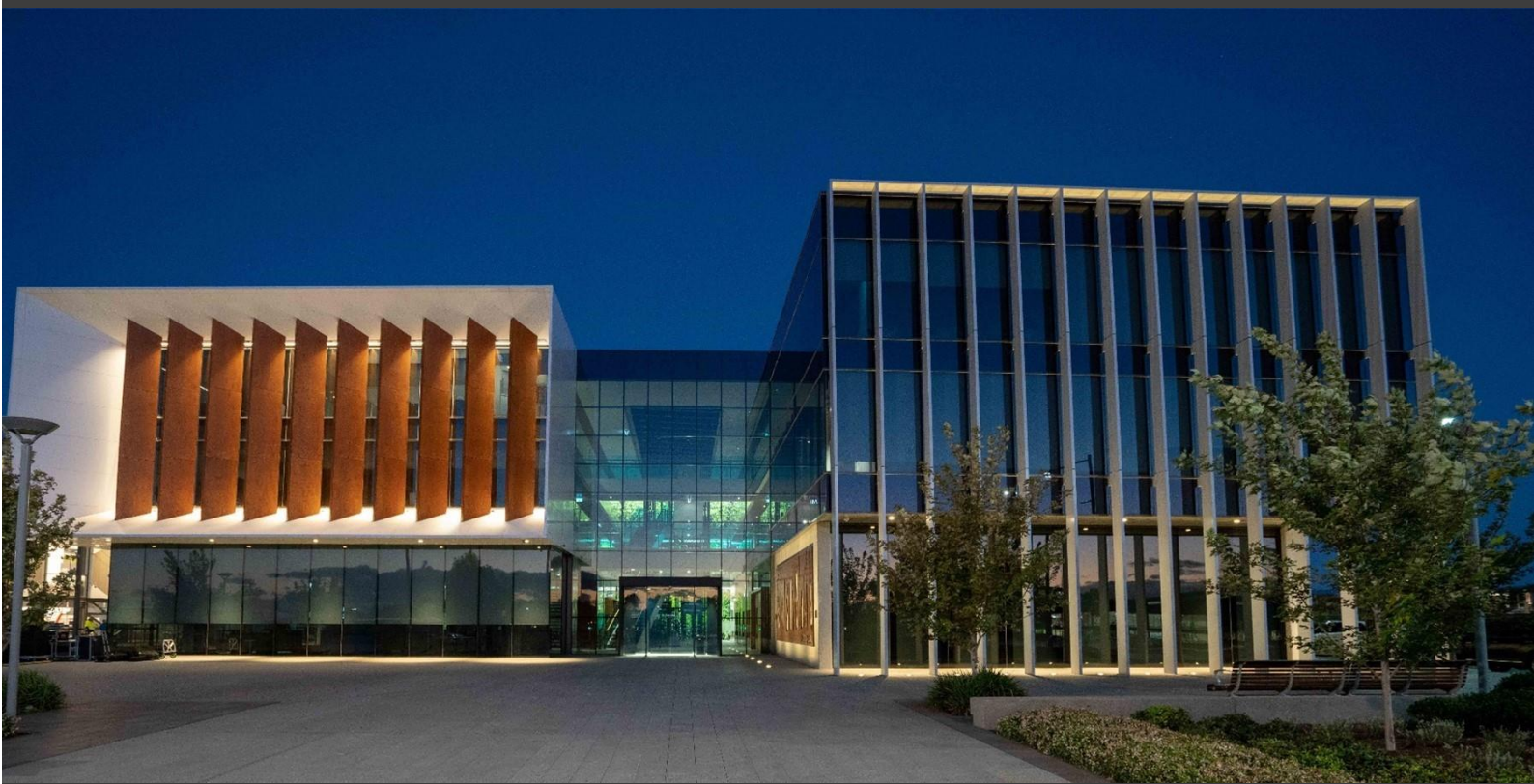


Business Paper

Ordinary Council Meeting

Camden Council
Administration Centre
70 Central Avenue
Oran Park

14 November 2023

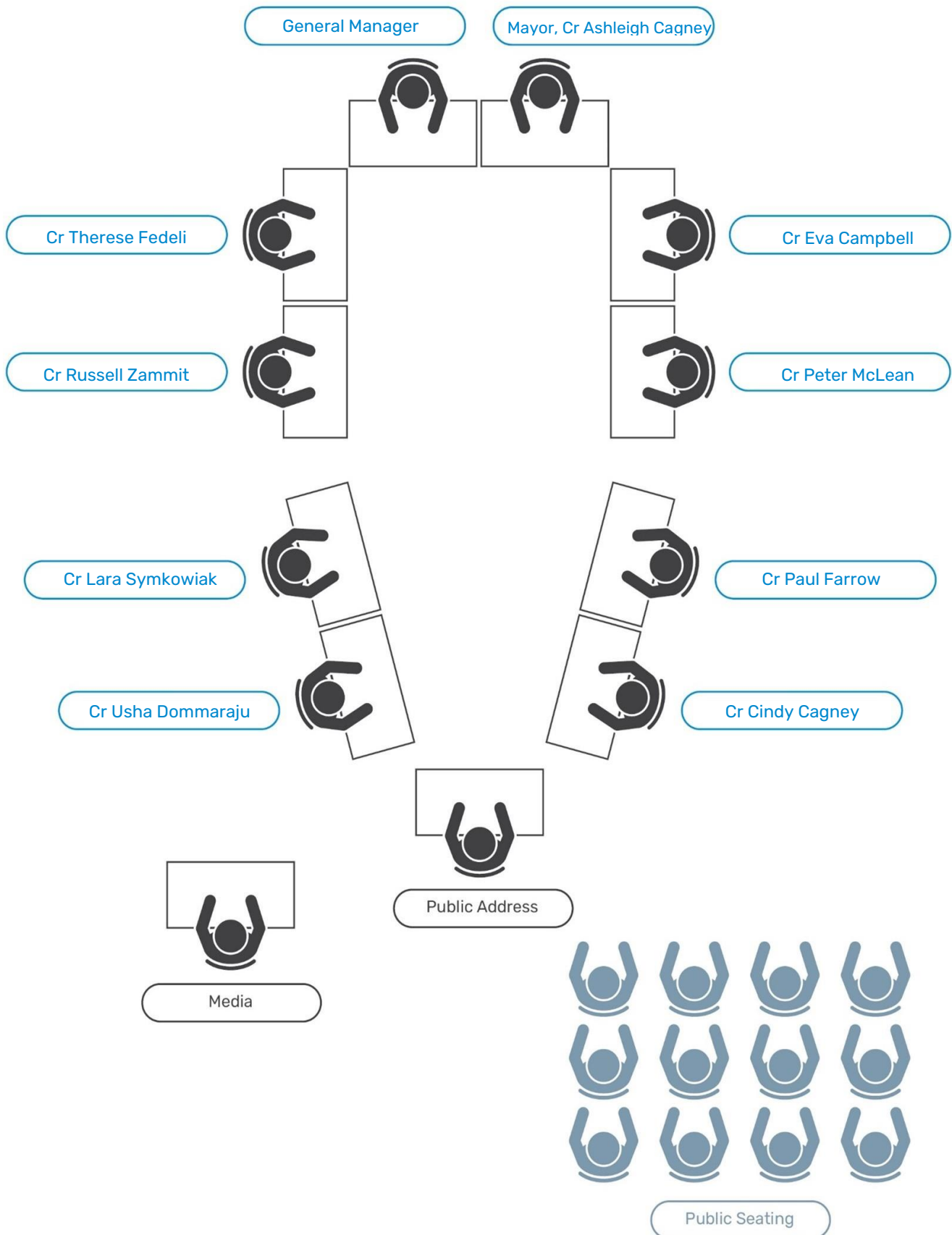


The public can also view the meeting via Council's webcast. A link to this webcast can be found on Council's webpage – <http://webcast.camden.nsw.gov.au/video.php>

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COMMON ABBREVIATIONS

AEP	Annual Exceedance Probability
AHD	Australian Height Datum
CLEP	Camden Local Environmental Plan
CP	Contributions Plan
DA	Development Application
DCP	Development Control Plan
DPE	Department of Planning & 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
GCC	Greater Cities Commission
LAP	Local Approvals Policy
LEP	Local Environmental Plan
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
NCC	National Construction Code
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



OATH AND AFFIRMATION FOR COUNCILLORS

In accordance with section 233A of the *Local Government Act 1993*, all elected Councillors must take an oath of office or make an affirmation of office at or before the first meeting of the Council.

The oath or affirmation may be taken or made before the General Manager, an Australian legal practitioner or a Justice of the Peace.

A Councillor who fails, without a reasonable excuse, to take the oath of office or make an affirmation of the office in accordance with the Act is not entitled to attend a meeting as a Councillor, until the Councillor has taken the oath or made the affirmation.

OATH

"I [*name of councillor*] swear that I will undertake the duties of the office of Councillor in the best interests of the people of the Camden Local Government Area and the Camden Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment".

AFFIRMATION

"I [*name of councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of the Camden Local Government Area and the Camden Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment".

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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)

SUBJECT: ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge that this meeting is being held on the Traditional Lands and Waterways of the Dharawal people and also recognise surrounding Dharug and Gundungurra people and pay our respect to Elders past, present, and those emerging.

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. The recording will also be made publicly available on Council's website.

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, or that release any personal information about another individual without their consent. Council accepts no liability for any damage that may result from your actions and comments.

Under Council's Code of Meeting Practice, individuals acting in a disorderly manner can be asked by the Chairperson to leave the meeting.

SUBJECT: LEAVES OF ABSENCE

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

RECOMMENDED

That leaves of absence be granted.

SUBJECT: APPROVAL TO ATTEND BY AUDIO-VISUAL LINK

Requests by Councillors to attend and participate in Council meetings by audio-visual link.

A decision whether to approve a request must be made by a resolution of Council. A resolution must state:

- The meetings the resolution applies to, and
- The reason why the Councillor is being permitted to attend the meetings by audio-visual link (unless the ground is illness, disability, or caring responsibilities).

RECOMMENDED

That the requests to attend and participate by audio-visual link be granted for the meetings as determined by Council and for the reasons noted.

SUBJECT: DECLARATION OF INTEREST

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, and where applicable, all other persons, must be familiar with the conflicts of interest provisions contained in the Code of Conduct.

This item of business provides an opportunity for Councillors to declare and manage any conflicts of interest that they may have in matters being considered at this meeting of Council.

RECOMMENDED

That the declarations be noted.

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.

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.

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.

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 webcast. Visual images of the speaker will not be captured as part of that webcast.

RECOMMENDED

That the public addresses be noted.

SUBJECT: CONFIRMATION OF MINUTES

Confirm and adopt Minutes of the Local Traffic Committee held on 3 October 2023 and the Ordinary Council Meeting held 10 October 2023.

RECOMMENDED

That the Minutes of the Local Traffic Committee held on 3 October 2023 and the Ordinary Council Meeting held 10 October 2023, copies of which have been circulated, be confirmed and adopted.

Mayoral Minute

SUBJECT: MAYORAL MINUTE - TURNING POINT CAMDEN'S 10TH ANNIVERSARY

FROM: The Mayor

EDMS #: 23/570062

I'd like to take this opportunity to congratulate Turning Point Camden on an incredible milestone they're celebrating this month – their 10-year anniversary.

Many might see a 10-year birthday and think an organisation is still in its infancy. But, when we think about an incredible not-for-profit community welfare centre that has been supporting those within the Camden community experiencing life's challenges for a decade, I know 10 years is an incredibly long time to make a difference to those who have needed it.

Many Camden residents have Turning Point Camden to thank for providing them with a safe and confidential environment; providing them with welfare services, such as emergency food relief; and connecting them to much-needed services such as mental health, disability, employment and accommodation support.

Turning Point Camden's mission of "empower" has never been more significant. By working tirelessly, today and over the past 10 years, to plant the seed of hope through acts of encouragement, support and empowerment, Turning Point Camden has been so valuable to this community.

I'd like to thank all those involved at Turning Point Camden, currently and throughout the past 10 years, for approaching everyone without judgement to help them reach a turning point in their life.

I know this organisation will continue to go from strength to strength and, as a result, the lives of residents will continue to improve too. I look forward to celebrating your next 10 years as part of the fantastic Camden community.

RECOMMENDED

That Council write to Turning Point Camden and congratulate them on their 10-year anniversary.

Mayoral Minute

SUBJECT: MAYORAL MINUTE - COUNCILLOR NUMBERS

FROM: The Mayor

EDMS #: 23/594493

At its Ordinary Meeting of 10 October 2023, Council considered a report in relation to the number of Councillors and resolved to conduct a constitutional referendum, in conjunction with its ordinary election in 2024, to propose changing the number of Councillors for the 2028-2032 term onwards to 12.

I now ask Council to reconsider this matter.

The Camden community, like the rest of Australia, is experiencing a cost of living crisis due to increases in the price of goods and services such as groceries, petrol and energy. Some families have had to cut back spending on food to be able to afford essential household bills. Funding to hold the constitutional referendum and to pay for a potential increase in the number of Councillors from 2028 onwards could instead be used to support delivery of services to our community, especially in the current challenging times.

Although the community would officially have its say when voting on a proposed increase to Councillor numbers through a constitutional referendum, this would not be until after resources are used to undertake extensive community consultation.

It is my view that this is not the appropriate time for Council to commit resources towards a constitutional referendum even though this is a matter that will need to be considered again in the future.

With all this in mind, I propose that Council determine not to conduct a constitutional referendum to propose changing the number of Councillors for the 2028-2032 term onwards from 9 to 12, and that we notify the NSW Electoral Commission of that decision.

RECOMMENDED

That Council:

- i. **determine not to conduct a constitutional referendum, in conjunction with its ordinary election in 2024, to propose changing the number of Councillors for the 2028-2032 term onwards to 12; and**
- ii. **notify the NSW Electoral Commission of this decision.**

ORD01

ORD01

**SUBJECT: PRE PUBLIC EXHIBITION - DRAFT PLANNING PROPOSAL FOR
3 EMERALD HILLS BOULEVARD, LEPPINGTON**
FROM: Director Planning and Environment
EDMS #: 23/540605

PROPERTY ADDRESS 3 Emerald Hills Boulevard, Leppington
Lot 96, DP 1203161
PROPONENT The Planning Hub
OWNER D&AI Pty Ltd

PURPOSE OF REPORT

The purpose of this report is to advise Council of a draft Planning Proposal for land at 3 Emerald Hills Boulevard, Leppington.

The proposal seeks to amend Schedule 1 of the *Camden Local Environmental Plan 2010* (Camden LEP 2010) by inserting an Additional Permitted Use (APU) to allow a 'vehicle repair station' on the site. The draft Planning Proposal is accompanied by a draft amendment to Schedule 8 (Emerald Hills) of the Camden Development Control Plan 2019 (Camden DCP).

The draft Planning Proposal and draft DCP amendment are provided as **attachments** to this report. The report recommends that Council endorse the draft Planning Proposal for referral to the Department of Planning and Environment (DPE) for Gateway Determination and public exhibition (subject to a Gateway Determination being provided).

BACKGROUND

The draft Planning Proposal was lodged with Council in May 2023 by The Planning Hub (the proponent) on behalf of the landowners D&AI Pty Ltd.

The proposal seeks to amend Schedule 1 of the Camden LEP 2010 by allowing a 'vehicle repair station' as an additional permitted use on the site.

The site is zoned E1 Local Centre under the Camden LEP 2010. Development for the purpose of a vehicle repair station is currently prohibited within this zone. It is noted that vehicle repair stations are not prohibited in the equivalent zone under *State Environmental Planning Policy (Precincts – Western Parkland City) 2021* (Precincts SEPP).

The draft Planning Proposal is accompanied by an amendment to Schedule 8 (Emerald Hills) of the Camden DCP to guide the future development of the site.

On 28 September 2023, the Camden Local Planning Panel (CLPP) considered the proposal and recommended the draft Planning Proposal proceed to Gateway Determination.

Councillors were briefed on the draft Planning Proposal and DCP amendment on 24 October 2023.

Site and Locality

The site is located within the Emerald Hills urban release area, as shown in **Figure 1**. Emerald Hills was rezoned in July 2012 for approximately 1,280 dwellings and 10,000 sqm of commercial floor area.

Surrounding areas include Camden Lakeside to the south (under development), Catherine Fields and Leppington to the west (undeveloped) and East Leppington to the north (developed). To the east is non-urban land located within the Campbelltown LGA.

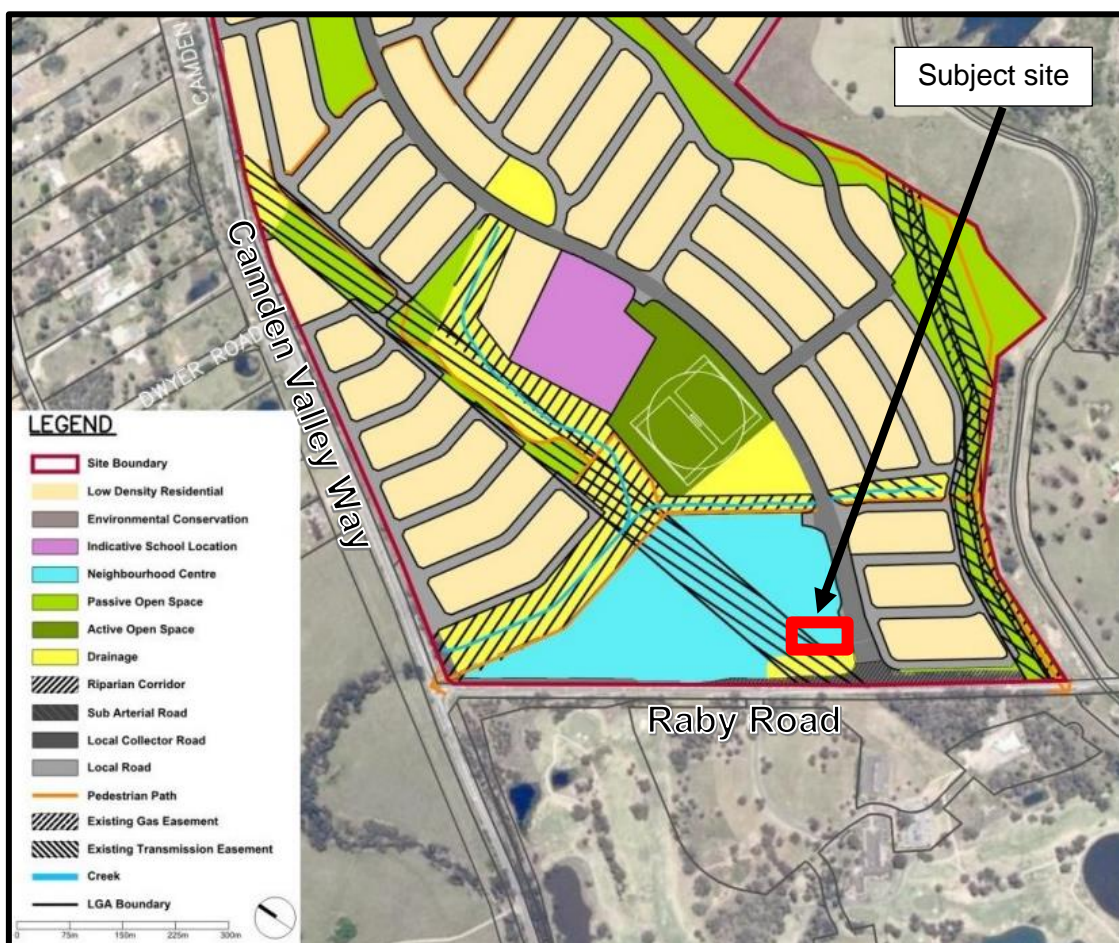


Figure 1: An extract from the indicative master plan for Emerald Hills (Camden DCP 2019)

The site is legally described as Lot 96 in DP 1203161 and is known as 3 Emerald Hills Drive, Leppington. It is part of the Emerald Hills local centre and is approximately 2,613m² in area. This site is accessed via Emerald Hills Boulevard and is currently vacant as shown in **Figure 2**.

The site is located approximately 50 metres from the Raby Road and Emerald Hills Boulevard intersection. A Transgrid transmission easement is located within the western portion of the site. Surrounding land uses include the Emerald Hills shopping village and residential development.

ORD001

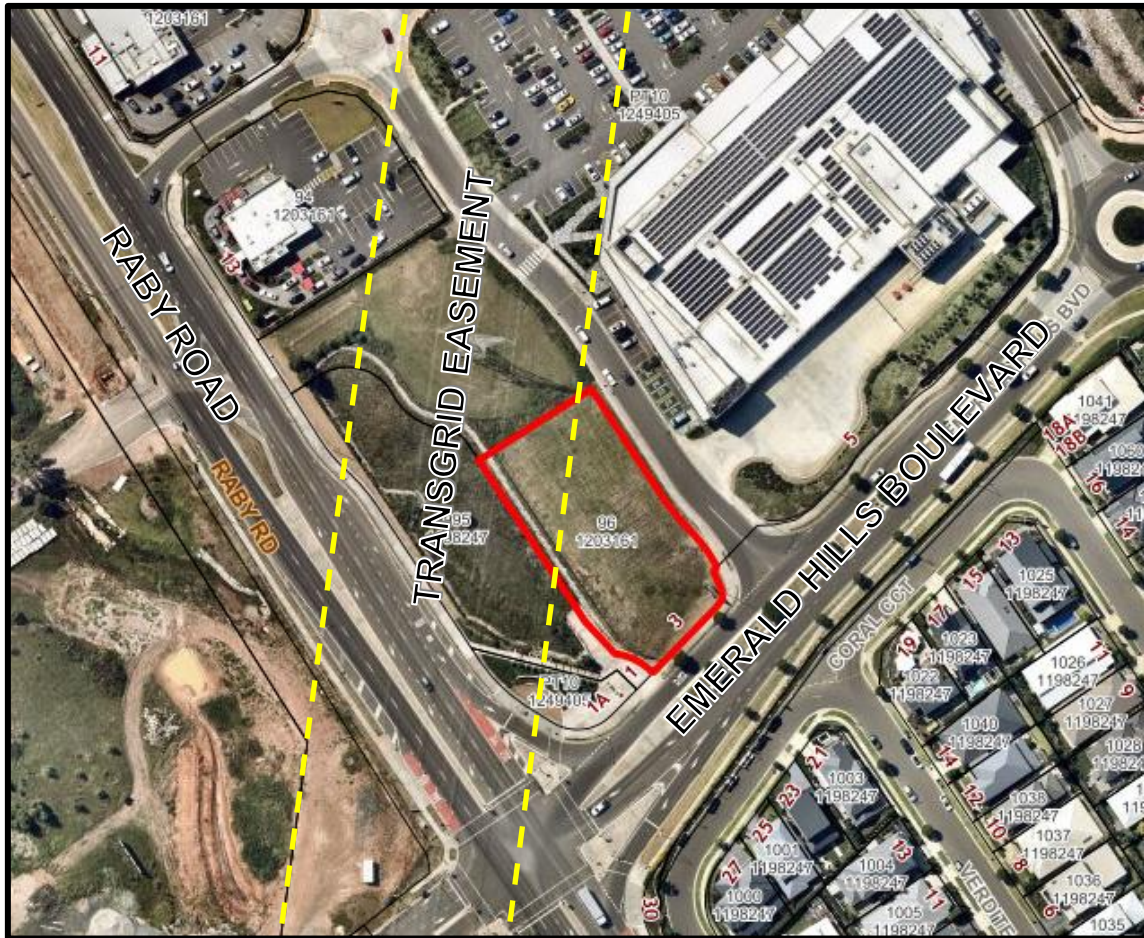


Figure 2: Site Location Map

Initial Notification

The draft Planning Proposal was placed on initial notification for 14 days from 14 July to 28 July 2023. Surrounding landowners were advised and the draft Planning Proposal was placed on Council's online platform (YourVoice Camden), along with all supporting technical studies.

It is noted that the HomeWorld exhibition village to the east of the site has ceased operating and the majority of lots notified are now in private ownership.

No submissions were received during the initial notification. Subject to Council's endorsement and receipt of a favourable Gateway Determination, the draft Planning Proposal and draft DCP amendment will be placed on public exhibition.

MAIN REPORT

The proposal seeks to facilitate the future use of the site for a vehicle repair station with ancillary food and drink premises and a car wash. An extract from the concept architectural plans is shown in **Figure 3**.

A 'vehicle repair station' is defined in the Camden LEP 2010 as a "building or place used for the purpose of carrying out repairs to, or the selling and fitting of accessories to, vehicles or agricultural machinery, but does not include a vehicle body repair workshop or vehicle sales or hire premises".

The site is zoned E1 Local Centre under the Camden LEP 2010. Development for the purpose of a vehicle repair station is currently prohibited within this zone. Food and drink premises and car wash uses are permitted with consent.

The proposal seeks to amend the Camden LEP 2010 to permit a ‘*vehicle repair station*’ on the site. The draft Planning Proposal is accompanied by a draft amendment to Schedule 8 (Emerald Hills) of the Camden DCP 2019 to guide future development on the site.

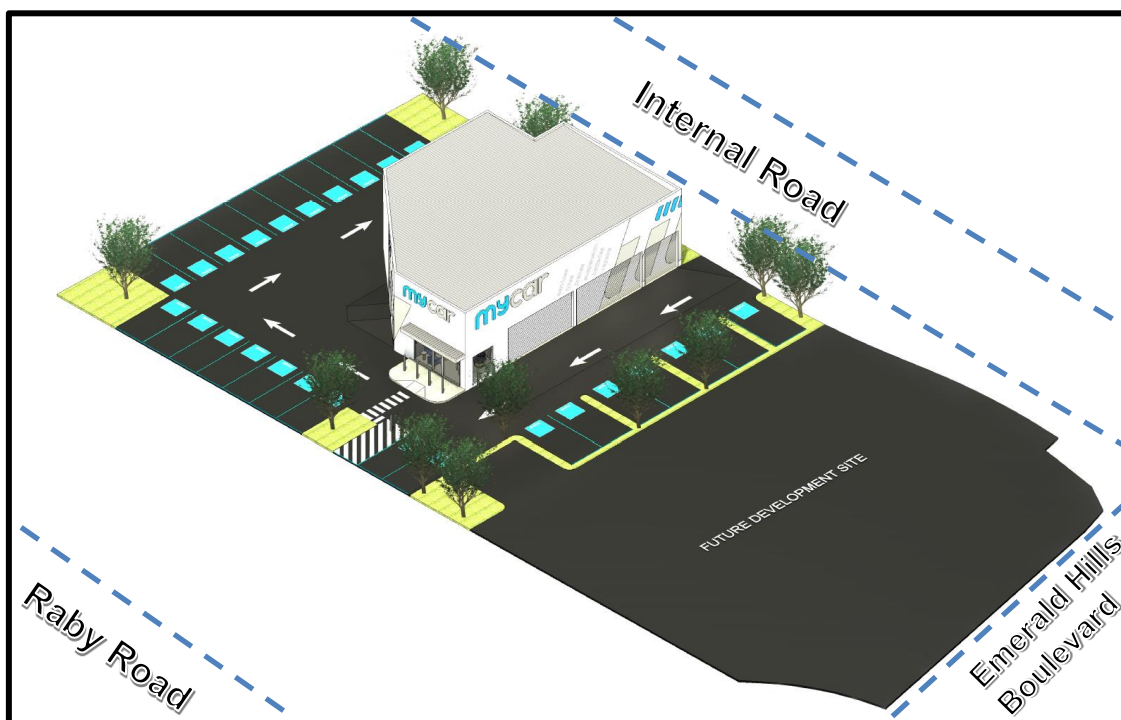


Figure 3: Annotated extract from the Concept Architectural Plans

Technical Studies

The proposal is accompanied by concept plans and studies listed in Table 1 and **attached** to this report.

Appendices	Author	Date
Concept Architectural Drawings	Bellevue Architects	4 May 2023
Acoustic Assessment	SLR Consulting	10 May 2023
Traffic and Parking Impact Assessment	Stanbury Traffic Planning	May 2023
Economic Impact Comment	Hill PDA	22 May 2023

Key Issues

In determining the strategic and site-specific merits of the proposal, consideration must be given to the objectives of the E1 Local Centre zone, which are as follows:

- To provide a range of retail, business and community uses that serve the needs of people who live in, work in or visit the area.

- To encourage investment in local commercial development that generates employment opportunities and economic growth.
- To enable residential development that contributes to a vibrant and active local centre and is consistent with the Council's strategic planning for residential development in the area.
- To encourage business, retail, community and other non-residential land uses on the ground floor of buildings.
- To ensure that mixed use developments present an active frontage to the street by locating business, retail and community uses at ground level.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.
- To encourage a safe, attractive, accessible and efficient pedestrian environment.
- To ensure that development contributes to the hierarchy of centres under the Camden Development Control Plan 2019.

A vehicle repair station is consistent with the zone objectives. The vehicle repair use will serve the needs of the local community and provide employment opportunities. The use will contribute to and complement the mix of non-residential uses within the Emerald Hills local centre as envisioned by the hierarchy of centres detailed in the Camden DCP.

Land Use Conflict

The acoustic assessment submitted with the draft Planning Proposal concluded the acoustic impacts of the proposed use were acceptable. Council officers are satisfied that the future development can comply with the relevant noise criteria and will not generate unacceptable impacts on acoustic amenity. In accordance with the Camden DCP, any future DA for this use on the site will be required to demonstrate acoustic compliance through the submission of an acoustic assessment.

The traffic assessment submitted with the draft Planning Proposal concluded that the proposed use was acceptable, whilst the economic impact assessment concludes that the proposal will not detract from the operation and function of nearby commercial and retail businesses. Council officers have reviewed the assessments and are satisfied that the proposal will not generate unacceptable amenity or economic impacts.

Camden DCP 2019 Schedule 8 – Emerald Hills

The Camden DCP 2019 includes controls for the Emerald Hills Centre and identifies a number of site planning principles as shown in **Figure 4**. The figure identifies a “*landscaped entry buffer*” and “*landmark corner building*” within the site and a “*primary pedestrian link*” adjoining the northern boundary of the site.

The DCP amendment guides future development on the land and include controls to minimise the number of driveways, provide a landmark corner building and landscaped entry buffer. Future DAs will be assessed against the DCP controls.

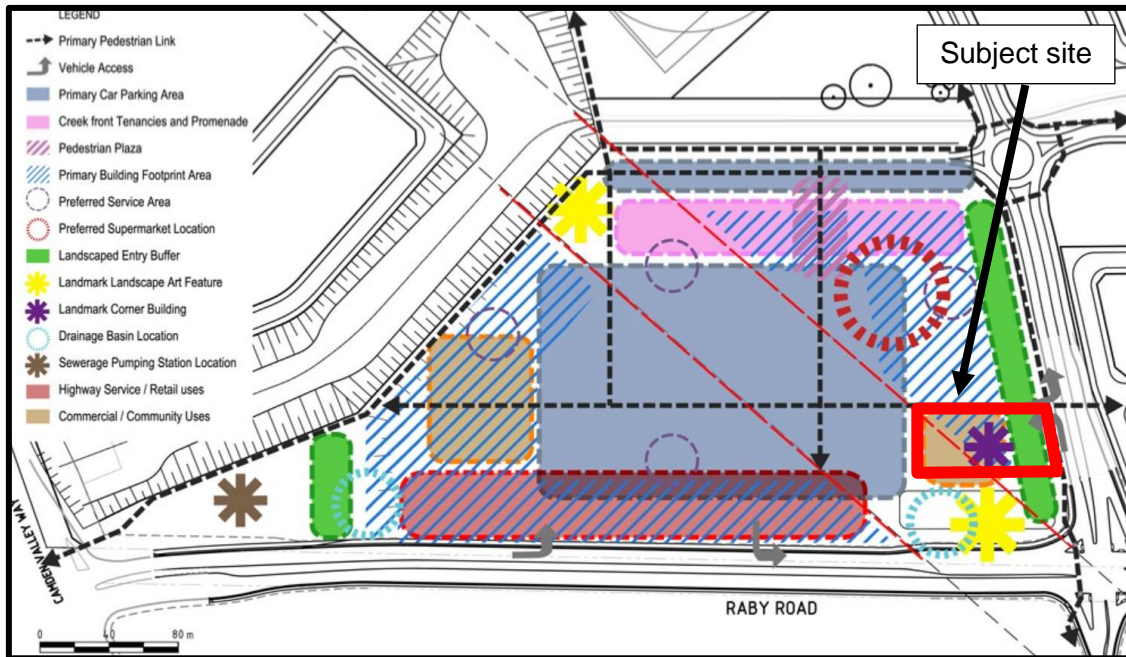


Figure 4: Extract of Figure 8-16 Site Planning Principles for Emerald Hills Centre, from Schedule 8 of the Camden DCP 2019.

Camden Local Planning Panel (CLPP)

On 28 September 2023, the draft Planning Proposal was considered by the CLPP. The CLPP recommended that the draft Planning Proposal proceed to Gateway Determination as it demonstrates strategic and site specific merit and will allow a use that will serve the daily needs of the local residential and business community.

A copy of the minutes from the Camden Local Planning Panel meeting is provided as an **attachment** to this report.

Assessment Against Key Strategic Documents

The draft Planning Proposal has been assessed against key strategic documents, including the Greater Sydney Region Plan, Western City District Plan, Camden Community Strategic Plan, Camden Local Strategic Planning Statement and Camden Centres and Employment Land Strategy. It is generally consistent with these plans and strategies and their key objectives. A detailed assessment is provided as an **attachment** to this report.

Assessment of Planning Merit

The proposal demonstrates planning merit to proceed to Gateway Determination as it:

- Is not inconsistent with the objectives of the E1 Local Centre zone;
- Will not result in any unacceptable economic impacts on the area or existing centre;
- Facilitates a land use that complements the existing centre;
- Provides a local service that will cater for the day to day needs of the community;
- Contributes to the vitality and viability of the centre; and,
- Is not inconsistent with the Precincts SEPP.

Next Steps

Subject to Council endorsement, the draft Planning Proposal will be submitted to the DPE for a Gateway Determination. Subject to a favourable Gateway Determination, the draft Planning Proposal and draft DCP amendment will be placed on public exhibition. Consultation with relevant State agencies will occur at this stage.

If unresolved submissions are received, a further report to Council will be prepared. If no unresolved submissions are received, the draft Planning Proposal will be submitted to DPE for finalisation and the DCP Amendment will be finalised under delegation.

Recommended Community Participation Methods

On 14 September 2021, Council endorsed the Camden Community Participation Plan 2021 (CPP). The CPP identifies that where a draft Planning Proposal demonstrates strategic merit, the Gateway report to Council will recommend the community participation methods for the public exhibition period.

Subject to Council endorsement and a Gateway Determination, it is recommended that the following engagement methods be undertaken at public exhibition of the draft Planning Proposal and DCP Amendment:

- Notification letters to surrounding properties;
- Site signage; and
- Social media posts directing the community to Council's YourVoice Camden website for further information on the proposal.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

CONCLUSION

The draft Planning Proposal seeks to amend the Camden LEP 2010 to permit a 'vehicle repair station' on Lot 96, DP 1203161, 3 Emerald Hills Boulevard, Leppington. The draft Planning Proposal is accompanied by a draft amendment to the Camden DCP 2019.

The proposal is consistent with the current zone, will serve the local community, provide employment opportunities, and will not generate any unacceptable amenity impacts. The proposal has strategic and site-specific merit to proceed to Gateway Determination.

RECOMMENDED

That Council:

- i. endorse the draft Planning Proposal to be forwarded to the Department of Planning and Environment for Gateway Determination;
- ii. endorse the draft amendment to the Camden Development Control Plan 2019 – Schedule 8 Emerald Hills;
- iii. subject to receiving a favourable response from the Department of Planning and Environment, proceed to public exhibition of the draft Planning Proposal and the draft Development Control Plan amendment in accordance with the requirements of the Gateway Determination and the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021*;
- iv. subject to no unresolved submissions being received, forward the draft Planning Proposal to the Department of Planning and Environment for finalisation;
- v. upon notification of the Local Environmental Plan amendment being made:
 - a. grant delegation to the General Manager to adopt the amendment to the Camden Development Control Plan 2019 – Schedule 8 Emerald Hills; and
 - b. publicly notify the adoption of the Development Control Plan in accordance with the provisions of the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021*; or
- vi. if unresolved submissions are received, consider a further report outlining the results of the public exhibition period; or
- vii. should the draft Planning Proposal not receive Gateway Approval, notify the proponent that the draft Planning Proposal will not proceed.

ATTACHMENTS

1. Final CLPP Minutes - 3 Emerald Hills Boulevard, Leppington
2. Extent of Notification Area - 3 Emerald Hills Boulevard, Leppington
3. Assessment Against Key Strategic Documents - 3 Emerald Hills Boulevard, Leppington
4. Amended Planning Proposal - 3 Emerald Hills Boulevard, Leppington
5. Acoustic Assessment - 3 Emerald Hills Boulevard, Leppington
6. Concept Architectural Drawings - 3 Emerald Hills Boulevard, Leppington
7. Economic Impact Comment - 3 Emerald Hills Boulevard, Leppington
8. Traffic and Parking Impact Assessment - 3 Emerald Hills Boulevard, Leppington
9. Draft DCP Amendment - Summary of Amendments - 3 Emerald Hills Boulevard, Leppington
10. Draft DCP Amendment - Schedule 8 (Emerald Hills) - 3 Emerald Hills Boulevard, Leppington

ORD02

ORD02

**SUBJECT: PRE PUBLIC EXHIBITION - CAMDEN GROWTH AREAS
CONTRIBUTIONS PLAN - AMENDMENT 4 - LEPPINGTON TOWN
CENTRE**

FROM: Director Growth and Finance

EDMS #: 23/529051

PURPOSE OF REPORT

The purpose of the report is to inform Council of the draft Camden Growth Areas Contributions Plan Amendment 4 and to recommend that it be endorsed for public exhibition.

BACKGROUND

The Leppington Town Centre (LTC) is currently subject to the planning proposal process seeking to amend the *State Environmental Planning Policy (Precincts – Western Parkland City) 2021* (SEPP) to facilitate the following:

- 10,500 dwellings;
- 156,000m² of retail floor space;
- 142,000m² of commercial, health, community and education floor space; and
- 160,000m² of commercial and industrial enterprise employment floor space.

Amendment 4 to the Camden Growth Areas Contributions Plan (CGACP) has been prepared in response to the LTC planning proposal and to facilitate the delivery of local infrastructure to meet demand in conjunction with any future rezoning.

A Councillor briefing was held to discuss this report on 24 October 2023.

MAIN REPORT

Status of the Leppington Town Centre Planning Proposal

In November 2022, the planning proposal was reported to Council and endorsed to be submitted for Gateway determination. Subsequently, Council submitted the planning proposal to the Department of Planning and Environment (DPE) seeking a Gateway determination. In August 2023, a Gateway determination was received enabling the planning proposal to be placed on public exhibition. The planning proposal is intended to commence public exhibition in the fourth quarter of 2023 and conclude in the first quarter of 2024.

Amendment 4 to the Camden Growth Areas Contributions Plan

Amendment 4 has been prepared in response to the LTC Planning Proposal to enable Council to fund local infrastructure to meet the demands of the future population. In March 2022, Council engaged HillPDA to assist in the preparation of Amendment 4. Amendment 4 has been based on the LTC planning proposal's infrastructure strategy, *Delivering Leppington*, as well as other supporting technical studies. The cost of the Infrastructure works were derived from quantity surveyor (QS) costings from WT Partnerships and finalised by a review by Rider Levett Bucknall (RLB). Unit costs for land were prepared by HillPDA and peer reviewed by Herron Todd White (HTW).

The overall monetary value for local infrastructure within LTC under Amendment 4 is **\$860,072,034** and is summarised in **Table 1**. The per lot rate can be seen in **Table 2**.

Table 1 – Summary of LTC infrastructure

	Land	Works	Total
Open Space	\$259,916,314	\$101,868,828	\$361,785,142
Community Facilities (Land only)	\$3,488,016	\$0	\$3,488,016
Transport	\$219,207,220	\$169,437,229	\$388,644,449
Stormwater	\$65,084,728	\$36,453,309	\$101,538,037
Plan Administration	\$0	\$4,616,390	\$4,616,390
TOTAL	\$547,696,278	\$312,375,756	\$860,072,034

Table 2 – Per lot rate in LTC

	Medium Density Residential (R3)	High Density Residential (R4)	Mixed Use Residential (B4)
<i>Dwellings/ha</i>	42	73	86
<i>Occupancy rate</i>	2.6	1.8	1.8
Rate per lot	\$92,831	\$55,355	\$52,099

The additional proposed infrastructure under the Amendment 4 works list includes:

- Additional roads, half roads fronting open space and upgraded intersections;
- Additional open space from 19.4 hectares to 50.6 hectares, including two double playing fields;
- New civic parks and linear plaza; and
- Additional drainage infrastructure.

Leppington and Lowes Creek Maryland under Amendment 4

Amendment 4 covers Leppington Town Centre, Leppington and Lowes Creek Maryland. There are no changes proposed to the works list in either the Leppington or Lowes Creek Maryland precincts. The only update is to the Leppington works list costings which have been updated based on the QS review and land valuation. Lowes Creek Maryland has been updated as part of Amendment 3 and no further changes are proposed under Amendment 4.

Application to IPART and transitional arrangements

Should Amendment 4 come into force, it will require an application to the Independent Pricing and Regulatory Tribunal (IPART) to charge above the \$30,000 development contribution cap. However, Amendment 4 includes a savings and transitional arrangements clause that allows Council to continue to charge rates based on Amendment 3, which was IPART reviewed for LTC and Leppington, until the new rates are reviewed and approved by IPART.

Public Exhibition

Should Council endorse the draft Amendment 4, it will be placed on public exhibition concurrently with the LTC planning proposal. It will be available on public exhibition until the end of the LTC Planning Proposal public exhibition period.

As part of the exhibition, the documents will be placed on the 'Your Voice' portal (on Council's website) and physical copies will be available at Council's administration building and libraries for public review and comment.

At the conclusion of the exhibition period, should any changes to the ILP be required, or any submissions made for Amendment 4 that require changes, it will be amended and reported back to Council post-exhibition for consideration.

FINANCIAL IMPLICATIONS

Amendment 4 provides an important funding source for the additional local infrastructure required as part of the planning proposal process. The proposed rezoning increases the monetary value of the plan to **\$860,072,034** compared to the current value of **\$273,862,040** under Amendment 3. Should Council not adopt an amended works list for Leppington Town Centre in line with the planning proposal, there will be a funding deficit of approximately \$586,209,994.

As discussed above, should Council adopt Amendment 4, it will be subject to the \$30,000 per dwelling cap. However, a savings and transitional arrangements clause has been drafted into the provisions of the plan to allow Council to continue charging at the uncapped rate as per Amendment 3. Council officers intend to apply to IPART as soon as practicably possible to facilitate the IPART review process to collect contributions from development within LTC in accordance with the plan.

CONCLUSION

Amendment 4 to the CGACP has been prepared to enable the delivery of local infrastructure to meet the demand generated by the proposed rezoning of the LTC precinct. The monetary value of local infrastructure under Amendment 4 is approximately \$860 million. Council officers consider the infrastructure provisions under Amendment 4 to meet the demand generated by the future proposed population of the LTC precinct.

RECOMMENDED

That Council:

- i. endorse Amendment 4 to the Camden Growth Areas Contributions Plan to be placed on public exhibition in accordance with the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021*;**
- ii. following the exhibition period be provided a further report to consider submissions made during the exhibition period; and**
- iii. endorse Amendment 4 to the Camden Growth Areas Contributions Plan to be forwarded to IPART for review.**

ATTACHMENTS

- 1. CGACP Amendment 4 - Draft Main Document LTC CP - November 2023**
- 2. CGACP Amendment 4 - Draft Technical Document LTC CP - November 2023**

ORD03

SUBJECT: ACKNOWLEDGEMENT OF GRANT FUNDING - NSW SEVERE WEATHER AND FLOODING - ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS

FROM: Director Growth and Finance

EDMS #: 23/563147

PURPOSE OF REPORT

The purpose of this report is to acknowledge funding for the reconstruction of Macquarie Grove Bridge, Cobbitty Bridge, and Cowpasture Bridge handrails, which were damaged during the severe weather flooding events that occurred in 2022.

BACKGROUND

This financial assistance is provided by the NSW Government under the NSW Disaster Assistance Guidelines and is partially supported by the Australian Government under the Disaster Recovery Funding Arrangements (DRFA).

Eligibility under the scheme is assessed by Transport for New South Wales (TfNSW), the administering agency for public roads, against the NSW Natural Disaster Essential Public Asset Restoration Guidelines. This outlined the NSW Government's arrangement for aiding local councils to restore essential public assets that have been damaged as a direct result of eligible disasters.

MAIN REPORT

During the severe weather flooding event that occurred from 22 February 2022 onwards, damage was sustained to many of Council's assets. This included the Macquarie Grove Road Bridge and embankment, and the Cowpasture Road Bridge railing.

Subsequently, during the severe weather that occurred from 27 June 2022 onwards, Cobbitty Road Bridge suffered a major landslip on the northeast embankment, severely damaging the structural support of the road approach to the bridge.

To support the required reconstruction works, Council has sought financial assistance in line with the NSW Disaster Assistance Guidelines provided by the NSW Government and the Australian Government Disaster Recovery Funding Arrangements.

TfNSW has assessed Council's applications and determined that the damages on these essential public assets were a direct result of flooding events that have been declared as eligible disasters, referenced as AGRN 1012 and AGRN 1025, by the Australian Government.

All works relating to the Macquarie Grove Bridge, Cobbitty Bridge and the Cowpasture Bridge handrails have now been completed.

FINANCIAL IMPLICATIONS

Funding provided for the reconstruction works are as follows:

Type of Work	Declared Event	Asset	Funding Amount (Upper Limit)
Essential Public Asset Reconstruction	AGRN 1012	Macquarie Grove Road Bridge, Camden	\$ 885,349.95
Essential Public Asset Reconstruction	AGRN 1025	Cobbitty Road Bridge, Cobbitty	\$ 1,222,260.81
Essential Public Asset Reconstruction	AGRN 1012	Cowpasture Bridge Handrail - Argyle St, Camden	\$ 285,173.90
Total: (Upper limit)			\$ 2,392,784.66

ORD03

CONCLUSION

Council has been successful in its application for funding under the NSW Disaster Recovery Funding Arrangements (Essential Public Asset Restoration) provided by the NSW Government and the Australian Government.

The funding is provided for the reconstruction and repair of damages to the Macquarie Grove Road Bridge, Cobbitty Road Bridge & embankment and for Cowpasture Road Bridge handrail replacement.

The funding has already been accepted by Council as part of Council's budget processes. The funding should now be acknowledged and the appropriate Minister and local Members thanked.

RECOMMENDED

That Council:

- i. **acknowledge the grant funding which has already been accepted and included in Council's budget as part of Council's budget processes;**
- ii. **write to The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, to thank her for the funding;**
- iii. **write to Mrs Sally Quinnell MP, Member for Camden, Mr Nathan Hagarty MP, Member for Leppington and Mrs Tanya Davies MP, Member for Badgerys Creek, thanking them for their support.**

ORD04

ORD04

SUBJECT: ACCEPTANCE OF GRANT FUNDING - GREATER CITIES AND REGIONAL SPORTS FACILITY FUND - KIRKHAM RUGBY LEAGUE OVAL

FROM: Director Sport, Community and Activation

EDMS #: 23/569160

PURPOSE OF REPORT

The purpose of this report is to advise Council of the successful grant funding application for \$1,000,000 (excl. GST) made by the Camden Rams Rugby League Football Club (Camden Rams RLFC) from the NSW Government's Greater Cities and Regional Sport Facility Fund and to seek Council's endorsement to accept the funding.

BACKGROUND

The Greater Cities and Regional Sport Facility Fund is administered by the NSW Office of Sport and supports the improvement of sporting facilities and sporting infrastructure across NSW.

The fund aims to improve sporting facilities, support infrastructure and increase participation opportunities.

Council is also contributing an additional \$1,748,854 (excl. GST) to the project with these funds already allocated through an existing project budget.

MAIN REPORT

The NSW Office of Sport has advised Camden Rams RLFC that it has been successful in securing \$1,000,000 (excl. GST) under the NSW Government's Greater Cities and Regional Sport Facility Fund.

The funding will support Council in undertaking the construction of female friendly change rooms and supporting amenities for Rugby League facilities at Kirkham Oval.

As Council is delivering this project, Council must accept the funding from the NSW Government on behalf of the Camden Rams RLFC.

FINANCIAL IMPLICATIONS

The Camden Rams RLFC has been successful in its application for a \$1,000,000 (excl. GST) grant. Council is also contributing an additional \$1,748,854 (excl. GST) from section 7.11 funds to the project, with the funding available within Council's 2023/24 budget.

CONCLUSION

The Camden Rams RLFC has been successful with their application for \$1,000,000 (excl. GST) of grant funding under the NSW Government's Greater Cities and Regional Sport Facility Fund. The funding will support Council in undertaking the construction of female friendly change rooms and supporting amenities for rugby league facilities at Kirkham Oval.

RECOMMENDED

That Council:

- i. accept the grant funding of \$1,000,000 (excl. GST) through the NSW Government's Greater Cities and Regional Sport Facility Fund for the construction of female friendly change rooms and supporting amenities for Rugby League facilities at Kirkham Oval, and allocate the funding in the 2023/24 budget;**
- ii. write to The Hon. Stephen Kamper MP, Minister for Sport, thanking him for the grant; and**
- iii. write to Mrs Sally Quinnell MP, Member for Camden, Mr Nathan Hagarty MP, Member for Leppington and Mrs Tanya Davies MP, Member for Badgerys Creek, thanking them for their support.**

ORD05

ORD05

SUBJECT: COMMUNITY GRANTS PROGRAM 2023/2024
FROM: Director Sport, Community and Activation
EDMS #: 23/552042

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement of the recommended allocations for the Community Grants Program.

BACKGROUND

Council provides an annual financial assistance program to assist incorporated associations, not-for-profit groups, sporting groups, businesses and individuals located in or servicing the Camden Local Government Area (LGA).

Categories for the 2023/2024 round included Community Small Grants and Community Sponsorship.

Applications were assessed using set guidelines and criteria to ensure equity, probity, and consistency in evaluating requests.

Councillors were briefed on the matter on 24 October 2024.

MAIN REPORT

Council's Community Grants Program has been developed to provide assistance to community groups to deliver projects and events that address gaps in service delivery, create innovation and activation, and demonstrate wider community benefit.

The grants program was promoted widely through direct mail, social media, Council's website and community service providers. The eligibility criteria was published on Council's website and grants platform, and information sessions were also held via Zoom and in-person.

A table outlining all applications received and officer recommendations is provided as an **attachment** to this report.

Community Small Grants 2023/2024

The Community Small Grants Program consisted of four categories: Health and Wellbeing, Culture and Inclusion, Minor Works and Sport and Recreation. Incorporated associations, charities and not-for-profit organisations could apply for a total of up to \$6,500 (excl. GST). A total of 49 applications were received to a total value of \$262,033 (excl. GST).

Each application was assessed against the program guidelines and criteria with consideration given to:

- Community benefit;
- The timeline of project delivery;
- The contribution of the organisation towards the project or program; and
- Consideration of community needs and service gaps.

The assessment panel has recommended 24 applications for funding under the Community Small Grants Program as outlined below:

No.	Name of applicant	Project Name	Amount recommended
1.	Myrtle Cottage Group	Sensory Haven: Creating an inclusive space for all	\$6,500
2.	Turning Point Camden Inc.	Cost of Living Assistance Program	\$6,500
3.	Shining Stars Foundation	Camden Food securities hamper project	\$5,000
4.	Rapid Relief Team (RRT) Ltd	2023 Camden FoodBox Project	\$4,665
5.	Rotary Club of Camden Inc.	Camden Rotary Club Mental Health Forum and Expo	\$4,627
6.	Camden Seniors Citizens Association Inc	Carpet Bowls Mats replacement	\$3,685
7.	Macarthur Magic SNFC Inc	Improved Communication & Safety	\$2,574
8.	Camden Mens Shed Incorporated	Camden Mens Shed Toilet Block Project	\$5,500
9.	Shanhe Education Inc.	Multicultural Seniors Networking	\$5,000
10.	Mother Hubbard's Cupboard in Camden Inc	Emergency Personal Care pack	\$5,000
11.	Camden Tigers	Camden Tigers-Indigenous Football Program	\$5,000
12.	Camden RSL Sub-Branch Bowls Club	Replacement of Bowling Green Equipment	\$4,845
13.	Australia Nepal Public Link Inc.	Mental Health First Aid training for Nepali speaking community	\$4,500
14.	Lifeline Macarthur and Western Sydney	Lifeline Outreach Van: Supporting Local Communities	\$4,500

ORD05

No.	Name of applicant	Project Name	Amount recommended
15.	Camden RSL Youth Club Inc.	New boxing ring purchase	\$6,500
16.	Mr Perfect Incorporated	Mr Perfect – Connecting local men	\$3,500
17.	Mentoring Men Ltd	Connecting Men - Reaching Out and Speaking Up	\$3,500
18.	The Camden Show Society Inc.	Onslow Park grandstand repairs and maintenance	\$2,500
19.	Camden Meals on Wheels Inc.	Senior Celebration Chair Yoga	\$2,214
20.	Camden Netball Association	Representative Coaches Advanced Coaching Sessions	\$2,000
21.	Mets Baseball Club Inc	New Field Coach & Team Secure Equipment Storage	\$1,638
22.	Camden Digital Arts and Culture Centre	CDACC Cultural Art and Language Workshop	\$1,500
23.	Oruma incorporated	Oruma community empowerment workshop.	\$500
24.	Narellan Probus Club Inc.	Narellan Probus Club Inc	\$400
Total value of projects recommended for funding (excl. GST)			\$92,148

Community Sponsorship

The Community Sponsorship Program received a total of 14 applications requesting monetary support to a total value of \$122,008.76 (excl. GST).

Each application was assessed against the program guidelines and criteria with consideration given to:

- Not-for-profit groups, organisations or individuals seeking to organise an event/activity/service within the Camden LGA that has benefit to the wider community;
- Festivals, special events and activities that will enhance and promote community wellbeing, the lifestyle of residents and provide a service to the resident or business community of the Camden LGA;
- Organisations that encourage economic and/or tourism opportunities within the Camden LGA.

The assessment panel has recommended 13 applications for funding under the Community Sponsorship Program:

No.	Name of applicant	Event Name	Amount recommended
1.	AusCycling	2024 BMX National Series	\$20,000 Monetary
2.	The Camden Show Society Inc.	2024 Camden Show	\$9,000 Monetary \$11,000 In-Kind
3.	Southwest Telugu Association Incorporated	UGADI Cultural Event	\$4,000 Monetary \$2,000 In-Kind
4.	Camden Netball Association	Senior State Titles Netball Event	\$5,000 Monetary
5.	Camden Rugby Union Club Inc	2024 Macarthur Tens Tournament	\$5,000 Monetary
6.	South West Gujarati Community INC	Indian Holi Festival	\$2,000 Monetary
7.	MWLP Linking Youth	VETsteddFOOd	\$2,000 Monetary
8.	Camden Amateur Swimming Club	James Magnussen Coaching Clinic	\$2,000 Monetary
9.	The Shepherd Centre	Opening celebration of The Shepherd Centre Macarthur Early Intervention Centre for Children with Hearing Loss	\$2,000 Monetary
10.	Skate NSW Speed	National Inline Speed Skating Championships	\$2,000 Monetary
11.	St Paul's Catholic Primary School Camden	St Pauls Annual School Fete	\$1,500 In-Kind
12.	Hamro Club Incorporated	Hamro Nepalese New Year Event	\$1,000 Monetary \$500 In-Kind
13	Fishers Ghost Youth Orchestra (trading as South West Sydney Orchestras)	Macarthur Performing Arts Challenge (MACPAC)	\$1,500 Monetary
Total value of projects recommended for funding (excl. GST)			\$70,500

FINANCIAL IMPLICATIONS

There are sufficient funds allocated in the 2023/24 Budget for the Community Small Grants Program which totals \$92,148.

The total recommended community sponsorship, including both monetary and in-kind contributions, is \$70,500 (excl. GST).

There is a shortfall in funding of \$10,100 for the Community Sponsorship Program. It is recommended that this shortfall be funded as part of the December Review of the 2023/24 Budget.

CONCLUSION

A total of 63 applications have been received across the two grant categories. The recommendations as outlined in this report are proposing a total of 37 applications, valued at \$162,648 (excl. GST), to be supported.

The applications include a variety of programs, projects and events that will benefit the wider Camden community, and provide assistance to a range of community organisations, sporting and cultural groups.

RECOMMENDED

That Council:

- i. **approve the recommended allocation of funding for the Community Small Grants Program of \$92,148 (excl. GST);**
- ii. **approve the recommended allocation of funding for the Community Sponsorship Program of \$70,500 (excl. GST);**
- iii. **allocate an additional \$10,100 to the 2023/24 Community Sponsorship Program to be funded at the December Quarterly Budget Review; and**
- iv. **write to each applicant advising them of the outcome of this report and thanking them for their participation in the program.**

ATTACHMENTS

1. Community Grants Program 2023/2024

ORD06**ORD06**

SUBJECT: PRE PUBLIC EXHIBITION - DRAFT DESTINATION MANAGEMENT PLAN

FROM: Director Sport, Community and Activation

EDMS #: 23/530297

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement to place the draft Destination Management Plan (DMP) on public exhibition.

BACKGROUND

The draft DMP, provided as an **attachment** to this report, has been developed to outline Council's priorities for stimulating and growing Camden's visitor economy. It sets the framework for Council as an enabler of the visitor economy and tourism development over the next five years.

Councillors were briefed on to the draft DMP on 17 October 2023.

MAIN REPORT

The draft DMP outlines Council's priorities for stimulating and growing the visitor economy throughout Camden LGA. The draft DMP provides a framework to deliver the key directions of the Camden Community Strategic Plan (CSP) and the priorities of the Local Strategic Planning Statement (LSPS) which relate to visitor economy and tourism development.

Consultants Urban Enterprise were commissioned to develop the draft DMP in collaboration with Council officers.

STRATEGIC CONTEXT

The draft DMP aligns with key Council and regional strategies, including:

- Camden Community Strategic Plan 2022-2036;
- Camden Local Strategic Planning Statement 2020;
- Camden Economic Development Strategy 2022-2026;
- Camden Cultural Activation Strategy 2022-2026;
- Destination NSW Visitor Economy Strategy 2030;
- NSW Visitor Economy Industry Action Plan 2030;
- NSW Destination Management Plan 2019;
- Sydney 24-Hour Economy Strategy 2020;
- Western Sydney Visitor Economy Strategy 2018 to 2022; and
- Western Sydney District Plan 2018.

The draft DMP builds on the principles within these key documents and outlines a holistic approach to visitor economy and tourism development, which prioritises diversification, industry growth, visitor attraction and opportunities to leverage growth from the Western Sydney International Airport (WSIA) and Aerotropolis.

CONSULTATION PROCESS

The development of the draft DMP was underpinned by robust stakeholder engagement to ensure that it is grounded in local aspirations, responds to local needs and is supported by local stakeholders.

Various methods of engagement were utilised to gain insights from industry, stakeholders and Council, including:

- 87 survey responses from local businesses and community members via *Your Voice Camden*;
- Three industry workshops in region, with attendance by eleven tourism operators;
- One workshop with representatives from Council's Advisory Committees;
- Two workshops with Council officers; and
- 10 one-on-one interviews with stakeholders, including:
 - Service NSW for Business;
 - Tharawal Local Aboriginal Land Council;
 - Transport for NSW;
 - Western Parkland City Authority;
 - Western Sydney International Airport.

Key outcomes sought from the draft DMP include:

- Marketing and promotion activities;
- Investment support and information;
- Investment into road and transport infrastructure;
- Product development; and
- Improvement of visitor amenities and services.

CAMDEN DESTINATION MANAGEMENT PLAN

Council's approach to developing the visitor economy will be guided by the Vision and Themes identified in the draft DMP. Council's vision for the visitor economy reads:

'Camden will realise its potential as a destination of choice, through a connected industry that provides engaging experiences for all visitors, and showcases our diverse cultural, heritage and rural landscapes.'

Guided by the above vision, the draft DMP identifies four themes that provide the framework for stimulating a vibrant and diversified visitor economy. The themes expand into priority projects and deliverables which outline Council's approach to implementing the DMP.

The four Themes include:

1. Create vibrant and activated places;
2. Drive demand and yield;
3. Strengthen brand and showcase unique identities; and
4. Facilitate industry growth and collaboration.

Council will work collaboratively with stakeholders to achieve the objectives identified in the draft DMP, develop attractions and tourism product, celebrate Camden's rich identity and facilitate industry growth.

PUBLIC EXHIBITION

Building on the existing website, which was created for community consultation for development of the draft plan, public exhibition of the draft DMP will be implemented through *Your Voice Camden*, which will provide options for provision of feedback.

The following activities are proposed for the public exhibition of the draft DMP:

- A Submission Form to facilitate provision of feedback;
- A call back request option to discuss the draft DMP with a Council officer;
- Provision of the draft DMP to external stakeholders who were previously consulted and inviting feedback via *Your Voice Camden*;
- Hard copies of the draft DMP placed at Council's libraries, Camden Civic Centre, Alan Baker Art Gallery, Camden Visitor Information Centre and Council's Administration Building; and
- A Communications Plan to inform the community of the public exhibition period.

It is proposed to place the draft DMP on an extended public exhibition period, starting from mid-November 2023 to February 2024.

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report, with existing operational budgets available to deliver outcomes identified within the draft DMP.

CONCLUSION

The aim of the DMP is to guide visitor economy growth over the next five years and consider Camden's visitor economy potential holistically across a range of market opportunities.

Through the DMP, Camden will realise its potential as a destination of choice through a connected industry that provides engaging experiences for all visitors, and showcases our diverse cultural, heritage and rural landscapes.

It is recommended that Council endorse the draft DMP to be placed on public exhibition.

RECOMMENDED

That Council:

- i. endorse the draft Camden Destination Management Plan to be placed on public exhibition for an extended period commencing from mid-November 2023 to February 2024;
- ii. if no unresolved submissions are received during the public exhibition period, adopt the draft Camden Destination Management Plan effective from the day after the close of the exhibition period; and
- iii. if any unresolved submissions are received during the public exhibition period, receive a further report to consider the submissions.

ATTACHMENTS

1. Draft Destination Management Plan

ORD07

ORD07

SUBJECT: PRE PUBLIC EXHIBITION - DRAFT COMMUNITY FINANCIAL ASSISTANCE POLICY

FROM: Director Sport, Community and Activation

EDMS #: 23/538188

PURPOSE OF REPORT

The Purpose of this report is to seek Council's endorsement to place the draft revised Community Financial Assistance Policy on public exhibition.

BACKGROUND

Council provides financial assistance to not-for-profit community groups, organisations and businesses that provide services and programs to residents in the Camden Local Government Area. The grants program is governed by the Community Financial Assistance Policy (CFAP), which includes the following grant programs:

- Donations for Charitable Purposes;
- Support for Special Achievers;
- Community Small Grants Program;
- Community Sponsorship Program;
- Cultural Performance Subsidy;
- Annual Subsidy.

Over the last two years, a review of Council's financial assistance program was undertaken in three phases including:

- **Phase 1** – A needs assessment examining and mapping current processes and best practice;
- **Phase 2** – The adoption of identified process improvement, including a more transparent application and assessment process in line with governing principles; and
- **Phase 3** – Policy Review.

A track change version of the revised draft Policy has been provided as **Attachment 1**, and a clean copy of the revised policy is provided as **Attachment 2** to this report.

Councillors were briefed on the revised draft Policy on 3 October 2023.

MAIN REPORT

The Community Financial Assistance Policy has recently been reviewed to ensure Council is able to better adapt, effectively reflect and service the changing needs of our community.

In addition to proposed changes to the program, a set of guiding principles and values have been established and were identified from prior grant rounds and evaluations. The principles and values reflect the programs and services that were successful for community grants over the last five years and the outcomes that each group proposed and delivered through their projects.

These reflections encompass Camden Council's Strategic Plan and will ensure that each grant program outcome incorporates these values.

The proposed guiding principles of the new policy are:

- **Social Inclusion** – everyone feels included in community life;
- **Reducing isolation** – identifying and connecting those at risk of social isolation;
- **Innovation** – strong and creative ideas to meet gaps in service delivery and produce desired outcomes;
- **Residents feel welcome and connected** – enhancement of living in the Camden community;
- **Supporting creative expression** – Council-recognised community support for art and culture;
- **Supporting cultural diversity** - everyone is welcome and supported;
- **Environmental sustainability** – Council recognises the importance of a sustainable lifestyle.

The values incorporated in the grant framework include:

- **Measurable community outcomes** – grants must demonstrate that Camden Local Government Area residents and community members directly benefit from the financial assistance awarded.
- **Bridging gaps in service delivery** – identified community needs are met by services, organisations and groups through funded projects, programs and events.
- **Value for money** – Council ensures that a broad range of programs, projects and events represent the best value for money for grant recipients and for Council across diverse groups and services.
- **Capacity building** – opportunities are provided to build skills, develop projects and services that will deliver strong outcomes for community benefit.
- **Transparency** – framework is transparent and equitable in line with Council's Code of Conduct. All decisions are published, and feedback provided to applicants.
- **Equal opportunity** – Council provides equal opportunities for residents and groups to apply for all programs within guidelines.

These values are implemented into the new draft policy as the core criteria for establishing all future grants.

PROPOSED CHANGES TO THE GRANTS PROGRAM

As part of the policy review process, a number of changes have been proposed to the grants program and are outlined below:

COMMUNITY SMALL GRANTS PROGRAM CHANGES

Grant	Current	Proposed Changes
Community Grants Program	Community Small Grants Program	Renamed to Community Grants Program to allow for a clearer title and scope to increase future funding in line with community needs.
	Subcategory Health and Wellbeing	Renamed Community Wellbeing to create stronger inclusiveness around the title.
	Subcategory Culture and Inclusiveness	Split into two categories – Social Inclusion and Art and Culture to reflect two separate outcomes.
	No subcategory Environment and Sustainability	Addition of Environment and Sustainability for inclusion of a waste/sustainability projects.
	Economic Development Category (No recurrent Funding)	Retained ad hoc Economic Development Category for businesses as either a standalone grant or inclusion within community grants rounds to provide support for local creatives and businesses.
	Once per year	Changed to twice per year or as required to reflect community growth and preference.

ORD07

COMMUNITY SPONSORSHIP PROGRAM

No changes are recommended for the Community Sponsorship Program category.

DONATIONS FOR CHARITABLE PURPOSES CHANGES

Grant	Current	Proposed Changes
Donations for Charitable Purposes	Funding of \$700	Increase to \$1,000 to include seed funding for unsuccessful applicants of community grants.
	No evaluation/acquittal	Addition of evaluation/acquittal, simplified to report on expenditure of funds and project outcomes.

ORD07

SUPPORT FOR SPECIAL ACHIEVERS CHANGES

Grant	Current	Proposed Changes
Support for Special Achievers	Recipients receive up to \$750 (10% of total costs) to represent Australia in a cultural, academic or sporting event.	Raise to \$1,000 and 10% of total cost (e.g., if cost of travel was \$10,000 recipient will receive \$1,000) to reflect increase in costs associated with travel.
	Recipients receive up to \$500 (10% of total costs) to represent NSW in a cultural, academic or sporting event.	Raise to \$750 and 10% of total cost (e.g., if cost of travel was \$3,000 recipient will receive \$300) to reflect increase in costs associated with travel.
	No report on participation.	Recipients to send small report to Council regarding successful outcome of event as a representative.
	Recipients may only receive funding once per Council term	If a recipient's application is successful as a NSW representative and is then selected as a member of a national team or as an Australian representative, they may apply for funding a second time within the same Council term.

CULTURAL PERFORMANCE SUBSIDY CHANGES

Grant	Current	Proposed Changes
Cultural Performance Subsidy	Annual grant round	Ad hoc applications for Camden Civic Centre to assist organisations and groups event planning timelines.
	Report to Council annually	Aligned with Community Grants Program and Sponsorship to bring in line with other grant reporting.

ANNUAL SUBSIDY PROCESS CHANGES

Grant	Current	Proposed Changes
Annual Subsidies	Paper evaluations	The program will be moved to an online grant portal to formalise the subsidies process. This will assist to encapsulate all relevant data and reporting and ensure a streamlined and transparent process.
	Numerous departments manage the subsidies	The subsidies are currently managed by multiple departments within Council. The budgets will be administered by the Community Outcomes team, so all reporting and information is administered in the one department, ensuring a smooth, streamlined and accountable process.

	Annual administration and evaluation forms	An administration form will be open in July for the financial year for all endorsed subsidy recipients to complete. Once the funding is expended, a report will be acquitted by the recipient to demonstrate community outcomes and benefit.
	New applicants – no formal application process	New applicants will apply through an expression of interest form on Council's online grants portal. Successful applicants will be endorsed by Council if meeting strict criteria such as demonstrated need for funding and community benefit. This will ensure an equitable, transparent, and accountable process. Successful applications will be considered and endorsed by Council.
	Formal review process for current and future recipients	All current and future recipients will be subject to a review every four years and Councillors will be briefed on the contributions made to the Camden Community. Current and future subsidy recipients will submit an Expression of Interest for consideration and review. Successful current and future Annual Subsidy recipients will be reviewed and endorsed by Council every new Council term.
	No funding agreement	Introduction of a funding agreement for organisations receiving a subsidy to ensure mutual obligations to funding are met.

NEW GRANT CATEGORIES

Grant	Proposed Amounts
Creation of Community Transport Support Grant	Funding of up to \$500 to create opportunities for organisations and groups to access community transport, assisting to reduce social isolation and promote recreational activities within or outside the Camden LGA. Funded through the current Donations for Charitable Purposes program.
Creation of Inclusive Business Grant	Business Grant annually through Disability Inclusion Plan \$15,000. Businesses may apply for up to \$5,000 for small to medium businesses to implement disability awareness training, direct service training or to support modification plans to their businesses to promote access and inclusion.

Public Exhibition

It is proposed to place the draft revised Community Financial Assistance Policy on an extended public exhibition period, starting from mid- November 2023 to February 2024.

During the exhibition period, hard copies of the documents will be available for viewing at our Libraries, Oran Park Administration building and will also be available for comment through Council's online engagement platform *Your Voice Camden*.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report. All proposed changes to the financial assistance program will be covered within existing budgets.

Council's overall financial assistance budget will be reviewed as part of the 2024/25 annual budget process.

CONCLUSION

Council has prepared a draft Community Financial Assistance Policy. The draft policy seeks to improve flexibility of grant categories and incorporate a grant framework that is reflective of Council's Community Strategic Plan and the needs of our community.

It is recommended that Council endorse the draft Community Financial Assistance Policy to be placed on an extended public exhibition period, from November 2023 to February 2024.

RECOMMENDED

That Council:

- i. **endorse the Community Financial Assistance Policy to be placed on an extended public exhibition from November 2023 to February 2024;**
- ii. **if no unresolved submissions are received during the public exhibition period, adopt the Community Financial Assistance Policy effective from the day after the close of the exhibition period; and**
- iii. **if any unresolved submissions are received during the public exhibition, receive a further report to consider the submissions.**

ATTACHMENTS

- 1. Community Financial Assistance Policy Review - Tracked Changes
- 2. Community Financial Assistance Policy

ORD08

ORD08

SUBJECT: PRE PUBLIC EXHIBITION - DRAFT CHILD SAFE POLICY
FROM: Director Sport, Community and Activation
EDMS #: 23/564053

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement to place the draft Child Safe Policy on public exhibition.

BACKGROUND

In February 2022, the *Children's Guardian Act 2019* was amended by the Children's Guardian Amendment (Child Safe Scheme) Bill 2021, requiring Council to comply as a Child Safe Organisation and implement the Child Safe Standards.

The Child Safe Standards are based on extensive research and consultation by the Royal Commission into Institutional Responses to Child Sexual Abuse and provides guidance for organisations to create cultures, adopt strategies and act to put the interests of children first, keeping them safe from harm.

To ensure the Child Safe Standards are implemented across Council, an internal Child Safety Working Group (CSWG) was established to review each of the requirements for the 10 Child Safety Standards and develop a Maturity Assessment Framework to track implementation across the organisation and community.

Councillors were briefed on the draft Child Safe Policy on 17 October 2023.

MAIN REPORT

To ensure Council is compliant under section 9a of the *Children's Guardian Act 2019*, Council recently reviewed the Keeping Kids Safe Policy and Procedure (now named Child Safe Policy and Procedure) which includes a draft Child Safe Code of Conduct and a Child Facing Commitment Statement.

A copy of the revised draft Child Safe Policy with tracked changes is provided as **Attachment 1** to this report.

A clean version of the revised draft Policy is provided as **Attachment 2** to this report.

Child Safe Policy, Procedure and Code of Conduct Amendments and Additions

Child Safe Policy and Procedure

Key changes made to the Policy and Procedure include:

- Changing the titles to reflect industry language - previously called 'Keeping Kids Safe' Policy and Procedure;
- Aligning with recent legislative changes, including specifically the Children's Guardian Amendment (Child Safe Scheme) Bill 2021 which amended the *Children's Guardian Act 2019*;

- Ensuring adherence to industry and organisational best practice, reflecting Office of the Children's Guardian advice;
- Distinguishing the procedures for the *Reportable Conduct Scheme* (reportable allegations or convictions against a Council employee) and *Reporting Concerns for a Child that is at Risk of Significant Harm*; and
- Recategorising the Policy from a category 3 operational policy to a category 1 policy to be adopted by Council, to better meet the requirements under Child Safe Standard 1.

Child Safe Code of Conduct

The *Children's Guardian Regulation 2022* requires employers to develop a Child Safe Code of Conduct. The Child Safe Code of Conduct outlines the minimum expected behaviours between workers and children and is part of Council's commitment to creating safe environments.

As a result of conducting industry benchmarking with other councils and seeking advice from the Office of the Children's Guardian, Council's Child Safe Code of Conduct has been incorporated within the draft Child Safe Policy and addresses and complies with Child Safe Standard 1.

Child Safe Commitment Statement

Under Child Safe Standard 1, the Office of the Children's Guardian advises Child Safe organisations to '*make a public commitment to child safety, and leaders champion a child safe culture both inside and outside the organisation*'.

Council, in consultation with the Camden Youth Reference Group, has developed a commitment statement. The Statement reads as follows:

"Camden Council has a zero tolerance of child abuse and mistreatment in our organisation. Council is committed to fostering a child safe culture and environment, where the safety, wellbeing and participation of all children and young people is paramount. We endeavour to lead a community where children and young people feel safe, heard and are believed."

Council invests in the development of our staff and volunteers to ensure the Child Safe Standards are embedded in our everyday practices, so that children and young people feel empowered, safe, and protected."

By endorsing this Commitment Statement, Council will be:

- Compliant with Child Safe Standard 1 – *Child Safety is embedded in organisational leadership, governance and culture*;
- Publicly committing to, upholding and demonstrating its commitment to Child Safety; and
- Ensuring its continued progression of the implementation of the Child Safe Standards across Council.

Public Exhibition

It is proposed to place the draft Child Safe Policy on an extended public exhibition period, from mid-November 2023 to February 2024.

During the exhibition period, hard copies of the draft Policy will be available for viewing at Council's Libraries, Oran Park Administration Building and the Julia Reserve Youth and Community Centre.

The draft Policy will also be available for viewing and comment through Council's online engagement platform *Your Voice Camden*.

Ongoing Implementation of the Child Safe Standards

Council will continue to review its broader policies and procedures to reflect and align with the Child Safe Standards and ensure appropriate standards of engagement are implemented between Council, contractors, community groups (e.g., hirers, tenants, etc.), individuals and other organisations to ensure child safe practices are adhered to across the wider community.

Additionally, to continue to measure the implementation of the Standards, a Maturity Assessment Framework has been developed to track and demonstrate Council's compliance.

Future updates will be provided to Council on the implementation progress of the Child Safe Standards.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

CONCLUSION

Council has prepared a draft Child Safety Policy to ensure Council aligns with recent legislative changes under the *Children's Guardian Act 2019* and demonstrate Council's progression towards implementation of the Child Safe Standards.

It is recommended that Council endorse the draft Child Safe Policy to be placed on an extended public exhibition period, from mid-November 2023 to February 2024.

RECOMMENDED

That Council:

- i. **endorse the draft Child Safe Policy to be placed on an extended public exhibition period from mid-November 2023 to February 2024; and**
- ii. **if no unresolved submissions are received during the public exhibition period, adopt the draft Child Safe Policy effective from the day after the close of the exhibition period; or**
- iii. **if any unresolved submissions are received during the public exhibition period, receive a further report to consider the submissions.**

ORD08

ATTACHMENTS

1. Draft Revised Child Safe Policy - Tracked Changes
2. Draft Revised Child Safe Policy - Clean

ORD09**ORD09**

**SUBJECT: POST PUBLIC EXHIBITION - PLACES TO ROAM - JOHN OXLEY
RESERVE RECREATIONAL TRAIL**
FROM: Director Sport, Community and Activation
EDMS #: 23/484915

PURPOSE OF REPORT

The purpose of this report is to advise Council of the outcome of the public exhibition of the draft Places to Roam John Oxley Reserve Recreational Trail Concept Masterplan and to seek Council's endorsement of the revised draft masterplan.

BACKGROUND

In December 2022, Council was successful with its application for funding from the NSW Government's Places to Roam Grant Program with a view to delivering a project that enhances the recreational walking trail network within John Oxley Reserve, Kirkham.

The Places to Roam program provides funding to upgrade or create new walking links as well as leisure and recreational trips, while also improving local community wellbeing, sense of place and connection with nature.

The project aims to unlock public land for recreation and create quality open space that improves the existing walking trail network at John Oxley Reserve and creates new open space opportunities for residents and the broader community.

Councillors were briefed on the outcome of the public exhibition period, the feedback received from the community and the proposed minor amendments to the concept masterplan on 3 October 2023.

MAIN REPORT**Public Exhibition**

The draft concept masterplan was placed on public exhibition from 9 August to 30 August 2023, and was available at Council libraries, the Oran Park Administration Centre and on Council's Your Voice website. Additionally, targeted consultation was also undertaken with key stakeholders including Greening Australia, with an on-site meeting held at The Lanes on 24 August 2023.

As part of the consultation process, 10 submissions were received, including two objections, and 18 people attended the onsite pop-up consultation. A summary of the submissions received, and officer responses, is provided as an **attachment** to this report.

Summary of Submissions by Subject

The feedback and submissions received through the public exhibition period have been summarised by subject and are outlined in the table below:

Submission Subject	Feedback received
<u>Track and Trails</u>	<ul style="list-style-type: none"> • Provide additional concrete pathway connecting The Glade and The Lanes. • Provide additional trail works on the works on the southwest side of the reserve. • Amend the proposed trail near the dam to limit access to The Lanes. • Reinstate pedestrian connection between The Outlook and Abercrombie Place.
<u>Main Car Park</u>	<ul style="list-style-type: none"> • Re-establish bus signs at the existing car park. • Provide reserve parking signs at existing car park. • Need to monitor car parking near the reserve entrance. • Provide landscaping. • Provide bins at car park and reserve entrance.
<u>Entrances to John Oxley Reserve</u>	<ul style="list-style-type: none"> • Provide bollards at The Glade entrance to prevent motorbikes/quadbikes & 4WD vehicles. • Restrict access to the reserve by retaining closed gates at each entrance. • Provide wayfinding, interpretive and educational signage. • Prevent access by motorbike/quadbike & 4WD vehicles. • Restrict access to the reserve by unauthorised vehicles by retaining closed gates at each entrance.
<u>The Lanes</u>	<ul style="list-style-type: none"> • Consider no parking signs on western side of The Lanes. • Lower speed limit at The Lanes to 40km/h. • Reinstate the speed limit sign at The Lanes.
<u>Risk, Safety and Security</u>	<ul style="list-style-type: none"> • Provide management of antisocial behaviour. • No picnic settings or BBQs as these could encourage anti-social behaviour. • Concern for increase in bushfire risk because of additional tree planting. • Concern of risk to reserve users from snakes. • Request for signs to prohibit off leash dog walking.

	<ul style="list-style-type: none"> • Replace reserve fence line along full length of The Lanes. • Clarification on whether horse riding is permissible.
<u>Objections</u>	<ul style="list-style-type: none"> • Request to remove the proposed track near Hall Place, Governor Drive and Atterall Place Harrington Park. • Remove the proposed track near Hall Place, Governor Drive and Atterall Place Harrington Grove due to negative impacts on the Cumberland Plain Woodland.
<u>Greening Australia Submission</u>	<p>Greening Australia noted in their submission that they are looking forward to the intended long-term cooling, community health and biodiversity benefits of the project being realised. The provision of vantage points and trails through dense planting provides opportunities and refuge for people, and through good design will contribute to improved mental wellbeing and physical health of the community.</p>

Response to Submissions

Council officer responses to the submission are provided as **Attachment 2** to this report. Recommended amendments and actions are detailed below.

The draft concept masterplan has been amended in response to the submissions as follows:

- The trail will not be extended to connect to the existing maintenance trails near the dam.
- Additional screen planting will be provided near Harrington Grove to protect the privacy of residents adjoining John Oxley Reserve.
- Hostile vehicle treatments will be provided at all reserve entrance points.
- Additional signage and landscaping will be provided at the main car park.

The following feedback was received during the public exhibition but is not able to be considered as part of the current project due to conditions of the grant and/or cost implications:

- Provide an additional concrete trail connecting The Glades and The Lanes;
- Replace the reserve fence line along the full length of The Lanes;
- Provide additional trail works on the southern end of the reserve; and
- Provide picnic settings (not proposed at present but may be considered in the future).

Based on community feedback, the following actions are being undertaken:

- A review of the Harrington Grove sub-division studies to ensure bushfire risk has been addressed;

- Further environmental assessment of bushland in the north-eastern corner of the reserve near Harrington Grove to ensure any impacts to the environment are within acceptable limits; and
- Development of a John Oxley Reserve regulation sign to include identified risks such as snakes and prohibition of off leash dog walking.

The following feedback has been referred to relevant Council teams for consideration as it is outside of the scope of this project:

- Reinstate the pedestrian connection between The Outlook and Abercrombie Place;
- Management of antisocial behaviour;
- Re-establish bus signs at existing car park;
- Consider no parking signs on western side of The Lanes;
- Lower speed limit at The Lanes to 40km/h; and
- Reinstate speed limit signs at The Lanes.

Next Steps

Subject to Council endorsement of the revised draft concept masterplan, detailed designs will be undertaken, with the Places to Roam project expected to be completed by July 2024.

FINANCIAL IMPLICATIONS

Council was successful in receiving a grant of \$360,000 from the NSW Government's Places to Roam program to deliver this project and is included in Council's 2023/24 budget.

CONCLUSION

The Places to Roam project will unlock public land and deliver walking trails, vantage points, additional trees and vegetation, enhancement of seating and fencing, wayfinding and interpretive signage encouraging a sustainable, inclusive, healthy and connected community. The project forms a key component of Council's Blue and Green Grid Strategy.

The draft concept masterplan is conceptually aligned with the concept masterplan that was presented by Greening Australia in 2022, retains the passive nature of John Oxley Reserve and is in accordance with John Oxley's Bushfire Management Plan and the environmental assessment of impacts on the Cumberland Plain Woodland.

Valuable feedback was received through the public exhibition process, with this feedback further informing the development of the draft final masterplan.

It is recommended that the revised concept masterplan, as **attached** to this report, be adopted.

RECOMMENDED

That Council:

- i. endorse the revised draft Concept Masterplan for the Places to Roam – John Oxley Reserve Recreational Trail, as attached to this report; and**
- ii. notify the submitters of the outcome of this report.**

ATTACHMENTS

1. John Oxley Reserve Concept Masterplan
2. Summary of Submissions

ORD09

ORD10

SUBJECT: RESULTS AGAINST BUDGET AND REVOTES FOR YEAR ENDING 30 JUNE 2023
FROM: Director Growth and Finance
EDMS #: 23/483294

PURPOSE OF REPORT

The purpose of this report is to advise Council of the final budget result for the 2022/23 financial year and the proposed revotes and works in progress program to be carried forward into the 2023/24 Budget.

BACKGROUND

In adopting the 2022/23 Budget, Council approved a balanced budget position. A balanced budget position has been maintained (after transfers to reserves) at each quarterly review presented to Council during the 2022/23 financial year.

Variation to budget identified at the June 2023 Budget Review represents a cash budget surplus position of \$801,028 for the 2022/23 financial year. The identified year-end surplus is above Council's minimum working funds level of \$1,000,000.

A Councillor briefing was held to discuss this report on the 7 November 2023.

MAIN REPORT

PROPOSED ALLOCATION OF THE 2022/23 BUDGET SURPLUS

It is recommended that the surplus of \$801,028 be allocated as follows.

Proposed Budget Surplus Allocation		
Budget Surplus Available for Allocation		\$801,028
Less: Transfer to Working Funds Reserve	\$801,028	
Total - Allocation of Budget Surplus		\$801,028

It is recommended that the cash budget surplus of \$801,028 be allocated to the Working Funds Reserve to assist with funding the 2023 Local Government (State) Award increase which was formally determined in June 2023.

The Award has provided for an increase in rates of pay for the 2023/24 financial year of 4.50%. This increase was effective from 3 July 2023. The budget impact of this increase in the 2023/24 financial year will be approximately \$1.2 million.

It is recommended that this adjustment (and the transfer from the Working Funds Reserve) be reported to Council as part of the September 2023 Quarterly Review.

CURRENT RESERVE BALANCES

Capital Works Reserve

The Capital Works Reserve is predominantly used to fund capital works or to match grant funding as part of a capital grant funding agreement. The balance of the Capital Works Reserve is as follows:

Capital Works Reserve	
Reserve Balance – 30 June 2023	\$2,357,849
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$696,548)
Less: 2023/24 Camden Memorial Pool Funding	(\$330,000)
Less: 2023/24 Nepean River Corridor Study	(\$175,000)
Less: 2023/24 CIRP Program	(\$500,000)
Less: 2023/24 Flood Recovery & Resilience Program	(\$46,250)
Total Committed Funds	(\$1,747,798)
Uncommitted Balance – Capital Works Reserve	\$610,051

Asset Renewal Reserve

The Asset Renewal Reserve is primarily used for the replacement and/or maintenance of existing assets. It assists in maintaining Council's asset base in a good condition. The balance of the Asset Renewal Reserve is as follows:

Asset Renewal Reserve	
Reserve Balance – 30 June 2023	\$564,848
Add: Transfers to Reserve (Loan Interest Savings) 2023/24	\$74,900
Available Balance of Reserve	\$639,748
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$89,973)
Less: Proposed - 2023/24 Community Infrastructure Renewal Program	(\$500,000)
Total Committed Funds	(\$589,973)
Uncommitted Balance – Asset Renewal Reserve	\$49,775

Working Funds Reserve

The Working Funds Reserve is primarily used as a holding reserve for unallocated funds or for transferring committed funding from one budget year to the next. The balance of the Working Funds Reserve is as follows:

Working Funds Reserve	
Reserve Balance – 30 June 2023	\$1,232,978
Add: Proposed June 2023 Budget Review Transfer	\$801,028
Available Balance of Reserve	\$2,034,006
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$60,152)
Less: 2022/23 Approved Revoted projects (March 2023)	(\$300,000)
Less: 2023/24 Approved Transfer from Reserve	(\$838,000)
Total Committed Funds	(\$1,198,152)
Uncommitted Balance – Working Funds Reserve	\$835,854

MAJOR VARIATIONS TO BUDGET – 30 JUNE 2023

Variations between the adoption of the March Review of the 2022/23 budget and the final budget result for 2022/23 represent a cash budget surplus of \$801,028.

A list of the variations (greater than \$20,000) is provided in the following table. Brief explanations follow the table.

June Review of the 2022/23 Budget Major Variations	Budget Impact Increase/ (Decrease)
Income Adjustments	
<i>Note: Increase in income is an increase to the budget Shortfall in income is a decrease to the budget</i>	
1. Development Assessment & Certification	(\$2,043,578)
2. Significant Planning Proposal Agreements	\$793,900
3. Street Lighting - Energy Saving Certificates	\$694,816
4. Corporate Revenue – Supplementary Rate Income	(\$636,206)
5. Mount Annan Leisure Centre & Camden War Memorial Pool	\$531,012
6. Corporate Revenue – Legal Expenditure Cost Recovery	\$382,515
7. Corporate Revenue – Investment Income (General Fund)	\$324,782
8. Commercial Waste – Annual Fees & Charges Income	\$209,742
9. Corporate Revenue – Container Deposit Scheme	\$95,573
10. Traineeship Program – Apprenticeship Wage Subsidies	\$66,403
Sub Total - Income Adjustments	\$418,959
Expenditure adjustments	
<i>Note: Increase in expenditure is a decrease to the budget Saving in expenditure is an increase to the budget</i>	
11. Flood Damage Response & Recovery Costs	(\$712,524)

June Review of the 2022/23 Budget Major Variations	Budget Impact Increase/ (Decrease)
12. Street Lighting Expenses	\$514,490
13. Corporate Expenditure – Salaries & Wages	\$471,238
14. Community Services Facilities	(\$412,755)
15. Library Services – Operational Expenditure	\$392,610
16. Corporate Expenditure – Technology Licensing Costs	\$134,760
Minor Budget Variations < \$20,000	(\$5,750)
Sub Total - Expenditure Adjustments	\$382,069
Council Authorised Variations	\$0
Total - Variations to Budget (Cash Budget Surplus)	\$801,028

Income Adjustments Commentary

- 1. Development Assessment & Certification – Decrease in Income of \$2,043,578**
 Development income and expenditure were below budget expectations for the 2022/23 financial year. Development income was \$2.605 million below budget expectations as the number of development applications has declined due to level of current development activity. This reduction in income represents a 32% movement in total budgeted development income for the 2022/23 financial year of \$8.175 million. The reduction in development income has been partially offset by a \$562,000 savings in staffing and operational expenditure.
- 2. Significant Planning Proposal Agreements – Increase in Income of \$793,900**
 In November 2019, the NSW State Government announced a new approach to precinct planning whereby Councils were largely given responsibility (without funding or resources) for the assessment of rezoning applications within the south west growth area.

 During the course of the 2022/23 financial year, Council entered into a number of agreements with development proponents to prepare significant planning proposals. The cost of preparing these proposals is to be fully funded by the development proponents. Income from planning proposals has generated \$1.044 million above budget expectations. It is recommended that \$250,000 be restricted to assist with resourcing requirements for identified projects to be delivered in the 2023/24 financial year.
- 3. Street Lighting Energy Saving Certificates – Increase in Income of \$694,816**
 Council has recently participated in an LED streetlighting upgrade program, which resulted in the upgrade of over 7,000 streetlights to LED across the Camden LGA. This project resulted in the generation of Energy Savings Certificates under the NSW government Energy Savings Scheme. The sale of these certificates have been used to offset the cost of the LED lighting upgrade, with the remaining balance a one-off saving to Council of \$695,000.

4. Corporate Revenue Supplementary Rate Income – Decrease in Income of \$636,206

Supplementary rate income is received upon the re-zoning or subdivision of land. It is additional rate income to the amount levied at the beginning of the financial year. Supplementary rating income was below budget expectations for the 2022/23 financial year. This was primarily due to a lower than expected number of lots delivered through subdivisions in the Oran Park, Gregory Hills and Leppington land release areas. This reduction in income represents a 0.9% movement in total budgeted rate income for the 2022/23 financial year of \$72.594 million.

5. Mount Annan Leisure Centre & Camden War Memorial Pool – Increase in Income of \$531,012

The Mount Annan Leisure Centre and Camden War Memorial Pool have both exceeded budget performance expectations for the 2022/23 financial year. The final result for the Mount Annan Leisure Centre was a \$481,000 improvement against budget, while the Camden War Memorial Pool was a \$50,000 improvement against budget.

This surplus is after the profit share amount, which has been provided to the contractor in accordance with the contract provisions. It should be noted that under the contract, the profit share amount payable to the contractor is required to be invested back into community-based programs and capital improvements at the pools.

6. Corporate Revenue Legal Expenditure Cost Recovery – Increase in Income of \$382,515

Council has been able to recoup legal expenditure that was incurred over a number of previous financial years in relation to a SafeWork matter. This expenditure has been recouped under Council's insurance arrangements.

7. Corporate Revenue Investment Income (General Fund) – Increase in Income of \$324,782

Investment income has continued to exceed budget expectations over the course of the 2022/23 financial year. This is primarily due to a number of increases in the official cash rate by the Reserve Bank of Australia, which has significantly improved market conditions for investment. Investment income has also been favourably impacted by a higher level of funds available for investment.

Interest rates will continue to be closely monitored and continued improvement in investment income forecasts will be reported as part of future quarterly reviews of the 2023/24 Budget.

8. Commercial Waste Annual Fees and Charges – Increase in Income of \$209,742

Commercial Waste Services income has exceeded budget expectations over the course of the 2022/23 financial year. This is a result of higher demand than anticipated, which predominantly relates to continued growth in the sector.

9. Corporate Revenue Container Deposit Scheme – Increase in Income of \$95,573

Council entered into a refund sharing agreement for the container deposit scheme in April 2019. Income received for the container deposit scheme has exceeded budget expectations by \$96,000 for the 2022/23 Financial Year.

10. Traineeship Program Apprenticeship Wage Subsidies – Increase in Income of \$66,403

The Federal Government's Boosting Apprenticeship Commencements Wage Subsidy supports businesses and group training organisations to take on new apprentices and trainees, to build a pipeline of skilled workers to support sustained economic recovery and assist with recovery from the impact of COVID-19. Council employs trainees and apprentices through a registered group training organisation and has received wage subsidies through these employment arrangements. Council received a further \$66,000 in excess of the budgeted amount in the 2022/23 financial year.

Expenditure Adjustments Commentary

11. Flood Damage Response & Recovery Costs – Increase in Expense of \$712,524

The flood events that occurred during March and July 2022 resulted in significant public infrastructure damage across the Camden LGA. Council's immediate response to each of the flooding events was to ensure public safety and to assist with community recovery efforts.

During the 2022/23 financial year, Council's focus turned to the recovery and repair phase of the disaster recovery. Eligible emergency response and immediate repair expenditure has been claimed through the joint Federal and State Governments' Disaster Recovery Funding Arrangements (DRFA) and insurance claims for built assets. These works totalled \$4.756 million. Expenditure that has not been able to be claimed under these arrangements resulted in an additional cost to Council of \$1.569 million. This additional cost has been partly offset by savings in planned maintenance works (due to redeployment of resources to flood recovery efforts) of \$856,000.

12. Street Lighting Expenses – Decrease in Expense of \$514,490

The street lighting charges allocation relates to the maintenance and electricity cost of public lighting throughout the LGA. Savings against budget were realised primarily as a result of the timing of installation of new lights in growth areas and the roll out of the LED lighting upgrade program across the LGA. This reduction in expenditure represents a 17% movement in total budgeted street lighting expense for the 2022/23 financial year of \$2.95 million.

13. Corporate Expenditure Salaries & Wages - Decrease in Expense of \$471,238

During the 2022/23 financial year there were a number of corporate staffing variations due to staff turnover (including recruitment timing) within the adopted organisation structure. This saving represents less than 1% of total salaries and wages for the 2022/23 financial year.

14. Community Services Facilities – Increase in Expense of \$412,755

The net result for community services facilities was a variation to budget of \$413,000. Building cleaning costs exceeded budget by \$215,000 as Council has continued to maintain cleaning regimes to meet COVID-19 standards. There was a further increase in the cost of public amenities cleaning, which exceeded budget by \$165,000. Additional maintenance across Council's existing building portfolio resulted in a budget variance of \$64,000.

Additional expenditure was also incurred for a number of new community facilities in new release areas, exceeding budget by \$299,000. The additional maintenance and cleaning costs incurred have been partly offset by additional hall hire income, which exceeded budget by \$330,000.

15. Library Services Operational Expenditure – Decrease in Expense of \$392,610

Library service expenditure was below budget expectations over the course of the 2022/23 financial year. This has resulted in a net saving of \$393,000. The saving was primarily a result of vacant staffing positions and a reduction in operational programs and expenditure when compared to budget.

16. Corporate Expenditure Technology Licensing Costs – Decrease in Expense of \$134,760

As a result of Council's Digital Innovation Strategy, there have been changes in licensing arrangements for a number of systems, which has resulted in \$135,000 in savings when compared to the original 2022/23 budget.

COUNCIL AUTHORISED VARIATIONS

Council has authorised four budget variations since the adoption March Quarterly Review of the 2022/23 Budget. A list of these approved variations is provided in the following table:

Council approved variations	Expenditure (Increase)/ Decrease	Income Increase/ (Decrease)	Budget Impact Increase/ (Decrease)
Grant Funding – Children and Young People Wellbeing Recovery Initiative 2023 ORD55/23	(\$50,000)	\$50,000	\$0
Grant Funding – Heritage NSW ORD68/23	(\$25,000)	\$25,000	\$0
Grant Funding – Riparian Restoration at Elizabeth Macarthur Reserve ORD69/23	(\$25,000)	\$25,000	\$0
Grant Funding – Transport for New South Wales - Get NSW Active Program 2023/24 ORD81/23	(\$1,633,000)	\$1,633,000	\$0
TOTAL	(\$1,733,000)	\$1,733,000	\$0

CONTRA ADJUSTMENTS

These adjustments relate to movements of income and expenditure within Council's adopted budget. The adjustments have no impact on Council's projected budget result as both movements of income and expenditure are of equal value.

During this quarter (1 April 2023 to 30 June 2023), five contra adjustments have been required totalling \$7,418,552. These contra movements are summarised in **Attachment 1** to this report.

EXPENDITURE REVOTES

Each year, Council adopts the Annual Budget, which is for the period July to June (financial year). At the end of the financial year, Council's approval of expenditure for any projects that have not yet commenced lapses. As a result, Council is required under the *Local Government Act 1993* to pass a resolution to include those projects in the new year's budget. The projects (expenditure) included in the new year's budget are referred to as revotes.

Provided below is a summary table of the revotes and works in progress to be carried over into the 2023/24 Budget, which have been identified as part of the June 2023 Review.

A more detailed summary of the revotes (works not commenced) is provided as **Attachment 2** to this report.

Projects that have commenced but not yet completed (works in progress) are not required to be revoted by Council as they are automatically included in the new year's Budget.

Source of Funding	Works Not Commenced (Revotes)	Works in Progress (Carry Forward)	Total
S 7.11 Contributions	\$0	\$16,406,261	\$16,406,261
External Grants	\$285,490	\$5,096,522	\$5,382,012
Internal Reserves	\$0	\$8,279,179	\$8,279,179
General Revenue	\$1,206,291	\$5,059,167	\$6,265,458
Other Sources	\$0	\$8,700	\$8,700
TOTAL	\$1,491,781	\$34,849,829	\$36,341,610

The general revenue (General Fund) component of the revotes and works in progress total \$6,265,458, which will be transferred to Council's revotes and works in progress reserve to ensure funds are available for those projects in the 2023/24 financial year. All other funding sources are already held in a cash reserve with a small amount from other sources.

The revotes and works in progress program totals \$36.342 million for the period ending 30 June 2023. There were several contributing factors that led to delays in the delivery of some capital projects, including delays due to works required following the significant flooding events in 2022, contractor delays and supply chain constraints which continue to impact both domestic and global markets.

It is important to note that the revotes and carry forwards referred to in this section are in addition to those approved as part of the March 2023 Quarterly Budget Review, which totalled \$20.006 million. Those revotes are included within the 2023/24 budget as approved by Council on 9 May 2023.

A summary of the total revotes carried forward into the 2023/24 Budget (inclusive of the March 2023 Quarterly Budget Review) is shown in the table below:

Source of Funding	March 2023 Review	June 2023 Review	Total
S 7.11 Contributions	\$6,330,484	\$16,406,261	\$22,736,745
External Grants	\$8,386,305	\$5,382,012	\$13,768,317
Internal Reserves	\$5,289,037	\$8,279,179	\$13,568,216
General Revenue	\$0	\$6,265,458	\$6,265,458
Other Sources	\$0	\$8,700	\$8,700
TOTAL	\$20,005,826	\$36,341,610	\$56,347,436

A comparison of 2022/23 revotes and works in progress against the three previous financial years is provided in the table below.

Source of Funding	2019/20	2020/21	2021/22	2022/23
S 7.11 Contributions	\$8,631,622	\$23,428,043	\$26,723,535	\$22,736,745
External Grants	\$16,592,782	\$29,211,870	\$33,228,212	\$13,768,317
Internal Reserves	\$6,506,880	\$12,098,696	\$11,440,224	\$13,568,216
Waste Management	\$470,845	\$1,204,500	\$30,167	\$0
General Revenue	\$4,056,958	\$6,149,318	\$5,486,059	\$6,265,458
Other Sources	\$150,000	\$215,100	\$176,420	\$8,700
TOTAL	\$36,409,087	\$72,307,527	\$77,084,617	\$56,347,436

2022/23 LOAN BORROWINGS

In adopting the 2022/23 Budget, Council approved loan borrowings of \$11.85 million, which were to part fund Council's Road reconstruction program (\$3.5 million) and part fund the third year of Council's Community Support Package Stage 3 (\$8.35 million).

A review of Council's capital works program identified that \$3.3 million of the program funded through loan borrowings was not required until 2023/24. This reduction in loan borrowings was approved by Council on 9 May 2023. The revised Council approved loan borrowings for the 2022/23 budget were \$8.55 million.

Council secured the \$8.55 million loan through NSW Treasury Corporation (TCorp) and the loan was drawn down (transferred to Council) on 2 June 2023. The borrowings were drawn down under two separate loans in line with Council's adopted budget:

- \$3.50 million ten-year fixed interest loan at 4.63%; and
- \$5.05 million twenty-year fixed interest loan at 5.22%.

Council's 2023/24 budget forecast a fixed interest rate of 5.0% for the ten-year loan and 6.0% for the twenty-year loan. An adjustment will be included in the September 2023 Quarterly Review to reflect the savings achieved through the lower than expected interest rate.

COUNCILLOR CONSOLIDATED WARD FUNDS

The balance of Consolidated Ward Funds is \$136,844.

Consolidated Ward Funds	
2022/23 Budget Allocation	\$30,000
2021/22 Ward Funds Revote	\$108,754
Total Funds Available	\$138,754
Funding Allocated:	
Camden Men's Shed Development Application fees and charges	\$1,910
Total Funding Allocated in 2022/23	\$1,910
Balance of Consolidated Ward Funds	\$136,844

It should be noted that the balance of Consolidated Ward Funds is over and above the year end budget surplus as advised in this report. The unspent balance of Consolidated Ward Funds has been included in the proposed revotes to be carried over into the 2023/24 Budget.

The current balance of the Consolidated Ward Funds, taking into account the 2023/24 budget allocation and the recently approved allocation towards the Camden Town Farm is \$126,844.

SUMMARY OF YEAR END RESULTS AGAINST BUDGET

The following table is a summary of budget adjustments up to 30 June 2023.

Budget Adjustment Summary	Expenditure (Increase) / Decrease	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2021/22 Carry-Forward Working Funds			\$1,000,000
2022/23 Adopted Budget Position			Balanced
Less: Minimum Level of Working Funds			(\$1,000,000)
September 2022 Adjustments	\$14,528,793	(\$14,528,793)	-
December 2022 Adjustments	(\$2,886,504)	\$2,886,504	-
March Review 2023 Adjustment	\$12,459,192	(\$12,459,192)	-
Available Working Funds 31 March 2023			-
Note 1: Major Variations	(\$4,787,682)	\$5,588,710	\$801,028
Note 2: Authorised Variations	(\$1,733,000)	\$1,733,000	-
Note 3: Contra Adjustments	(\$7,418,552)	\$7,418,552	-
Sub Total – June Review Adjustments	(\$13,939,234)	\$14,740,262	\$801,028
Available Working Funds (Uncommitted cash)			\$801,028

STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER (CFO)

The following statement is made by the Responsible Accounting Officer (Chief Financial Officer) in accordance with section 203(2) of the *Local Government (General) Regulation 2021*:

'It is my opinion that the year-end budget result for Camden Council for the period ending 30 June 2023 indicates that Council's projected financial position is satisfactory. No remedial actions are required based on the financial position presented within this report.'

CONCLUSION

This report presents the final cash budget result for the 2022/23 financial year and the proposed revotes and works in progress program to be carried forward into the 2023/24 financial year.

It is recommended that Council adopt the necessary resolutions to transfer the cash budget surplus to the Working Funds Reserve and approve the expenditure revotes program and necessary reserve movements as outlined in this report.

RECOMMENDED

That Council:

- i. **approve the budget variations contained within this report;**
- ii. **approve the allocation of the 2022/23 cash budget surplus of \$801,028 to the Working Funds Reserve, to assist with funding the 2023 Local Government (State) Award increase at the September 2023 Quarterly Review;**
- iii. **approve the expenditure revotes program totalling \$1,491,781 as outlined in Attachment 2 to this report; and**
- iv. **approve the transfer of \$6,265,458 to the revotes and works in progress reserve, representing the general fund portion of the revotes and works in progress program.**

ATTACHMENTS

1. Budget Appendix
2. Expenditure Revotes (Works Not Commenced)

ORD11

ORD11

SUBJECT: RATES, ANNUAL CHARGES AND SUNDRY DEBTORS WRITTEN OFF FOR THE 2022/23 FINANCIAL YEAR
FROM: Director Growth and Finance
EDMS #: 23/482611

PURPOSE OF REPORT

The purpose of this report is to advise Council of the rates, annual charges, and sundry debtors to be written off for the 2022/23 financial year, as permitted under the *Local Government Act 1993*.

BACKGROUND

The *Local Government (General) Regulation 2021* (section 131) requires the General Manager to advise Council of all rates, annual charges and sundry debtors to be written off in the previous financial year.

A Councillor briefing was held to discuss this report on 7 November 2023.

MAIN REPORT

The amounts of rates, annual charges and sundry debtors proposed to be written off in the 2022/23 financial year are set out below and discussed.

1. Postponed Rates – \$4,179

An owner of rural land or land used as a principal dwelling, where the land is not used for the purpose for which it is zoned, may apply to Council for postponed rates. This is essentially because the rating of land is based on use, not zoning.

The Valuer General approves and provides Council with a discounted land value to calculate the rates payable on these properties. The amount which is discounted is referred to as postponed rates.

Under section 595 of the *Local Government Act 1993*, on the sixth year, the first year's postponed rates and interest are to be written off. Upon sale of the property, the amount postponed (up to five years) becomes payable.

There are currently four properties which are entitled to an adjustment for postponed rates.

The postponed rates amount written off for the 2022/23 financial year are as follows:

Rates written off from 2018/19	\$3,406
Interest written off from 2018/19	\$773
Total Postponed Rates	\$4,179

2. Rates and Charges – Mandatory Pension Rebate – \$876,407

Section 583 of the *Local Government Act 1993* requires Council to write off amounts of rates, charges and interest reduced or waived under Division 1 of Part 8 of Chapter 15 of the Act (concessions for pensioners). The mandatory pensioner rebate is currently \$250 per assessment. This amount has not changed since 1989.

Rates and charges to be written off for the 2022/23 financial year relating to the mandatory pension rebate total \$876,407.

Council is then able to claim 55% (\$482,024) of the pensioner rebate from the NSW State Government. The remaining 45% (\$394,383) is a cost to Council, which is provided for as part of the budget each year.

3. Rates and Charges – Voluntary Pension Rebate – \$163,650

Section 582 of the *Local Government Act 1993* allows Council to waive or reduce rates, charges, and interest due by any person prescribed by the regulations who is in receipt of a pension, benefit or allowance under the *Social Security Act 1991* of the Commonwealth.

As part of the 2022/23 Budget, Council introduced a further voluntary pension rebate for rates and charges of \$50 per assessment. Rates and charges to be written off for the 2022/23 financial year relating to the voluntary pension rebate total \$163,650. No percentage of this amount is reimbursed from the State Government.

4. Stormwater Management Levy – Voluntary Pension Rebate – \$77,008

In line with Council's adopted Revenue Policy, ratepayers who are eligible for the pension rebate receive a payment exemption from the Stormwater Management Levy, which is currently \$25 per applicable assessment. The amount to be written off in relation to the Stormwater Management Levy for the 2022/23 financial year is \$77,008.

These exemptions were applied in accordance with section 582 of the *Local Government Act 1993*.

5. Accrued Interest and Miscellaneous Amounts – \$6,289

Section 567 of the *Local Government Act 1993* allows Council to write off accrued interest on amounts that would be uneconomical to recover. These amounts are shown in the table below:

Category	
Amounts written off under \$3.00	\$3,474
Pension interest written off in accordance with Council Policy	\$2,205
Interest written off due to COVID-19 hardship claim	\$610
Total	\$6,289

6. Sundry Debtor Amounts – \$18,355

The General Manager has delegated authority to write off sundry debtor amounts which cannot be recovered or are considered uneconomical to recover up to a value of \$10,000 per debtor. This delegation was issued by Council on 12 February 2007.

The total value of sundry debtors which have been written off during the 2022/23 financial year is \$18,355.

FINANCIAL IMPLICATIONS

In accordance with the relevant sections of the *Local Government Act 1993*, the total amount to be written off in the 2022/23 financial year is \$1,145,888. The majority of the amount to be written off relates to the mandatory pensioner rebate. It should be noted that 55% of the pensioner rebate is recovered from the NSW State Government.

The amount to be written off each financial year is considered as part of the annual budget process and is reviewed at each quarterly budget review. Adjustments which arise as a result of exemptions or write-offs are included within budget projections to minimise the impact they may have on Council's budget position.

CONCLUSION

The General Manager is required to advise Council of all rates, annual charges and sundry debtors which are to be written off. The adoption of this report means Council has complied with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2021* (section 131).

RECOMMENDED

That Council authorise the write off of rates, annual charges and sundry debtors as outlined in this report totalling \$1,145,888 for the 2022/23 financial year.

SUBJECT: SEPTEMBER REVIEW OF THE 2023/24 BUDGET
FROM: Director Growth and Finance
EDMS #: 23/564067

PURPOSE OF REPORT

This report presents the September Quarterly Budget Review for the 2023/24 financial year in accordance with Part 9, Division 3, Section 203 of the *Local Government (General) Regulation 2021*.

Its purpose is to inform Council of the necessary changes to the 2023/24 Budget for the reporting period ending 30 September 2023 and to consider other changes put forward for determination.

BACKGROUND

In adopting the 2023/24 Budget, Council approved a balanced budget position. Budget adjustments proposed as part of the September Quarterly Review of the 2023/24 Budget represent a projected budget shortfall for the 2023/24 financial year of \$801,000.

A Councillor briefing was held to discuss this report on 7 November 2023.

MAIN REPORT

PROPOSED FUNDING - 2023/24 REVISED BUDGET POSITION

It is recommended that the funding of the 2023/24 Revised Budget position be addressed as follows:

Proposed Funding Strategy		
Additional Funding Required		\$801,000
Add: Transfer from Working Funds Reserve	\$801,000	
Revised – 2023/24 Budget Position		Balanced

The available funding from the Working Funds Reserve is attributable to the cash budget surplus of \$801,028 reported as part of the Year End Budget Result for the 2022/23 financial year. This transfer will ensure that Council maintains a balanced cash budget position for the 2023/24 financial year.

CURRENT RESERVE BALANCES

Capital Works Reserve

The Capital Works Reserve is predominantly used to fund capital works or to match grant funding as part of a capital grant funding agreement. The balance of the Capital Works Reserve is as follows:

Capital Works Reserve	
Reserve Balance – 30 June 2023	\$2,357,849
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$696,548)
Less: 2023/24 Camden Memorial Pool Funding	(\$330,000)
Less: 2023/24 Nepean River Corridor Study	(\$175,000)
Less: 2023/24 CIRP Program	(\$500,000)
Less: 2023/24 Flood Recovery & Resilience Program (ORD 176/23)	(\$46,250)
Total Committed Funds	(\$1,747,798)
Uncommitted Balance – Capital Works Reserve	\$610,051

Asset Renewal Reserve

The Asset Renewal Reserve is primarily used for the replacement and/or maintenance of existing assets. It assists in maintaining Council's asset base in a good condition. The balance of the Asset Renewal Reserve is as follows:

Asset Renewal Reserve	
Reserve Balance – 30 June 2023	\$564,848
Add: Transfers to Reserve (Loan Interest Savings) 2023/24	\$74,900
Available Balance of Reserve	\$639,748
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$89,973)
Less: 2023/24 Community Infrastructure Renewal Program	(\$500,000)
Total Committed Funds	(\$589,973)
Uncommitted Balance – Asset Renewal Reserve	\$49,775

Working Funds Reserve

The Working Funds Reserve is primarily used as a holding reserve for unallocated funds or for transferring committed funding from one budget year to the next. The balance of the Working Funds Reserve is as follows:

Working Funds Reserve	
Reserve Balance – 30 June 2023	\$1,232,978
Add: Proposed June 2023 Budget Review Transfer	\$801,028
Available Balance of Reserve	\$2,034,006
Committed Funds Held in Reserve	
Less: 2022/23 Proposed Revoted projects	(\$60,152)
Less: 2022/23 Approved Revoted projects (March 2023)	(\$300,000)
Less: 2023/24 Approved Transfer from Reserve	(\$838,000)
Less: Proposed September 2023 Budget Review Transfer	(\$801,000)
Total Committed Funds	(\$1,999,152)
Proposed Balance – Working Funds Reserve	\$34,854

It is recommended that \$801,000 be transferred from the Working Funds Reserve to assist with funding the September Budget Review shortfall, which is primarily a result of the Local Government (State) Award increase and an increase to the Emergency Services Levy.

SEPTEMBER QUARTERLY REVIEW OF THE 2023/24 BUDGET

Further information and explanation of the budget variations for the 2023/24 financial year is detailed below.

Proposed Variations to Budget

Proposed variations and reserve transfers, which have been identified as part of the September Quarterly Budget Review, have led to a balanced budget position. A list of the variations (greater than \$20,000) is provided in the following table. Brief explanations follow the table.

September Review of the 2023/24 Budget Proposed Variations	Budget Impact Increase/ (Decrease)
Income Adjustments	
<i>Note: Increase in income is an increase to the budget Shortfall in income is a decrease to the budget</i>	
1. Corporate Revenue - Financial Assistance Grant	\$995,000
2. Corporate Revenue - Investment Income (General Fund)	\$583,000
Sub Total - Income Adjustments	\$1,578,000
Expenditure adjustments	
<i>Note: Increase in expenditure is a decrease to the budget Saving in expenditure is an increase to the budget</i>	
3. Corporate Expenditure - Award Increase	(\$1,210,000)
4. Emergency Services Levy - Statutory Contribution	(\$942,000)
5. Public Lighting - Street Lighting Expenses	\$445,000
6. Digital Technology - Cyber Security Initiatives	(\$349,000)
7. Narellan Works Depot - Improvement Works	(\$172,000)
8. Building Improvements - Camden Sports Club	(\$100,000)
9. Councillors Program - Councillor and Mayoral Fees	(\$56,000)
10. Corporate Expenditure - Loan Repayments	\$46,000
Minor Budget Variations < \$20,000	(\$41,000)
Sub Total - Expenditure Adjustments	(\$2,379,000)
Total - Proposed Variations to Budget (deficit)	(\$801,000)
Proposed Reserve Transfer	
Transfer from Working Funds Reserve	\$801,000
Sub Total – Proposed Reserve Transfer	\$801,000
Revised Budget Position – 2023/24 Budget	Balanced

Income Adjustments Commentary

1. Financial Assistance Grant – Increase in Income of \$995,000

Council's Financial Assistance Grant allocation has exceeded original budget expectations. The 2023/24 Original Budget included forecast income through the Financial Assistance Grant of \$4.574 million. Council was advised in September 2023 that its allocation for the 2023/24 financial year was \$5.569 million, resulting in an increase when compared to original budget of \$995,000. The increase in the grant is primarily driven by population growth.

2. Investment Income (General Fund) – Increase in Income of \$583,000

Investment returns have continued to improve during the first quarter of the 2023/24 financial year, with an increase in the anticipated weighted return on investment to 5.2% compared to the rate of 4.9% set as part of the 2023/24 Original Budget. The level of funds available for investment is also greater than expected when compared to the Original Budget. These factors have resulted in an increase in forecast investment income for general fund operations of \$583,000.

Expenditure Adjustments Commentary

3. Corporate Expenditure Award Increase – Increase in Expense of \$1,210,000

The 2023 NSW Local Government (State) Award was approved on the 26 June 2023. The Award resulted in an increase in rates of pay for the 2023/24 financial year of 4.5% effective from 3 July 2023. The 2023/24 Original Budget included a forecast increase in rates of pay of 2.5%. The impact of the Award is an increase in general fund expenditure of \$1.210 million.

4. Emergency Services Levy Statutory Contribution – Increase in Expense of \$942,000

Council's statutory contribution towards the funding of emergency services has increased by \$942,000 when compared to the 2023/24 Original Budget of \$1.226 million. The increase in expenditure relates to the increased cost of providing emergency services across NSW and Council's contribution towards the costs of the FRNSW brigade station at Oran Park, which opened in early in 2023.

5. Street Lighting Expenses – Decrease in Expense of \$445,000

Street lighting charges relate to the street lighting maintenance and electricity charges for public lighting throughout the LGA. There is a net saving of \$445,000 anticipated for the 2023/24 financial year primarily due to the timing of installation of new lights in growth areas and the recent roll-out of energy efficient lighting across the LGA.

6. Digital Technology Cyber Security Initiatives – Increase in Expense of \$349,000

Council has an adopted Cyber Resilience Strategy, which supports its three year Cyber Security Action Plan. This budget allocation is required to fund the ongoing costs of implementing the action plan and continue to mitigate the strategic and operational risks arising from cyber security.

7. **Narellan Works Depot Improvement Works – Increase in Expense of \$172,000**
Funding is required for asphalt resurfacing of the hard stand areas at the Narellan works depot to improve pavement condition and to establish pedestrian safe zones line marking. Works have also been required to reconstruct a number of the material storage bays at the depot.
8. **Building Improvements Camden Sports Club – Increase in Expense of \$100,000**
Funding is required to undertake design works to address accessibility requirements at the Camden Sports Club. Once design works have been completed, funding for the required works will be requested through the Annual Budget process or by bringing forward funding allocated in year four of the Community Infrastructure Renewal Program.
9. **Councillor and Mayoral Fees – Increase in Expense of \$56,000**
Council resolved to set the Councillors and Mayoral fees at the maximum amount permitted for medium metropolitan category of councils for the 2023/24 financial year, as determined by the Local Government Remuneration Tribunal. This has resulted in an increase of \$56,000 when compared to the 2023/24 Original Budget.
10. **Corporate Expenditure Loan Repayments – Decrease in Expense of \$46,000**
Council approved loan borrowings for the 2022/23 financial year of \$8.55 million, which were secured through NSW Treasury Corporation (TCorp) in June 2023. Interest rates obtained were lower than budget expectations, resulting in recurrent savings when compared to the 2023/24 Original Budget of \$46,000.

COUNCIL AUTHORISED VARIATIONS

Council has authorised ten budget variations since the adoption of the 2023/24 Budget in June 2023. A list of these approved variations is provided in the following table:

Council Approved Variations	Expenditure (Increase)/ Decrease	Income Increase/ (Decrease)	Budget Impact Increase/ (Decrease)
Endorsement of Works Program - Disaster Recovery Funding Arrangements ORD153/23	(\$2,000,000)	\$2,000,000	\$0
Grant Funding - Local Roads and Community Infrastructure Program - Phase 4 ORD152/23	(\$1,379,234)	\$1,379,234	\$0
Grant Funding – Multisport Community Facility Fund ORD100/23	(\$1,000,000)	\$1,000,000	\$0
Grant Funding – Essential Community Sports Facility Program ORD101/23	(\$903,000)	\$903,000	\$0
Grant Funding - 2023 Culture Up Late Western Sydney Program ORD125/23	(\$129,450)	\$129,450	\$0

Council Approved Variations	Expenditure (Increase)/ Decrease	Income Increase/ (Decrease)	Budget Impact Increase/ (Decrease)
Acceptance of Grant Funding - AGL Community Support Fund ORD156/23	(\$100,000)	\$100,000	\$0
Grant Funding - Local Land Services Early Needs Weeds Mgmt. Program ORD 123/23	(\$59,500)	\$59,500	\$0
Grant Funding - Stronger Communities Program Round 8 ORD124/23	(\$20,000)	\$20,000	\$0
Grant Funding - Tech Savvy Seniors - A NSW Government Initiative with Telstra ORD 154/23	(\$6,440)	\$6,440	\$0
Grant Funding - 2023 NSW Small Business Month Program ORD 155/23	(\$2,500)	\$2,500	\$0
TOTAL	(\$5,600,124)	\$5,600,124	\$0

CONTRA ADJUSTMENTS

These adjustments relate to movements of income and expenditure within Council's adopted budget. The adjustments have no impact on Council's projected budget result as both movements of income and expenditure are of equal value.

During this quarter (1 July 2023 to 30 September 2023), there have been 20 proposed contra adjustments amounting to \$6.862 million.

A detailed list of these adjustments is provided in **Attachment 1** of this report.

Grant Funding - Precinct Planning (South West Growth Area)

At its meeting held on 14 March 2023, Council accepted grant funding of \$210,000 from the NSW Department of Planning and Environment (DPE) to assist with precinct planning (in the form of additional resources) in the South West Growth Area.

Officers have since been notified that funding for the New Planning Policy Program cannot proceed therefore the grant funding has been withdrawn.

This will require a Contra budget adjustment to reverse the funding.

Cowpasture Reserve and Hilder Reserve Stage 1 Funding

As part of Council's Community Support Package 3 (CSP3), funding of \$2,940,000 was allocated to the Cowpasture Reserve upgrade project. The funding source is loans funds and forms part of the borrowing program that funds many of the projects in CSP3.

Due to flooding constraints, the scope of the Cowpasture Reserve project has been revised. The revised scope (in consultation with Softball Macarthur) will result in a reduction in the budget required for the project.

The estimate to complete the new program of works at Cowpasture Reserve is \$1,800,000. This will leave a budget surplus of \$1,140,000; it is proposed to transfer \$450,000 of this funding surplus to Hilder Reserve Stage 1 project, to address a project funding shortfall. Councillors were briefed on the funding shortfall on 29 August 2023.

If the funding is not made available, it will delay the commencement of the Hilder Reserve Stage 1 project and delivery of much needed playing fields, using loan funds currently allocated to the Cowpasture Reserve project now provides certainty for the project.

The use of borrowings to fund capital projects is only considered after all other funding sources have been exhausted. Council does have the option to reduce its loan borrowings by \$1,140,000 or \$690,000 (\$1,140,000 less \$450,000).

Council is currently finalising negotiations for the sale of Biodiversity Credits, if this sale is completed Council will be able to fund the Hilder Reserve Stage 1 project budget shortfall from this revenue and not rely on borrowings, which is the preferred option.

In order for the Hilder Reserve Stage 1 project to have certainty around funding and timing of commencement, it is recommended that Council approve at the September Quarterly Budget Review the use of the loan funds (\$450,000) to fund the project, pending sale of the Biodiversity credits, the funding source will change from loan funds to general fund at the December Quarterly Budget Review.

It should be noted that Council has not yet borrowed the funding to support the 2023/24 CSP3 program. The borrowing of money is done towards the end of the financial year to ensure Council has considered its current budget position and does not unnecessarily borrow money.

As part of the 2024/25 annual budget process Council's loan borrowing program will be reviewed, this will consider completion of the CSP3 program and ensure Council's priorities have not changed since its adoption.

This will require a Contra adjustment to the budget to redistribute the funding.

RESERVE TRANSFERS AND CLOSURE

ELG recently endorsed a new Reserves Policy which will be reported to Council's Audit, Risk and Improvement Committee 27 November 2023 and Council 12 December 2023.

As part of that review, it was identified that the Camden Parking Fund Reserve and Camden Regional Economic Taskforce (CRET) Reserve should be closed, and the balance of funds transferred to Council's budget for inclusion in programs that represent the intended use or in CRET's case as per the constitution of the Company (which is de-registered).

The Camden Parking Fund Reserve has a balance for \$121,000 and must be used for improving carparking in the Camden business district. The CRET Reserve has a balance of \$50,446 and must be used for objectives or purposes similar to those of the Company in accordance with its constitution.

The September Review will recommend a transfer into the 2023/24 budget as part of the Contra entries and the closure of both reserves.

COUNCILLOR CONSOLIDATED WARD FUNDS

As part of the Annual Budget process, an allocation of \$30,000 is included within the budget, which is available for Councillor endorsed funding requests, fee waivers and/or support for specific community requests.

The available balance of the Consolidated Ward Funds at the end of the September 2023 reporting period is \$126,844.

Consolidated Ward Funds	
2023/24 Budget Allocation	\$30,000
2022/23 Ward Funds Revote	\$136,844
Total Funds Available	\$166,844
Funding Allocated:	
Camden Community Gardens (ORD 157/23)	(\$40,000)
Total Funding Allocated in 2022/23	(\$40,000)
Balance of Consolidated Ward Funds	\$126,844

SUMMARY OF SEPTEMBER REVIEW ADJUSTMENTS

The following table is a summary of budget adjustments up to 30 September 2023.

Budget Adjustment Summary	Expenditure (Increase) / Decrease	Income Increase / (Decrease)	Budget Impact Increase / (Decrease)
2022/23 Carry-Forward Working Funds			\$1,000,000
2023/24 Adopted Budget Position			Balanced
Less: Minimum Level of Working Funds			(\$1,000,000)
Available Working Funds 1 July 2023			\$0
September Review 2023			
Note 1: Proposed Variations	(\$2,385,000)	\$1,584,000	(\$801,000)
Note 2: Authorised Variations	(\$5,600,124)	\$5,600,124	\$0
Note 3: Contra Adjustments	(\$6,861,878)	\$6,861,878	\$0
Sub Total – September Review Adjustments	(\$14,847,002)	\$14,046,002	(\$801,000)
Proposed Transfer from Working Funds Reserve	\$0	\$801,000	\$801,000
Available Working Funds 30 Sept 2023 (Uncommitted cash)			Balanced

ON-TIME PAYMENT POLICY REPORTING

At the end of each quarter, Council is required to report on compliance with its adopted On-Time Payment Policy. This Policy requires Council to pay interest where an invoice received from small business (turnover less than \$2 million p.a.) has been held by Council for more than 20 days and the interest payable is more than \$20.

For the reporting period 1 July 2023 to 30 September 2023, Council processed 37 invoices from registered small businesses. No invoices became overdue during the reporting period.

STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER

The following statement is made in accordance with section 203(2) of the *Local Government (General) Regulation 2021*:

‘It is my opinion that the Quarterly Budget Review Result for Camden Council for the period ending 30 September 2023 indicates that Council’s projected financial position is satisfactory. No remedial actions are required based on the financial position presented within this report.’

A copy of the Quarterly Budget Review Statement for the period ending 30 September 2023 is provided as **Attachment 2** of this report.

FINANCIAL IMPLICATIONS

The financial implications are contained within the body of the report.

CONCLUSION

The September Quarterly Review of the 2023/24 Budget has been completed and is recommended for adoption by Council.

RECOMMENDED

That Council:

- i. **adopt the budget variations contained within this report and transfer \$801,000 from the Working Funds Reserve to balance the projected 2023/24 budget position;**
- ii. **endorse the closure of the Camden Region Economic Taskforce (CRET) Reserve (\$50,446) with the balance of the reserve to be transferred to 2023/24 budget, to be used for objectives or purposes similar to those of Camden Region Economic Taskforce Ltd in accordance with its constitution;**
- iii. **endorse the closure of the Camden Parking Fund Reserve (\$121,000) with the balance of the reserve to be transferred to 2023/24 budget, to be used for projects that improve carparking in the Camden business district.**

ATTACHMENTS

1. September Review Budget Appendix
2. September Review 2023-24 QBRs

ORD13**ORD13**

SUBJECT: INVESTMENT MONIES - SEPTEMBER 2023 AND REVIEW OF INVESTMENT POLICY

FROM: Director Growth and Finance

EDMS #: 23/556674

PURPOSE OF REPORT

In accordance with Part 9, Division 5, Section 212 of the *Local Government (General) Regulation 2021*, a list of investments held by Council as at 30 September 2023 is provided.

This report also includes Council's draft revised Investment Policy for consideration by Council.

BACKGROUND

Council's Investment portfolio is reported to Council monthly which ensures compliance with the *Local Government (General) Regulation 2021* and Council's adopted Investment Policy.

The Investment Policy is also required to be reviewed annually. A review has been undertaken by Council's Investment Advisor (Prudential Investment Services Corp) in consultation with Council.

Councillors were briefed on the proposed changes to Council's Investment Policy on 7 November 2023.

MAIN REPORT

Investment Report – September 2023

The weighted average return on all investments was 4.93% p.a. for the month of September 2023. The industry benchmark for this period was 4.18% (Ausbond Bank Bill Index) and the current official cash rate as determined by the Reserve Bank of Australia (RBA) remains at 4.10%.

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 **Attachment 1** to this report.

Draft Revised Investment Policy

The proposed changes to the Investment Policy are summarised in the following table:

Proposed Change	Description
Change to Overall Portfolio Credit Framework	It is recommended that Council reduce its exposure to BBB rated institutions to 25%. This was previously set at 35% which is considered too high. Council does not hold any investments with BBB rated institutions, so this proposed change will not result in any Policy breach.
Removal of TCorpIM Cash Fund	TCorp has since closed down this Fund and Council has no investments in this Cash Fund.
Removal of Clause which deals with the payment of commissions to Council.	Under Australian Securities and Investments Commission (ASIC) regulations, independent advisors must rebate all commissions to all clients, not just on a client by client basis. On this basis, this statement is no longer required within Council's Policy.
Removal of a number of Supporting Documents	Council's Policy previously included a number of supporting documents, which included the recommendations of the 2008 Cole Review. It is recommended that the Cole Review be removed as this is largely covered through the Office of Local Government (OLG) Investment Guidelines.
Minor Housekeeping and Grammatical Corrections	A number of minor housekeeping and grammatical corrections have been made in the Policy as required.

The Investment Policy has also been updated to reflect Council's new Policy Template.

The draft Investment Policy (with tracked changes shown) is provided as **Attachment 2** to this report.

RECOMMENDED

That Council:

- 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,
- note the list of investments for September 2023,
- note the weighted average interest rate return of 4.93% p.a. for the month of September 2023, and
- adopt the draft revised Investment Policy as attached to this report.

ATTACHMENTS

1. Investment Summary Report September 2023
2. Draft Revised Investment Policy - Marked-up

ORD13

ORD14

SUBJECT: DRAFT SUBMISSION - LOCAL GOVERNMENT REMUNERATION TRIBUNAL 2024 ANNUAL DETERMINATION
FROM: Director Customer and Corporate Strategy
EDMS #: 23/584735

PURPOSE OF REPORT

The purpose of this report is to recommend that Council endorse a draft submission to the Local Government Remuneration Tribunal (the Tribunal) in relation to its review for the 2024 annual determination of the fees payable to mayors and councillors.

BACKGROUND

The Tribunal determines the category in which each council is classified and sets the minimum and maximum fee levels for each category that are payable to mayors and councillors. The annual fee paid to a mayor is additional to the fee paid to them as a councillor.

In 2023, the Tribunal undertook a review of the categories and the allocation of councils into each of these categories as required under section 239 of the *Local Government Act 1993* (the Act). The Tribunal is only required to determine categories at least once every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in detail in the 2026 review.

Under section 241 of the Act, the Tribunal is required to make an annual determination on the fees payable to mayors and councillors. It has invited submissions from individual councils as part of its review for the 2024 annual determination, which will take effect for the 2024/25 financial year. The Tribunal expects that each submission is endorsed by their respective council and will be submitted by 21 December 2023.

Councillors were briefed on this matter on 7 November 2023.

MAIN REPORT

Council is categorised by the Tribunal as a Metropolitan Medium council, which is described as typically having features including a minimum residential population of 100,000 and total operating revenue exceeding \$100 million per annum.

The fees payable for a Metropolitan Medium council for 2023/24 were set by the Tribunal as follows, and included a three per cent per annum increase in the minimum and maximum fees applicable:

COUNCILLORS	MAYOR
Minimum \$14,810 – Maximum \$27,650	Minimum \$31,470 – Maximum \$73,440

For the 2023/24 financial year, Council adopted the maximum amounts payable to the Mayor and Councillors, having had regard to a comparison of the fees paid by other Metropolitan Medium councils and the significant growth considerations for the Camden Local Government Area.

In response to the Tribunal's invitation for submissions as part of its review for the 2024 annual determination, a draft submission to the Tribunal has been prepared for consideration by Council and is provided as **Attachment 1** to this report. The draft submission proposes that the Tribunal consider applying an increase within the range of four to five per cent per annum to the minimum and maximum fee levels for each category as part of its determination. This is considered reasonable when taking into account relevant economic indicators, the recent four per cent pay increase (plus an additional half per cent increase to superannuation) for NSW public sector workers, the pay increase of four and a half per cent under the Local Government (State) Award 2023, and the complexity of the role of mayors and councillors.

FINANCIAL IMPLICATIONS

The setting of the minimum and maximum fee levels for each category of councils is a matter for the Tribunal, and Council will subsequently be required to fix the annual fee of the Mayor and Councillors for the 2024/25 financial year within the relevant fee range. Provision will be included in the 2024/25 draft Budget for a potential increase in the Councillor and Mayoral fees.

CONCLUSION

It is recommended that Council endorse the draft submission to be submitted to the Tribunal.

RECOMMENDED

That Council:

- i. **endorse the draft submission on the 2024 annual determination of the fees payable to mayors and councillors by the Local Government Remuneration Tribunal, provided as Attachment 1 to this report; and**
- ii. **forward a copy of the endorsed submission to the Local Government Remuneration Tribunal.**

ATTACHMENTS

1. Draft Submission to Local Government Remuneration Tribunal - 2024 Annual Determination

ORD15

SUBJECT: COUNCILLOR ACCESS TO INFORMATION AND ADVICE POLICY - REVISED
FROM: Director Customer and Corporate Strategy
EDMS #: 23/561485

PURPOSE OF REPORT

The purpose of this report is to recommend that Council adopt the revised Councillor Access to Information and Advice Policy (the revised Policy).

BACKGROUND

The Policy currently titled Guidelines for Council Access to Information and Advice (the Guidelines), which was first adopted on 9 November 2017 as an operational policy approved by the General Manager, was last reviewed on 2 September 2020 and is now due for review.

A Councillor briefing on the revised Policy was held on 7 November 2023.

MAIN REPORT

The Guidelines were initially approved as an operational policy by the General Manager in 2017. Since the Guidelines were last reviewed, the Office of Local Government (OLG) has published the Model Councillor and Staff Interaction Policy 2022 (the Model Policy). Although the Model Policy is not mandatory and Council is free to choose whether to use or adapt it, its provisions are recommended as best practice.

Consequently, the Guidelines have been reviewed having regard to the Model Policy. Following the review, it is considered appropriate to:

- Retitle the Guidelines as a Policy.
- Align the Policy with the Model Policy but for some administrative amendments to provide clarification or reflect existing Council processes.
- Consolidate within the Policy relevant content from the Councillor Building Access Policy, which was first adopted on 25 October 2016 as an operational policy approved by the General Manager and was last reviewed on 2 September 2021.
- Re-categorise the revised Policy as a strategic policy adopted by Council rather than an operational policy approved by the General Manager.

The revised Policy addresses the following key elements:

- Background information (such as purpose, scope and objectives);
- Statutory roles of Councillors, General Manager and staff;
- Purpose and administration of the Civic Representative Enquiry (CRE) system;
- Councillor access to authorised staff;
- Councillor access to buildings (including access cards and meeting rooms);
- Interactions between Councillors and staff;
- Roles and responsibilities for Policy functions.

There are two elements of the Model Policy that are not included in the revised Policy. Firstly, the Model Policy recommends the inclusion of a Schedule specifying the names and positions of authorised staff contacts for Councillors. This is not included because the draft revised Guidelines identify at clauses 5.3.1-5.3.2 which staff generally can be contacted by Councillors, and it is considered that this provides a more consistent approach that can apply regardless of changes to the individual staff holding a particular position from time to time.

Secondly, the Model Policy includes two clauses relating to Councillors being able to request that staff members attend meetings. The OLG notes that these are considered optional clauses and they are also likely to be relevant to a proposed Model Lobbying Policy that is currently under development by the OLG, so it is considered appropriate that these clauses should not be included in the Policy at this time.

A clean version of the revised Policy is provided as **Attachment 1** to this report.

A marked-up version of the revised Policy is provided as **Attachment 2** to this report. The attachment is a new draft based on the Model Policy and Council's current policy template, so it is not practicable to show changes from Council's existing Guidelines and Councillor Building Access Policy. Please note that:

- Black text represents either content from the Model Policy or administrative details required for consistency with Council's policy template.
- Text marked with ~~strikethrough~~ represents content from the Model Policy that is not recommended for inclusion as it is either not currently relevant or is addressed separately in the Policy.
- Underlined text indicates substantive amendments to the Model Policy for the purposes of either clarification or to reflect existing Council processes.

Some other minor editorial adjustments have also been made and are not marked-up.

FINANCIAL IMPLICATIONS

There are no financial implications.

CONCLUSION

It is proposed that Council adopt the revised Councillor Access to Information and Advice Policy.

RECOMMENDED

That Council adopt the revised Councillor Access to Information and Advice Policy included as set out in Attachment 1 to this report.

ATTACHMENTS

1. Draft Revised Councillor Access to Information and Advice Policy - Clean
2. Draft Revised Councillor Access to Information and Advice Policy - Marked-up

SUBJECT: COUNCIL MEETING DATE CHANGES
FROM: Director Customer and Corporate Strategy
EDMS #: 23/572145

PURPOSE OF REPORT

The purpose of this report is to request Council to consider not scheduling an Ordinary Meeting in September 2024, and varying the scheduled date for the Ordinary Meeting of October 2024.

BACKGROUND

Under clause 3.1 of Council's Code of Meeting Practice, Ordinary Meetings of Council are generally held on the second Tuesday of each month at 6.30pm in Council's Administration Centre, Oran Park. This may vary for particular meetings if Council so resolves.

The next Local Government elections for NSW are scheduled to take place on 14 September 2024. Two other periods will apply before the election date.

First, the 'caretaker period' for the election will occur from 16 August to 13 September 2024, being four weeks preceding the election. During this period, Council must not exercise certain functions, namely entering into major contracts, determining controversial development applications or appointing a general manager.

Second, the 'regulated period' starts when the electoral rolls close on 5 August 2024, being 40 days before election day, and ends at 6.00pm on election day. During this period, all electoral material published or distributed must contain the name and address of the person who authorised the material and the name and address of the printer.

Councillors were briefed on this matter on 7 November 2023.

MAIN REPORT

It is recommended that Council resolve to vary the arrangements for the September and October 2024 Ordinary Meetings for the reasons provided below.

September 2024

An Ordinary Council Meeting would generally be scheduled for 10 September 2024. However, this is only four days before the election, which raises two issues.

First, the meeting would take place during the caretaker period. It is considered preferable to refrain from holding Council meetings during this period, particularly so close to the election, to avoid the risk of actual and perceived breaches of the caretaker provisions. It would remain an option for an Extraordinary Council Meeting to be called if required for a particular item of business.

Second, as noted above, restrictions apply to electoral material during the regulated period. Electoral material is broadly defined under the *Local Government (General) Regulation 2021*, and “means anything, including without limitation a how-to-vote card, poster or advertisement, containing electoral matter (whether in a tangible or an electronic form)”. Electoral matter is any matter that is intended or likely to affect voting in an election, including the name, photograph and likeness of a candidate.

There is a risk that the activities associated with a Council meeting held during the regulated period could constitute electoral material. Therefore, it is recommended that a meeting not be held in September 2024.

Notably, an Ordinary Council Meeting is scheduled for 13 August 2024, which is in the first week of the regulated period. However, this meeting is of less concern as it is several weeks before the election, outside the caretaker period and it may not be practicable to avoid holding an Ordinary Council Meeting in August. Also, the Office of Local Government has acknowledged in a previous Circular that the final meeting of an outgoing council will normally fall within the regulated period.

October 2024

The NSW Electoral Commission has advised that it expects that election results will be declared between Tuesday 1 and Thursday 3 October 2024, as postal votes can be received up to 13 days after an election. This creates only a small opportunity between the declaration of results and the scheduled meeting date of 8 October 2024 to onboard Councillors and provide notice of the meeting.

Therefore, to allow for sufficient time, it is considered prudent that a meeting be scheduled for 15 October 2024 instead of 8 October 2024. This would also ensure that Council complies with the *Local Government Act 1993* requirement for the election of the Mayor by Councillors to be held within three weeks of the declaration of the election.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

CONCLUSION

Due to the timing of the election in September and the estimated declaration of results in October 2024, and the restrictions associated with the caretaker period and regulated period preceding the election, it is recommended that Council not schedule an Ordinary Meeting in September 2024 and that Council vary the scheduled date for the Ordinary Meeting of October 2024 from 8 October 2024 to 15 October 2024.

RECOMMENDED

That Council:

- i. not schedule an Ordinary Meeting in September 2024; and**
- ii. vary the scheduled date of its Ordinary Meeting in October 2024 from 8 October 2024 to 15 October 2024.**

ORD17

SUBJECT: ALTERNATE PANEL MEMBERS FOR THE SYDNEY WESTERN CITY PLANNING PANEL

FROM: Director Planning and Environment

EDMS #: 23/540154

PURPOSE OF REPORT

The purpose of this report is to seek Council's endorsement to reappoint the existing alternate (non-councillor) representatives on the Sydney Western City Planning Panel (SWCPP).

BACKGROUND

What is the SWCPP?

Sydney Planning Panels were established in November 2016 to replace the Joint Regional Planning Panels which operated throughout NSW since July 2009. Camden lies within the SWCPP area, together with Blue Mountains City, Campbelltown City, Fairfield City, Hawkesbury City, Liverpool City, Penrith City and Wollondilly Shire Councils.

Responsibility

The SWCPP has responsibility for:

- Determining 'regionally significant' development applications (DAs) and certain other DAs and modification applications – these are typically developments with a capital investment value in excess of \$30 million;
- Acting as the relevant planning authority when directed;
- Undertaking rezoning reviews; and
- Providing advice on other planning and development matters when requested.

Membership and composition

The SWCPP consists of five members, including:

- The State-appointed Chair;
- Two State-appointed representatives; and
- Two Council-appointed representatives (currently Cr Ashleigh Cagney and Cr Lara Symkowiak).

There are also two Council-appointed alternate representatives (currently Cr Russell Zammit and Cr Peter McLean).

Conflict of duties

Given the Council-appointed representatives on the SWCPP are Councillors, from time to time there are/will be development applications and/or rezoning reviews where a conflict of duties arises.

To ensure Council representation is maintained on the SWCPP in such instances, in 2020 Council carried out an Expression of Interest (EOI) with the chairs and expert members of the Camden Local Planning Panel seeking to appoint additional non-councillor alternate representatives to the SWCPP.

At that time, Council received six EOIs and, on 13 October 2020, Council resolved to:

“accept the six expressions of interest from the chairs and expert members of the Camden Local Planning Panel to act as additional Council-appointed alternate representatives on the Sydney Western City Planning Panel.”

Since that time one alternate (non-councillor) representative has resigned and Council currently has five non-councillor alternative representatives on the SWCPP, namely:

- Ms Mary-Lynne Taylor;
- Ms Sue Francis;
- Mr Michael File;
- Mr Michael Mantei; and
- Mr Grant Christmas.

These appointments were for a maximum period of 3 years, expiring on 13 October 2023.

A Councillor briefing was provided on this matter on 17 October 2023.

MAIN REPORT

Code of Conduct

The Planning Panel’s Code of Conduct (‘the Code’) sets out the minimum requirements for planning panel members in carrying out their functions. The Code includes conflict of duties provisions for members, which read as follows (in part):

3.19 *The following situations are considered to represent a conflict of duties for panel members (however this list is not exhaustive):*

- a) *members who have current or previous involvement in a specific project, or site, that is subject of a DA for regional development, or a planning proposal that is subsequently reviewed by a planning panel, for example as a consultant,*
- b) *councillor members where they have deliberated or voted on, or otherwise considered, a matter, and/or been present when such consideration is undertaken, in their role at council and that matter, or a related matter, subsequently comes before the panel. Matters which are considered to be related to a panel matter include, but are not limited to:*
 - *a planning proposal for the site*
 - *a voluntary planning agreement for the development or planning proposal*
 - *a Masterplan for the development or planning proposal*
 - *a Plan of Management for the development*
 - *property matters related to the site, including leases, licences, purchase of land, disposal of land and management of lands*

- *legal matters related to the site, development or proposal consideration on whether to make a submission to the panel on a DA for regional development.*

And

3.22 *Councillors who have deliberated or voted on a matter in their role at council and that matter, or a related matter, subsequently comes before the panel, are to stand aside from their place on the panel, and allow council's nominated alternative member to take their place, to avoid any perceptions of bias or pre-judgement.*

As the Council-appointed representatives on the SWCPP are Councillors, from time to time there will be development applications and/or rezoning reviews where a conflict of duties arises. To ensure Council representation is maintained on the SWCPP in such instances, it is recommended that Council reappoint the existing alternate (non-councillor) representatives on the SWCPP for a period of up to 3 years.

While the primary purpose of these appointments is to ensure Council representation is maintained where a conflict of duties arises, as alternate members these appointees may be called upon at any time (at the discretion of the chair and Planning Panel secretariat). The need to rotate panel members is outlined in the *Sydney District & Regional Planning Panel Operational Procedures*, which states:

"To ensure there is a level of randomisation involved in which panel members and alternates hear a matter, all members are required to regularly rotate with alternate members. This will reduce opportunities for panel members to be improperly influenced. The chair is to determine the frequency of rotation in consultation with the Planning Panel secretariat."

Remuneration

The alternate (non-councillor) representatives on the SWCPP are currently paid \$1,500 (excl. GST) per meeting and \$214 per hour (excl. GST) for business that is undertaken outside of meetings. The per-meeting rate is inclusive of all the work a panel member does for a meeting, including preparation, site visit and any deliberation following the public meeting. The hourly rate applies to electronic determinations where no meetings occur.

The level of remuneration aligns with the remuneration determination (for local planning panels) issued by the Minister for Planning on 23 February 2018. It is recommended that the current level of remuneration be maintained as part of the reappointments.

It is noted that the existing Councillor members of the SWCPP are not paid.

FINANCIAL IMPLICATIONS

This remuneration of panel members is able to be funded from existing budgets.

CONCLUSION

From time to time, a conflict of duties may be encountered by the existing Council-appointed members of the SWCPP. To ensure Council representation is maintained on the SWCPP in such instances, it is recommended that Council reappoint the existing alternate (non-councillor) representatives on the Sydney Western City Planning Panel (SWCPP) for a period of up to 3 years.

RECOMMENDED

That Council reappoint the existing alternate (non-councillor) representatives on the Sydney Western City Planning Panel for a period of up to 3 years.

ORD17

SUBJECT: CAMDEN LOCAL PLANNING PANEL - DISCLOSURES OF INTERESTS RETURNS 2022/23
FROM: Director Customer and Corporate Strategy
EDMS #: 23/554199

PURPOSE OF REPORT

The purpose of this report is to recommend that Council note the tabling of Disclosures of Pecuniary Interests and Other Matters Returns lodged by members of the Camden Local Planning Panel (CLPP) for the 2022/2023 financial year.

BACKGROUND

Under Part 4 of the Local Planning Panels Code of Conduct (LPP Code of Conduct), members of the CLPP are required to periodically lodge with the Panel Chair a Disclosures of Pecuniary Interests and Other Matters Return. The Panel Chair must provide returns to the General Manager who must in turn keep a register of the returns.

MAIN REPORT

Under Schedule 2 of the LPP Code of Conduct, the General Manager is required to table at a Council meeting all returns of CLPP members lodged with the Panel Chair. The returns were tabled at the CLPP meeting of 17 October 2023.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

CONCLUSION


The completed Disclosures of Pecuniary Interests and Other Matters Returns lodged by members of the CLPP are tabled.

RECOMMENDED

That Council note the tabling of the Disclosures of Pecuniary Interests and Other Matters Returns lodged by members of the Camden Local Planning Panel for the 2022/23 financial year.

 70 Central Ave,
Oran Park NSW 2570

 mail@camden.nsw.gov.au

 PO Box 183, Camden 2570

 camden.nsw.gov.au

 13 CAMDEN (13 226336)

 www.facebook.com/camdencouncil

 ABN: 31 117 341 764



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