted from the first rates instalment notice.

- No charges of interest on overdue rates notices or legal action for a period of 12 months. Those ratepayers experiencing hardship will not be charged interest on overdue rate notices for a period of 12 months.
- Removing the requirement for a formal hardship application to be lodged in writing. This provision will remove any formal process to enable a ratepayer to be eligible for hardship provisions.

In total the rates relief and assistance package has an estimated value of \$4M.

7. Domestic Waste Charges

As part of Council's response to COVID-19 it is proposed that there be no increase in Domestic Waste Management charges for 2020/21.

In total the freezing of Domestic Waste Charges has an approximate value of \$350,000.

8. Business Support Package

To support small businesses in the Camden LGA a business support package has been developed that provides short term, and medium term grant funding opportunities.

- Quick Response Grants – Up to \$2,000
The quick response grants are designed to provide immediate assistance to local small businesses and help bridge the gap when applying for other federal and state government assistance. The grants will only be available for small businesses (annual turnover of up to \$2,000,000 per annum).
- Digital Adaptation and Innovation Grant – Up to \$ 15,000.
The second grant within the business support package provides funding assistance for small businesses to allow them to adapt and remain open for business. The grant can be utilised to pay for goods and services that enable a business to adapt their current business practices to remain in operation.
- Digital Workshops and Training Access
In addition to the grants within the Business Support Package it is also proposed to provide information and access to online training platforms for businesses to help them understand what opportunities may be available in terms of online operation.

In total the business support package has an approximate value of \$350,000.

9. Community Response Grant

The community response grant package provides for grants of up to \$15,000 for community and not for profit groups. The grants are designed to assist local groups that are providing support and assistance for the Camden LGA during the COVID-19 crisis.



In total the community response grants have an approximate value of \$150,000.

10. Volunteering within the Community

Council is currently working with local not for profit groups to identify where they need additional volunteering assistance. Where groups identify a need Council staff will be offered the opportunity to volunteer to assist these local services, as part of their standard work hours.

11. Council Fee Waiver

The waiving of non-statutory fees and charges for community and business will provide additional financial assistance during the COVID-19 period. Fees and charges relating to Fire Safety Certificates, essential swimming pool inspections, health inspections, cemetery services for local residents, library services, outdoor dining and footpath services, and fees associated with companion animals.

The estimated cost of waiving these fees, based on a six-month period is estimated at \$320,000. It is noted that this component of the support package was supported by Council at the meeting of 14 April 2020.

12. Rental Waiver for Council tenants

Council holds a number of leases and rental agreements with not for profit, community groups, small businesses and larger commercial businesses. To aid these organisations during this time it is proposed to waive rent payable by not for profit, community, small business, and residents for a period of 3 months. In addition, for larger businesses in accordance with federal government directives there will be a 50% reduction in rent payable for a 3 month period.

In total the cost of rental waiver has an approximate value of \$180,000.

13. Capital Works and Infrastructure Programs

Council will continue to maintain economic stimulation by ensuring the progression of our extensive infrastructure works program, and the inclusion of an additional \$11.4M of works into the program.

The additional projects include \$1.8M of works accelerated to completion within the first 6 months of the 2020/21 Delivery Program.

14. Council Procurement

As one of the largest employers within the Camden LGA, Council has the ability to create economic stimulus through our own procurement methods. To assist local businesses officers are currently preparing a Local Preference Policy that will enable a local weighting to be applied to business as part of the tender assessment process. The Policy will be brought to council by the June meeting for consideration and formal endorsement.

The second aspect of Council procurement is the implementation of Vendor Panel. Vendor Panel will provide a quick reference for staff when procuring goods and services outside of the tender process. Local businesses will be given the opportunity to register on Vendor Panel where businesses can provide details about the goods and services they provide.

The process to implement Vendor Panel will commence from early May.

15. Digital delivery of Programs at the Alan Baker Art Gallery (ABAG)

To enable continued access to the ABAG the current exhibition *Portraits of Camden* has been captured digitally through a series of 360 degree still photographs.

In addition, as part of the school holiday program a digital workshop will also be delivered. The exhibition and programs will available via Councils Facebook page and website.

Summary Community Support Package (Stage 2)

In total stage 2 includes a total of 10 initiatives in addition to the 5 initiatives underway as part of stage 1. A summary of the value of stage 1 & 2 initiatives is detailed below.

In addition to the value of stages 1 and 2 Council will also accelerate its infrastructure program by bringing forward \$11.4M in infrastructure works to be completed by June 2021.

Project	Value
Stage 1 Estimated Value (funded with existing budgets)	\$15,000
Stage 2 Estimated Value	
Rates Interest - not charged	\$200,000
Rates Rebate	\$3,800,000
Domestic Waste – No Increase fees and charges 20/21	\$350,000
Business Support Package	\$350,000
Community Response Grants	\$150,000
Council Fee Waiver	\$320,000
Council Rental Waiver	\$180,000
Accelerated Infrastructure Projects	\$11,400,000
Non-Financial or Value Unknown	
Volunteering	-
Council Procurement	-
Digital delivery of Programs at the Alan Baker Art Gallery (ABAG)	-
TOTAL VALUE (Stage 2 only)	\$16,750,000



In addition to the Stage 2 support package Council will also continue to deliver its infrastructure works program which is valued at \$62M to the end of the 20/21 Financial year.

Recovery – Stage 3

Following the initial support as outlined in Stages 1 and 2 above, Council will look to develop longer term recovery support for the wider community.

The details of the recovery package will be further scoped as the long term social and economic impacts of COVID-19 emerge.

The recovery package will include a combination of projects focusing on

- Infrastructure projects;
- Large and small scale events and activations;
- Grants and support mechanisms for businesses, sport and community groups;
- Refocus of communications to rebuilding community and business confidence and wellbeing; and
- Investigating, understanding and accessing the range of economic and employment stimulus generated by other levels of government.

Officers will continue to develop recovery initiatives and this package will be further considered by Council within the next 3 months, dependent on the trajectory of COVID-19 and associated restrictions.

Implementation and Monitoring

Subject to Councils endorsement of the Community Support Package as outlined in this report the Business and Community Support grants will commence from 30 April and be open for a 4 week period.

At the conclusion of the application period a formal report will be presented to council for consideration and endorsement of grant funding.

The quick response grants will be open for a two week period concluding on 14 May. It is proposed that these grants be approved under delegation to ensure funds go to businesses as quickly as possible. A summary of the quick response grants will be provided to Council as part of a future report.

A further report will also be provided to Council for endorsement of the Local Procurement Policy at the June meeting.

The remaining Stage 2 initiatives will be commenced immediately. As part of the Council report to consider Stage 3 initiatives an update will be provided to Council on the outcomes of Stages 1 and 2.

FINANCIAL IMPLICATIONS

The funding of the Community Support Package is detailed below. It should be noted that in order to commence the process of implementing the package immediately \$1.6M will be transferred from reserve funds in 2019/20, the balance of the funding will not be required until 1 July 2020. This funding forms part of the 2020/21 budget process.

Total Value of Initial Package	\$16,750,000
Funding:	
2020/21 Budget Surplus	\$1,500,000
Council Reserve Funds (\$1.3M Capital Works Reserve and \$300k Asset Renewal Reserve)	\$1,600,000
Domestic Waste Reserve (50% funding for Rate Rebate and no increase)	\$2,250,000
Developer Contributions (Section 711)	\$11,400,000
Initial Community Support Package funded	\$16,750,000

CONCLUSION

As a result of the COVID-19 pandemic and the associated restriction measures taken by Government, businesses and the wider community have been impacted financially and socially.

Council have developed a three-stage support package as outlined in this report of measures designed to help the community stay connected, and support local small businesses remain viable during restrictions associated with COVID-19. In addition, the package includes a one off rates rebate to further assist managing financial impacts.

In total the package is valued at \$16.75M and covers the first two stages of support from Council.

The third stage (recovery) will be subject to a further detailed report for Councils consideration once more is known about the financial and social implications of COVID-19.

RECOMMENDED

That Council:

- i. endorse Stage 1 and Stage 2 measures as outlined in this report;**
- ii. transfer \$1.6M from reserves as detailed in the financial implications section of this report; and**
- iii. delegate to the General Manager and Mayor approval of the quick response business grants at a maximum of \$2,000 per grant.**

ORDINARY COUNCIL

ORD03

SUBJECT: SECOND DEED OF VARIATION TO THE ORAN PARK VOLUNTARY PLANNING AGREEMENT - ORAN PARK LEISURE CENTRE

FROM: Director Sport, Community & Activation

TRIM #: 20/114053

PURPOSE OF REPORT

The purpose of this report is to inform Council of the outcomes from the public exhibition of the proposed amendment to the Oran Park Planning Agreement, and to seek Council's endorsement of the draft amendment relating to the delivery of the Oran Park Leisure Centre.

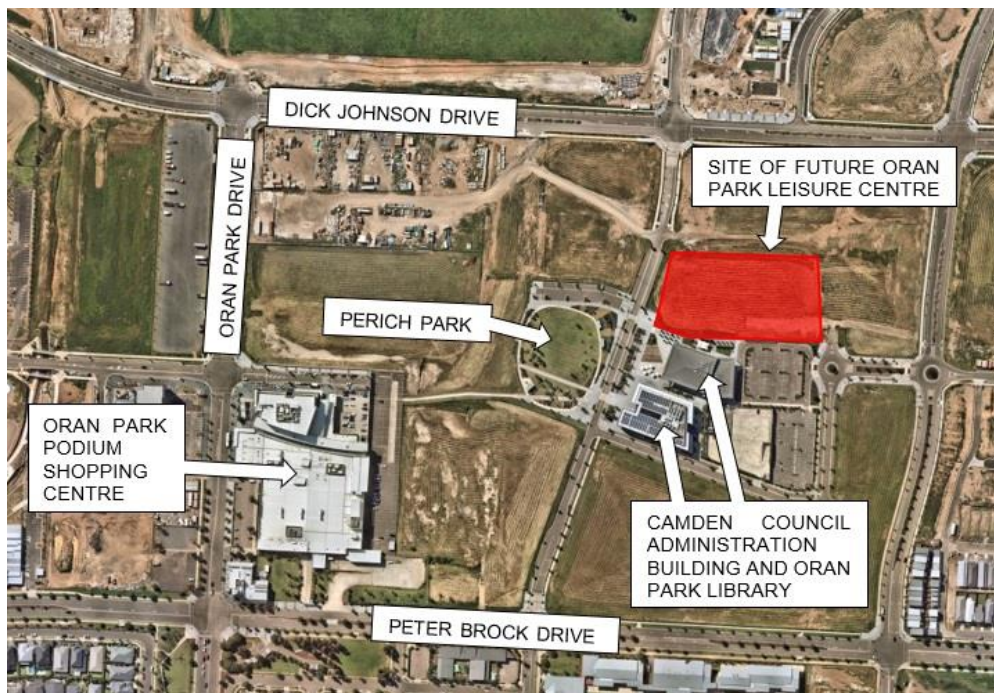
The draft VPA amendment (Second Deed of Variation) has been prepared and reviewed by Council's legal advisor and is provided as an **attachment to this report**.

BACKGROUND

Existing Oran Park VPA

On 22 September 2011, Council entered into the Oran Park VPA with Greenfields Development Company (GDC) and Landcom for their development of the Oran Park urban release area.

The VPA included an obligation for GDC to design, construct and dedicate to Council a Leisure Centre including a 25m indoor pool within the Civic Precinct in the Oran Park town centre. The location of the Leisure Centre land is shaded red in **Figure 1 below**.



**Figure 1 – Location of future Oran Park Leisure Centre site
Offer to amend VPA**

Council officers have had ongoing discussion with representatives from GDC to develop a detailed design scope and specification for the Oran Park Leisure Centre. As part of discussions, both parties have identified an opportunity to provide a larger facility on the site to serve the Oran Park and wider Camden community.

Councillors were briefed on an initial draft VPA amendment offer from GDC in July 2019. This included potential options for increasing the size and scope of the Leisure Centre facility, beyond the current VPA.

Following the briefing, Council officers continued to work with GDC to refine the detailed design and scope for the Leisure Centre. In December 2019, a revised offer to amend the VPA was received from GDC.

Councillors were briefed on the revised offer on 4 February 2020 and again following the conclusion of the exhibition period on 21 April.

MAIN REPORT

Following a spatial analysis of the site and the development of a detailed brief and specification for the Oran Park Leisure Centre, the scope of the Oran Park Leisure Centre has been expanded to include:

- 50m Indoor Swimming Pool;
- Increased gym area and the leisure water area; and
- Decked car park structure.

The offer from GDC to amend the VPA is based on the amended scope for the facility.

The key elements of the draft VPA amendment are discussed below.

1. Increased Contribution Value of Leisure Centre

The draft VPA amendment proposes to increase the Contribution Value of the Leisure Centre from \$34.8m (indexed to CPI) to \$57.6m (indexed to September 2019). This represents an increase in value of the facility by \$22.8m and includes:

- Forward funding of \$18.7m of 'settle-up' funds from the existing VPA to the value of the Leisure Centre, to be paid as part of the delivery of the centre; and
- An additional monetary contribution from GDC of \$4.1m towards the delivery of the facility.

Officer comment

The draft VPA amendment proposes the early payment of monetary contributions (settle-up) under the plan to fund the Leisure Centre.

This money will be paid in periodic instalments linked to project and construction milestones for the Leisure Centre, rather than at the end of the plan. This approach provides Council with greater certainty in terms of timing and collection of the monies.



The contribution of an additional \$4.1m towards the facility by GDC increases the value of the Leisure Centre by a total of \$22.8m. This is an additional monetary contribution above the existing VPA requirements.

2. Increase in maximum number of dwellings

The existing Oran Park VPA provides development contributions for approximately 5,500 dwellings. The draft VPA amendment proposes to increase the maximum number of dwellings to which the VPA applies to 7,700 under the current planning controls.

It is noted that the VPA is a development contributions mechanism only and dwelling densities and lot sizes are determined by the overarching planning controls. Any amendment to planning controls that apply to the Oran Park Precinct will need to be considered separately on merit.

Officer comment

Council officers have assessed the capacity of the infrastructure provided under the VPA to support up to the proposed 7,700 dwellings as outlined below.

Water cycle management

The existing VPA requires the developer to provide a water cycle management system which meets the needs of the planned development. The sizing and design of the infrastructure are considered during the assessment of development applications for each subdivision of land. The existing VPA accommodates the water cycle management needs of the existing and future development, under the VPA, and no augmentation is required via the draft VPA amendment.

Traffic and transport

The size of collector and sub-arterial roads is also considered at development assessment stage, having regard for the traffic modelling and studies submitted with development applications. The existing and planned traffic and transport infrastructure is therefore expected to be adequate for the development.

Open space and recreation

The development of up to 7,700 dwellings requires the provision of a minimum of 57.2 hectares of active and passive open space to comply with the adopted provision rates for greenfield urban release areas.

The VPA provides a total of 57.38 hectares of active and passive open space, which exceeds the minimum rate of provision and includes land that has been embellished to a higher standard than previously planned such as the Ron's Creek corridor and water play park. In addition, the increase in the contribution value for the Leisure Centre from \$34.8m to \$57.6m will enable the delivery of a larger facility. No further augmentation is required via the draft VPA amendment.

Community infrastructure

The provision of community infrastructure under the existing VPA, such as the Oran Park Library, Julia Reserve community facility and a future community facility in the northern portion of the Oran Park release area, is sized appropriately to meet the demands generated by the proposal. No augmentation is required via the draft VPA amendment.

Conclusion

The proposed change to dwelling numbers has been considered in the assessment of the VPA offer. The existing VPA provides sufficient water cycle management, traffic and transport, open space, recreation and community infrastructure to meet the needs of the maximum of 7,700 dwellings covered under the draft VPA amendment. The increase to the contribution value of the Leisure Centre under the draft VPA amendment will enable the delivery of a larger facility which meets the needs of both the Oran Park population and the broader Camden region.

The draft VPA (as exhibited) included an additional clause clarifying the separation between the contributions mechanism and land use planning controls. This provides clarity regarding the separation of the two instruments.

3. Delivery of Leisure Centre by Council instead of GDC

The draft VPA amendment proposes to transfer responsibility for the delivery of the Leisure Centre from GDC to Council.

Officer comment

A detailed scope of the Oran Park Leisure Centre has been developed by Council officers to inform the future design of the facility. The detailed scope has been considered by two quantity surveying (QS) consultants to assess the cost of delivering the facility.

Officers have considered the QS estimates, Council's existing resources, capacity and experience in delivering major projects of this nature and recommend the delivery of the facility be managed by Council through the existing Project Management Framework.

Officers will continue to work with Councillors and GDC representatives to inform the final design and overall delivery as part of the wider Oran Park Civic Precinct.

4. Minor amendments to VPA

The proposal to increase the contribution value of the Leisure Centre and transfer responsibility for delivery of the facility to Council has required minor amendments to be undertaken to the VPA, including the clause changes outlined below and other minor changes of an administrative nature.

New subclause 2.2

Under this subclause GDC acknowledges that:



-
- The VPA does not promise that development consent will be granted for the maximum number of dwellings covered by the VPA.
 - The VPA does not fetter Council's ability to exercise its statutory functions as a consent and regulatory authority.
 - GDC cannot seek any reduction or refund in development contributions (whether land, works or monetary contributions) if GDC is unable to develop the maximum number of dwellings covered by the VPA.

New subclauses 7.9 and 7.10

These subclauses clarify the requirement for a VPA item to be delivered by the developer when it exceeds the contributions values estimated within the VPA.

Clause 27

This clause has been amended so that the increased contribution value of the Leisure Centre is included in the calculation of financial security under the VPA

Financial Assessment

Council officers have assessed the total value of the draft VPA amendment (including the accelerated payment of \$18.7m in 'settle-up' funds and the additional \$4.1m monetary contribution towards the facility).

The assessment has compared the offer against the existing VPA and potential opportunities to collect additional development contributions under the Oran Park and Turner Road Contributions Plan where development exceeds the existing VPA's 5,500 dwelling threshold.

Under the Oran Park and Turner Road Contributions Plan, Council could only levy between \$6,500 and \$10,000 per dwelling, given that the existing VPA has already provided all of the water cycle management, traffic and transport, open space and recreation, and community infrastructure required by the development (i.e. Council cannot 'double-dip' when levying contributions).

The draft VPA amendment equates to a contribution of \$10,363 per dwelling (7700 threshold), which exceeds what Council could levy under the Contributions Plan.

Summary

The overall assessment of the offer to amend the Oran Park VPA confirms that the proposal provides material public benefit.

Exhibition of draft VPA Amendment

The draft VPA amendment was exhibited for an extended six-week period from 4 March 2020 to 14 April 2020. The original exhibition period was extended due to the closure of Council's libraries and customer service centres in response to the COVID-19 crisis.

No submissions were received in response to the exhibition therefore it is recommended to endorse the VPA as exhibited.

Next Steps

Should Council endorse the draft VPA Amendment, the next steps are:

- The draft VPA amendment will be executed under Council's Power of Attorney.
- The execution of the VPA will be publicly notified and a copy of the executed VPA will be forwarded to the Minister for Planning, in accordance with the *Environmental Planning and Assessment Act 1979*.
- Council officers will continue with the detailed design of the facility.

Should Council resolve to not support the draft VPA amendment, the existing VPA would continue to apply and Council officers would commence discussions with GDC regarding the delivery of the Leisure Centre by GDC in accordance with the existing VPA with a contribution value of \$34.8m.

FINANCIAL IMPLICATIONS

The delivery of the Leisure Centre facility is fully funded under the draft VPA amendment up to a budget of \$57.6m indexed to September 2019.

The payment of the monies associated with the VPA are linked to key project milestones for the development of the Leisure Centre.

CONCLUSION

The draft VPA amendment proposes to:

- Increase the value of the Oran Park Leisure Centre from \$34.8million to \$56.6million;
- Increase the number of dwellings the VPA provides from 5500 to 7700 dwellings; and
- Transfer responsibility to deliver the facility to Council from GDC.

The elements of the offer have been assessed and considered by Council officers and are found to represent a material public benefit.

The draft VPA was subsequently placed on public exhibition for a six-week period concluding on 14 April 2020.

No submissions were received during the exhibition period and it is therefore recommended that Council endorse the draft VPA offer as exhibited.

Should Council endorse the draft VPA, it will enable the commencement of the detailed design of the facility and engagement of the project architect. This will enable delivery of the facility to the community in the second half of 2024.



RECOMMENDED

That Council:

- i. endorse the Second Deed of Variation to the Oran Park Voluntary Planning Agreement (the VPA amendment) and authorise the relevant VPA documentation to be executed under Council's Power of Attorney;**
- ii. publicly notify the execution of the VPA amendment in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and Regulations; and**
- iii. forward a copy of the executed VPA to the Minister for Planning and Public Spaces in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and Regulations.**

ATTACHMENTS

- 1. Second Deed of Variation and draft amendment to Oran Park VPA**

ORDINARY COUNCIL

ORD04**SUBJECT: NARELLAN MEN'S SHED - REQUEST TO REFUND APPLICATION FEES****FROM:** Director Customer & Corporate Strategy**TRIM #:** 20/79768

PURPOSE OF REPORT

The purpose of this report is to seek Council's determination of a request from the Narellan Men's Shed for a refund of the application fees associated with the modification to amend the hours of operation at 362 Narellan Road, Mount Annan.

BACKGROUND

On 6 February 2020, Council received a development application (DA), to amend the hours of operation at 362 Narellan Road, Mount Annan.

This request seeks a refund of the fees which have been paid to Council.

Council has in the past refunded fees and charges where an applicant demonstrates hardship, or for volunteer organisations, where the purpose supports the general community.

MAIN REPORT

Council received a request for a refund of the fees associated with this development. Based on s.4.55(1A) modifications involving minimal environmental impact, the total Council fees paid for this development are listed below:

Council Fee	Purpose	Amount
DA fee	The assessment of the DA by Council	\$645.00
	Total Council fees available for refund	\$645.00

A copy of the request for a refund is provided as an **Attachment** to this report.

FINANCIAL IMPLICATIONS

The current balance of Councillor Ward Funds is \$49,399. The refund could be funded from available Ward Funds or at the March 2020 Quarterly Budget Review.

CONCLUSION

A request has been received seeking a refund of the fees paid to Council associated with the amended hours of operation at 362 Narellan Road, Mount Annan. The total amount of those fees available for refund is \$645.00. Should Council decide to refund the fees, a funding source will need to be determined as provided in the financial implications section of this report.



RECOMMENDED

That Council:

- i. determine whether to grant a refund of \$645.00;**
- ii. subject to Council authorising the refund, identify the funding source as detailed in the financial implications of this report; and**
- iii. advise the applicant of Council's decision.**

ATTACHMENTS

- 1. Email to Council - request for refund of fees - Narellan Mens Shed**

ORDINARY COUNCIL

ORD05

SUBJECT: PROPOSED PARKS AND RESERVE NAMING - ORAN PARK
FROM: Director Customer & Corporate Strategy
TRIM #: 19/346835

PURPOSE OF REPORT

This report seeks Council's endorsement of the proposed naming of seven parks and two reserves within the suburb of Oran Park and referral of the proposal to the NSW Geographical Names Board (GNB) for its consideration.

BACKGROUND

Council received a request from Greenfields Development Company (GDC) to consider the naming of seven parks and two reserves within the suburb of Oran Park. Information supplied by GDC in support of the request is provided as an **attachment** to this report.

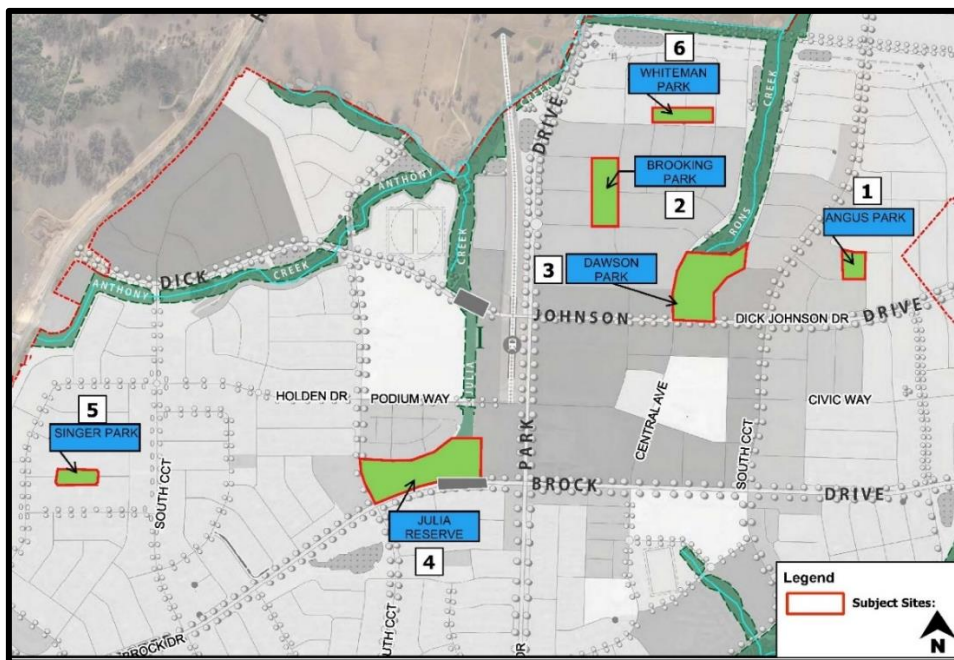
A Councillor briefing on this matter was held on 10 March 2020.

MAIN REPORT

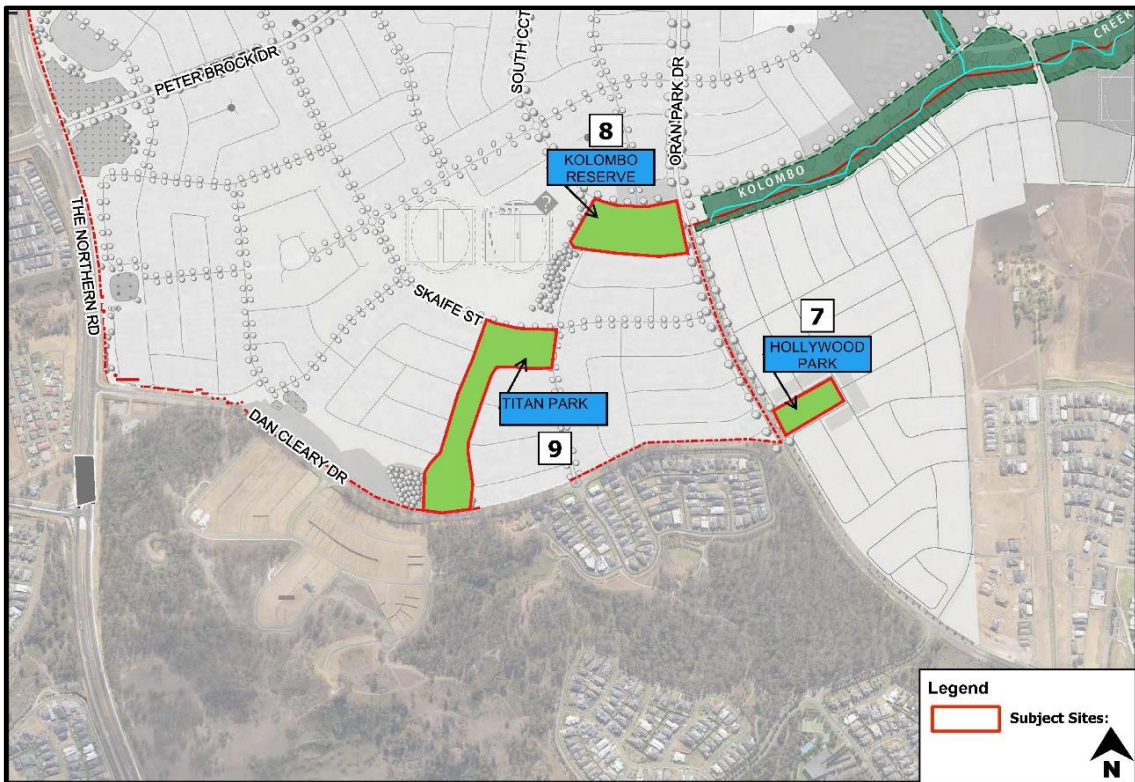
The parks and the reserves to be named are:

- August Park;
- Brooking Park;
- Dawson Park;
- Julia Reserve;
- Hollywood Park;
- Kolombo Reserve;
- Singer Park;
- Titan Park;
- Whiteman Park.

Detail on the historical background of the proposed parks and reserves names, as provided by GDC, is outlined in the maps and tables below.



Proposed Park & Reserves Names	Historical Background
1 – Angus Park	The proposed name is in recognition of the farming heritage of Oran Park. Angus is a breed of cattle that was imported into Tasmania in the 1820's. The breed was later introduced to the southern mainland in 1840 and is now found in all Australian states.
2 – Brooking Park	Frank Brooking was Mayor of Camden from 1993 – 1997. He was a respected civic leader and member of Camden Rotary, Rural Fire Service and many other community committees and organisations. Frank Brooking passed away in 2013.
3 – Dawson Park	The Hon John Dawson-Damer was a member of the English aristocracy. He and his wife purchased Oran Park House in 1969 and undertook restoration guided by architect Richard Mann. The Hon John Dawson-Damer passed away in 2000.
4 – Julia Reserve	The Perich family purchased the land on which Oran Park Town stands in 1984. Julia Perich was a member of the family who emigrated from the former Yugoslavia (now Croatia) to pursue their own Australian dream. Mr and Mrs Perich built a small farm into one of the largest dairies and agricultural businesses in Australia, with a legacy that is continued by their family to this day. Julia Perich passed away in 1984.
5 – Singer Park	The Oran Park Raceway was built by the volunteers of the Singer Car Club. The committed group of enthusiasts did much of the construction work and maintenance without which the raceway would never have materialised.
6 – Whiteman Park	Charles Thomas Whiteman was Mayor of Camden from 1892 - 1893 and was one of the first elected representatives of the Camden Municipality in 1889. The Whiteman family have a long-standing history in Camden including the establishment of a Whiteman's department store on Argyle Street which was open for business from 1878 until 2000. The store passed through four Whiteman generations and employed many Camden residents. Charles Whiteman passed away in 1903.



Proposed Park & Reserve Names	Historical Background
7 – Hollywood Park	Whilst the majority of the proposed park names in Oran Park Town reflect the motor racing history of Oran Park, the proposed naming of Hollywood Park reflects the more recent history of Oran Park Town. The park is located adjacent to the Oran Park Town sign which is referenced by locals as “the Hollywood sign” and this local reference is reflected in the name Hollywood Park.
8 – Kolombo Reserve	Kolombo Perich migrated to Australia in 1948 along with his wife Julia Perich. After much work and sacrifice, they were able to purchase a small dairy farm in 1951, milking 25 cows. By 1963 they were milking 200 cows at Bringelly. They then went on to purchase local dairy farms including one in Oran Park. Kolombo and his wife Julia were proud Camden residents and supported local charities and causes, which continues today through their family members. Kolombo Perich passed away in 1999.
9 – Titan Park	At the time when Oran Park Raceway was operating, the Police conducted Police Dog Training at the Raceway. In recognition of this, it is proposed to name a large park, in the southern corner of the development, Titan Park, after general-purpose police dog ‘Titan’, who was killed in the line of duty in 2004.

The GNB is the naming authority and has the role of assigning names to parks and natural features. The GNB guidelines and procedures are aimed at ensuring community input as well as avoiding the duplication of names.



The GNB has advised Council that the following process is to be followed to have park names approved:

1. The land owner, developer or a resident provides to Council a proposed park or reserve name/s.
2. The proposed park or reserve name/s are checked by Council staff in accordance with the Guidelines published by the GNB.
3. A report is sent to Council, seeking endorsement of the proposed park or reserve name/s to be submitted for approval by the GNB.
4. The GNB exhibits the proposed park or reserve name/s in the local media for 30 days, inviting submissions.
5. If objections are received by the GNB, they will be forwarded to Council for review.
6. If no objections are received, the GNB gazettes the names and notifies Council of the gazettal.

Steps 1 to 2 have now been completed and this report is in accordance with step 3.

The proposed seven parks and two reserves were referred to the Heritage Advisory Committee for any comments. The Committee made no comments.

The proposed park and reserve names are now recommended to Council for endorsement and, subject to Council approval, will be referred to the GNB to continue the above naming process.

If approved by the GNB, the park and reserve names will be formally included in Council's official place name register.

FINANCIAL IMPLICATIONS

This matter has no direct financial implications for Council.

CONCLUSION

GDC has submitted a list of parks and reserve names for endorsement by Council.

The proposed names outlined this report are in accordance with GNB guidelines.

It is recommended that Council endorse the proposed park and reserves names and refer the application to the GNB to continue the place naming process.

RECOMMENDED

That Council:

- i. endorse the park and reserve names August Park, Brooking Park, Dawson Park, Julia Reserve, Hollywood Park, Kolombo Reserve, Singer Park, Titan Park and Whiteman Park within the Oran Park Precinct;**
- ii. refer the application to the Geographical Names Board (GNB) in accordance with GNB place naming process; and**
- iii. write to Greenfields Development Company advising of Council's decision.**

ATTACHMENTS

- 1. DGC Submission- Proposed Parks and Reserves**



ORDINARY COUNCIL

ORD06

SUBJECT: CODE OF MEETING PRACTICE - REVISED
FROM: Director Customer & Corporate Strategy
TRIM #: 20/119827

PURPOSE OF REPORT

The purpose of this report is to seek Council approval for the public exhibition of Camden's draft revised Code of Meeting Practice (the draft revised Code).

BACKGROUND

A revised version of Camden's Code of Meeting Practice (the Code) was placed on public exhibition with submissions closing on 9 April 2020. Following the closure for submissions Council has reviewed the revised Code and has identified further enhancements.

Camden's current Code of Meeting Practice (the Code) provides for one Ordinary Council meeting per month on the fourth Tuesday and a minimum of one briefing per month on the second Tuesday. The Code provides for a start time for meetings of 6pm.

The Code also provides that recordings of meetings will be retained on Council's website only until the minutes of that meeting are adopted by the Council at a subsequent meeting.

Councillors were briefed on the matter on 21 April 2020.

MAIN REPORT

Following the recent review of the Code, it is proposed to amend the timing of the monthly Council meeting from the fourth Tuesday to the second Tuesday and the timing of the minimum of one briefing per month to the fourth Tuesday.

This proposal addresses the need for meetings to be held sufficiently earlier in the month to help deal with the business of Council. It also addresses the timing issue of the December meeting occurring unreasonably close to Christmas and the February meeting not taking place sufficiently early in the new year to deal with pressing Council business. Additional briefings can still be undertaken after Council meetings and as required.

It is also proposed to amend the start time for meetings to 6.30pm. This proposal provides for a more convenient start time for the members of the public who may have difficulty accessing Council meetings at the current 6pm start time due to existing work or family commitments.

Finally, it is proposed to extend the time that recordings of a Council meeting will be held on Council's website to 12 months after the meeting. This will provide greater access for the public to access the recordings of Council meetings.

The draft revised Code includes the proposed amendments as tracked changes and is provided as **Attachment 1**.

In accordance with the Act, it is proposed that the draft revised Code be placed on public exhibition, with submissions being received for a period of 42 days after the commencement of exhibition. If submissions are received, Council will be provided a further report however, if no submissions are received, the revised Code will be considered effective from the day after the close of the submission period and Councillors will be notified accordingly.

FINANCIAL IMPLICATIONS

There are no budget implications.

CONCLUSION

It is proposed to change Council's Ordinary meeting cycle and start times and to provide for the retention of recordings of meetings on Council's website for 12 months.

The draft revised Code is recommended for public exhibition.

RECOMMENDED

That Council:

- i. endorse the draft revised Camden Code of Meeting Practice included as Attachment 1 to this report;**
- ii. authorise the public exhibition of the draft revised Camden Code of Meeting Practice in accordance with Section 361 of the Local Government Act 1993 for a period of 42 days for submissions to be made to Council within that period;**
- iii. if no submissions are received, adopt the revised Code of Meeting Practice effective from the day after the close of the submission period; or**
- iv. if submissions are received, be provided a further report following the exhibition period to consider submissions made and to adopt a final Code of Meeting Practice.**

ATTACHMENTS

- 1. Code of Meeting Practice - Revised**



ORDINARY COUNCIL

ORD07

SUBJECT: INVESTMENT MONIES - MARCH 2020
FROM: Director Customer & Corporate Strategy
TRIM #: 20/110779

PURPOSE OF REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General) Regulation 2005*, a list of investments held by Council as at 31 March 2020 is provided.

MAIN REPORT

The weighted average return on all investments was 2.02% p.a. for the month of March 2020. The industry benchmark for this period was 1.18% (Ausbond Bank Bill Index).

The Responsible Accounting Officer (the Chief Financial Officer) has certified that all investments have been made in accordance with Section 625 of the *Local Government Act 1993*, the relevant regulations and Council's Investment Policy.

Council's Investment Report is provided as an **attachment** to this report.

RECOMMENDED

That Council:

- i. note that the Responsible Accounting Officer has certified that all investments held by Council have been made in accordance with the *Local Government Act 1993*, Regulations, and Council's Investment Policy;**
- ii. note the list of investments for March 2020; and**
- iii. note the weighted average interest rate return of 2.02% p.a. for the month of March 2020.**

ATTACHMENTS

1. Investment Report - March 2020

ORDINARY COUNCIL

ORD08

SUBJECT: MINUTES OF THE 11 DECEMBER 2019 AUDIT, RISK AND IMPROVEMENT COMMITTEE

FROM: General Manager

TRIM #: 20/61238

PURPOSE OF REPORT

The purpose of this report is to provide Council with the minutes of the 11 December 2019 Audit, Risk and Improvement Committee meeting.

BACKGROUND

Council endorsed the implementation of a Business Assurance and Risk Management framework in June 2014. This framework included the establishment of a Business Assurance and Risk Committee (renamed to Audit, Risk and Improvement Committee).

Council resolved to adopt the Committee's current Audit, Risk and Improvement Committee Charter on 9 April 2019. The Charter includes a requirement to report draft minutes to Councillors via the Councillor Update, and to subsequently report the final minutes to Council for noting after they have been approved at the next Audit, Risk and Improvement Committee meeting.

MAIN REPORT

The Audit, Risk and Improvement Committee met on 11 December 2019. The agenda discussed at the meeting included:

- Enterprise Risk Management;
- Asset Management Internal Audit Report;
- Credit Cards Internal Audit Report;
- External Audit Update;
- Audit Report Recommendations – Implementation Status Update October 2019;
- Cyber Security – Essential8 Update;
- Update on Cladding;
- Internal Audit Plan Status Update;
- Audit, Risk and Improvement Committee and Internal Audit Annual Report 2019;
- Audit, Risk and Improvement Committee Self-Assessment Results;
- Update on Reports from Authoritative Bodies.

The draft minutes of the 11 December 2019 Committee meeting were circulated to Councillors as part of the Weekly Councillor Update on 24 January 2020 and subsequently approved at the 4 March 2020 Committee meeting. The approved minutes are provided as an **attachment** to this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.



CONCLUSION

The Audit, Risk and Improvement Committee plays an important role in supporting the governance framework of Council. Reporting the minutes from Committee meetings keeps Council informed of the outcomes from those meetings and are submitted for information.

RECOMMENDED

That Council note the Minutes of the Audit, Risk and Improvement Committee meeting of 11 December 2019.

ATTACHMENTS

1. Minutes of the 11 December 2019 Audit, Risk and Improvement Committee meeting