Business Paper

Ordinary Council Meeting

Camden Council
Administration Centre
70 Central Avenue
Oran Park

13 September 2022









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

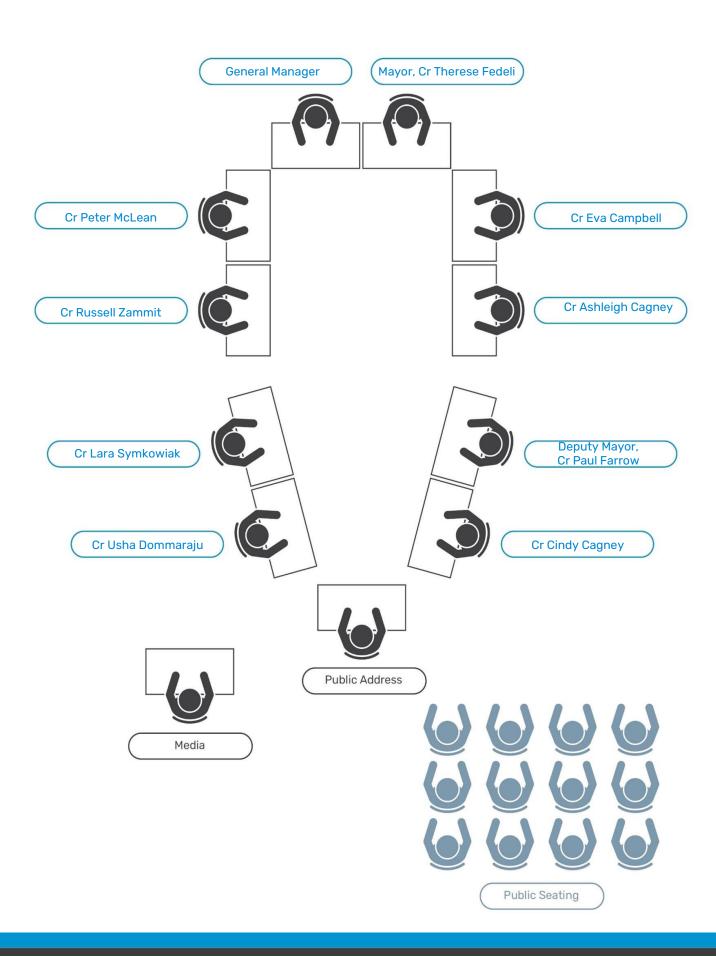
SEPP State Environmental Planning Policy SREP Sydney Regional Environmental Plan

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.

<u>OATH</u>

"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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Amen



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.

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

<u>AFFIRMATION</u>

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



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 audiovisual 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 Ordinary Council Meeting held 9 August 2022.

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held 9 August 2022, copies of which have been circulated, be confirmed and adopted.



Mayoral Minute

SUBJECT: MAYORAL MINUTE - RON'S RETIREMENT

FROM: The Mayor EDMS #: 22/389221

In a few weeks' time, we will farewell Council's General Manager, Mr Ron Moore, as he moves into the next phase of his life – retirement.

Ron has been in local government for more than 42 years and the leadership, passion, commitment and strength he has demonstrated while in this position here at Camden, I believe, is unmatched.

It's impossible for me to mention all the incredible achievements Ron spearheaded during his time here in a single Mayoral Minute, however, I did want to take some time to mention the actions that are most reflective of his accomplishments.

Ron joined Camden Council in March 2013, at a time the organisation and the area was experiencing phenomenal growth and change. From day one, Ron's commitment to working in partnership with us Councillors, the organisation and the community has been outstanding. Together we have guided Council's strategy to deliver excellence in growth, while focusing on building sustainable and connected communities.

Over the years, Council has continued to deliver transformational and state-of-the-art community facilities and infrastructure for our current and future residents, including the delivery of the Narellan Sports Hub, Youth Play Spaces, Oran Park Library, Argyle Street Town Centre Redevelopment and the various new and upgraded roads across the area.

One of the things I admire most about Ron is his dedication to transformation, innovation and business excellence. His commitment to business improvement has seen this Council go from strength to strength.

Working in partnership with Council, Ron revolutionised the process in which major and minor Capital Works projects are undertaken and delivered at Camden, with our Capital Works portfolio progressively growing by more than 150 per cent.

During his time at Camden, Ron also pioneered the concept of strategic partnerships, which was incredibly innovative for local government. He led with the belief that there needed to be strategic partnerships between government, the private sector and not-for-profit organisations, to deliver fantastic community facilities and outcomes to cater for everyone.

Thanks to our strong financial management and long-term planning, Camden was one of only a handful of Councils in NSW to be deemed fit-for -the future by IPART as part of their review into Local Government. This commitment to strong financial management over the years has allowed Council to deliver more for our residents, while responding to the needs of our rapidly growing community.



Under Ron's leadership, Council has also improved our customer service experience, with a focus on transitioning to more efficient processes and service excellence for Camden residents.

From an internal perspective, Ron's management of staff here at Council is also worldclass. His focus on staff safety and wellbeing, mental health and his commitment to ensuring staff are well supported has built a strong culture and made a real difference to our organisation.

Thanks to Ron's hard work, leadership, and his commitment to working in partnership with us Councillors, we are now officially on the map for everything that makes us great – and we're now a sought-after organisation to work for.

A man of true dedication, passion and commitment, through his phenomenal leadership and passion Ron has improved the lives of residents, built and developed communities and helped transform our organisation.

Ron's contribution and achievements across the Local Government sector more broadly and especially here at Camden, will no doubt leave a legacy and significantly benefit future generations to come.

Ron, it has been an absolute honour and great privilege to work with you over the last nine and a half years. On behalf of Camden Council, I thank you for your contribution to Camden Council and the area more broadly, and wish you, your wife Jacky and your family all the very best in your retirement.

RECOMMENDED

That Council note the information.



SUBJECT: ENVIRONMENT AND REGULATORY SERVICES ENFORCEMENT

POLICY - REVISED

FROM: Director Planning & Environment

EDMS #: 22/358342

PREVIOUS ITEMS: ORD02 - Compliance and Enforcement Policy - Ordinary

Council - 13 Aug 2019 6.00pm

PURPOSE OF REPORT

The purpose of this report is for Council to consider the revised Environment and Regulatory Services Enforcement Policy ('Policy'). This Policy was previously called the Compliance and Enforcement Policy. It is recommended that Council endorse the Policy to be placed on public exhibition.

BACKGROUND

Council adopted the current Policy in 2019 and it was scheduled for review after three years. The Policy has been reviewed and is provided as an **attachment** to this report.

Councillors were briefed on the Policy on 6 September 2022.

MAIN REPORT

Council's Environment and Regulatory Services Branch respond to over 5,000 customer requests each year. This includes matters such as public health enquiries and inspections, companion animal management, barking dog complaints, illegal dumping, parking matters, noise pollution, and swimming pool and development compliance.

The Policy guides the actions of Council officers when responding to customer requests regarding regulatory matters and details Council's role as the Appropriate Regulatory Authority under a range of legislation.

The Policy is broadly based on the NSW Ombudsman's 2015 Model Enforcement Policy.

The Policy provides a framework for decision-making and responding to regulatory matters, including the use of discretion where possible and a graduated, risk-based and consistent approach to taking enforcement action.

The Policy provides guidance to:

- Ensure regulatory matters are managed in a fair, equitable and consistent manner;
- Ensure officers respond promptly and effectively to complaints of unlawful activity and undertake proactive monitoring;
- Determine whether regulatory action is warranted and proportional to the relative seriousness of the situation; and
- Determine options for dealing with unlawful activity.



Whilst the context and application of the Policy remain the same, the revised Policy includes changes to the content, layout and order, providing a more logical structure and clearer framework. In addition, the Policy has been renamed to align with the Environment and Regulatory Services branch name and legislative references have been updated.

FINANCIAL IMPLICATIONS

There are no financial implications for Council arising from the review of the Policy.

CONCLUSION

The revised Policy meets Council's requirements and outlines the roles of Council officers in carrying out regulatory activities in a consistent manner and without bias. It is recommended that Council endorse the draft Policy to proceed to public exhibition.

RECOMMENDED

That Council:

- i. endorse the revised Environment and Regulatory Services Enforcement Policy for public exhibition;
- ii. if no unresolved submissions are received during the public exhibition, adopt the Environment and Regulatory Services Enforcement Policy effective from the day after the close of the exhibition period; or
- iii. if any unresolved submissions are received during the public exhibition, receive a further report to consider the submissions.

ATTACHMENTS

1. Environment and Regulatory Services Enforcement Policy - August 2022



SUBJECT: DELIVERY PROGRAM PROGRESS REPORT - JANUARY TO JUNE

2022

FROM: Director Customer & Corporate Strategy

EDMS #: 22/261676

PURPOSE OF REPORT

The purpose of this report is to provide Council a progress report on the four-year Delivery Program 2017/2018 to 2021/22.

BACKGROUND

In accordance with the *Local Government Act 1993*, all councils are required to undertake their planning and reporting activities using the Integrated Planning and Reporting (IPR) framework. The framework requires councils to develop a suite of plans that reflect the vision and aspirations of their community. The IPR framework also requires councils to report on the progress of the Delivery Program.

The documents that form our IPR framework include:

Community Strategic Plan (10 year+)

This Community Strategic Plan is the highest level of plan, which stretches beyond the next 10 years, identifying the community aspirations, desired outcomes and necessary strategies.

Four-Year Delivery Program and Operational Plan (Budget)

The Delivery Program is Council's commitment to progress the Community Strategic Plan in its Council term, which is aligned with the six Key Directions. The Delivery Program shows how the community's aspirations are developed into objectives (community outcomes).

Resourcing Strategy: Executive Summary

The Strategy ensures the community's long-term objectives are met. It integrates the below strategy and plans in accordance with the IPR framework:

- Asset Management Strategy and Plan;
- o Workforce Plan; and
- Long Term Financial Plan.

The Delivery Program and Operational Plan (Budget) were adopted in June 2017. The IPR framework requires Council to report the progress on the Delivery Program. This report is the final report for the 2017/18 to 2021/22 Delivery Program and provides a progress update on the Delivery Program for the period January to June 2022.

A Councillor briefing was provided on the Delivery Program Progress Report for the period January to June 2022 on 23 August 2022.



MAIN REPORT

A progress report is provided as **Attachment 1** to this report and provides a status update on the adopted 39 performance indicators within the Delivery Program for the period January to June 2022.

The progress report captures the status of the performance indicators under each of the six Key Directions and provides overall highlights.

Council monitors its progress in achieving the objectives stated in the Community Strategic Plan through the implementation of the Delivery Program under the six Key Directions:

- 1. Actively Managing Camden LGA's Growth;
- 2. Healthy Urban and Natural Environment;
- 3. A Prosperous Economy;
- 4. Effective and Sustainable Transport;
- 5. An Enriched and Connected Community;
- 6. Strong Local Leadership.

Council utilises a rating scale to assess the status of the performance indicators. **Table 1** below provides a description for each rating scale.

Table 1

Rating Scale	Symbol	Description			
"On Track"	8	When the 'actual' is either equal, less or greater than the set target			
"Monitoring"		Corporate variance of ±10% applies to the set target and is considered achievable, feasible and realistic for performance improvement, with the exception of legislative requirements			
"Needs Work"	B	When the 'actual' is either below or above the corporate variance			
"Trend"	'	Shows a pattern of changing data over time where setting a target is not possible			
"Flood/COVID Impact"		Deliverables impacted by a range of incidents including COVID-19 NSW Public Health guidelines and restrictions along with flood events			



Table 2 below provides a summary of the status of the 39 performance indicators under the six Key Directions.

Table 2

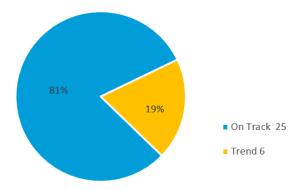
	No. of Performance Indicators	Status				
Key Direction		On Track	Monitor	Needs Work	Trend	Flood/ COVID Impact
Actively Managing Camden LGA's Growth	4	4	0	0	0	0
Healthy Urban and Natural Environment	12	7	0	0	3	2
A Prosperous Economy	3	1	0	0	2	0
Effective and Sustainable Transport	5	3	0	0	0	2
An Enriched and Connected Community	8	5	0	0	0	3
Strong Local Leadership	7	5	0	0	1	1
TOTALS	39	25	0	0	6	8

The COVID-19 pandemic, and more recently localised flooding across the Camden LGA, has had a challenging impact on some of the activities and services Council would ordinarily provide to the community under normal circumstances. In recognition of this, an additional rating scale has been included for the reporting period, with eight performance indicators noted as impacted by the pandemic and localised flooding.



Of the 39 Performance Indicators that were able to be delivered during the reporting period (that is, those not impacted by COVID-19 guidelines and restrictions and localised flooding), 25 Indicators (81%) were assessed as 'On Track'; 0 Indicators (0%) as 'Monitoring'; 0 Indicators (0%) as 'Needs Work' and 6 Indicators (19%) as 'Trend'.

The below diagram provides a visual presentation on the overall progress status:



FINANCIAL IMPLICATIONS

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

CONCLUSION

The progress report highlights that, at the end of the reporting period (30 June 2022), of those indicators able to be delivered during the reporting period, 100% of the performance indicators are 'on track' or 'trend'.

RECOMMENDED

That Council note and endorse the attached Delivery Program Progress Report.

ATTACHMENTS

1. Draft Delivery Program Progress Report - January to June 2022



SUBJECT: CODE OF CONDUCT REVIEW

FROM: Director Customer & Corporate Strategy

EDMS #: 22/352673

PURPOSE OF REPORT

The purpose of this report is to review Council's Code of Conduct (the Code), in accordance with the requirements of the *Local Government Act 1993* (the Act).

BACKGROUND

Under section 440(7) of the Act, Council must review its adopted Code within 12 months after each ordinary election of Council and make such adjustments as it considers appropriate and as are consistent with section 440 of the Act. The requirements of section 440 include that a council must adopt a code of conduct that incorporates the provisions of a model code prescribed by regulation however the adopted code may also include provisions that supplement the model code.

The Model Code of Conduct for Local Councils in NSW (the Model Code) is prescribed under the Local Government (General) Regulation 2021 and outlines the minimum ethical and behavioural standards all council officials in NSW are required to comply with.

Councillors were briefed on this matter on 23 August 2022.

MAIN REPORT

The Code was previously updated in March 2021 to reflect amendments to the Model Code and it remains consistent with the Model Code. A copy of the Code is provided at **Attachment 1**.

A review of the Code has again been undertaken in accordance with the Act. This review has not identified any required amendments to the Code. Since the Code was last adopted, there have been no changes to the Model Code and no other amendments are considered necessary.

It is further noted that changes to the Code may be required in the near future. The Office of Local Government (OLG) is in the process of developing guidelines and a model policy on lobbying, which may subsequently necessitate amendments to the Code. The NSW Government has also commissioned an independent review of the councillor misconduct framework, which is currently underway.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.



CONCLUSION

Council is required to review its adopted Code of Conduct within 12 months after an ordinary election of Council. This review has been undertaken and no amendments are recommended.

RECOMMENDED

That Council:

- i. note the review of its adopted Code of Conduct as required under section 440(7) of the *Local Government Act 1993*; and
- ii. endorse that no amendments to the Code of Conduct are required.

ATTACHMENTS

1. Code of Conduct



SUBJECT: REVIEW OF DELEGATIONS OF AUTHORITY AND COUNCIL'S

ORGANISATION STRUCTURE

FROM: Director Customer & Corporate Strategy

EDMS #: 22/349815

PURPOSE OF REPORT

The purpose of this report is to review Council's delegations of authority and organisation structure in accordance with the requirements of the *Local Government Act* 1993 (the Act).

BACKGROUND

Review of Delegations of Authority

Under section 380 of the Act, Council must review all its delegations within 12 months after an ordinary election of Council.

Review of Organisation Structure

Under section 333 of the Act, Council must review, and may re-determine, its organisation structure within 12 months after an ordinary election of Council.

Councillors were briefed on the matter on 23 August 2022.

MAIN REPORT

Review of Delegations of Authority

Under section 377(1) of the Act, Council may, by resolution, delegate to the General Manager or any other person or body (not including another employee of Council) any of the functions of Council under this or any other Act, excluding the following:

- The appointment of a General Manager;
- The making of a rate;
- A determination under section 549 as to the levying of a rate;
- The making of a charge;
- The fixing of a fee;
- The borrowing of money;
- The voting of money for expenditure on its works, services and operations;
- The compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment);
- The acceptance of tenders to provide services currently provided by members of staff of the council:
- The adoption of an operational plan under section 405;
- The adoption of a financial statement included in an annual financial report;
- A decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6;



- The fixing of an amount or rate for the carrying out by Council of work on private land:
- The decision to carry out work on private land for an amount that is less than the amount or rate fixed by Council for the carrying out of any such work;
- The review of a determination made by Council, and not by a delegate of Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979;
- The power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194;
- A decision under section 356 to contribute money or otherwise grant financial assistance to persons;
- A decision under section 234 to grant leave of absence to the holder of a civic office;
- The making of an application, or the giving of a notice, to the Governor or Minister:
- This power of delegation;
- Any function under this or any other Act that is expressly required to be exercised by resolution of Council.

General Manager delegations

Council has previously resolved to delegate authority to Ronald James Moore as General Manager and to the person holding the position of General Manager in an acting capacity.

The delegation of authority to the General Manager by Council is consistent with standard practice within local government and considerably streamlines the delegation process throughout Council. It also allows the General Manager to sub-delegate any functions of the General Manager to any person or body, including another employee of Council. Accordingly, the General Manager can react promptly to legislative changes or other issues as they occur to put in place the necessary administrative changes enabling staff to enact Council's functions in a responsive and timely manner.

However, in the current review of its Delegations of Authority, it is recommended that Council delegate authority to the office of General Manager rather than the person holding the office. This is permitted under section 49 of the *Interpretation Act 1987* and is a common practice within the local government sector in NSW. It would ensure that, when a new General Manager is appointed, the existing Delegations of Authority to the General Manager remain in effect without the requirement for Council to again resolve to delegate authority to the General Manager. Pursuant to section 49(8) of the *Interpretation Act 1987*, the Delegations of Authority would also automatically apply to any person who subsequently acts in the position of General Manager.

Review of Organisation Structure

The organisation structure of a council is the fundamental arrangement of functions, people and resources through which it delivers its responsibilities to its community. In Camden Council's case, this takes the form of an Adaptive Organisational Framework, which enables Council to adapt and evolve to meet the needs of the Camden Local Government Area's rapidly growing community. Council's Adaptive Organisational Framework includes four divisions as follows:



- Community Assets
- Customer and Corporate Strategy
- Planning and Environment
- Sport, Community and Activation.

Each of these divisions fall under the responsibility of a senior staff position of Director who reports directly to the General Manager. Within each division are a range of functional branches (21 in total), which are headed by Manager-level staff. Council also has an Internal Audit function which is likewise headed by a Manager-level staff member, who reports directly to the General Manager. The 22 Managers and four Directors, together with the General Manager, form Council's Senior Management Team. A copy of Council's Adaptive Organisational Framework is provided at **Attachment 1**.

Council is advised that, in accordance with the Act, a review of the Adaptive Organisational Framework and the current structure is considered suitable for the time being. Council is advised that a further review of the Adaptive Organisational Framework may be undertaken following the appointment of a new General Manager and subsequently reported to Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

CONCLUSION

Council is required to review all its delegations and its organisation structure during the first 12 months of its term of office. It is proposed that Council delegate to the office of General Manager the functions of Council subject to certain limitations as specified.

The organisational structure of a Council provides a framework for the delivery of services, functions and support to its community. Camden Council's current structure as reflected in its Adaptive Organisational Framework is considered satisfactory, noting that a further review may be undertaken and reported to Council following the appointment of a new General Manager.



RECOMMENDED

That Council:

- i. note the review of its Delegations of Authority as required under section 380 of the *Local Government Act 1993*;
- ii. revoke all prior delegations granted to Ronald James Moore as General Manager;
- iii. pursuant to section 377 of the *Local Government Act 1993*, delegate to the General Manager the exercise of Council's powers, functions, duties and authorities contained in the legislation and matters specified in Schedule 1, subject to the limitations specified in Schedule 2 below:

Schedule 1

- 1. The functions of Council as specified in:
 - (i) the Local Government Act 1993 and related Acts; and
 - (ii) other Acts under which Council has powers, authorities, duties and functions.

Schedule 2

- 1. Subject to the provisions of the *Local Government Act 1993* and any other legislation relevant to the delegations:
- 2. Council may by resolution direct the General Manager in the exercise of any function herein delegated;
- 3. The General Manager shall exercise the functions herein delegated in accordance with and subject to:
 - (i) the provisions of the Local Government Act 1993 as amended;
 - (ii) all and every policy of Council adopted by resolution and current at the time of the exercise of the functions herein delegated;
- 4. The General Manager shall exercise the functions herein delegated in relation to approving leases and licences (including subleases and renewals) for land owned or vested in Council, except where:
 - (i) the lease/licence is considered in the General Manager's opinion to be contentious: or
 - (ii) the consideration for the lease/licence exceeds \$100,000 per annum (GST exclusive); or
 - (iii) submissions from the community have been received objecting to the lease/licence agreement.
- iv. note the review of Council's organisation structure in accordance with section 333 of the *Local Government Act 1993*; and
- v. endorse that Council's organisation structure does not need to be redetermined, noting that a further review may take place and be reported to Council following the appointment of a new General Manager.

ATTACHMENTS

1. Adaptive Organisational Framework



SUBJECT: LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022

FROM: Director Customer & Corporate Strategy

EDMS #: 22/309537

PURPOSE OF REPORT

The purpose of this report is to inform Councillors of the upcoming 2022 Local Government NSW (LGNSW) Annual Conference (the Conference), seek nominations for Council's voting delegates (if any) with respect to motions and request the endorsement of proposed motions to be submitted to the Conference.

BACKGROUND

The Conference will take place from Sunday, 23 October to Tuesday, 25 October 2022 at the Crowne Plaza Hunter Valley, Lovedale NSW.

Online registration and submission of motions are now open for the Conference on the LGNSW website.

A Councillor briefing on this matter was held on 23 August 2022.

MAIN REPORT

Voting Delegates

To vote at the Conference, Council must nominate its voting delegates. This is separate from registering to attend the Conference.

Council is entitled to nominate six voting delegates to vote at the Conference on motions. A delegate must attend in person to be able to vote on motions.

Council must register its voting delegates by 5:00pm on Monday, 10 October 2022. Additional nominations received after the closing date cannot be accepted.

Changes to Voting Delegates

A registered voting delegate for motions can be changed at any time by giving notice in accordance with LGNSW rules, in writing, signed by either the Mayor or General Manager.

Conference Motions

Members (councils) are encouraged to submit motions as early as possible to allow assessment of the motions and distribution of the Conference Business Paper. In line with the LGNSW rules, the latest date that motions can be accepted for inclusion in the Conference Business Paper is Sunday, 25 September 2022.



Motions will only be included in the Business Paper for the conference where they:

- Are consistent with the objects of LGNSW;
- Relate to or concern local government as a sector in NSW and/or across Australia;
- Seek to establish or change policy positions of LGNSW and/or improve governance of the Association (noting that the LGNSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process);
- Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
- Are clearly worded and unambiguous in nature; and
- Do not express preference for one or several members over one or several other members.

All motions must also be aligned to one of the following categories:

- Industrial relations and employment;
- Association business, LGNSW rules and governance;
- Council governance and accountability;
- Economic;
- Infrastructure;
- Planning, housing and building regulation;
- Social and community;
- Environmental.

Proposed Motions

Six motions as detailed below are proposed for consideration by Council. The first of these was the subject of Council resolution ORD106/22, which was passed by Council at its Ordinary Meeting of 12 July 2022. The background note to each proposed motion is provided at **Attachment 1**.

Motion Category – Social and community

Motion Title – Reductions for eligible pensioners

Motion Wording – That Local Government NSW advocates that the NSW Government amend the maximum amount under section 575(3)(a) of the *Local Government Act 1993* that all ordinary rates and charges for domestic waste management services levied on any land for the same year are reduced by for eligible pensioners from \$250 to \$450.

2. <u>Motion Category</u> – Environmental

Motion Title - Waste disposal and processing facilities



<u>Motion Wording</u> – That Local Government NSW advocates that the NSW Government develops a plan with appropriate funding and timelines for the delivery of additional waste disposal and processing facilities to meet the needs of our growing communities and ensuring there are appropriately located facilities for all councils.

3. Motion Category - Environmental

Motion Title - Food Organics and Garden Organics (FOGO) services

<u>Motion Wording</u> – That Local Government NSW advocates that the NSW Government underwrites the financial risk associated with councils now having to implement mandated FOGO services under the Waste and Sustainable Materials Strategy 2041.

4. Motion Category - Environmental

Motion Title - Companion animals management

Motion Wording – That Local Government NSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- a. Review and update the database of microchipped and registered cats and dogs by moving the NSW Pet Registry to a database managed by Service NSW;
- b. Improve service to owners of companion animals by establishing self-service functions via the Service NSW app; and
- c. Promote responsible pet ownership and enhance animal welfare through a robust, accurate, user-friendly database.

5. Motion Category – Social and community

Motion Title – Food health and safety standards

<u>Motion Wording</u> – That Local Government NSW advocates that the NSW Government takes the following steps to provide greater consistency in and improve food health and safety standards:

- a. Initiate a review of the Australian Standard AS4674-2004 Design, construction and fit-out of food premises to reflect current and emerging food shop trends;
- b. The NSW Food Authority to develop a contemporary guide for NSW Construction in Retail Food Premises to provide consistency in the application of the Australian Standard; and
- c. The revised Australian Standard and NSW Construction in Retail Food Premises guide to be adopted by Planning NSW and incorporated into relevant legislation.



6. Motion Category – Infrastructure

Motion Title – Essential Works List in Contribution Plans

<u>Motion Wording</u> – That Local Government NSW advocates on behalf of councils that IPART include community and cultural facilities as an allowable works item in contribution plans.

Payment of Expenses and Provision of Facilities to Mayor and Councillors Policy

Under clause 6.7.3 of Council's Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy, the costs associated with Councillor attendance at the Conference will be met by Council.

Conference registration closes on Monday, 10 October 2022 at 5.00pm. Councillors are requested to advise Council's General Manager before this date if they wish to attend the Conference so that bookings can be made accordingly.

FINANCIAL IMPLICATIONS

The costs associated with Councillor attendance at the Conference are accommodated within Council's adopted budget.

CONCLUSION

Councillors can register to attend the Conference and Council is entitled to submit motions and nominate six Councillors to vote on policy motions at the Conference.

Six motions are proposed as outlined in this report.

Voting delegates must be advised to LGNSW by 5:00pm on Monday, 10 October 2022.

RECOMMENDED

That Council:

- i. note the information in this report;
- ii. nominate up to six delegates to vote on motions at the Local Government NSW 2022 Annual Conference;
- iii. authorise the Mayor and/or General Manager to nominate an alternate registered voting delegate where a nominated registered voting delegate is unable to vote on Council's behalf; and
- iv. submit the following motions to the Local Government NSW Annual Conference 2022:
 - a. That Local Government NSW advocates that the NSW Government amend the maximum amount under section 575(3)(a) of the *Local Government Act 1993* that all ordinary rates and charges for domestic waste management services levied on any land for the same year are reduced by for eligible pensioners from \$250 to \$450.



- b. That Local Government NSW advocates that the NSW Government develops a plan with appropriate funding and timelines for the delivery of additional waste disposal and processing facilities to meet the needs of our growing communities and ensuring there are appropriately located facilities for all councils.
- c. That Local Government NSW advocates that the NSW Government underwrites the financial risk associated with councils now having to implement mandated FOGO services under the Waste and Sustainable Materials Strategy 2041.
- d. That Local Government NSW advocates that the NSW Government takes the following steps to improve the management of companion animals:
 - Review and update the database of microchipped and registered cats and dogs by moving the NSW Pet Registry to a database managed by Service NSW;
 - 2. Improve service to owners of companion animals by establishing selfservice functions via the Service NSW app; and
 - 3. Promote responsible pet ownership and enhance animal welfare through a robust, accurate, user-friendly database.
- e. That Local Government NSW advocates that the NSW Government takes the following steps to provide greater consistency in and improve food health and safety standards:
 - 1. Initiate a review of the Australian Standard AS4674-2004 Design, construction and fit-out of food premises to reflect current and emerging food shop trends;
 - 2. The NSW Food Authority to develop a contemporary guide for NSW Construction in Retail Food Premises to provide consistency in the application of the Australian Standard; and
 - 3. The revised Australian Standard and NSW Construction in Retail Food Premises guide to be adopted by Planning NSW and incorporated into relevant legislation.
- f. That Local Government NSW advocates on behalf of councils that IPART include community and cultural facilities as an allowable works item in contribution plans.

ATTACHMENTS

Background Notes to Proposed Motions



SUBJECT: INVESTMENT MONIES - JULY 2022 AND REVIEW OF INVESTMENT

POLICY

FROM: Director Customer & Corporate Strategy

EDMS #: 22/352914

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 31 July 2022 is provided.

This report also includes Council's draft 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 officers.

Councillors were briefed on the proposed changes to Council's Investment Policy on the 16 August 2022.

MAIN REPORT

Investment Report – July 2022

The weighted average return on all investments for the month of July 2022 was 1.78% p.a. The industry benchmark for this period was 1.45% (Ausbond Bank Bill Index) and the official cash rate as determined by the Reserve Bank of Australia (RBA) as at 31 July 2022 was 1.35%.

On the 6 September 2022, the Board of the Reserve Bank of Australia subsequently increased the cash rate to 2.35%.

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 for July 2022 is provided as Attachment 1 to this report.



Investment Policy

The proposed changes to the Investment Policy include the removal of short-term credit risk ratings to primarily rely on long-term credit risk ratings. Short-term means investments with terms to maturity of less than 12 months and long-term is greater than 12 months. The credit risk ratings are provided by a ratings agency such as Standards and Poor's, which provide investors with a level of confidence about the financial health of the bank before investing funds.

Council's Investment Advisor also recommended increasing the allowance of BBB (credit risk rating) rated investments across Council's investment portfolio, which is supported.

There were also minor grammatical and name changes updates required.

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

RECOMMENDED

That Council:

- i. note that the Responsible Accounting Officer has certified that all investments held by Council have been made in accordance with the *Local Government Act 1993*, Regulations, and Council's Investment Policy;
- ii. note the list of investments for July 2022;
- iii. note the weighted average interest rate return of 1.78% p.a. for the month of July 2022; and
- iv. adopt the revised Investment Policy as attached to this report.

ATTACHMENTS

- Monthly Investment Report July 2022
- 2. Draft Investment Policy



SUBJECT: LEPPINGTON OVAL (PAT KONTISTA) MASTERPLAN

FROM: Acting Director Sport, Community & Activation

EDMS #: 22/366394

PREVIOUS ITEMS: ORD14 - Leppington Oval (Pat Kontista) - Public Exhibition of

Draft Masterplan - Ordinary Council - 14 Jun 2022 6.30pm

PURPOSE OF REPORT

The purpose of this report is to advise Council of the outcome of the public exhibition of the draft Leppington Oval Precinct Masterplan ('Masterplan') and to seek Council's endorsement of the draft Masterplan post-exhibition.

BACKGROUND

Detailed investigations have been undertaken and a draft Masterplan has been prepared for the Leppington Oval Precinct, including Pat Kontista Reserve.

Located in the South-West Growth Area, the draft Masterplan has been developed with a focus on facilitating recreation through the provision of a high-quality precinct and open spaces for key user groups and the wider Leppington community.

At the Ordinary meeting of 14 June 2022, Council resolved to endorse the draft Masterplan for public exhibition for a period of 28 days. This report outlines the results of the public exhibition.

Councillors were briefed on this matter on 23 August 2022.

MAIN REPORT

<u>Draft Leppington Oval Masterplan</u>

The draft Masterplan aims to provide a concept plan to meet the expectations of user groups and the wider community.

The draft Masterplan is broken down into three parts and is provided as an **attachment** to this report. The draft Masterplan identifies a range of outcomes and upgrades, including the following.

The key objectives of the Masterplan are to provide:

- space that provides high quality active and passive sporting and recreation opportunities;
- space that connects sustainable active transport networks such as cycleways, shared path links and creek crossings; and
- key connections between creeks, community and sport and recreation opportunities.

The draft Masterplan as exhibited incorporates extended facilities including:

three full sized playing fields;



- three tennis courts;
- multipurpose sports court;
- fitness stations:
- nature play and play spaces;
- shared pathways and boardwalks;
- community centre;
- open lawn areas; and
- opportunities to interact with Scalabrini Creek.

Public Exhibition

The draft Masterplan was exhibited for a period of 28 days from Wednesday 29 June until Wednesday 27 July 2022.

Direct notification was sent to 330 landowners and residents, advising that the draft Masterplan was on public exhibition. During the exhibition period, the draft Masterplan was placed on Council's Your Voice Engagement Platform, advertised through Council communications channels, including social media, and one pop up engagement was held at Leppington Oval on 15 July 2022.

Four residents attended the on-site information session; however, no submissions were made. It is noted that attendees indicated general support for the draft Masterplan and expressed support for sufficient parking provision on site.

One formal submission was received in response to the public exhibition, detailing desired inclusions such as lighting, drainage, fencing and storage, which can be considered at the detailed design stage. Details relating to this submission is provided as an **attachment** to this report.

Next Steps

Subject to Council endorsement of the draft Masterplan, detailed design on key elements within the site will commence. The delivery of the Masterplan is proposed to be staged with Stage 1 consisting of civil works required to deliver future stages.

Key stakeholders who provided a submission will be engaged during the detailed design process.

FINANCIAL IMPLICATIONS

The adopted budget identifies \$27.6 million for design / construction works relating to Scalabrini East and Pat Kontista over the next three years.

CONCLUSION

As one supportive submission was received in response to the public exhibition of the Masterplan, it is recommended that Council endorse the Masterplan without change.



RECOMMENDED

That Council:

- i. endorse the draft Masterplan for the Leppington Oval Precinct, included as an attachment to this report; and
- ii. advise submitters of the outcome of this report.

ATTACHMENTS

- 1. Leppington Oval Precinct Draft Masterplan
- 2. Summary Table of Submissions following Public Exhibition



SUBJECT: ACCEPTANCE OF GRANT FUNDING - HABITAT ACTION GRANT

2021/22

FROM: Director Community Assets

EDMS #: 22/335736

PURPOSE OF REPORT

The purpose of this report is to advise Council of the receipt of grant funding of \$40,000 (excl. GST) through the NSW Government's Habitat Action Grant program administered by the NSW Department of Primary Industries. The relevant project seeks to install fish habitat and erosion control structures in the Nepean River at Spring Farm to promote an increase in population and passage of Australian Bass.

BACKGROUND

In December 2021, the NSW Department of Primary Industries invited applications for grants funded by the NSW Recreational Fishing Trust to support on-ground actions to improve fish habitat and recreational fishing in NSW. Applications were open to angling clubs, individuals, community groups, councils and organisations interested in rehabilitating fish habitats in freshwater and saltwater areas in NSW.

The Nepean River, Spring Farm site is one of the most upstream Nepean River sites in the Camden Local Government Area. The riparian corridor is high in ecological value, having remnant River Flat Eucalypt Forest and pockets of vulnerable *Eucalyptus benthamii* (Camden White Gum).

The site is identified as key fish habitat for the Hawkesbury-Nepean River, has a good freshwater fish community status, and has had recent sightings of Australian Bass and freshwater eels. The site is also experiencing erosion, exacerbated during the 2022 floods, that is resulting in the loss of riparian vegetation and contributing sediment to the river.

MAIN REPORT

Council has been advised that it was successful in its application for \$40,000 (excl. GST) under the NSW Government's Habitat Action Grant program to undertake bank restoration through the installation of fish habitat and erosion control works supported by weed removal and restoration of the bank of a section of the Nepean River at Spring Farm. The project will also include installation of signage and maintenance of the works.

Council will contribute to the delivery of the project through project management, communication and engagement with local residents and river users, and ongoing monitoring and maintenance of the site.

This project will promote an increase in population and passage of the Nepean River by Australian Bass and support residents' desire to fish on the Nepean River.



FINANCIAL IMPLICATIONS

Council will receive funding of \$40,000 (excl. GST) from the Department of Primary Industries. Other project costs, such as signage and graphic design, will be funded from existing operational budgets.

CONCLUSION

Council has been successful in its application for \$40,000 (excl. GST) to install fish habitat and erosion control structures in the Nepean River at Spring Farm under the NSW Government's Habitat Action Grants program. The project will support the restoration of a section of Nepean River riverbank, increase fish habitat and support use of the river for fishing by the local community.

RECOMMENDED

That Council:

- i. accept grant funding of \$40,000 (excl. GST) from the NSW Government's Habitat Action Grants program for inclusion in the 2022/23 budget to undertake fish habitat and erosion controls works;
- ii. write to The Hon. Dugald Saunders, Minister for Agriculture and Western New South Wales, thanking him for the grant; and
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.



SUBJECT: ACCEPTANCE OF GRANT FUNDING - TRANSPORT FOR NEW

SOUTH WALES - GET NSW ACTIVE PROGRAM 2022/23

FROM: Director Community Assets

EDMS #: 22/338635

PURPOSE OF REPORT

The purpose of this report is to seek Council's acceptance of grant funding from Transport for New South Wales (TfNSW), under the Get NSW Active Program, for preparation of the Pedestrian Access and Mobility Plan and implementation of a shared path on Cawdor Road, Cawdor.

BACKGROUND

TfNSW seeks applications from councils each year for projects under the Get NSW Active Program. This year applications were made for eligible projects under the funding guidelines.

MAIN REPORT

The NSW Government offers funding under the Get NSW Active Program for pedestrian and bicycle planning and facilities.

Council has been advised by TfNSW that the following applications have been successful in the 2022/23 financial year:

 Cawdor Road, Cawdor – Land acquisition and construction of a shared path between Sheathers Lane and Camden High School (overview plan provided as an attachment to this report also showing path currently underway along Sheathers Lane).

Project Cost Estimate: \$2,286,000 (excl. GST)

Funding Offered: \$1,143,000 (excl. GST) (50%).

 Camden Pedestrian Access and Mobility Plan – Preparation of a new edition of the plan.

Project Cost Estimate: \$50,000 (excl. GST)

Funding Offered: \$50,000 (excl. GST) (100%)

The funding will assist Council in reviewing and updating the current plan as identified within the Camden Local Strategic Planning Framework (2020).



FINANCIAL IMPLICATIONS

Council will receive \$1,193,000 (excl. GST) through the Get NSW Active Program. This amount is to be included in the 2022/23 budget to fund the proposed program of works.

The total cost of the Cawdor Road Shared Path project is estimated at \$2,286,000 (excl. GST). Council is contributing 50% of the funding, which is \$1,143,000 (excl. GST). Council's contribution is already included in Council's budget, funded through the Camden COVID-19 Community Support Package.

No matching funding is required for the Camden Pedestrian Access and Mobility Plan.

CONCLUSION

Council has been successful in securing grant funding under the 2022/23 Get NSW Active Program for a shared path on Cawdor Road, Cawdor and to review and update the Pedestrian Access and Mobility Plan.

Both projects will enable improved pedestrian and bicycle access and it is recommended that the grant funding be accepted.

RECOMMENDED

That Council:

- accept grant funding from Transport for New South Wales, under the Get NSW Active Program 2022/23, of \$1,143,000 (excl. GST) to undertake a shared path on Cawdor Road and \$50,000 (excl. GST) for the preparation of a Pedestrian Access and Mobility Plan, and include the funding amounts into the 2022/23 budget;
- ii. write to The Hon. Rob Stokes MP, Minister for Active Transport, thanking him for the grant; and
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.

ATTACHMENTS

1. Overview Plan of Shared Path on Cawdor Road



SUBJECT: ACCEPTANCE OF GRANT FUNDING - NSW ENVIRONMENTAL

TRUST - RESTORATION AND REHABILITATION GRANT 2021/22

FROM: Director Community Assets

EDMS #: 22/361516

PURPOSE OF REPORT

The purpose of this report is to advise Council of the receipt of grant funding of \$114,000 (excl. GST) through the NSW Government's Environmental Trust Restoration and Rehabilitation Grant Program administered by the NSW Department of Planning and Environment. The project seeks to stabilise sections of the Nepean River and restore the Critically Endangered Ecological Community, River-flat Eucalypt Forest.

BACKGROUND

In October 2021, the Department of Planning and Environment invited applications for grants funded by the NSW Environmental Trust Restoration and Rehabilitation Grant program to contribute to the ongoing sustainable management and stewardship of significant environmental assets and services in NSW. Applications were open to community groups, incorporated associations, non-profit organisations, non-commercial co-operatives, local councils and state government agencies.

The Nepean River is one of the major biodiversity corridors within the Camden LGA, supporting a wide diversity of plants, animals, threatened ecological communities, and threatened plant species. The banks of the Nepean River were significantly impacted as a result of flooding in March, April and July 2022, as well as in March 2021 and February 2020. In particular, eroded banks are encroaching on the Nepean River Cycleway and Rotary Cowpasture Reserve.

MAIN REPORT

Council has been advised that it was successful in its application for \$114,000 (excl. GST) under the NSW Government's Environmental Trust Restoration and rehabilitation Grant Program to undertake preventative erosion measures to stabilise sections of the Nepean River along the Nepean River Cycleway and Rotary Cowpasture Reserve. The project will also restore the Critically Endangered Ecological Community, River-flat Eucalypt Forest, through woody weed control and revegetation with native species, including the Nationally Threatened species *Eucalyptus benthamii* (Camden White Gum).

Council will contribute to the delivery of the project through project management, communication and engagement with local residents and river users, and ongoing monitoring and maintenance.

FINANCIAL IMPLICATIONS

Council will receive funding of \$114,000 (excl. GST) from the Department of Environment and Planning. Other project costs will be funded from existing operational budgets.



CONCLUSION

Council has been successful in its application for \$114,000 (excl. GST) to undertake preventative erosion measures to stabilise sections of the Nepean River and restore the Critically Endangered Ecological Community, River-flat Eucalypt Forest, through woody weed control and revegetation with native species, including the Nationally Threatened species *Eucalyptus benthamii* (Camden White Gum).

RECOMMENDED

That Council:

- accept grant funding of \$114,000 (excl. GST) from the NSW Government's Environmental Trust Restoration and Rehabilitation Grant program for inclusion in the 2022/23 budget to undertake preventative erosion measures to stabilise sections of the Nepean River and restore the Critically Endangered Ecological Community, River-flat Eucalypt Forest;
- ii. write to The Hon. James Griffin, Minister for Environment and Heritage, thanking him for the grant; and
- iii. write to Mr Peter Sidgreaves MP, Member for Camden, thanking him for his support.









